



## Request for City Council Committee Action From the Department of Public Works

**Date:** August 10, 2004  
**To:** Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee  
**Referral To:** Honorable Barbara Johnson, Chair, Ways and Means/Budget Committee

**Subject:** Authorization to issue an RFP for Management of Municipal Parking System

### Recommendations:

That the proper City Officials are authorized to issue a Request for Proposals to solicit proposals for the operation and management of the Municipal Parking System contingent on the approval of the RFP by the Permanent Review Committee.

That the City Officials evaluate the proposals and select the suitable candidate for the operation of the Municipal Parking System and make recommendation to the City Council.

### Previous Directives:

- On June 23, 2000, the City Council approved issuing an RFP for the operation of the Municipal Parking System.
- On November 9, 2000, the City council passed the recommended selection of Municipal Parking, Inc. as the operator of the Municipal Parking System.
- On February 26, 2001 the contract with Municipal Parking, Inc. was signed which was effective April 1, 2001.

**Prepared by:** Michael W. Sachi, Parking and Skyway Systems Engineer, 673-2159

### Approved by:

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Klara A. Fabry, P. E., City Engineer, Director of Public Works

**Presenters:** Michael W. Sachi, Parking and Skyway Systems Engineer

### Financial Impact (Check those that apply)

- No financial impact - or - Action is within current department budget.  
(If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

**Background/Supporting Information:**

The operations and management contract for the Municipal Parking System was issued to Municipal Parking, Inc. effective April 1, 2001. This was a three year contract with two one-year renewals.

Based on changes in the industry such as centralization of operations and automation in general, as well as the growth of our system, Public Works anticipates that major cost efficiencies can be gained by sending out a new Request for Proposals (RFP) rather than exercising the final one year of the contract. If we issue a RFP, we will notify our current operator that we will not exercise the final option year. If for some reason it is determined to exercise the final option year, we must notify the current operator by October 4, 2004.

Public Works has hired The Consulting Engineers Group to assist in evaluating and rewriting the existing contract as well as developing a new RFP to capitalize on reductions in management fees, centralization, staffing levels and payroll formats. These changes will have savings to the operator, which in turn will reduce the management fees the City pays. Likewise, similar savings on day to day operations will also reduce operating costs.

Our schedule is such that we need to issue, receive and recommend the RFP by January 31, 2005 to allow for transition issues that would arise.

The schedule would be as follows:

1. August 04                                      Finalize the RFP and new form of operator contract.
2. August/September, 04                      Present RFP to Permanent Review Committee for approval.
3. September/November 04                      Request proposals from parking operators
4. November/January 05                      Evaluate proposals and make recommendations to City Council
5. January 2005                                      Contract execution.
6. February/March 2005                      Transition Period
7. April 1, 2005                                      New contract start date