



CITY OF POMONA

COUNCIL REPORT

July 1, 2019

To: Honorable Mayor and Members of the City Council and City Council

From: Linda C. Lowry, City Manager

Submitted by: Kirk Pelser, Deputy City Manager

SUBJECT: AWARD OF A PROFESSIONAL SERVICE CONTRACT TO JR PARKING CONSULTANTS FOR MUNICIPAL PARKING CONSULTING SERVICES IN THE AMOUNT OF \$95,000 WITH AUTHORIZATION TO AMEND THE CONTRACT BY UP TO 5% (\$4,750) IF NECESSARY FOR ADDITIONAL SERVICES

RECOMMENDATION:

It is recommended that the City Council:

- 1) Award a professional services contract to JR Parking Consultants in the amount of \$95,000 for municipal parking consultant services;
- 2) Authorize amending the contract by up to five percent (5%) (\$4,750) of the original contract amount for unforeseen additional related work, if necessary; and
- 3) Authorize the City Manager to execute the contract and any necessary amendments up to the authorized five percent (5%).

EXECUTIVE SUMMARY:

The award of a professional services contract to JR Parking Consultants ("Consultant") will provide for the consultant to perform a variety of parking operations services including preparation of specifications and to assist with tasks related to the selection of a design-build team for construction of a downtown parking structure. The contract amount is \$95,000 with provision for up to a 5% increase (\$4,750) for additional related services. Sufficient funds to cover the contract cost are in the Vehicle Parking District's Fiscal Year 2019-2020 Budget.

FISCAL IMPACT:

Funds for this contract award have been budgeted in the Vehicle Parking District (VPD) Controllable Contracts budget account number (230-9200-52285-00000). The five percent contingency of \$4,750 will be approved if necessary for unforeseen related additional work.

PUBLIC NOTICING REQUIREMENTS:

In accordance with Section 2-977 of the City's Purchasing Ordinance, a Notice Inviting Proposals was posted on March 18, 2019, to the Public Notices board and PlanetBids, which

notified 526 vendors registered with Pomona and 160 vendors registered with other agencies. Two (2) proposals were received by the April 17, 2019 deadline.

DISCUSSION:

The City's has the need for a parking consultant to provide a variety of services, such as:

- assistance with selecting a design-build team for the downtown parking structure
- functional design review for parking structure and for surface parking inventory
- specifications and design requirements for parking control systems
- parking revenue and equipment procurement
- revenue and expense pro-forma preparation
- parking operator selection assistance
- parking management plan and integration of all downtown parking facilities.

Two proposals were received by the April 17, 2019 deadline, as summarized below.

BIDDERS	BID AMOUNT	AVERAGE TOTAL POINTS SCORED
JR Parking Consultants	\$95,000	210
Walker Consultants	\$165,000	158

Both firms are highly qualified to assist and advise the City regarding its downtown parking operations. They are adept with all aspects of surface and parking structure operations and parking plan development. Of the two firms, JR Parking was ranked the highest based on their staff ability and experience, time commitment to the project, and familiarity with the area and methodology and approach to the goals of the project. An advantage of selecting JR Parking is their Principal (company owner) will be the primary contact and member of their firm doing the majority of the work. A team of staff members reviewed the proposals with the assistance of the City's Purchasing Manager. JR parking's proposal was deemed the most responsive and they submitted the lowest fee proposal. A complete scoring chart is provided as Attachment No.1.

Staff has verified that JR Parking is qualified to move forward with the scope of work necessary to accomplish the project. They have worked with local and other municipalities and private entities throughout the United States on various parking assignments.

Prepared by:

Kirk Pelser, Deputy City Manager

ATTACHMENTS:

Attachment No. 1 Proposal Score Sheet