



Office of the City Manager

CONSENT CALENDAR
October 16, 2018

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Andrew Greenwood, Chief of Police
 Subject: Contract: Passport Labs Incorporated for a Parking Management System

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any necessary amendments with Passport Labs Inc. to provide a Parking Management System for a 3 year contract with an option to extend the contract for a two-year period for a maximum length of five years, for a total not to exceed \$2.87 million.

FISCAL IMPACTS OF RECOMMENDATION

The annual fiscal impact to the General Fund will be approximately \$574,000 to support this contract and will be allocated in the Police Department budget expenditure code 010-7303-420-3038. The Total Contract amount will not exceed \$2.87 million for the 5 year contract duration. The contract has been entered into the City's contract database and assigned CMS No. HXPD3.

CURRENT SITUATION AND ITS EFFECTS

The City's current contract with Conduent State and Local Solutions for parking citation management will expire February 29, 2019. Conduent provides citation processing, collections services, and various customer service resources to support the City Parking Management System. Based on council directives to implement parking and enforcement programs in support of the Citywide Residential Preferential Parking (RPP) Program expansion, football and special event parking, citation payment programs and the need for specific contractual changes; staff issued a Request for Proposal for a Parking Management System (PMS) which included:

Processing services for parking citations and citation adjudication correspondence, providing flexible parking options for residents through RPP program and visitors of the City of Berkeley. The PMS must be capable of expanding and supporting enhanced parking and enforcement programs, including but not limited to, parking permit fulfillment, digital permitting, and expandable web shopping cart capabilities.

BACKGROUND

The Parking Management System RFP was issued October 23, 2017 and eight proposals were received by the November 30, 2017 deadline. City staff formed a panel

comprised of key stakeholders from the Police, Public Works, Finance, Customer Service and Information Technology Departments. The panel participated in the review and evaluation process. Evaluation criteria were based on responses to the approach to operation scenarios; project timeline and implementation schedule; statement of qualification/project references, and cost and quality of submitted proposals.

During the evaluation process, panelists analyzed the merits of all proposals in relation to the evaluation criteria. After the written proposals were rated, the vendors of the five (5) top scoring proposals were interviewed. The selection panel concluded that the City would be best-served having Passport Labs Inc. as its Parking Management System vendor. The City of Berkeley is expecting the partnership with Passport Labs, Inc. to move the City from bumper permits to digital permitting practices within the next two years.

ENVIRONMENTAL SUSTAINABILITY

The Parking Management System from Passport Labs, Inc. allows the ability for customers to purchase permits and make payments online which may result in reduced Green House Gas emissions from customers and residents. The PMS also utilizes electronic records, which may result in the reduction of paper and other resources.

RATIONALE FOR RECOMMENDATION

The selection panel awarded Passport Labs, Inc. the highest points based on the criteria established in the RFP; furthermore this vendor comes highly recommended by their current and former clients. Additionally, the vendor's proposed solutions in response to the RFP, not only met, but exceeded the City's needs for a parking management system.

Passport's Enforcement and Permitting platform will provide the City of Berkeley with mobile handheld ticket issuance, online citation payments, digital permitting, end to end citation processing and collections, and the industry's most data-driven backend management software. While Passport's cost proposal was neither the lowest nor the highest of those received, City staff panelists selected the company which provided the best value and service for the City's Parking Management System.

ALTERNATIVE ACTIONS CONSIDERED

Staff could have recommended extending the current contract; however, the current contract would not meet the future needs of the City and address City Council's direction to expand the City's parking policies and programs.

CONTACT PERSON

Lysha Garrett, Parking Enforcement Manager, Police 981-5892

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: PASSPORT LABS INC. FOR A PARKING MANAGEMENT SYSTEM

WHEREAS, the City of Berkeley issued a Request for Proposal (RFP) for a Parking Management System in October, 2017; and;

WHEREAS, eight prospective vendors submitted proposals meeting the minimum qualifications in response to the RFP to provide a Parking Management System; and

WHEREAS, key stakeholders comprised the selection panel, which evaluated the proposals and interviewed the vendors; and;

WHEREAS, Passport Labs Inc. was ranked highest by the selection panel as being the most responsive to the specifications listed in the RFP; and;

WHEREAS, funding for this contract in an annual amount of \$574,000 is required from the General Fund to be deposited in the Police Department's Budget, under budget code 010-7303-420.30-38, CMS. No. HXP3.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with Passport Labs Inc. to provide a Parking Management System for up to five years and a total amount not to exceed \$2,870,000.

