

AGENDA REPORT

Resolution: For the Jack London Square Improvements: Parking Access and Revenue Control System (PARCS) Upgrade Project: i) Approve a Project Budget Not-To-Exceed \$2,162,677; Authorize the Executive Director to Award a Professional Services Agreement to SKIDATA in an Amount Not-To-Exceed \$1,807,677 for the Design, and Installation of the Project; Authorize the Executive Director to Execute Change Orders to the Extent Necessary in an Amount Not-To-Exceed \$180,000; and Authorize the Executive Director to Enter into a Six Year Contract for Maintenance, Extended Parts Warranty and Rapid Response for an Amount Not-To-Exceed \$450,000 Spread Over Six Years. **(Engineering/CRE)**

MEETING DATE: 9/26/2019

AMOUNT: \$2,162,677 Capital Expenditure (FY 2020)
\$450,000 Operating Expense (FYs 2021-2026)

PARTIES INVOLVED: SKIDATA, Los Angeles, CA
Julie White, Chief Financial Officer

SUBMITTED BY: Rob Andrews, Interim Director of Engineering/Chief Engineer
Pamela Kershaw, Director of Commercial Real Estate

APPROVED BY: Danny Wan, Acting Executive Director

ACTION TYPE: Resolution

EXECUTIVE SUMMARY

Staff is requesting the following Board actions for the Jack London Square Improvements: Parking Access and Revenue Control System (PARCS) Upgrade Project: i) approval of a project budget not-to-exceed \$2,162,677; authorization for the Executive Director to award a professional services agreement to SKIDATA in an amount not-to-exceed for the design, and installation of the project; authorization for the Executive Director to execute change orders to the extent necessary in an amount not-to-exceed \$180,000; and Authorization for the Executive Director to enter into a six year contract for maintenance, extended parts warranty and rapid response for an amount not-to-exceed \$450,000 over six years. The project will upgrade existing outdated PARCS equipment at the Washington Street above-ground and Broadway Street below-ground parking garages and one surface parking lot in the Jack London Square area.

BACKGROUND

The Port of Oakland owns and maintains the Washington Street above-ground and Broadway Street below-ground garages and one surface parking lot at the corner of Embarcadero Avenue and Webster Street in the Jack London Square area. These are known as the Washington Street Garage, the Underground Garage, and Parking Lot 11, respectively. Each parking area serves hourly customers, monthly contract users, or a combination of both. Combined, these parking areas generate approximately \$2.5 million in revenue annually.

The Port's Commercial Real Estate (CRE) Division is responsible for management of these lots. CRE uses a Parking Access and Revenue Control System ("PARCS") to manage revenue collection, security, and facility access at the garages and surface lot. PARCS is a networked system consisting of integrated hardware and proprietary software that operates an interactive database to control entry and exit gates, ticket dispensers, and self-service payment machines in real-time. Accurate, reliable, and uninterrupted PARCS operations are essential to managing the point of use and other activities.

The existing PARCS include ticket dispensers, gates, sensors, payment machines, exit machines, and software installed in 2005. The system has reached the end of its useful life. Malfunctions are becoming more frequent and replacement parts are harder to obtain. A normal lifespan for a PARCS is 10-12 years and the existing system is now 14 years old. The current manufacturer of the existing system is having trouble sourcing replacement parts in a timely manner when parts failure occurs.

The PARCS system also needs to be replaced to keep up with current trends, technology, and security recommendations. The replacement of the existing PARCS with a new modern system will improve operations, revenue security, and add marketing and loyalty program tools with new software systems supported by the parking industry. The new machines improve compliance and streamline the payment process in addition to providing the opportunity to use modern features like paying through phone apps.

The project will upgrade existing outdated PARCS equipment at all three locations in JLS.

ANALYSIS

On June 7, 2019, Port staff issued a Request for Proposals ("RFP") to solicit Design and Installation Services for the replacement of the Jack London Square ("JLS") PARCS, with proposals due on July 22, 2019. CRE and Engineering staff worked with Port Engineering Services and the Social Responsibility Division staff to advertise and solicit proposals. The RFP was advertised on the following outlets:

- Advertisement in the Oakland Tribune newspaper;
- Posting on the Port of Oakland website;
- Direct email to known, qualified PARCS organizations, including local contractors certified with the Port Social Responsibility Division;
- Solicitation notifications sent to 129 recipients subscribed through Community-Based Organizations and Chamber of Commerce branches

- Verbal communication with known interested parties.

A key goal of the RFP was to retain a vendor with excellent knowledge and understanding of current PARCS technology, including capabilities and future trends in order to implement a new state of the art PARCS for the Jack London Square area.

A mandatory pre-proposal meeting was held on June 17, 2019, and was attended by representatives of ten (10) interested firms.

On July 22, 2019, the Port received six proposals. Table 1 below lists the proposers and the final ranking. To evaluate the proposals received, the Port established a three-person Evaluation Committee (the "Committee") comprised of staff from Engineering, Commercial Real Estate Division, and a subject matter expert from the Oakland Airport Parking Vendor.

The Committee evaluated each proposal based on criteria set forth in the RFP. The Criteria is as follows:

Criteria	Weighting ¹
1. Adherence to Port Policy Requirements and Required Forms (Pass/Fail) – Completion of forms attached to RFP	Pass/Fail
2. Responsiveness – Compliance with the Format and Content, Overall Clarity and Quality	10%
3. Proposer Information – Company Information, Litigation Information, Past Performance, Resources, Key Personnel	10%
4. Experience & Qualifications – Examples of PARCS Projects, Information Regarding Proposed Equipment in similar size and scope of this RFP, Local Knowledge	20%
5. Plan & Approach – Approach to working with the Port, Proposed Staffing, Design Approach, Quality Control Process, Preliminary Schedule	20%
6. Cost	25%
7. Non-Discrimination and Small Local Business Utilization – Up to 15 preference points are granted in accordance with the Port's Non-Discrimination and Small Local Business Utilization Policy	15%

¹The weighting is based on typical weighting for consultant selection and project goals.

Ratings were assigned to each of the seven criteria based on the sub-set of indicators noted above. Each proposer submitted a complete proposal that qualified for a Committee review. After preliminary review and ranking by the Committee, the top four proposers were invited to oral interviews with the Committee to confirm and clarify various elements of their proposal and answer questions.

The evaluation process by the Committee resulted in the following final ranking:

Table 1. Final Ranking

Ranking	Proposer	Location	Certified LIA/LBA*
1	SKIDATA	Los Angeles, CA	No
2	TIBA Parking Systems	Columbus, OH	No
3	Amano McGann	San Leandro, CA	Yes
4	Flash Parking	Austin, TX	No
5	Scheidt & Bachmann	Lowell, MA	No
6	Hub Parking Technology	Warrendale, PA	No

*LIA – Local Impact Area: Oakland, San Leandro and Emeryville; LBA – Local Business Area – Alameda and Contra Costa Counties

SKIDATA's proposal was evaluated to be the best proposal to meet the needs of the Port of Oakland for the following reasons:

- **Knowledge and Experience** – SKIDATA's proposal stood out due to their experience and vast presence in the San Francisco Bay Area market and the numerous projects currently being installed.
- **Plan and Approach** – SKIDATA received a higher score under this criterion due to several factors, including its schedule detail and overall service and maintenance offering.

It is also important to note that SKIDATA agreed to the labor peace provision of the RFP.

SKIDATA, the highest overall ranked firm, is headquartered in Los Angeles, CA with a local office in Burlingame, CA.

In summary, a number of proposals were competitive. However, SKIDATA's proposal was the most responsive and aligned with the Port's objectives. Staff recommends entering into a professional services agreement with SKIDATA for an amount not to exceed \$1,807,677.

Should the resolution be adopted authorizing a professional services agreement with SKIDATA, but final terms cannot be agreed upon within 30 days of negotiations, Staff will proceed to the next highest ranked proposer. If staff is unable to reach agreement with SKIDATA, then staff will proceed with negotiations with the next highest ranked proposer TIBA Parking Systems for the not-to-exceed amount of \$1,807,677.

BUDGET & STAFFING

The total requested funding authorization is \$2,612,677, of which \$2,162,677 would be a capital expenditure in FY 2020. The other \$450,000 is an operating expense for system maintenance to be incurred over six years from FY 2021 to FY 2026; and would appear in annual operating budgets. This project is included in the Port's FY 2020 Capital Pipeline

projects and therefore included in the Port's financial planning and cash flow. The required capital budget needed for this project exceeds the FY 2020 Pipeline Budget by approximately \$13,000. This amount can be absorbed in the existing CIP budget without an increase to the budget. On an ongoing basis, the proposed replacement of the PARCS is expected to create fewer maintenance requirements which may reduce operating costs, as the new system will be more reliable.

Table 1. Proposed Project Budget

Budget Type	Description	Estimated Cost
CIP	Design and Construction	\$1,807,677
	Construction Contingency	\$180,000
	Port (Direct Labor)	\$175,000
	Total CIP	\$2,162,677
Operating Expense	6-year maintenance, extended warranty, and repair service.	\$450,000

The proposed action will have no impact on staffing, as the PARCS is managed by an existing parking vendor and project activities will be managed by existing Port CRE and Engineering staff.

MARITIME AVIATION PROJECT LABOR AGREEMENT (MAPLA)

The provisions of the Port of Oakland Maritime and Aviation Project Labor Agreement (MAPLA) do not apply to this work as the work is a commercial real estate project, which is exempt from MAPLA.

STRATEGIC PLAN

The action described herein would help the Port achieve the following goals and objectives in the Port's Strategic Business Plan (2018-2022).

<https://www.portofoakland.com/wp-content/uploads/Port-of-Oakland-Strategic-Plan.pdf>

- Goal: Grow Net Revenues
- Goal: Improve Customer Service
- Goal: Modernize and Maintain Infrastructure

LIVING WAGE

Living wage requirements, in accordance with the Port's Rules and Regulations for the Implementation and Enforcement of the Port of Oakland Living Wage Requirements (the "Living Wage Regulations"), do not apply because the contract is a construction contract covered by state prevailing wage rules and the prevailing rate of wage is higher than the wage required by the Living Wage Regulations.

SUSTAINABILITY

Port staff reviewed the Port's 2000 Sustainability Policy and did not complete the Sustainability Opportunities Assessment Form. Port staff concluded that there are no sustainability opportunities associated with the purchase of Parking Access and Revenue Control Systems because both existing and new systems are all electric.

ENVIRONMENTAL

This action was reviewed in accordance with the requirements of the California Environmental Quality Act (CEQA). The CEQA Guidelines, Section 15061(b)(3) ("the general rule") states that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Executing a professional services agreement with SKIDATA in support of the PARCS upgrade will not have a significant effect on the environment and therefore is not a project under CEQA. In addition, the CEQA Guidelines, Section 15301, Existing Facilities, exempts from CEQA the repair, maintenance, and minor alteration of existing structures and facilities that involve negligible or no expansion of use beyond that existing at the time of the lead agency's determination. No further environmental review is required.

GENERAL PLAN

This project involves maintenance of existing facilities being used in conformance with the Oakland General Plan, pursuant to Section 727 of the City of Oakland Charter, and will not change the use of any facility(ies).

OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)

Professional service agreements are not subject to the Port's Owner Controlled Insurance Program (OCIP) as professional services are not construction activities.

OPTIONS

The following are options for the Board's consideration:

1. Approve the actions as outlined in this agenda report. This is the recommended action.
2. Do not approve the actions outlined in this agenda report and direct staff to negotiate with the next highest ranked proposer.

RECOMMENDATION

Staff recommends that the Board adopt a resolution to:

- 1) Approve a Project Budget Not-To-Exceed \$2,162,677;
- 2) Authorize the Executive Director to Award a Professional Services Agreement to SKIDATA in an Amount Not-To-Exceed \$1,807,677 for the Design, and Installation of the Parking Access and Revenue Control System (PARCS) Upgrade Project;
- 3) Authorize the Executive Director to Execute Change Orders to the Extent Necessary in an Amount Not-To-Exceed \$180,000;
- 4) If staff is unable to reach agreement with SKIDATA, then authorize the Executive Director to negotiate and execute an agreement with the next highest ranked proposer TIBA Parking Systems for the not-to-exceed amount of \$1,807,677 for the Design, and Installation of the Parking Access and Revenue Control System (PARCS) Upgrade Project; and
- 5) Authorize the Executive Director to Enter into a Six Year Contract for Maintenance, Extended Parts Warranty and Rapid Response for an Amount Not-To-Exceed \$450,000 Spread Over Six Years