



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report

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**File #:** 16-024, **Version:** 1

**Item #:** C-9.

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**CC - Approval of a Professional Services Agreement with Park Assist for Parking Guidance System for the Real-Time Information System Project, CIP No. P-929, Federal Project No. CML-5240(025) in an Amount Not-To-Exceed \$996,492 (\$866,492.00 Plus \$130,000 in Contingency Authority).**

**Meeting date:** July 11, 2016

**Contact Person/Dept:** Christopher Evans/Public Works Department  
**Phone Number:** (310) 253-5621

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☒ No ☐

**Public Hearing:** ☐

**Action Item:** ☐

**Attachments:** Yes ☒ No ☐

**Commission Action Required:** Yes ☐ No ☒ **Date:**  
**Commission Name:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (07/05/16);

**Department Approval:** Charles D. Herbertson, Public Works Director (06/30/16)

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### **RECOMMENDATION**

Staff recommends the City Council approve a professional services agreement with Park Assist for Parking Guidance System for the Real-Time Information System Project, CIP No. P-929, Federal Project No. CML-5240(025) in an amount not-to-exceed \$996,492 (\$866,492.00 Plus \$130,000 in contingency authority).

### **BACKGROUND**

The Real-Time Information System Project has (1) Parking Guidance System of a central computer system and all necessary software and communication links between the parking structures; parking guidance signs; and occupancy detection devices at the entrance to each parking structure, integrating the entire system with the four roadway Dynamic Message Signs (DMS). The DMS will be located in Downtown area and Washington/National area to communicate real-time parking availability information to motorists (see Attachment 1 & 2). The signs will display the availability of parking in the downtown public parking structures and the proposed Transit Oriented Development (TOD) parking structure adjacent to the Expo Light Rail

Station. Also the Real-Time Project will include parking availability signage at the entrance to each parking structure and at strategic locations inside the parking structures. The Real-Time Project goals are: 1) reduce traffic congestion, 2) improve parking efficiency/utilization, and 3) improve air quality due to reductions in automobile emissions.

On March 12, 2012 the City Council provided final direction on the location and style of the DMS signs and authorized the City Traffic Engineering consultant Kimley-Horn to complete the Real-Time Project design and specifications. The DMS signs will be installed at these locations (see Attachment 1 for location map):

- Culver Boulevard median in front of the Ince Parking Structure (westbound)
- Washington Boulevard between Wesley and Helms Avenues (westbound)
- Washington Boulevard at Dunn Drive (eastbound)
- Culver Boulevard at Jackson/La Salle Avenues (eastbound)

Subsequent to this meeting, the State Department of Finance (DOF) seized former Culver City Redevelopment Agency funds that had been assigned as the local match to the grant. In addition, the DOF threatened to seize the downtown parking structures and the Washington/National property.

On May 28, 2013 the City Council approved providing the City local match with City General Funds, but directed the City Manager to wait to appropriate such funds until the DOF's final decision on the disposition of the parking structures. On March 18, 2014 the DOF approved the City's Long Range Property Management Plan (LRPMP), which included the City maintaining control of the parking structures. With the local match and parking structure matters resolved, staff authorized Kimley-Horn to update the Real-Time Project specifications, plans, and grant required studies to reflect changing technology, site conditions, and Washington/National site considerations.

On September 28, 2015 the City Council authorized release of a Request for Proposals (RFP) for professional services for Parking Guidance System for the Real-Time Information System Project (Real-Time Project), approved the final plans and specifications for the Real-Time Project, and authorized the publication of a notice inviting bids for the installation of DMS. The purpose of the RFP was to obtain the services of a qualified contractor to design and install a Parking Guidance System (PGS) in three Downtown public parking structures and integration of the PGS with four DMS located at key points as drivers enter the Downtown and Exposition Light Rail Train Station (LRT) areas. The purpose of the construction bid was to procure the service of a construction firm to install the DMS signs.

The Project grant requires that parking guidance signage be placed at the entrance of each public parking structure and that four DMS be placed on arterials leading into the downtown and the proposed Washington/National TOD. Pursuant to the Washington/National Planned Development Zone 11 goals, the Community Development and Public Works Departments are conditioning the proposed development to require:

1. The installation of electronic parking guidance signs at the entrances to the development parking structure as part of a parking guidance system, that provides real-time information on the number of available public and Metro/Expo parking spaces.

2. The Parking Guidance System central computer transfer the count for the public parking and Metro parking to the City for use by the City for display on the planned roadside DMS or other applications.

## **DISCUSSION**

The RFP was advertised on the City website, Culver City News and through bid boards. Installation of the DMS was included in the RFP as an Alternate Bid Item. Federal regulations will allow the PGS and DMS systems to be procured through a single RFP process if construction costs are not a substantial portion of the total cost of the work. City Staff and Caltrans agreed that a single procurement process would be beneficial if possible by reducing the staff time needed to manage two separate Federal procurement processes, obtaining the services of a single firm for efficient project management, speed installation through a single concurrent installation process and reduce future complications that may arise from integrating two different companies' systems.

The RFP process was administered according to the Federal procurement process for professional services and in consultation with Caltrans. The City received proposals from five (5) firms.

### **RFP Respondents:**

Q-Free TCS  
A-1 Electronics  
Park Assist  
Park Sense  
Surespot

Following receipt of the proposals, Staff formed a committee to review the responses. The committee consisted of City engineering consultant Kimley-Horn, Public Works Senior Civil Engineer, Economic Development Administrator, Public Works Management Analyst, Traffic Engineering Manager and IT Technical Services Manager. The committee selected Park Assist and Q-Free TCS as the top responses. The committee then conducted interviews and checked references with both respondents.

Following interviews and reference checks the committee then requested updated proposals from both candidates detailing their proposals to install the DMS system. The committee then reviewed the updated proposals and selected Park Assist as the top candidate with which to negotiate a contract to complete the PGS system and the DMS installation.

Staff recommends the City Council award a contract to Park Assist for Parking Guidance System for the Real-Time Information System including installation of DMS system. Park Assist has recently completed projects of a similar scale or larger for the City of Seattle at Ala Moana Mall in Hawaii and at Fashion Valley Mall in San Diego. Staff recommends Park Assist based on their detailed understanding of the Real-Time Project, satisfactory completion of similar projects, reference checks and fair pricing.

The work is anticipated to be completed approximately six months from the issuance of the Notice to Proceed.

**FISCAL ANALYSIS****Estimated Project Expenses**

PGS & DMS System and Installation	\$866,492
<u>15% Contingency</u>	<u>\$130,000</u>
Total	\$996,492
Construction Mgmt & Inspection Services,	<u>\$150,000</u>

**Total Estimated Project Expenses \$1,146,492****Available Funds**

- 42380000.730100.PZ929 \$724,800 Grants Capital Fund - CMAQ Grant
- 42080000.730100.PZ929 \$181,200 Capital Improvements Fund
- 47580000.7301000.PZ929 \$250,000 Parking Authority Fund

**Total Budget Amount: \$1,156,000**

Park Assist software is proprietary and must be updated and maintained by Park Assist. Maintenance costs are not eligible for grant funding reimbursement. Staff will return to City Council to recommend award of a contract to Park Assist for maintenance of hardware and software installed as part of the Real-Time PGS & DMS project at the time of City Council acceptance of work. Estimated annual maintenance service contract is about \$15,000 per year.

**ATTACHMENTS**

1. Real-Time Project Location Map
2. DMS sign example

**RECOMMENDED MOTIONS**

That the City Council:

- 1) Approve a Professional Services Agreement with Park Assist for Parking Guidance System for the Real-Time Information System Project, CIP No. P-929, Federal Project No. CML-5240 (025) in an Amount Not-To-Exceed \$996,492 (\$866,492 Plus \$130,000 in Contingency Authority).; and,
- 2) Authorize the City Attorney to review/prepare the necessary documents; and,
- 3) Authorize the City Manager to execute such documents on behalf of the City.