

NO: **R026**

COUNCIL DATE: **February 18, 2013**

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **February 14, 2013**

FROM: **General Manager, Engineering**

FILE: **o880-20**

SUBJECT: **Award of Contract No. 1220-030-2012-055
Supply and Installation of an Integrated Parking System Equipment and
Provision of Parking Management Services for the New City Centre Parking
Facility**

RECOMMENDATION

The Engineering Department recommends that Council:

1. Approve the award of Contract No. 1220-030-2012-055 related to the design and installation of an integrated parking system and provision of parking management services at the New City Centre Parking Facility for a period of 5 years to Concord Security Corporation in the amount of \$1,455,782, including applicable taxes; and
2. Set the expenditure authorization limit for Contract No. 1220-030-2012-055 at \$1,601,360 including applicable taxes and contingency.

BACKGROUND

A City of Surrey parking utility is being established to manage the finances associated with the New City Centre Parking Facility (the "Parkade") located below the new City Centre Community Plaza. The Parkade will have a parking capacity of approximately 800 vehicles.

A Request for Proposals was issued for the purpose of retaining a qualified contractor to provide the following in relation to the on-going operation of the Parkade:

1. Supply and installation of the necessary parking equipment to manage the use and occupancy of the Parkade; and
2. Parking management services including but not limited to customer service, general cleaning and maintenance, servicing of parking equipment, collection of monies and parking enforcement.

DISCUSSION

The City advertised the RFP on the City's website and on the BC Bid website. By closing time on December 17, 2012 each of the following three proponents submitted a proposal in response to the RFP:

1. Concord Security Corporation;
2. Lions Parking Ltd.; and
3. Vinci Park Services (Canada) Inc.

Evaluation

Lions Parking Ltd. had no experience in developing and implementing projects of a similar magnitude. Lions Parking Ltd. also indicated a preference to not comply with the City's request for a performance bond. As a result, they were not considered further in the RFP process.

Each of the proposals was evaluated in relation to the criteria specified in the RFP document, which related to the following general areas:

- Experience;
- Reputation;
- Resources;
- Technical proposal; and
- Financial expectations.

An evaluation team involving staff from the Engineering, Human Resources, Finance & Technology and Planning & Development Departments reviewed each of the proposals against the above-referenced evaluation criteria.

The Team concluded that the proposal from Concord Security Corporation would provide the best value to the City within the parameters outlined in the RFP. Concord Security Corporation's Parking Division has a reputation for exceptional customer service as confirmed by each of the references that were checked including the Central City development in Surrey and the Vancouver International Airport. Concord also currently provides on-street parking enforcement services for the City of Surrey and their performance in relation to that contract has been satisfactory.

Project Schedule and Contract Schedule

The Contract will commence on the opening of the Parkade and will continue for a term of 5 years.

Installation and successful commissioning of the related parking management equipment, including supporting operating systems, by the Contractor is expected to be completed on or before July 1, 2013, providing sufficient time for testing and operational training prior to the opening of the Parkade, which is expected to occur in September 2013. The provision of parking management services under the Contract will commence with the City giving written notice 30 days in advance of the need to commence the provision of such services.

FUNDING

The parking equipment and related installation and commissioning, and the ongoing operating costs associated with the Parkade including management fees, cleaning, maintenance, etc., will be recovered by income generated from the users of the Parkade.

A further, more detailed report will be forwarded for Council during the summer of 2013, which will provide recommendations in relation to formally establishing the City of Surrey parking utility.

CONCLUSION

Based on the above discussion, it is recommended that Council:

- Approve the award of Contract No. 1220-030-2012-055 related to the design and installation of an integrated parking system and provision of parking management services at the New City Centre Parking Facility for a period of 5 years to Concord Security Corporation in the amount of \$1,455,782, including applicable taxes; and
- Set the expenditure authorization limit for Contract No. 1220-030-2012-055 at \$1,601,360 including applicable taxes and contingency.

Vincent Lalonde, P.Eng.
General Manager, Engineering

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