

APPROVED
BY THE CITY COUNCIL

MAY 18 1999

OFFICE OF THE
CITY CLERK



1.6

DOWNTOWN
DEPARTMENT

PARKING LOT ADMINISTRATION

CITY OF SACRAMENTO
CALIFORNIA

May 5, 1999

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SACRAMENTO, CA
95814-3329

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FAX: 916-264-5115

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: PARKING LOT REVENUE CONTROL EQUIPMENT CONSULTANT

LOCATION: Council District 1

RECOMMENDATION:

It is recommended that the City approve a supplement to an existing contract with Parking Consultancy Services, a parking consultant.

CONTACT PERSON: Mark S. Miller, Parking Manager, 264-7610

FOR COUNCIL MEETING OF: May 18, 1999

SUMMARY:

A consultant is needed to assist in installation testing, developing acceptance-criteria, and acceptance testing of the new parking garage revenue control equipment. This report recommends the City Council approve a contract supplement with the consultant who conducted a needs assessment and developed project specifications for a new revenue control system.

COMMITTEE/COMMISSION ACTION:

None.

BACKGROUND:

The Parking Division is issuing a Request for Proposal for the replacement of its revenue control equipment (ticket dispensers, gates, fee calculators, cash registers, card readers, and other related equipment). The existing equipment is replaced because:

- Existing equipment was purchased in 1988 and is DOS-based.
- Support of the system has become difficult and expensive due to the age of the equipment and the unavailability of replacement parts.
- Replacement of the equipment will ensure Y2K compliance and improve the efficiency and management of its parking garages.

The Division has retained a consultant to develop the specifications for the Request for Proposal. This report recommends that the consultant also provide installation testing, acceptance plan development and acceptance testing. The cost of the additional services is \$85,090. New equipment must be installed and tested before January 2000.

FINANCIAL CONSIDERATIONS:

Funds to implement the supplemental contract for installation testing and acceptance testing are included in the Capital Improvements Budgets for 1998-99 and 1999-00.

ENVIRONMENTAL CONSIDERATIONS:

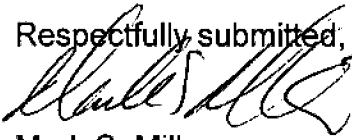
The project is exempt from the California Environmental Quality Act (CEQA) under Section 15301 of the CEQA Guidelines "Operation of existing public structures of facilities involving no expansion of use".

POLICY CONSIDERATIONS:


This action is consistent with the City Council's policy related to fiscally sound, service oriented operations and agreements.

ESBD CONSIDERATIONS:


Parking Consultancy Services, appears to be eligible for the Emerging Business Enterprise (EBE) certification and has submitted an application.

Respectfully submitted,

Mark S. Miller
Parking Manager

RECOMMENDATION APPROVED:


for ROBERT P. THOMAS
City Manager

APPROVED:


Thomas V. Lee
Deputy City Manager
Downtown and Regional
Enterprise Department

SUPPLEMENTAL AGREEMENT

Agreement # & Date: 99-110, March 19, 1999
Purchase Order #:

Budget #: _____
Supplemental Agreement No.: 1
Date: _____ 19

The City of Sacramento ("City") and Parking Consulting Services ("Consultant"), as parties to that certain Consultant and Professional Services Agreement designated as Agreement Number 99-110, including any and all prior supplemental agreements modifying said agreement (said agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is amended by adding the following:

Task 11. Technical Design Review

The Consultant shall:

- A. Review the technical design documentation provided by the Contractor to Verify that the requirements of the City will be met and to review the detailed plans of the Contractor for implementing the Agreement.
- B. Review thoroughly the technical documentation furnished by the Contractor to determine compliance, completeness and correctness in terms of the Agreement.
- C. Take action to ensure timely receipt of technical action items from the Contractor and verify that the information is sufficient and acceptable.
- D. Prepare written responses to any Contractor questions regarding the work after receiving prior approval of all response from the City.
- E. Assist in the resolution of contractual issues and provide written recommendations to City on alternative solutions suggested by the Contractor.

Task 12. Preparation for Installation

The Consultant shall:

- A. Review the installation plan submitted by Contractor for feasibility and correct any identified deficiencies, in conjunction with City and Contractor, before installation commences.
- B. Prepare procedures that define the elements of the system to be tested during the installation test for City approval prior to the commencement of any installation test.

Task 13. Installation Test

The Consultant shall:

- A. Conduct the on-site installation test described in Task 12 at each facility within fourteen (14) days of initial notification by Contractor that the systems as installed meets the requirements of the Agreement.
- B. Document any deficiencies, provide a punchlist to City and Contractor, and furnish a written report with a recommendation for either proceeding with the initial installation test or conducting additional installation testing.

Task 14. Acceptance Test Development

The Consultant shall:

- A. Provide detailed test procedures and a full description of the division of responsibilities among the City, City's parking operator, Consultant, and Contractor during the test period. The test procedures shall provide verification that the system installed and operating at the initial site meets the City's requirements as defined in the Agreement. The test procedures shall evaluate all aspects of system operation, including measurement over the 21-consecutive-day test period of system reliability and accuracy as required by the Agreement.
- B. Provide forms on which to record deviations from the specifications as well as instructions for completion of the forms.
- C. Receive prior approval from the City of all elements of the test plan prior to the commencement of the test.

Task 15. Facility Acceptance Test (Facility 1)

The Consultant shall:

- A. Provide to the City, on a weekly basis throughout the 21-consecutive-day test period, an analysis of the system performance and a log of all deficiencies.
- B. When serious or repetitive deficiencies occur develop a plan of action with City and Contractor to resolve the problems.
- C. At the completion of the acceptance test, furnish to the City a written report with a recommendation for either proceeding with system installation at the next planned site on the basis that the City's requirements defined in the Agreement have been fully met or conducting additional acceptance testing at the initial site. This testing cycle shall be repeated until Consultant recommends proceeding to the next site.

Task 16. Facility Acceptance Tests (Facilities 2-8)

The Consultant shall:

- A. Perform acceptance test at the subsequent installation sites in the manner described in Tasks 14 and 15. Any revenue control system functions or features not provided at prior installation sites shall be added to the testing procedures.

Task 17. System Acceptance Test

The Consultant shall:

- A. Perform 30-day acceptance testing of the fully installed revenue control system in the manner previously described. Any revenue control system functions or features not tested previously shall be added to the testing procedure.
- B. Provide a written report that either recommends system acceptance or identifies the scope of the re-test that would be necessary. This testing cycle shall be repeated as described previously until the Consultant recommends system acceptance.

Task 18. Additional Services

The Consultant shall:

- A. If requested in writing by the City, provide additional consulting and training services related to the management and operation of the off-street parking program.

2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Consultant's fees and expenses, is increased by \$85,090, and said maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	\$ 86,910
Net change by previous supplemental agreements:	0
Not-to-exceed amount prior to this supplemental agreement:	\$ 86,910
Increase by this supplemental agreement:	\$ 85,090
New not-to exceed amount including all supplemental agreements:	\$172,000

3. Consultant agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Consultant for any and all direct and indirect costs that may be incurred by Consultant in connection with such additional and/or revised services, including any changes and/or delays in work schedules or in the performance of other services or work by Consultant.
4. Consultant warrants and represents that the person or persons executing this supplemental agreement on behalf of Consultant has or have been duly authorized by Consultant to sign this supplemental agreement and bind Consultant to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Consultant shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

CITY OF SACRAMENTO
A Municipal Corporation

City

Title

APPROVED AS TO FORM:

City Attorney

ATTEST:

City Clerk

Bobbie Fischler

Federal I.D. No.

State I.D. No.

City of Sacramento Business
Operation Tax Certificate No.

CONSULTANT Signature

Print Name

APPROVED
BY THE CITY COUNCIL

MAY 18 1999

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 99-229

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**AUTHORIZATION TO ENTER INTO SUPPLEMENTAL
AGREEMENT # 1 WITH PARKING CONSULTANCY SERVICES
FOR PROFESSIONAL SERVICES RELATING TO THE
REPLACEMENT OF PARKING GARAGE REVENUE CONTROL
EQUIPMENT**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
SACRAMENTO:**

1. That the City Manager is authorized to enter into Supplemental Agreement # 1 with Parking Consultancy Services for professional services relating to the replacement of the City's parking garage revenue control equipment, in an amount not-to-exceed \$85,090.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO: _____

DATE ADOPTED: _____

8