

July 5, 2016

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing execution of a one-year contract, with the option to renew yearly up to four additional years, with Prime Parking Systems, LLC, for parking management services for the visitor lot at Bellevue City Hall, for a total contract amount not to exceed \$400,000.00.

### **FISCAL IMPACT**

Approving this Resolution obligates the City to pay up to \$80,000.00 for a one-year contract for parking management services of the visitor parking lot at City Hall that will commence on July 13, 2016 and conclude June 30, 2017. The City will have the option to renew the contract for an additional four years not to exceed a contract total of \$400,000.

This expenditure was anticipated and accommodated within the 2015-16 Civic Services General Fund budget. Ongoing funding of the contract will be requested in the 2017-18 budget process and will be subject to final budget appropriation.

### **STAFF CONTACTS**

Nora Johnson, Director 452-4167

Ian Toms, Client Services Manager 452-4243

*Civic Services Department*

### **POLICY CONSIDERATION**

Service contracts in excess of \$90,000 require Council approval. Bellevue City Code Chapter 4.28 provides for a fair and transparent purchasing process.

### **BACKGROUND**

City Hall's visitor parking garage offers 143 parking stalls available to customers doing business with the City and meeting attendees. Prior to 2014, free parking for customers and meeting attendees in the City Hall visitor garage became very appealing to "walk-offs" that parked in the garage and left the premises to go elsewhere. Most of these "walk-offs" were area retail and restaurant employees who would return to the garage to retrieve their vehicles after they finished working for the day. This activity consumed visitor parking supply and made parking unavailable to our customers and meeting attendees. Since 2014, the City has contracted with Prime Parking Systems, LLC to manage the activity in the visitor garage resulting in significant reduction and near elimination of "walk-offs". In mid-2017, the visitor parking garage capacity will be temporarily reduced by 89 parking stalls (from 143 to 54 parking stalls) during Sound Transit East Link construction of the tunnel and downtown station. Visitor parking garage management will be increasingly complex and necessary during this 4-year construction period. A Request for Proposals was issued April 21<sup>st</sup> with four respondents. A selection team evaluated each proposal based on cost, experience, expertise and investment in infrastructure. Prime Parking Solutions, LLC was chosen for their competitive rate, experience and high quality service. The contract also provides for revenue generation on weekends & holidays that could further reduce the net cost of this service. This contract is for one year with the option for renewal up to four additional years.

### **EFFECTIVE DATE**

If adopted, this Resolution will become effective immediately.

**OPTIONS**

1. Adopt Resolution authorizing the execution of a one-year contract with option for renewal with Prime Parking Systems, LLC, for parking management services of the visitor parking garage at Bellevue City Hall.
2. Do not adopt the Resolution and provide alternative direction to staff.

**RECOMMENDATION**

Option 1.

**MOTION**

Move to adopt Resolution No. 9116 authorizing the execution of a one-year contract with Prime Parking Systems, LLC, for parking management services of the visitor parking garage at Bellevue City Hall.

**ATTACHMENTS**

Resolution No. 9116

**AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Parking Services Contract.