

W.F. 1.

## AGENDA COVER MEMORANDUM

**Agenda Date: August 24, 2005**

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**DATE:** August 10, 2005

**TO:** Board of County Commissioners

**DEPARTMENT:** Management Services

**PRESENTED BY:** Jeff Turk, Property Management Officer

**SUBJECT:** ORDER/IN THE MATTER OF ACCEPTING A PROPOSAL FROM DIAMOND PARKING SERVICES FOR RFP LCP 2005-03 AND AWARDED A THREE-YEAR MATERIALS AND SERVICES CONTRACT FOR PARKING MANAGEMENT SERVICES

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1. **PROPOSED MOTION:** THE BOARD OF COUNTY COMMISSIONERS MOVES TO ACCEPT A PROPOSAL FROM DIAMOND PARKING SERVICES FOR RFP LCP 2005-03 AND AWARD A THREE-YEAR MATERIALS AND SERVICES CONTRACT FOR PARKING MANAGEMENT SERVICES
  
2. **ISSUE/PROBLEM:** A Request for Proposals (RFP) to provide parking services for county owned parking lots in downtown Eugene was issued and proposals were received. The selection committee evaluated the proposals and has made a recommendation to accept Diamond Parking's proposal and award them a contract to provide parking services. Board approval of the committee's recommendation is being requested.
  
3. **DISCUSSION:**

3.1 Background

RFP LCP 2005-03 for parking management services was issued and advertised with a closing date of May 10, 2005 at 2:00 PM. Two proposals were received and opened by Gail Murray, Purchasing Manager. The proposals were received from City Center Parking (current provider since 2001) and Diamond Parking Services.

An RFP for parking services was previously issued in the fall of 2004 with Diamond Parking and City Center Parking submitting proposals. The selection committee had

evaluated the proposals and was going to recommend an award to Diamond Parking. City Center Parking submitted a protest of the RFP and criteria used by the selection committee when evaluating proposals. The Director of the Management Services determined to cancel the RFP and re-advertise a revised version addressing the concerns of the protest. A new evaluation committee was also used.

The evaluation committee for the current RFP was comprised of Anette Spickard, A&T; Laura Yergan, MS; Don Nickell, LMD and Steve Walker, DA.

Both firms have extensive experience in providing parking services in major metropolitan areas and their proposals reflected this. Scoring by the committee was extremely close with Diamond Parking being awarded 733.30 points and City Center Parking awarded 723.25 points. Diamond Parking was scored higher by three of the four members of the evaluation committee (a score sheet is attached).

No protests to the RFP or award recommendation have been made at this time.

Gross revenue from parking fees is approximately \$360,000 annually.

### 3.2 Analysis

Scoring for the RFP was based on responses by the proposers in four categories and interviews with them by the committee.

The categories were: Experience and resources; Cultural competency; Operating plan; Cost to the county (as a percentage of gross revenue).

Both proposers had extensive experience in parking management. Diamond Parking is based out of Seattle, WA and operates in several Western States. Diamond Parking has had a presence in Eugene for over twenty years, currently provides parking services for the City of Eugene and Sacred Heart Hospital and has 3 managers stationed locally with 37 employees. City Center main office is in Portland with its operations including parking for the Portland Trailblazers, several office buildings and the State Fairgrounds in Salem. City Center has had one employee/manager in Eugene and does operate a few other lots besides the County's.

City Center Parking did score better than Diamond Parking in the Cultural Competency category (91/86).

Both proposers outlined an operating plan that addressed the criteria of the RFP – 24 hour lot operation, electronic pay stations, lot monitoring, issuance of tickets and selling/distribution of monthly permits. A significant difference between the two proposals

was Diamond's use of its own employees to monitor the lots and issue citations versus City Center's use of a subcontractor to perform those tasks. The proposers also differed on payment of ticket revenue to the county. Diamond Parking proposed payment to the county of \$10.00 on each ticket for which payment **was collected**. City Center proposed payment of \$3.50 for each ticket **issued** whether collection was made for it or not. Based on assumptions included in the RFP for the number of tickets issued monthly and the collection rate the difference in additional revenue was minor (\$2,000/month from Diamond Parking, \$1,750/month from City Center). Other differences were Diamond's use of hand held computers by lot monitors to issue tickets and record information and the ability to purchase permits through their website.

The proposed cost to the county by the proposers as a percentage of gross revenues was nearly identical – 14.623% for Diamond, 14.523% for City Center. The vendor is to cover all of its costs to perform the contract – labor, materials, insurance – from the management fee.

City Center did score slightly higher in interview portion of the evaluation – 81.25 points vs. 80.50 points for Diamond Parking.

### 3.3 Alternatives/Options

- A. Award a contract to Diamond Parking.
- B. Not award any contract and direct staff to re-issue the RFP

### 3.4 Recommendation

It is recommended that Diamond Parking Services be awarded the contract for Parking Services and that the County Administrator be authorized to execute contract documents.

### 3.5 Timing

City Center has indicated that it would like to discontinue county operations by September 1st.

- 4. **IMPLEMENTATION/FOLLOW-UP:** Upon approval by the Board of County Commissioners, contract documents will be prepared for execution.
- 5. **ATTACHMENTS:**
  - Board Order
  - Committee Score Sheet
  - Vendor Proposal

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF ACCEPTING A PROPOSAL FROM DIAMOND PARKING SERVICES FOR RFP LCP 2005-03 AND AWARDING A THREE-YEAR MATERIALS AND SERVICES CONTRACT FOR PARKING MANAGEMENT SERVICES

WHEREAS at a duly publicized place and time on May 10, 2005 the Purchasing Manager opened proposals for **RFP LCP 2005-03** for the provision of parking facilities management for county owned parking lots and

WHEREAS proposals received were evaluated by the Management Services Dept. and

WHEREAS said Management Services Dept. has recommended award of a Materials and Services contract to Diamond Parking Services, LLC to provide said facilities management and

WHEREAS the Board has reviewed the matter and concurs with said recommendation

IT IS HEREBY ORDERED that the County Administrator is authorized to execute a 3 year contract with Diamond Parking Services, LLC consistent with the provisions of the Request for Proposal.

IT IS FURTHER ORDERED, that this Order shall be entered into the records of the Board of Commissioners of the County.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Anna Morrison, Chair, Board of County Commissioners

IN THE MATTER OF ACCEPTING A PROPOSAL FROM DIAMOND PARKING SERVICES FOR RFP LCP 2005-03 AND AWARDING A THREE-YEAR MATERIALS AND SERVICES CONTRACT FOR PARKING MANAGEMENT SERVICES

8-13-05  
*Anna Morrison*

Lane County RATING TEAM	RFP	LCP 2005- Parking				CITY CENTER PARKING							
		EXP (0-50 pnts)	CULT (0-25 pnts)	OP. PLAN (0-50 pnts)	COST (0-50 pnts)	INTERVW (0-25 pnts)	TOTAL	EXP (0-50 pnts)	CULT (0-25 pnts)	OP. PLAN (0-50 pnts)	COST (0-50 pnts)	INTERVW (0-25 pnts)	TOTAL
Steve Walker		50	25	48	49.7	20.75	193.45	47	25	47	50	21	190
Don Nickell		42	17	45	49.7	19.5	173.2	43	22	37	50	16.5	168.5
Anette Spickard		42	24	48	49.7	20	183.7	43	20	45	50	22.5	180.5
Laura Yergan		48	20	45	49.7	20.25	182.95	45	24	44	50	21.25	184.25
<b>Total</b>		<b>182</b>	<b>86</b>	<b>186</b>	<b>198.8</b>	<b>20.25</b>	<b>733.3</b>	<b>178</b>	<b>91</b>	<b>173</b>	<b>200</b>	<b>21.25</b>	<b>723.25</b>
Average Score		45.5	21.5	46.5	49.7	163.2	44.5	22.75	43.25	50	50	160.5	

PROPOSAL TO LANE COUNTY

Management Fee 14.623 % of monthly gross revenue

The undersigned, as proposer, declares that s/he has carefully examined the Specifications and General Provisions and that proposer agrees, if the proposal is accepted, that proposer will contract with Lane County to furnish the services as specified, in accordance with the proposal offered here.

The proposer may withdraw the proposal at any time prior to the day of the proposal opening. However, all proposals shall be irrevocable for a period of sixty (60) days from the day of the proposal opening.

Proposer hereby certifies that s/he is a resident proposer, as defined in ORS 279.029, of the State of Oregon.

By signing this page proposer hereby certifies that s/he has not discriminated against minority, women, or emerging small business enterprises in obtaining any required subcontracts, and proposer hereby certifies that to the best of proposer's knowledge, s/he is in compliance with all Oregon tax laws described in ORS 305.380(4).

The proposer represents that the proposal is made without connection or agreement to any person, firm or corporation making a proposal for the same services, and is in all respects fair and without collusion.

Diamond Parking Services LLC

Firm's Name (Print or type name)  
1297 High Street  
Address  
Eugene, Oregon 97401

[Signature]  
Signature  
Tammy Halvorson  
Print or type name  
Regional Manager  
Title

Telephone: 541-343-3733

Business I.D. No. 91-2025989

Subscribed and sworn to before me this 2nd day of May, 2005  
[Signature]

Notary Public for the State of Oregon

My commission expires June 10, 2007

