




**TO:** Board of Contracts and Awards

**FROM:** Kim Bedier, Director, Public Assembly Facilities   
Jon Houg, Deputy Director, Public Assembly Facilities

**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Marie Holm, Finance/Purchasing

**SUBJECT:** Operation Services for Tacoma Dome Parking Facilities  
Request for Proposals Specification No. PF16-0327F – October 4, 2016

**DATE:** September 19, 2016

**SUMMARY:**

The Public Assembly Facilities (PAF) Department recommends a contract be awarded to Republic Parking Northwest, Inc., Tacoma, WA, in the amount of \$671,574.00, plus applicable taxes, for professional parking services for Tacoma Dome parking facilities, for an initial contract term of four years plus one additional two-year renewal option, for a projected contract amount of \$1,007,360.00, plus applicable taxes.

**STRATEGIC POLICY PRIORITY:**

- Plan for and improve public infrastructure and services that meet the transportation needs of all Tacoma residents and visitors.
- Foster neighborhood, community and economic development vitality and sustainability.

Tacoma Dome parking operations are integral to the enterprise’s customer service delivery and financial success. As a key source of revenue, operations must be fiscally sound, sustainable and customer centric.

**BACKGROUND:**

In order to attain optimal revenue and service goals, PAF requires an industry specific and expert contractor with proven experience enhancing the revenue potential of parking operations. The contractor will provide ongoing professional parking services including daily operations, event operations and enhanced customer service support for the users and clients of the Tacoma Dome parking system.

**ISSUE:** Obtain an experienced contractor for parking management and operations of the Tacoma Dome facilities to increase overall use and revenues. This contract requires experience and expertise in off-street daily and monthly parking operations, and event based parking operations.

**ALTERNATIVES:** PAF requires professional parking services to operate the Tacoma Dome parking lots. PAF currently does not have the workforce or expertise to perform this function. The current contract with Staff Pro Security Inc expires November 1, 2016.

**COMPETITIVE SOLICITATION:** Request for Proposals Specification No. PF16-0327F for Operation Services for Tacoma Dome’s Parking Facilities was opened August 9, 2016. Five companies were invited to bid in addition to normal advertising of the project. Two submittals were received. Republic Parking Northwest, Inc. achieved the highest total score.

<u>Respondent</u>	<u>Location (city and state)</u>	<u>Score</u>
<b>Republic Parking Northwest, Inc.</b>	<b>Tacoma, WA</b>	<b>454</b>
Propark America	San Francisco, CA	376.5

**CONTRACT HISTORY:** New Contract.



**SUSTAINABILITY:** Each firm was asked to respond regarding sustainability practices. The scoring criteria included points for sustainable practices.

**SBE/LEAP COMPLIANCE:** Not applicable.

**RECOMMENDATION:**

The Public Assembly Facilities Department recommends a contract be awarded to Republic Parking Northwest, Inc., Tacoma, WA, in the amount of \$671,574.00, plus applicable taxes, for professional parking services, for an initial contract term of four years plus one additional two-year renewal option, for a projected contract total of \$1,007,360.00, plus applicable taxes.

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Tacoma Dome Enterprise Fund 4180	818300	5330100	\$1,007,360
<b>TOTAL</b>			<b>\$1,007,360</b>

\* General Fund: Include Department

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Tacoma Dome Enterprise Fund 4180	818300	4344200	\$4,489,473
<b>TOTAL</b>			<b>\$4,489,473</b>

**POTENTIAL POSITION IMPACT:**

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
<b>TOTAL</b>			

*This section should only be completed if a subsequent request will be made to increase or decrease the current position count.*

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$27,977.86**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes**

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.**

N/A