

SUMMARY OF RESOLUTION

Authorization to Enter into an Agreement with Parkway Parking of Pennsylvania, Inc. to Provide Facility Management Services for the South Hills Village Parking Garage

Description

Port Authority of Allegheny County (Authority) requires a contractor to provide management and operation services for the Authority's South Hills Village Parking Garage. The services shall include, but not be limited to, general management of all aspects of the parking structure, fare collection, customer assistance, cleaning and preventive and routine maintenance (Services). The agreement would be for a three-year period with the option to extend the term of the agreement up to an additional two years at the sole discretion of the Authority.

Evaluation Committee

Consistent with the Authority's Board-adopted Procurement Policy and Procedures for Competitive Negotiations for Professional and Technical Services, an Evaluation Committee (Committee) was convened to evaluate proposals and recommend the top-rated proposer to perform Services. Committee was comprised of nine members. Eight members of Committee were from the Authority and represented Legal and Corporate Services, Human Resources, Finance, Planning and Development and Operations Divisions. Committee also included a representative from Interstate Acquisition Services, the Authority's real estate consultant.

Schedule

Request for Proposal No. 09-10 for Services was publicly advertised and an informational meeting was held on December 9, 2009. Nine firms requested and received copies of the RFP. Two proposals were received on January 7, 2010 and were distributed to Committee.

Evaluation Process

Committee met to discuss and evaluate the two proposals and determined that Parkway Parking of Pennsylvania, Inc. (Parkway) was the only proposer that submitted a fully responsive proposal. An interview was subsequently conducted with Parkway. As a result of the review of the proposal and the interview, Committee identified Parkway as the proposer with the highest rated proposal to perform Services.

Following are summations of both proposals by Committee:

Parkway demonstrated a clear and thorough understanding of all major aspects of the management and operation of a large parking garage in its Project Work Plan. Parkway has excellent corporate experience with managing similar types of parking garages both in the public and private sectors. The proposed garage manager/supervisor has excellent experience in managing similar types of parking garages. The proposed costs appear to be reasonable for the services to be provided. Parkway has proposed the PAUCP certified DBE firm of All-Purpose Cleaning Services for approximately 10 percent of the work.

Teris Parking, Inc. (Teris) did not demonstrate a thorough understanding of the activities required in the management and operation of a large parking garage in its Project Work Plan. Teris provided corporate experience managing primarily surface parking lots of smaller size than the Authority's garage and did not demonstrate relevant experience with managing parking garages similar to the Authority's. Teris proposed two garage manager/supervisors, whose experience was in managing primarily surface parking lots. It was not demonstrated that they have relevant parking garage experience. Even though Teris proposed costs that were slightly lower than Parkway, it appeared that this was due to the lack of understanding of the nature of the services to be provided. Teris did not propose any DBE firms.

Negotiations

Negotiations with Parkway have been initiated and are progressing on a proposed agreement to perform Services. A total not-to-exceed amount of up to \$462,000 is recommended for approval. The agreement will be for a three-year period with the option to extend the term of the agreement up to an additional two years at the sole discretion of the Authority.

RESOLUTION

WHEREAS, Port Authority of Allegheny County (Authority) requires a contractor to provide management and operation services for the Authority's South Hills Village Parking Garage (Services); and

WHEREAS, in order to obtain a qualified firm to provide Services, a Request for Proposal detailing the required scope of services was prepared and publicly advertised; and

WHEREAS, two proposals were received on January 7, 2010 and reviewed by the Authority's Evaluation Committee; and

WHEREAS, the proposal submitted by Parkway Parking of Pennsylvania, Inc. (Parkway) has been determined to be the highest rated proposal for the performance of Services; and

WHEREAS, negotiations with Parkway have been initiated and are progressing on a proposed agreement to perform Services; and

WHEREAS, a total not-to-exceed amount of up to \$462,000 is recommended for approval for the agreement for Services.

NOW, THEREFORE, BE IT RESOLVED, that the chief executive officer and/or inside general counsel be, and they hereby are, authorized to enter into an agreement, in a form approved by counsel, with Parkway to provide Services for a total not-to-exceed amount of up to \$462,000 and also to take all such other actions necessary and proper to carry out the purpose and intent of this resolution. The agreement will be for a three-year period with the option to extend the term of the agreement up to an additional two years at the sole discretion of the Authority.