To: Chairman Smedberg and the VRE Operations Board  

From: Doug Allen  

Date: September 15, 2017  

Re: Authorization to Execute a Contract for an Automated Parking Count System  

Recommendation:  

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Parking Logix of Lasalle, Quebec, Canada for an Automated Parking Count System (PCS) in the amount of $157,900, plus a 10% contingency of $15,790, for a total amount not to exceed $173,690.

Summary:  

An Automated Parking Count System will provide real-time, accurate parking lot activity and status to be used for planning purposes, customer service initiatives, and the day to day management of the VRE parking lots. The Contract for an Automated Parking Count System will equip the VRE parking lots at 14 stations (all stations except Franconia/Springfield, Alexandria, Crystal City, L’Enfant, and Union Station). The parking lot at the Spotsylvania station will be the Proof of Concept site, where the vendor will install, test, and prove the accuracy of the system. VRE staff and Facilities contractors will handle the installation at the remaining stations. The data gathered by the system will be transmitted wirelessly to the VRE Sharepoint system where it will be used to create status dashboards, and interface with VRE Mobile and VRE.org for customer facing alerts and information.

Background:  

On December 16, 2016, the VRE Operations Board authorized the Chief Executive Officer to issue a Request for Proposals (RFP) for an Automated Parking Count System. An RFP is the preferred method of procurement for this solicitation because there are different approaches to the desired service and an evaluation of technical merit is required. Upon
completion of evaluation of proposals, negotiations are conducted with the highest ranked firms deemed to be fully qualified and best suited among those submitting Proposals, based on the factors specified in the evaluation criteria. Price will be considered in context of technical performance for this service to achieve a best value determination. After receipt of the best and final offer from the top-ranked firm, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine the proposed cost is fair and reasonable.

A solicitation for competitive sealed Proposals for an Automated Parking Count System was necessary because the scope of the project and the varying types of technology which can be used to meet the requirements of the Scope of Work.

A mailing list of seven prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On May 5, 2017, an RFP was issued and proposals were due on June 16, 2017. Three responses were received.

Evaluation of the Proposals received was performed by the Technical Evaluation Team (TET), which consisted of four VRE staff members.

The TET met to discuss and evaluate the Proposals using the following criteria:

- Understanding the project scope and technical requirements.
- Plan to meet the requirements of the Scope of Work.
- Capability and expertise of the proposed company
- Knowledge and qualifications of the proposed Project Manager and key personnel.
- Proposed technical solution.
- Price and value of cost proposal.

Interviews were conducted with all Offerors. Following the interview process, it was determined the proposal from Parking Logix was technically compliant and unanimously selected to be best value for the project.

Below is the final ranking of firms who submitted a proposal for an Automated Parking Count System:

<table>
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<tr>
<th>Offerors</th>
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<tbody>
<tr>
<td>1. Parking Logix</td>
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<tr>
<td>2. All Traffic Solutions</td>
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<tr>
<td>3. Q-Free TCS Inc.</td>
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VRE staff has certified the highest ranked Offeror’s price is fair and reasonable based on the cost estimate for this project. Parking Logix’s pricing is approximately fifty percent (50%) less than the cost estimate for the Contract.

The term of the Contract is as follows:

   Within 90 calendar days from the date set forth in the written Notice-To-Proceed (NTP), the Contractor shall provide to VRE beneficial use of the Proof of Concept location as specified by the Contract.

   Within 120 calendar days from the date set forth in the written NTP, the Contractor shall provide to VRE, all equipment, materials and training necessary for VRE to begin installation of the PCS at the remaining 13 designated VRE stations as specified by the Contract.

**Fiscal Impact:**

Funding is provided through Federal Formula Funds with State and Local match in the approved CIP for FY2017.
Authorization to Execute a Contract for an Automated Parking Count System

WHEREAS, on December 16, 2016, the VRE Operations Board approved a request to issue a Request for Proposals (RFP) for an Automated Parking Count System; and,

WHEREAS, on May 5, 2017 an RFP was issued and three proposals were received; and,

WHEREAS, the Technical Evaluation Team determined the proposal from Parking Logix to be technically compliant and unanimously selected to be the best value for the project; and,

WHEREAS, the Operations Board’s approval of this procurement does not represent its independent assessment of the candidate’s responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board’s action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Parking Logix of Lasalle, Quebec, Canada for an Automated Parking Count System in the amount of $157,900, plus a 10% contingency of $15,790, for a total amount not to exceed $173,690.

Approved this 15th day of September 2017

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Paul Smedberg
Chairman

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Katie Cristol
Secretary