

# **OVERVIEW AND SUMMARY FOR DPC FINANCE SUBCOMMITTEE**

PARKING BUSINESS (PBIA) AND IMPROVEMENT AREA

REQUEST (RFP) FOR PROPOSALS

NEW ENGINEER'S REPORT

## **Purpose**

Prepare and implement a new Engineer's Report that will reassess the existing methodology with the goal of bringing the City's PBIA up to industry standard.

## **Scope of Work**

The Consultant hired by the RFP process to prepare the new Engineer's Report will study, reassess and reevaluate the existing PBIA boundaries, Zones of Benefit, calculations, which entities are being assessed and not assessed, business categories, assessment rates, Parking Patron Credits, and all other mathematical formulas.

The Consultant will take on a lead role at all staff level meetings, public meetings, including the Downtown Parking Committee and City Council to explain the rationale behind any proposed changes.

## **Summary of the RFP Process**

Staff prepares the draft RFP, with input from the DPC along with assistance from Finance staff and the City Attorney's office. Once the RFP package has been approved, it will be advertised for a minimum of 15 working days.

Once bids have been received they will be evaluated by a review panel, including staff and others, for responsiveness to select finalists to be interviewed. During this process, firms' qualifications will be reviewed, including whether they have performed similar work in the State of California for municipal agencies. City staff and the review panel will examine the experience statements, ability to perform the work within the time and budget constraints specified in the RFP.

Once a Consultant is selected to perform the work, staff will negotiate a contract including finalizing the scope of work, costs, schedule, milestones and delivery of the final product.

## **Final Outcome**

Our goal here is to bring the City's PBIA up to industry standard. This will be accomplished with a new Engineer's Report prepared by a qualified Consultant, that will reassess the current methodologies, following written instructions specified in the Scope of Work section of a Request for Proposals prepared by City staff. All of this work needs to be completed in time to be implemented within the established timeline needed for implantation for the following fiscal year, FY19, effective July 1, 2018.