

## **MOTION NO. M2016-84**

### **Contract for Parking Permit Program Administration and Enforcement**

<b>MEETING:</b>	<b>DATE:</b>	<b>TYPE OF ACTION:</b>	<b>STAFF CONTACT:</b>
Operations and Administration Committee	08/04/2016	Final Action	Ric Ilgenfritz, Executive Director of Planning, Environment and Project Development Bonnie Todd, Executive Director of Operations <b>Rachel Wilch, Transportation Planner, PEPD</b> <b>Aron Paluba, Senior Customer Facility And Accessibility Coordinator, Operations</b>

### **PROPOSED ACTION**

Authorizes the chief executive officer to execute a one-year contract with four one-year options to extend with Republic Parking Northwest to provide transit park-and-ride management and enforcement services in the amount of \$2,810,683, with a 10% contingency of \$281,068, for a total authorized contract amount not to exceed \$3,091,751.

### **KEY FEATURES SUMMARY**

- The Board's System Access Policy authorizes the use of designated parking for transit parking permit holders as a parking management tool.
- In September 2015, the Board authorized staff to implement a parking permit program to offer reserved parking areas through carpool and solo driver permits at some Sound Transit parking facilities to help participating transit riders find quick and reliable parking.
- Approval of this action would allow Republic Parking Northwest to implement the parking permit program at ten Sound Transit facilities in fall 2016. The vendor will be responsible for:
  - Permit program administration:
    - Accepting web and paper payment and applications;
    - Processing payments; and
    - Managing permit renewals.
  - Permit parking enforcement:
    - Patrolling permit parking areas during designated permit parking only times;
    - Checking parked vehicles for valid parking permits;
    - Issuing warnings and arranging for unauthorized vehicles to be towed pursuant to Sound Transit's System Access Policy;
    - Pending further Board action, collecting parking fees from unpermitted vehicles
    - Administering customer appeals process;
    - Collecting data on parking and permit utilization; and
    - Providing data to Sound Transit for planning purposes.
- Of the facilities owned and managed by Sound Transit, Link light rail station lots are given first priority for permit implementation, followed by Sound Transit parking facilities that are consistently overcrowded. Using these criteria, as approved by the Board, the following facilities are identified for implementation of the permit program:
  - Angle Lake Station;
  - Auburn Station;
  - Federal Way Transit Center;

- Issaquah Transit Center;
  - Kent Station;
  - Mercer Island Park & Ride;
  - Puyallup Station;
  - Sumner Station;
  - Tukwila International Boulevard Station; and
  - Tukwila Sounder Station.
- Up to 50% of parking stalls at participating facilities may be restricted for permit parking. Permits must be displayed to park in these stalls during morning peak commute times only.
  - Sound Transit will offer only carpool permits for the first 6-9 months at a rate of \$5/month to build the market for carpooling. Solo driver permits may be offered after that point.
  - A separate Board action would be required to set solo driver permit rates.
  - Of peer agencies offering monthly permit parking, SEPTA charges \$20/month, LA Metro charges \$20-\$39/month, BART charges \$30-\$115/month, CTA charges \$40-\$129/month and DART charges \$50-\$60/month. Under any of these fee structures, Sound Transit would be able to fully recoup permit parking management costs, and may be able to generate net revenue.
  - The initial term for this contract is one year, with four additional option years.
  - The contract allows for permit parking implementation at the ten identified facilities, and allows flexibility to add an additional small, medium and large facility at a later date at the discretion of the Board.

## **BACKGROUND**

Sound Transit manages 27 park-and-ride facilities, of which 24 are at or above 90% occupancy on a daily basis. The purpose of the Permit Parking Program is to increase the number of transit customer accommodated per parking space, improve the efficiency of Sound Transit facilities and services, and improve customer satisfaction. Sound Transit tested permits during a 2014 pilot project at the Board's direction. The pilot project included a test of High Occupancy Vehicle (HOV) and Single Occupancy Vehicle (SOV) permits at select high-use Sound Transit park-and-ride locations for six months. Staff presented the results of the pilot at the April 2015 Operations and Administration Committee Meeting. Pilot participants liked the program and enjoyed the flexibility and predictability the permits offered. Based on the pilot results, the permit program was modified to include more flexible eligibility requirements, offer permits to more customers and maximize carpool incentives.

In April 2016 Sound Transit issued a Request for Proposals. Of the four proposals received, a Sound Transit evaluation team, with representatives from King County and the Puget Sound Regional Council, determined that Republic Parking Northwest was the best value.

This program was developed in close collaboration with partner transit agencies, including King County Metro, Community Transit and Pierce Transit. Sound Transit's contract is written to allow partner transit agencies to 'piggyback', by purchasing of parking permitting and management services under the same terms secured by Sound Transit.

## **FISCAL INFORMATION**

This contract will provide full service for the parking management program and no additional annual costs are anticipated for the ten facilities under this contract. Approval of the proposed contract will enable Republic Parking NW to establish managed parking at the Angle Lake Station in advance of revenue service.

The proposed action will be funded from the Services Budget within the Operations Department annual operating budget. The total of 2016 Service budget is \$51 million. Although there is no specific amount set aside in the 2016 budget for the parking management program, the proposed action will be funded from savings in other underspent budget items. This action can be funded within the adopted budget and sufficient monies remain after approval of the action to fund the remaining work in the services budget.

The following table provides budget detail for the proposed action.

<b>Operations Department</b>	<b>2016 Budget</b>	<b>Actuals to Date</b>	<b>This Action</b>	<b>Actuals to Date Plus Action</b>	<b>Remaining 2016 Budget</b>
Salaries and Benefits	13,271	6,644		6,644	6,627
Services	50,576	17,353	168	17,521	33,055
Materials and Supplies	9,564	4,033		4,033	5,531
Utilities	4,580	2,497		2,497	2,084
Insurance	-	(3)		(3)	3
Taxes	2,142	(426)		(426)	2,568
Purchased Transportation Services	153,061	56,225		56,225	96,836
Miscellaneous	287	139		139	148
Leases and Rentals	7,863	1,894	-	1,894	5,969
<b>Total Current Budget</b>	<b>241,345</b>	<b>88,355</b>	<b>168</b>	<b>88,523</b>	<b>152,822</b>

<b>Services Detail</b>					
Advertising Fees	-	-		-	-
Professional & Technical	1,784	242		242	1,542
Temporary Services	143	28		28	115
Contract Maintenance	29,265	7,074	168	7,242	22,023
Security & Safety	18,205	9,440		9,440	8,765
Other Services	1,179	570		570	609
<b>Total Phase</b>	<b>50,576</b>	<b>17,353</b>	<b>168</b>	<b>17,521</b>	<b>33,055</b>

<b>Contract Spending Plan</b>	<b>Prior Year Spending</b>	<b>Forecast 2016 Spending</b>	<b>Future Expenditures</b>	<b>Total</b>
Republic Parking Northwest	-	168	2,924	3,092

<b>Contract Detail</b>	<b>Board Approved Contract Value</b>	<b>Contract Actuals to Date</b>	<b>Proposed Action</b>	<b>Proposed Revised Board Approved Contract Value</b>
Republic Parking Northwest	-	-	2,811	2,811
Contingency			281	281
<b>Contract Amount - Total</b>	<b>-</b>	<b>-</b>	<b>3,092</b>	<b>3,092</b>
Percent Contingency	0%	0%	10%	10%

Amounts are expressed in Year of Expenditure \$000.

Notes: The actuals to date are as of July 29, 2016. The Operating Budget is located on page 35 of 112 in the Annual Budget

The revenue for the program is based on permit fees for high occupancy vehicles (HOV) and single occupancy vehicles (SOV). In 2015, the Board adopted the rate for HOV. Staff anticipates returning to the Board in the future to establish SOV rates. If SOV permit fees fall within the range of the fees of comparable agencies, the anticipated annual revenues of the parking management program would fully recoup permit parking management costs, and may be able to generate net revenue.

Future year costs under this proposed action will be included in the annual budgeting process together with projected parking revenues.

## **SMALL BUSINESS/DBE PARTICIPATION, APPRENTICESHIP UTILIZATION, AND TITLE VI COMPLIANCE**

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that there were few Small Business and DBE subcontracting opportunities based upon the work described in this contract, so Small Business/DBE goals were not established or required.

## **Title VI Compliance**

Sound Transit considers permit fees a fare increase for the purposes of Title VI. Under Sound Transit's fare equity analysis policy, Sound Transit conducted a Title VI Fare Equity Analysis to determine if any disparate impacts or disproportionate burdens would result from permit fees. The analysis determined that while fees do not have any disparate negative impacts on minority riders, nor do they place disproportionate burden on low income riders, a disparity exists in the receipt of benefits created by the proposal for minority and low income riders. Sound Transit will undertake the following mitigation activities suggested in the Fare Equity Analysis document:

- Low cost HOV permit
- Any unused permitted spaces will become available after morning rush hour has completed, allowing for later travelers, in particular those with non-traditional work hours, to find available parking. Rider survey data shows that low-income riders are more likely to travel during off-peak periods, so this aspect of the program may benefit low-income riders.
- Geographic distribution of program: because the program will apply to any Sound Transit owned and operated facility that meets a utilization and/or typology requirement, the benefits (and impacts) of the program will be distributed throughout Sound Transit's service area and not confined to one geographic location or geographically concentrated demographic group.
- Marketing and advertising strategies to reduce barriers to access permits for minority and low income riders will be employed.

The Fare Equity Analysis document also suggested low income pricing for permits available to customers eligible for the agency's ORCA LIFT low income fare program. The Sound Transit Board may consider this recommendation when they consider pricing solo driver permits.

## **PUBLIC INVOLVEMENT**

In 2015 Sound Transit carried out an extensive outreach plan and public comment period as part of the Title VI Fare Equity Analysis, including staffed information tables at Sound Transit park-and-rides; a public hearing at Union Station; briefings to jurisdictions, stakeholder groups, and organizations; web announcements; coach posters; press release; email update; and Sound Transit Facebook/Twitter outreach.

In 2016 Sound Transit staff returned to brief to jurisdictions, stakeholder groups, and organizations.

## **TIME CONSTRAINTS**

In an effort to launch the permit parking program concurrent with the opening of Angle Lake Station, the vendor was granted a limited notice to proceed under which it is currently operating. If

the Operations and Administration Committee delays voting on this action, permits may not be available to customers in time for the opening of the parking facility at Angle Lake Station.

### **PRIOR BOARD/COMMITTEE ACTIONS**

Motion No. M2015-83: Approved a program design for the parking permit program to manage Sound Transit-operated parking facilities; and established a rate for High Occupancy Vehicle Permits at \$5 per month.

Motion No. M2013-59: (1) Authorized a parking management pilot to test the use of parking permits, rideshare collaboration, and real-time parking availability monitoring at selected Sound Transit parking facilities, and (2) established an administrative fee of \$5 per quarter for high-occupancy vehicle parking permits and an administrative fee of \$33 per quarter for single-occupancy vehicle parking permits during the pilot period.

Resolution No. R2013-03: Established a parking and system access policy for infrastructure and improvements to facilitate customer access to Sound Transit services, and superseding Motion No. M2002-122.

### **ENVIRONMENTAL REVIEW**

JI 7/18/2016

### **LEGAL REVIEW**

AJP 7/28/2016

## **MOTION NO. M2016-84**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one-year contract with four one-year options to extend with Republic Parking Northwest to provide transit park-and-ride management and enforcement services in the amount of \$2,810,683, with a 10% contingency of \$281,068, for a total authorized contract amount not to exceed \$3,091,751.

### **BACKGROUND:**

Sound Transit manages 27 park-and-ride facilities, of which 24 are at or above 90% occupancy on a daily basis. The purpose of the Permit Parking Program is to increase the number of transit customer accommodated per parking space, improve the efficiency of Sound Transit facilities and services, and improve customer satisfaction. Sound Transit tested permits during a 2014 pilot project at the Board's direction. The pilot project included a test of High Occupancy Vehicle (HOV) and Single Occupancy Vehicle (SOV) permits at select high-use Sound Transit park-and-ride locations for six months. Staff presented the results of the pilot at the April 2015 Operations and Administration Committee Meeting. Pilot participants liked the program and enjoyed the flexibility and predictability the permits offered. Based on the pilot results, the permit program was modified to include more flexible eligibility requirements, offer permits to more customers and maximize carpool incentives.

The Board's System Access Policy authorizes the use of designated parking for transit parking permit holders as a parking management tool. In September 2015, the Board authorized staff to implement a parking permit program to offer reserved parking areas through carpool and solo driver permits at some Sound Transit parking facilities to help participating transit riders find quick and reliable parking.

In April 2016 Sound Transit issued a Request for Proposals. Of the four proposals received, a Sound Transit evaluation team, with representatives from King County and the Puget Sound Regional Council, determined that Republic Parking Northwest was the best value. This action would allow Republic Parking Northwest to implement the parking permit program at ten Sound Transit facilities in fall 2016. The vendor will be responsible for permit parking administration including accepting web and paper payment applications, processing payments, and managing permit renewals. In addition, the vendor would manage permit parking enforcement including: patrolling permit parking areas during designated times, checking parked vehicles for valid permits, issuing warnings and arranging for unauthorized vehicles to be towed pursuant to Sound Transit's System Access Policy, collecting data on parking and permit utilization, and providing data to Sound Transit for planning purposes.

Link light rail stations lots are given first priority for permit implementation, followed by Sound Transit parking facilities that are consistently overcrowded. Using these criteria, as approved by the Board, the following facilities are identified for implementation of the permit program: Angle Lake Station, Auburn Station, Federal Way Transit Center, Kent Station, Mercer Island Park & Ride, Puyallup Station; Sumner Station, Tukwila International Boulevard Station, and Tukwila Sounder Station.

Up to 50% of parking stalls at participating facilities may be restricted for permit parking. Permits must be displayed to park in these stalls during morning peak commute times only.

Sound Transit will offer only carpool permits for the first 6-9 months at a rate of \$5/month to build the market for carpooling. Solo driver permits may be offered after that point. A separate Board action would be required to set solo driver permit rates. Of peer agencies offering monthly permit parking, SEPTA charges \$20/month, LA Metro charges \$20-\$39/month, BART charges \$30-\$115/month, CTA charges \$40-\$129/month and DART charges \$50-\$60/month. Under any of these fee structures, Sound Transit would be able to fully recoup permit parking management costs, and may be able to generate net revenue. The initial term for this contract is one year, with four additional option years. The contract allows for permit parking implementation at the ten identified facilities, and allows flexibility to add an additional small, medium and large facility at a later date at the discretion of the Board.

This program was developed in close collaboration with partner transit agencies, including King County Metro, Community Transit and Pierce Transit. Sound Transit's contract is written to allow partner transit agencies to 'piggyback', by purchasing of parking permitting and management services under the same terms secured by Sound Transit.

**MOTION:**

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a one-year contract with four one-year options to extend with Republic Parking Northwest to provide transit park-and-ride management and enforcement services in the amount of \$2,810,683, with a 10% contingency of \$281,068, for a total authorized contract amount not to exceed \$3,091,751.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 4, 2016.

  
Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
Kathryn Flores  
Board Administrator