



Request for City Council Committee Action from the Departments of BIS, Public Works, and Regulatory Services

Date July 26th, 2011

To: The Honorable Sandra Colvin Roy, Transportation and Public Works
Referral: The Honorable Betsy Hodges, Ways and Means Budget

Subject: Execute a contract with Duncan Parking Technologies, Inc. for parking citation writing technology.

Recommendation Authorize proper City officials to enter into a contract with Duncan Parking Technologies, Inc. for citation writing technology for an amount not to exceed \$800,000 for a three year term with two additional one-year renewal options.

Prepared by Tracy Downing, Tim Drew and Beth Held

Submitted by Steven Kotke _____, 673-2443
City Engineer Director

Submitted by Henry Reimer _____, 673-3177
Interim Director, Regulatory Services

Submitted by Otto Doll _____, 673-3633
Chief Information Officer

Approved by Steven Bosacker _____
City Coordinator

Presenter in Committee Chuck Elliott

Policy Review Group X Not Applicable

Permanent Review Committee (PRC) X Not Applicable

Prior Directive:

April 16th 2010: granted permission to Authorize City officials to negotiate and enter into agreements with the companies Cale, IPS and POM, Authorize capital appropriation of \$6,600,000 to fund the on-street meter program (purchase, install, communications, enforcement, etc.), This includes \$500,000 for the enforcement application.

Financial Impact: No additional appropriation is required for Business Information Services. Public Works is providing the one-time capital project funding, and Regulatory Services is providing the funding for the operational expenses.

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to department's finance contact prior to the Committee Coordinator

Background/Supporting Information

The Traffic Control unit has been using automated handheld ticketing devices since 1993. The current ticketing devices have been in use since 2002, provided by Duncan Solutions, Inc. Traffic Control employs 45 FTE's who provide parking enforcement and traffic control services for the City of Minneapolis and are the primary users of the handheld devices. Over 220,000 parking violations are issued annually. Enforcement operations are routinely carried out 7 a.m. to midnight, 7 days per week; ticketing occurs in extreme temperatures from sub-zero temperatures to high heat and humidity and in all types of precipitation on foot and by car. These devices are old and are in need of upgrading.

In addition, Public Works is deploying new parking meters which changes how Traffic Control staff will enforce parking meter compliance. Three meter types are deployed in the City of Minneapolis: Two types of single space meters and one type of multi space meter. The multi-space meters are a single device that manages multiple parking spaces from a single pay station. These meters will be used in the highest parking use areas. Traffic Control staff will need access in the field to link to a vendor-hosted web site to determine whether or not the paid-parking at one of the new multi-space meters has expired.

The Minneapolis Police Department currently uses a ticketing system from APS (Advanced Public Safety) which was reviewed for use by the Traffic Control unit to evaluate benefits of an enterprise solution. The project team consisted of members from Business Information Services, Public Works, Regulatory Services and Traffic Control. The project team reviewed the business requirements and technical capabilities of APS's system. The APS system was determined not to be a good fit for the Traffic Control enforcement.

Thus, the City issued an RFP in August 2010, which was reviewed and approved by PRC. The City received four (4) responses and the project team reviewed the proposals and demonstrations from the qualified vendors. The project team concluded Duncan Parking Technologies Inc had the solution that best fits Public Works and Traffic Control's needs.

Action Requested

Authorize proper City officials to execute a contract with Duncan Parking Technologies Inc. for an amount not to exceed \$800,000 and a term of three years with two (2) one year options to renew.

The \$800,000 includes \$450,000 one time procurement costs; \$285,000 on-going costs for a duration of 3.5 years, starting in 2011 includes support for the hardware, software and maintenance of the system with a \$75,000 expansion allowance for additional handhelds and software enhancement as required.

There are no unique contract terms that deviate from City policy.

Public Works and Regulatory Services are providing the funding for the contract expenses (BIS Project 880F0061); there is no financial impact to BIS.