



# MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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## MEMORANDUM

TO: The Governing Board

FROM:   
Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: February 3, 2016

SUBJECT: **Agenda Item VII: Consideration of resolution authorizing a contract with T2 Systems Canada, Inc. for Temescal Gateway Park parking pay stations.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing a contract with T2 Systems Canada, Inc for Temescal Gateway Park parking pay stations in an amount not to exceed \$27,000.

Background: The Mountains Recreation and Conservation Authority (MRCA) currently charges a parking use fee at Temescal Gateway Park. Fees collected by this program are used to fund operations and maintenance expenses. Currently visitors use a manual system that only accommodates cash and checks. Upgrading to a system that accepts credit cards will be more convenient for visitors and is expected to increase compliance with the fee.

The new parking pay stations will provide a secure and streamlined self-service fee collection process. Included software will allow for the option to closely monitor and modify the parking lot fee structure. Staff conducted research on pay station system options, taking into consideration ease of use for visitors, installation and operational costs, enforcement and management options, electrical and data requirements, flexibility, durability and reliability, and vendor experience. The best option to maximize all of these elements is a system that requires users to enter vehicle license plate and display a receipt. Two vendors provided pricing. The bid from T2 Systems Canada was determined to be the most responsive, and had the lowest price for materials at \$20,784. The second vendor did not include prices for setup or installation estimates and was unresponsive to queries about experience and references.

Consideration: Staff recommends authorizing a contract for the purchase and installation of 2 pay stations from T2 Systems Canada, Inc. in an amount not to exceed \$27,000, including budget for installation, setup and contingency. The contract budget will be taken from existing Benefit Assessment District funds for improvements at Temescal Gateway Park.