

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 17-22

For the purpose of approving an agreement with City Center Parking for Parking Lot Operations at the Portland Expo Center (Expo) and the Oregon Convention Center (OCC)

WHEREAS, Expo and the OCC operate professional parking operations that generate vital revenues as part of their standard event operations, and;

WHEREAS, both Metro procurement, OCC and Expo staff participated in an extensive Request for Proposal process for these services, and;

WHEREAS, staff received and reviewed two (2) complete written proposals for these services and interviewed both candidates within a fair and competitive process, and;

WHEREAS, staff selected City Center Parking as the successful proposer for the Parking Lot Operations at both facilities; and;

WHEREAS, this project will have a net positive revenue impact on the budgets of OCC and Expo; and

WHEREAS, staff recommend approval of a contract with City Center Parking and request authority to negotiate the final terms in accordance with the accepted proposal.

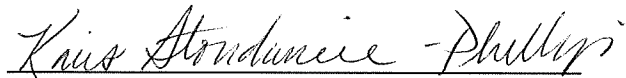
BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission:

1. Approves entering into an Agreement with City Center Parking in a form approved by the Office of Metro Attorney.
2. Delegates the authority to the Metro General Manager of Visitor Venues to execute such an agreement.

Passed by the Commission on June 7th, 2017.

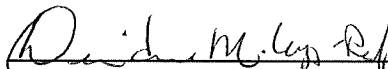
Approved as to form:

Alison R. Kean, Metro Attorney


Chair

By: _____


Nathan A. S. Sykes, Deputy Metro Attorney


Secretary/Treasurer

MERC Staff Report

Agenda Item/Issue: For the purpose of approving the selection of City Center Parking as the Parking Lot Operations provider for both the Portland Expo Center and the Oregon Convention Center, and entering into an agreement with the Metropolitan Exposition Recreation Commission and City Center Parking for the purpose of a revenue management contract for professional Parking Lot Operations at both venues.

Resolution No.: 17-22

Presented By:

Matthew P. Rotchford and Clark Moss,
Matt Pizzuti and Charles White

Date: June 7th, 2017

Background and Analysis:

The Portland Expo Center and the Oregon Convention Center operate professional parking operations that generate vital revenues as part of their standard event operations. The current parking lot operations provider's contracted agreement is set to expire on June 30th, 2017.

Metro procurement, Oregon Convention Center (OCC) and Portland Expo Center (Expo) staff participated in an extensive Request for Proposal process for these services. The RFP (3334) posted on Orpin on April 24th 2017, and was followed by advertisements in the Portland Business Journal and The Asian Reporter newspapers. Outreach to previous parking operations applicants were also notified of the opportunity directly. Staff then received and reviewed only two (2) complete written proposals for these services. No COBID certified proposals were received.

Written proposals were then reviewed by Metro Procurement for budget/costs, diversity in employment, contracting, and sustainable business practices. Project work plans/approach as well as the project staffing experience were then scored and reviewed by a panel of five (5) staff from both OCC and Expo, and in particular by both managers of the venues parking operations. The panel then took the further action of generating interview questions and materials to focus on reporting, customer service, audit controls and many other aspects towards our success. Interviews of both proposing organizations commenced within a fair and competitive process on May 25th 2017. After a lengthy review, the panel determined City Center Parking to be the most responsive and appropriate choice for parking lot operations management for both the Oregon Convention Center and the Portland Expo Center based upon the revenue potential, expense containment, project approach, diversity and sustainability practices.

As the Oregon Convention Center and Portland Expo Center parking management staff have yet to fully negotiate the final terms agreement and review these final negotiations with the Office of Metro attorney; staff will need a bit more time to finalize the complete contract details, but the substantive merits of the agreement will be much the same as the agreement currently in place, with key factors negotiated to enhance our mutual success.

Both venues expressed some concerns regarding the details and actions on communication, reports, technological parking operation advances and clarity for supervisory staffing levels. To address those concerns; both venues agree that a two (2) year term for this agreement along with three (3) one (1) year extensions, will allow for renewal options to continue sufficiently but with additional venue and financial staff oversight not sought after in previously parking lot

operations agreements. Staff feel this is in the best interest of the venues for this vital revenue generation agreement.

Fiscal Impact: Revenue over the next two years is anticipated to reach \$1,658,000 per year at the Oregon ConventionCenter and \$1,581,460 at the Portland Expo Center. Expense containment within a competitive labor market will be a key component to our success. Expanded duties of the parking lot operations partner will focus on enhancement of existing technologies, dynamic pricing and consistent staffing levels to support our important first impressions and customer service with our venue guests and patrons.

Recommendation: Staff recommends that the Metropolitan Exposition-Recreation Commission adopt Resolution 17-22, delegating the authority to the MERC General Manager to finalize and execute an agreement with City Center Parking as our agent to manage, hire, audit, develop, operate and advance the parking lot operations of the Portland Expo Center and the Oregon Convention Center for the purpose of generating revenue for both facilities for a minimum of a two (2) year term with three (3) one year renewal options following staff review and approvals.