



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** January 6, 2025
From: Mark Corrado **File:** 12-8375-02/2025-Vol
 Director, Community Bylaws and Licencing 01
Re: **Award of Contract 8307P - Provision of Parking Meter Equipment**

Staff Recommendations

1. That Contract 8307P – Provision of Parking Meter Equipment be awarded to J.J. MacKay Canada Ltd. for a five-year term, for an estimated total value of \$1,041,056.50, excluding taxes as described in the report titled “Award of Contract 8307P - Provision of Parking Meter Equipment”, dated January 6, 2025, from the Director, Community Bylaws and Licencing;
2. That the scope change for the 2025 Capital Project Parking Meter Replacement as identified in the report titled, “Award of Contract 8307P - Provision of Parking Meter Equipment”, dated January 6, 2025, from the Director, Community Bylaws and Licencing be approved; and
3. That the Chief Administrative Officer and the General Manger, Law and Community Safety be authorized to execute the contract and all related documentation with J.J. MacKay Canada Ltd. including, subject to future budget approval, the contemplated five year extension agreement and related documents.

Mark Corrado
 Director, Community Bylaws and Licencing
 (604-204-8673)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department Information Technology	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

In 2013, the City undertook the replacement of its aging parking meter infrastructure, which currently consists of 61 meters. This original project also included support software to provide mobile payment capabilities for pay parking. Imperial Parking Ltd. (Impark) has been the City's provider for pay parking meter supply, maintenance and mobile payments, but their contract ended in December 31, 2024, with no further extensions available. Services are now being provided on a month-to-month basis, prompting a procurement for a new contract.

Advancements in parking technologies have emerged and the aging meters, which no longer meet Europay, Mastercard and Visa (EMV) payment standards, pose security risks and necessitate an upgrade. Frequent maintenance issues, service disruptions, and lost revenue further highlight the need for modernization.

The upgrades to the pay parking infrastructure, which consist of parking meters and a mobile parking payment solution will follow a staged process. This approach is intended to ensure there is no significant service disruption and that there are adequate resources available to implement the project.

The goal of this procurement process is to execute a long-term contract with a capable and experienced vendor to provide the City with upgraded parking meter equipment that enhances the reliability, financial security, efficiency of parking operations and to realize key benefits:

- Improved user experience
- Real-time data tracking to support parking planning and forecasting
- Modular hardware components to extend meter lifespan
- Greater data integration for enforcement flexibility

A separate procurement process later this year aims to secure a long-term provider for a Mobile Parking Payment solution, offering convenient payment options and customized features for customers. Combining strategically installed meters with mobile payment solutions will improve regulation and enforcement of curbside parking.

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

This report supports Council’s Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.1 Ensure effective financial planning to support a sustainable future for the City.

4.2 Seek improvements and efficiencies in all aspects of City business.

Analysis

Procurement Process

To deliver the best value for the City, a procurement process was initiated to separate parking meter equipment services from mobile parking payments services (software). The City issued a Request for Proposal (RFP) 8307P – Provision of Parking Meter Equipment, which was posted to BC Bid on May 22, 2024 and closed on July 4, 2024.

The RFP outlined the City’s requirements for the supply of parking meter equipment over an initial five-year term, detailing technical specifications, quantities and service level expectations. The project scope involves the decommissioning and installation of a total of 61 meters along with the associated software.

Bidders were required to submit financial proposals based on product requirements for the initial term and to demonstrate how they would incorporate circular economy principles into their operations. The scope also required bidders to describe how they would provide the required services for meter installation, decommissioning of current meters and reporting software over the course of the contract term.

Four proposals were received by closing date from the following proponents:

1. Garda Canada Security Corporation
2. Imperial Parking Canada Corporation
3. J.J. MacKay Canada Ltd.
4. Precise ParkLink Inc.

Review and Evaluation

The proposals were evaluated by City staff and consisted of a two-phased evaluation process. The results are summarized in Table 1 and Table 2.

Phase 1 Evaluation

The first evaluation phase involved independent reviews of each proposals and a scored review against the following pre-determined criteria:

- Schedule of Prices

- Company Information, Past Projects and Team Composition
- Technical Requirements
- Approach to the Work
- Circular Economy, Sustainability and Environmental Considerations

Table 1 – Evaluation Summary of Bid Submissions – Phase 1

Proponent	Price (based on a 5-Year Initial Term)	Phase 1 Evaluation Score (out of 100 points)	Status
Precise ParkLink Inc.	\$ 831,276.00	72.19	Shortlisted to Phase 2
J.J. MacKay Canada Ltd.	\$ 946,415.00	71.45	Shortlisted to Phase 2
Garda Canada Security Corporation	\$ 894,439.00	65.35	Not Shortlisted
Imperial Parking Canada Corporation	\$ 731,161.90	66.80	Not Shortlisted

Phase 1 Evaluation Summary

Although all four proposals received were reviewed and scored by staff, only the submissions from Precise Parklink Inc and J.J. MacKay Canada Ltd. progressed to the second evaluation phase. Proposals from Imperial Parking Canada and Garda Canada Security were not considered after the first evaluation phase. Both companies failed to identify subcontractors, leading to concerns about cost accuracy for the meter decommissioning process, including labor for meter removal, dismantling, recycling and parts reuse strategies. In addition, neither company provided information relating to their strategies for managing the long-term availability of spare parts nor how they would prevent future obsolescence of components in the new meters, which could impact the life span and long-term viability.

Phase 2 Evaluation Phase

Upon concluding Phase 1, Precise Parklink Inc. and J.J. MacKay Canada Ltd were shortlisted to participate in Phase 2 of the evaluation process which involved a vendor interview, product demonstration and product testing.

Table 2 – Evaluation Summary of Bid Submission - Phase 2

Proponent	Evaluation Score – Phase 2 (out of 100 points)	Aggregated Evaluation score after Phases 1 & 2 (out of 200 points)
J.J. MacKay Canada Ltd.	78.50	148.10
Precise ParkLink Inc.	63.00	135.19

Despite being \$115,000 more expensive, the proposal submitted by J.J. MacKay Canada Ltd received the highest overall score given that their bid included hardware considerations such as a replacement parts strategy, design for maintenance and durability and software requirements such as an enhanced user interface and improved programming. In short, J.J. MacKay Canada Ltd. provided a better plan for upkeep and quick servicing of parking meter equipment throughout the relatively long duration (10-15 years) of their operational use.

Financial Impact

The Consolidated 5 Year Financial Plan (2025 - 2029) includes the replacement of 26 and 35 parking meters in 2025 and 2026 respectively. However, a recent evaluation confirmed that sufficient funding exists to replace all 61 parking meters within the 2025 Parking Meter Replacement capital project. As a result, staff recommend amending the scope of the 2025 Capital Project Parking Meter Replacement accordingly. Furthermore, a separate capital submission for the pay parking mobile solution software will be prepared for Council consideration as part of the annual budget process.

Summarized in Table 3, the estimated cost of the proposed contract over a five-year term is \$1,041,056.50, including a contingency allowance of approximately 10 percent to cover unforeseen events and potential increases in utilization rates. Funding is available within the City's 2025 Capital Project Parking Meter Replacement and the Parking Program Operating Budget.

Table 3 – Total Initial Five-Year Term Cost

	Capital Cost	Operating Cost	Total
2025 Year 1	\$ 463,295.00	\$ 95,160.00	\$ 558,455.00
2026 Year 2	-	95,160.00	95,160.00
2027 Year 3	-	95,160.00	95,160.00
2028 Year 4	-	98,820.00	98,820.00
2029 Year 5	-	98,820.00	98,820.00
Contract Total	\$ 463,295.00	\$ 483,120.00	\$ 946,415.00
Contingency (10%)	46,329.50	48,312.00	94,641.50
Contract Total Incl Contingency	\$ 509,624.50	\$ 531,432.00	\$ 1,041,056.50
Approved Capital Budget 2025	\$ 600,000.00		\$ 600,000.00
Annual Operating Budget 2025		\$ 144,000.00	\$ 144,000.00

The anticipated lifespan of parking meters is 10 to 15 years. After the initial five-year term, the City will, subject to future budget approval and satisfactory contractor performance, have the option to extend the contract for an additional five years under the same terms and conditions. Pricing beyond the initial term will be adjusted according to the Consumer Price Index (CPI). The estimated costs associated with the extension is summarized in Table 4.

Table 4 – Total Extension Five-Year Term Cost

Ongoing System Maintenance Fees	\$ 271,988.12
Ongoing Parking Management Software License	\$ 252,560.40
Subtotal	\$ 524,548.52
Contingency (10%)	\$ 52,454.85
Estimated Total Years 6-10	\$ 577,003.37

The maximum contract value over a 10-year contract term is estimated at \$1,618,059.87 including contingency.

Conclusion

Staff recommend that Contract 8307P – Provision of Parking Meter Equipment be awarded to J.J. MacKay Canada Ltd. for a five-year term, for an estimated total value of \$1,041,056.50. The initial contract term is five years and contains the possibility to extend for an additional five-year. If the five-year extension option is exercised by the City, the estimated total 10 year cost would be \$1,618,059.87.

Following these upgrades and utilizing new usage data collected, staff will develop a framework to further optimize the parking program, enhance accessibility and assess future infrastructure needs. The new insights gained will go on to inform future analysis and planning of parking infrastructure and planning across the City.



Geoffrey Bramhill
 Manager, Community Bylaws Operations
 (604-276-4136)
 GB:et