



## BID COMMITTEE REPORT

Meeting Date: June 27, 2024  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with HotSpot Parking Inc. (a subsidiary of Arcadis N.V.), 515 Beaverbrook Court, Fredericton, NB E3B 1X6 for the Provision of Mobile Parking Payment System.

The City currently has one (1) mobile parking payment system service provider (PayByPhone Technologies, Inc.). To improve the reliability of the City's pay parking infrastructure, and to provide customers with a choice between two service providers while still maintaining streamlined administrative and financial processes associated with managing multiple service providers, the City requires one (1) additional service provider.

Solicitation Number:	Request for Proposal PS20230456-COV-RFP
Description of the Goods or Services:	Provision of Mobile Parking Payment System
Recommended Vendors:	HotSpot Parking Inc. (a subsidiary of Arcadis N.V.)
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is five (5) years, with the City's unilateral option to extend for five (5) additional one (1)-year terms.</p> <p>The estimated contract value for the one (1) vendor in total is approximately \$6.1 million, plus applicable taxes, over the initial five (5)-year contract term.</p> <p>The estimated contract value for the entire potential 10-year term (including all possible extension terms), is approximately \$12.2 million plus applicable taxes.</p>

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	November 8, 2023
Notices Sent:	Supply Chain Management sent notices to ten (10) proponents.
Closing Date:	December 13, 2023
Responses Received:	HotSpot Parking Inc. (a subsidiary of Arcadis N.V.)
	PayByPhone Technologies, Inc.
	Precise ParkLink Inc.
	ZipBy USA LLC
	Honk Mobile Inc.
	ParkMobile, LLC

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	35%
Sustainability	5%
Total	100%

## COMMENTS

The recommended contracts meet the following requirements:

- a) The City advertised the procurement in accordance with the City's Procurement Policy (ADMIN-008);
- b) The proposed vendor offers the best value and scored the highest, which City staff calculated in accordance with the criteria, factors, and methods stated in the City's solicitation documents;
- c) The City's Financial Planning & Analysis department and the client business unit reviewed and concurred on the procurement budget and the selection of the proposed vendor;
- d) Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee and Council have authority to approve the contract because the total price is greater than \$3,000,000;
- e) If Bid Committee approves this report and Council subsequently approves a related Council Report the Chief Procurement Officer, General Manager of Engineering and Director of Legal Services will have the authority to negotiate, execute, and deliver all legal documents for this procurement on behalf of the City; and
- f) As the Bid Committee approval is a pre-contractual award, the terms and conditions of the final agreement may vary as a result of the negotiation with the proposed vendor.

## **DECISION**

Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee approved the contract with HotSpot Parking Inc. for the Provision of Mobile Parking Payment System, under PS20230456-COV-RFP Provision of Mobile Parking Payment System. The contract will not be executed until it is approved by Council. Upon approval by Council, the City will develop and execute a public communications plan that will address how to disseminate this change to the general public. The addition of HotSpot Parking Inc. as a second service provider will result in a per-session fee increase under the PayByPhone Technologies, Inc. contract, until the PayByPhone Technologies, Inc. contract expires on September 5, 2027.