



(Board Copy)
Washington Metropolitan Area Transit Authority
**METRO ELECTRONIC ACTION
DOCUMENT**

IDENTIFICATION			
MEAD ID:	99298	ACTION:	Initiate & Award
AWARD VALUE:	(Not yet awarded)	CONTRACT: (Proposed)	
FUND SOURCES: (View)	Operating Funds	CONTRACTOR:	
LAST MODIFIED:	04/04/2006		

DESCRIPTION	
SUBJECT:	Modification of Option year, exercise option year two with modification for increased service.
PURPOSE:	The current Parking Customer Assistance Contract requires additional contract authority of \$492,360 to accommodate additional staffing requirements for the system expansion, expanded staffing during the tourist season, and for staffing required to manage the Non-Metro Rail Rider fee at Morgan Blvd. and Largo Town Center stations during events at Fed-Ex Field. In addition, Staff requests that the Board authorize the exercise of option year two of the Parking Customer Assistance contract CO-4103MJ and its related modification of the contract to allow staff to issue additional staffing requirements necessary to effectively provide operational and customer service provisions to our customers.

ORIGINATION					
INITIATOR			DEPARTMENTAL APPROVAL		
RAYMOND STONER on 02/07/2006			Approved by WILKINS , PAMELA 02/27/2006		
PHONE:	--	OFFICE:	CSVC	DEPT:	Communications

COORDINATION (ROUTING)		
OFFICE	NAME	ACTION/DATE
(7110)	WILKINS, PAMELA	Approved 02/27/2006
AGMC (6110)	AGOURIDIS, LEONA	Approved 02/22/2006
AUDT (7210)	STEWART, JAMES	Approved w/ Comments 02/27/2006
COUN (1410)	O'KEEFFE, CAROL	Approved 03/07/2006
COUN (1410)	O'KEEFFE, CAROL	Re-assigned 03/07/2006
(1120)	Moneme, Emeka	Approved 03/27/2006

FINAL APPROVALS	
OFFICE	NAME/ACTION
BEMR	Approved for by Emeka Moneme on 03/27/2006
GM	Approved for GMGR by GMGR CEO on 03/29/2006
BOARD	BOARD WMATA (Not Yet Approved)



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NARRATIVE

Discussion:

In conjunction with the implementation of cashless parking, the WMATA Board of Directors approved the initiation and award of a contract in May 2004 to provide customer assistance at WMATA operated parking facilities. Option year one of the contract was awarded in February of 2005.

Previous Board action items approved the use of additional staff for tourist season and staffing required to staff Morgan Blvd. and Largo Town Center stations to manage the Non-Metro rail rider fee during large events at Fed Ex Field. Additional staffing is also required as a result of system expansion.

Staff is requesting approval to modify Option year one of the contract to allow for staff to issue all the increased requirements needed to provide the service necessary to operate our cashless parking facilities.

Staff is also requesting that Option year two of the contract be exercised with the related price modification to allow for staff to issue all the increased requirements needed to provide the additional service needs of our customers.

Satisfaction with the current contractor`s performance is high. Staff is satisfied with the contractor`s management oversight. The contractor has been proactive in making adjustments to constantly improve customer service levels and determine the most effective use of staffing resources.

Alternative:

Not approve the modification and/or not approve exercising the option year two of the contract with its modification and commence a new process to procure this service. This is not recommended because it does not allow staff to continue to build upon existing levels of customer service and management oversight. Furthermore, it may result in new proposals being submitted at higher pricing schedules than presently awarded.

Impact on Funding:

Budget: FY06 Operating Budget, subject to Board approval

Office: PARK 69100

Account: Parking Lot Management Services (5030102) page # 72 in FY06
 Parking Lot Management Services (5030102) page # 63 in proposed FY07

This Action: \$492,360 modification to option year one
 \$3,345,775 exercise option year two
 \$527,640 modification to option year two

Note: Exercise of Option Year Two in the amount of \$3,345,775 and increase of \$572,640 for Option Year Two by a modification is subject to approval of budget and availability of funds in FY 07.

Prior Approvals:

Award of the base contract to LAZ Parking Mid-Atlantic Inc. by the Board on May 21, 2004
 Award of option year one of the contract to LAZ Parking Mid-Atlantic Inc. by the Board on February 22, 2005

Affirmative Action Requirements:

Not used

Disadvantage Business Enterprise (DBE):

Not used

Recommendation:

Approval to modify the contract in the amount of \$4,365,775. Exercise of Option year two and increase the funding for Option Year Two by \$572,604. This will allow WMATA to shedule staff for system expansion, tourist season, and events at Fed-Ex Field.