



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Public Works



**Date:** September 28, 2015  
**Board Meeting Date:** November 3, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** James C. Porter, Director, Public Works

**Subject:** Amendment with Parking Company of America for shuttle services

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Parking Company of America Management, for providing parking shuttle services to employees and service providers of San Mateo Medical Center, increasing the amount by \$26,641 to an amount not to exceed \$125,435.

**BACKGROUND:**

Your Board adopted the County Strategic Energy Master Plan on December 11, 2012. This plan recommended acquisition of solar photovoltaic systems as a means to accomplish the goals of procuring/generating 25% of power from renewable sources and reducing County facilities greenhouse gas emissions by 15%, by 2020. Your Board also approved a Memorandum of Understanding (MOU) with the County of Alameda on February 19, 2013 to participate, along with 16 other local Bay Area jurisdictions, in their Regional Renewable Energy Procurement (R-REP) Process, a cooperative attempt to reduce the acquisition cost of renewable energy.

As the lead agency, the County of Alameda completed a thorough Request for Proposals process and selected the most qualified contractor to design, furnish, and install solar systems for each bundle, a grouping by size and type of solar system, e.g. roof top, ground mount, or carport-style. San Mateo County staff nominated three projects, a small rooftop installation on the Elections building at Tower Road, a small carport-style installation at the East Palo Alto (EPA) Government Center, and a large carport-style installation at the San Mateo Medical Center (SMMC).

**DISCUSSION:**

On July 15, 2014 your Board entered into agreements with two firms to design and install car port style photovoltaic systems. Team Solar, Inc., a wholly owned subsidiary

of Sun Edison, LLC., was chosen as the contractor to design and install a 1 megawatt photovoltaic system at the Medical Center. Upon completion of design, the project was scheduled to begin construction June 1, 2015. Department staff initiated coordination with Real Property Services to identify options for off-site parking during construction to mitigate the impacts on staff, customers, and neighborhoods. On behalf of the County, Real Properties secured 200 parking stalls at Hillsdale Mall for County use.

In April 2015, the Department issued an informal Request for Proposals seeking vendors to provide shuttle service to employees and services providers. Three vendors submitted proposals of which Parking Company of America (PCA Management) was the lowest qualified bidder. On June 1, 2015 the County entered into an Agreement with PCA Management to provide shuttle transportation services for employees between the temporary parking lot located at 40 Hillsdale Mall, San Mateo and San Mateo Medical Center, located at 222 W. 39<sup>th</sup> Avenue, San Mateo. The shuttle program currently operates Monday-Friday 6:00 a.m. to 7:00 p.m. and additional late hours as needed and is subject to adjustment as determined by the County. In addition, two shuttles run during the rush hour peaks of 6 a.m. to 9 a.m. and 3 p.m. to 6 p.m. This shuttle service provides transportation to at least 25 passengers at a time.

The amendment increasing the total contract amount by \$26,641 is necessary to cover the cost of extending the hours of service to support the swing shift during the canopy installation.

County Counsel has reviewed and approved the resolution and amendment as to form.

Approval of this amendment contributes to the Shared Vision 2025 outcome of an Environmentally Conscious Community through the generation of clean and renewable energy.

**FISCAL IMPACT:**

The amendment adds \$26,641 to the existing agreement for a total agreement obligation of \$125,435. The additional \$26,641 is budgeted in the overall project budget of \$5,200,141.

There is no impact to the General Fund.