



MEMORANDUM

To: Hartford Parking Authority Commissioners

From: William R. Breetz, Committee Chair
Mark K. McGovern, Chief Executive Officer

Re: Morgan Street Garage – Transaction Requirements

Date: June 10, 2013

On May 31st, the Court of Common Council authorized the sale of the Morgan Street Garage to the State of Connecticut. In support of this decision, the following actions are required of the HPA:

- **Termination of the Joint Operating Agreement** – This document currently governs the relationship between the HPA and Capital Community College and will no longer be needed.
- **Approval of Contract Amendments** - The following three (3) system-wide contracts need to be amended to remove the Morgan Street Garage. Terms are as follow:

Republic Parking - Agreed to amend contract and remove services at Morgan Street Garage in exchange for:

- A new management structure for off street parking
- Re-allocation of staff costs and amortized costs to the Church Street Garage (approximately \$109,000)
- HPA extending the term through February 2016 for off-street service and May 2016 for on-street services

Hartford Guides - Agreed to amend contract and remove services at Morgan Street Garage in exchange for:

- Agreement to eliminate Performance Bond requirement
- HPA providing suitable security office at the Church Street Garage at HPA cost
- HPA extending the term through December 2015

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Wescor Parking Controls - Agreed to amend contract and remove services at Morgan Street Garage in exchange for:

- Accelerating to and keeping Year 3 rates at CSG and MAT for 3 consecutive years, which means HPA extends the contract through May 2016, followed by an option to extend for a fifth year at higher rates.
- **Approval of a Lease for Office Space** – A lease has been drafted that permits the HPA to stay in its office for up to two (2). This right is extended to the Office of Parking Management/Citation Hearing Office. No rent will be charged and the State will absorb all utility costs. HPA will be obligated to pay for maintenance, repairs, improvements and alarmed security for its leased, interior space.
- **Approval of a Bill of Sale for Personal Property** - As part of the transaction, some equipment, computers and tools are included in the purchase price. All of what is being conveyed is either critical to the operation of the facility or surplus and unneeded. In some cases we are moving equipment to other facilities or donating to the City DPW.

Recommendation

A resolution that addresses all of these issues will be presented at the June 13th meeting. I recommend approval.

MEMORANDUM

To: Hartford Parking Authority Commissioners

From: William Breetz, Committee Chair
Mark K. McGovern, Chief Executive Officer

Re: Recommendation to select Frank Capasso and Sons, Inc. (Capasso) for the Restoration Project at the Library Parking Deck

Date: June 13, 2013

Background

On April 12, 2013 the HPA issued a Request for Responses (RFR) for the Restoration Project at the Library Parking Deck. The project includes the installation of a new expansion joint, crack repair, the installation of corrosion inhibitor, new signage and line stripping, as well as the installation of LED light fixtures, which the HPA will receive \$2,640.00 from Energy Efficiency Fund Credit program.

A total of four (4) responses were received on May 8, 2013. The responses were reviewed by the RFR Evaluation Committee (Committee) which consisted of three (3) staff members. The initial written proposals were individually rated on six (6) discrete criteria; they included:

1. Price/Cost
2. Ability and capacity to comply with the scope of work/quality of materials required, including creative ideas and products
3. The character, integrity, reputation, experience, qualifications, as well as the quality and satisfaction of work previously performed for the HPA or the City of Hartford
4. The financial resources and ability to secure any required insurance
5. The number and scope of any conditions included (Exclusions)
6. Compliance with City Code Requirements

Recommendation

Overall, Frank Capasso and Sons (Capasso) received the highest rating by the Committee following its evaluation and subsequently, the Committee presented a recommendation to the Property Management Committee on June 13, 2013. Capasso's proposed scope of work meets all HPA, City and other requirements set forth in the RFR.

Therefore, the Property Management Committee recommends that Capasso be selected to provide the services required for Restoration at the Library Parking Deck.

A resolution authorizing execution of a contract in the amount of \$212,644.00, which is inclusive of the standard 15% contingency, with Capasso is attached and the Property Management Committee recommends approval.