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**PARKING AUTHORITY  
SPECIAL MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE  
AND TELECONFERENCE  
FEBRUARY 7, 2024**

**ATTENDANCE:** Eric Rains, Chairman  
Jud Aley  
Peter Fullam  
Matthew Seebeck  
Pamela Parkington

**STAFF** Bryan Lutz, Asst. Parking Director, TMP

**CALL TO ORDER**

Mr. Rains called the meeting to order at 5:00PM.

## **1. OLD BUSINESS**

### **a. Discuss & Vote- YDG Exterior Repairs & Improvement Bid**

Mr. Lutz said that there were eight responses to the RFP process and the low bid for the Yankee Doodle exterior repairs was \$296,236 from G.L. Capasso, Inc. which is below what we had expected, but if the repairs are not done now and we wait until the warmer weather we could be in line with what we had anticipated which was approximately \$500,000. He said the funds have already been allocated and will also have additional funds to help pay for the next phase which is the aesthetic enhancements. He said we also wanted to be sure the contractor was well aware of the work that we wanted to get done so Mr. Travers and a representative from Desmond Associates did a walk-through last week with the contractor and went through all the different components of the plan and the contractor wants us to mobilize quickly to take advantage of the price given. He said once the work begins it will give us a better understanding of scheduling and will allow us to prepare an RFP for the aesthetic enhancements and people will begin to see the improvement of the garage by the end of the year. Mr. Alely asked if this is not approved now, and we wait a couple of months if the price will go up by \$200,000. Mr. Lutz said “yes” potentially, and the highest bid was approximately \$900,000 and half of the bids were around \$500,000 and G.L. Capasso said they have an opportunity to start the work now and doubled checked all the numbers during the bid analysis to be sure every component that was part of the plan was covered under that price point. Mr. Seebeck said to be clear the primary driver is timing and scheduling on G.L. Capasso and not scope related. Mr. Lutz said “yes”. Mr. Seebeck said given the shortfall in the budget for the project is some of those funds can be reallocated towards some of the other projects that the Parking Authority or Desmond Associates feel need to be addressed. Mr. Lutz said he believes so because what is reserved for the Yankee Doodle Garage can be used for anything that would need to be done at the Yankee Doodle Garage for improvements. Mr. Seebeck asked if there are permits in hand for this project. Mr. Lutz said he will find out and email the members of the Parking Authority. Mr. Alely asked if the project includes cutting ribs from the Yankee Doodle Garage. Mr. Lutz said “yes” and also includes all the concrete repairs around the perimeter of the garage in anticipation of the next phase of the project.

**\*\* MR. SEABECK MOVED TO APPROVE TO AUTHORIZE TMP STAFF TO FINALIZE THE CONTRACT WITH G.L. CAPASSO, INC. FOR THE YANKEE DOODLE GARAGE**

**\*\* MR. ALEY SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **b. Discuss & Vote- Dixon Supplemental Proposal RFP-Operator**

Mr. Lutz said the RFP went out yesterday for the parking operator and to create the RFP we had secured the services of the Dixon Group and believe it is in the best interest of the Parking Authority to continue this service throughout the RFP process which will provide a project manager to help work through the whole RFP process and to ensure all items in the RFP are covered and there is complete transparency during this process. He said staff is requesting an approval for up to \$34,265 and will be lower depending on if the optional services are used. He said the optional services include implementation support which carries a monthly fee of \$4,215 and then onsite support if needed which is the greater expense of \$9,780 per trip for two Dixon representatives which he does not foresee being used but is good to prepare to have available.

**\*\* MR. FULLAM MOVED TO APPROVE TO MOVE FORWARD WITH THE DIXON  
SUPPLEMENTAL PROPOSAL  
\*\* MR. SEEBECK SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**ADJOURNMENT**

**\*\* MS. PARKINGTON MOVED TO ADJOURN.  
\*\* MR. ALEY SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 5:20PM.

Respectfully submitted,

Dilene Byrd