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REQUEST FOR AMENDMENT TO EXEMPTION FROM CHAPTER 103D, HRS

17 MAR 13 12:06

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: University of Hawaii at Manoa Office of Commuter Services  
(Department/Program)

MANOA CHANCELLOR'S OFFICE

Pursuant to APM Section A8.220, the Department requests an amendment to a contract or purchase order issued under a previously approved procurement exemption.

Purchase Order No./Contract No. C170066

Name of Contractor: SP Plus Corporation

Description of goods, services, or construction:  
Consultant services relating to an evaluation of Commuter Services operations, infrastructure, facilities, programs, and pricing.

Original Purchase Price: \$ 51,600.00 Amended Purchase Price: \$ 295,000.00

(1) The scope of work will be revised as follows:  
See attached.

(2) Explanation of the reasons that the amendment is necessary:  
See attached.


Direct questions to: Cathleen Matsushima Phone: 956-5389

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

Deborah Huebler  
Full Name of Principal Investigator, Department Head, or Administrator


 MAR 13 2017  
Signature Date

Thad Nakajima  
Full Name of Fiscal Officer

 3/13/17  
Signature Date

APPROVED:

David Lassner  
Full Name of Vice President or Chancellor  
David Lassner

 3/15/17  
Signature Date

FOR OPRPM USE ONLY

OPRPM COMMENTS:  
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APPROVED  DENIED  
 4/19/17  
PRESIDENT, UNIVERSITY OF HAWAII DATE

1. The scope of work will be revised as follows: (continued)

Upon approval of the Request for Exemption from Chapter 103D, HRS, in July 2016, proposals were solicited from three prospective consultants. The invitation to submit proposals included the following services:

Phase 1: On-site evaluation of the UHM campus parking operations program and preparation of a written "existing conditions" report comprised of the following:

- a) Fee Adequacy Analysis
- b) Facilities Evaluation
- c) Operational Assessment

Phase 2: Best Practices Recommendations

Best practices recommendations based on information contained in the existing conditions assessment.

Phase 3: Campus Implementation/Action Plan

Campus implementation/action plan to communicate the operational recommendations to the University community.

Phase 4: Implementation Plan

Based on the findings in Phase 1 and the recommendations in Phase 2, preparation of a list of plan options that may be developed into in-depth follow-up plans for implementation.

The Office of Commuter Services (OCS) received only one comprehensive proposal addressing ten subject areas over four phases as follows:

Phase 1: Existing Conditions

- a) Fee Adequacy Analysis
- b) Facilities Evaluation and CIPP Development
- c) Operational Assessment
- d) Community Engagement

Phase 2: Best Practices Recommendations

- a) Best practices recommendations

Phase 3: Campus Implementation/Action Plan

- a) Campus implementation/action plan

#### Phase 4: Implementation Plan

- a) Marketing and Communications Plan
- b) Technology Plan
- c) Strategic Plan
- d) Alternative Transportation Plan

Due to limitations in time, the initial scope of work for the contract issued included only four of the aforementioned subject areas for which the consultant/contractor would prepare a report. These areas were: 1a) fee adequacy analysis; 1c) operational assessment; 1d) community engagement; and 2a) best practices recommendations.

However, in order to fully address issues identified by the Board of Regents in its review of the parking rate proposal presented, OCS has determined that the consultant's analysis of the remaining subject areas in its proposal are critical and should be added to the scope of work of the existing contract with this consultant. The subject areas to be incorporated in the scope of work are: 1b) facilities evaluation and capital improvement and protection plan (CIPP) development; and 3a) campus implementation/action plan; 4a) marketing and communications plan; 4b) technology plan; 4c) strategic plan; and 4d) alternative transportation plan. Lastly, the consultant has agreed to honor the costs offered in its original proposal for these additional services.

#### 2. Explanation of the reasons that the amendment is necessary: (continued)

The facilities evaluation and CIPP to be added to the scope of work is of paramount importance and is needed to provide an in-depth assessment of the physical condition of the Zone 20 parking structure and the 33 surface lots and a recommendation of the improvements necessary to bring these facilities in line with industry standards. Such an assessment is of critical importance to address the structural issues that have been identified in the Zone 20 parking structure, including the waterproof coating problems and other conditions on the fifth floor of the structure. Such an assessment will allow the University to make a more informed decision regarding related projects impacting the parking structure such as the installation of photovoltaic canopy panels on the fifth floor.

The marketing and communications plan identifies communication vehicles, key audiences, and media relation strategies that will keep the campus community informed and educated about campus parking and transportation programs, services, and events, to ensure that the campus community feels engaged, informed, and equipped to make use of their transportation mode of choice on the UH campus.

The technology plan will be used to develop a long-term plan for implementation of the correct types of technology to improve customer service, customer convenience, revenue enhancements and security, and reductions in operating expenses.

In order for the University of Hawai'i parking system to be successful, there needs to be a combination of visionary strategic planning, defined organizational goals, and effective management. With respect to the addition of the remaining subject areas, these are necessary long-term items that are required to effectively implement all consultant recommendations and serve the added benefit of keeping costs as low as possible, while effectively communicating to the general public the necessity of all prospective changes. Therefore, the addition of the campus implementation/action, marketing/communications, technology, strategic, and alternative transportation plans are important additions to the scope of this project.