



October 16, 2018

David Nichols
Director of Public Works
City of Columbia
701 East Broadway
Columbia, MO 65205

Re: *DRAFT Proposal for Parking Consulting Services*
Task Order 2 – Parking Utility Baseline Review
Columbia, MO

Dear David:

Walker Consultants is pleased to submit for your review the proposal for consulting services regarding the Parking Utility Baseline Review (Task Order 2). This proposal for Task Order 2 is subject to the terms and conditions set forth in the master agreement for professional services between the City of Columbia and Walker Consultants dated October 3, 2018. The enclosed proposal presents our understanding of this task, the proposed scope of services, schedule, and professional fee.

TASK ORDER UNDERSTANDING

The Parking Utility supports access to the City of Columbia with parking infrastructure consisting of 1,312 on-street meters representing 2,012 spaces, six (6) parking garages with a total of 2,300± spaces, ten (10) lots with a total of 535± spaces, and 80 ADA parking spaces. As the City continues to experience population and economic growth, there is an increased need for the Parking Utility to proactively identify and implement system enhancements that maximize use of the parking infrastructure by residents, visitors, and employees. Community stakeholders and City staff have expressed concerns and recommendations regarding improvements that warrant further review. In response, the City and Parking Advisory Commission have requested that Walker perform a baseline review of the current Parking Utility to identify and organize opportunities for improvement that address stakeholder concerns.

SCOPE OF SERVICES

The scope of work proposed for the Parking Utility Baseline Review will include the following items:

1. Meet with representatives of the Parking Utility and Parking Advisory Commission to clarify expectations of scope, methodology, timeline, and budget.
2. Meet with Parking Utility staff to review past research reports, planning studies, and other information used by the Parking Utility to influence and develop current policies and goals.

3. Obtain from Parking Utility:
 - a. List of key stakeholders and staff for Walker to interview;
 - b. Monthly parking permit count by location for past 12 months;
 - c. Monthly parking permit revenue by location for past 12 months;
 - d. Transient parking ticket and duration reports by location for past 12 months;
 - e. Transient parking revenue reports by location for past 12 months;
 - f. On-street meter revenue reports by zone for past 12 months;
 - g. Special event revenue by location for past 12 months;
 - h. Current downtown residential parking permit program policies, and revenue for past 12 months;
 - i. Copy(s) of current bulk parking contracts between the City and downtown businesses/owners;
 - j. Organizational chart of the Parking Utility with job descriptions;
 - k. Labor schedule for a non-event and event period;
 - l. Draft Mission Statement for Parking Utility; and
 - m. 2019 Operating Budget for Parking Utility.
4. Meet with key stakeholders to obtain input on the current parking conditions. Key stakeholders may include but are not limited to: City officials, Parking Utility staff, Parking Advisory Commission members, residents, business owners, land owners, and student group representatives. Meetings will occur in person or via teleconference with each stakeholder.
5. Interview key Parking Utility staff and City representatives to obtain input on the current operating procedures, policies, and practices.
6. Compile and organize stakeholder input by subject and group (i.e. on-street parking, monthly permits, current pricing, access to supply, enforcement, business owners, City staff, students, residents, etc.) Identify common concerns and opportunities relevant to the Parking Utility.
7. Perform market observations during a non-event and event period – Generally from 8AM – 8PM on a typical weekday and event weekend day. Exact day(s) and time(s) to be determined in coordination with City representatives.
8. Review existing parking management strategies and operating methodology, including but not be limited to the following:
 - a. Basic physical structure and operation;
 - b. Ingress and egress activity and capacity;
 - c. Facility design characteristics and existing access and revenue control systems;
 - d. Current strategies for controlling use of the parking facility;
 - e. Current permit parking allocation process and policies;
 - f. Current pricing policies and long-range pricing objectives;
 - g. Revenue collection policies: methods of handling parking revenues;
 - h. Ticket by rate breakdown, turnover, and duration characteristics;
 - i. Control and reconciliation of current validation programs;

- j. Accounts payable policies, methods of handling accounts payable expenses;
 - k. Staffing levels and operating expenses;
 - l. Lighting and signage; and
 - m. Potentially dangerous conditions.
9. Review parking supply and use agreements between the City and downtown tenants (large employers or residential developments) to ensure compliance.
 10. Review draft Mission Statement for Parking Utility and provide feedback. Walker's feedback may include statement revisions and a list of key performance indicators (KPIs) that measure fulfillment of the Mission Statement.
 11. Based on results of the Parking Utility Baseline Review, develop a conceptual outline of future task orders, with timeline and general budget, for discussion and review by the City.
 12. Based upon Walker's evaluation of existing conditions and agreement review, provide recommendations for consideration that may enhance current management strategies and methodologies (Recommendations will be based solely upon deficiencies noted during the review process).
 13. Prepare a draft letter report that opines upon our findings, conclusions, and recommendations. The list of recommendations or *Action Plan* will be organized by priority and conceptual estimate of cost to implement. Submit an electronic PDF copy of the draft report to the City for review, comment, and discussion.
 14. Meet with the City (in person or via teleconference) to discuss the draft report document.
 15. Based upon the results of the meeting, incorporate City comments once into a final version of the report, and issue to the City in PDF format.

PROFESSIONAL FEE

Walker will perform the services outlined above on a time and materials basis, at the rates listed in the Standard Billing Rates attachment, not to exceed \$50,000.00.

The proposed fee limit reflects a budget of \$8,000.00 for Stakeholder Engagement and \$42,000.00 for the Parking Utility operating and market review. This information is provided to help identify the degree of economies that may be realized on subsequent task orders.

Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses.

SCHEDULE

Walker is prepared to begin work on Task 2 immediately upon receiving authorization to proceed by the City. The proposed project schedule is six (6) to eight (8) weeks. A formal project schedule will be finalized and distributed to the project representatives after the initial project kickoff meeting.

Sincerely,

WALKER CONSULTANTS



Philip J. Baron
Director of Planning

Enclosures General Conditions of Agreement for Consulting Services
Standard Billing Rates

AUTHORIZATION

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

CITY OF COLUMBIA

Accepted by (Signature) _____

Printed Name _____

Title _____

Date _____

SERVICES

Walker Consultants ("Walker") will provide the CLIENT professional services that are limited to the work described in the attached letter ("the services"). Any additional services requested will be provided at our standard hourly rates or for a mutually agreed lump sum fee. The services are provided solely in accordance with written information and documents supplied by the CLIENT, and are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT. No third-party beneficiary is contemplated. All documents prepared or provided by WALKER are its instruments of service, and any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker's specific written consent will be at CLIENT's sole risk.

PAYMENT FOR SERVICES

Walker will submit monthly invoices based on work completed plus reimbursable expenses. Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses. Payment is due upon receipt of invoice. If for any reason the CLIENT does not deliver payment to WALKER within thirty (30) days of date of invoice, Walker may, at its option, suspend or withhold services. The CLIENT agrees to pay Walker a monthly late charge of one and one half percent (1½%) per month of any unpaid balance of the invoice.

STANDARD OF CARE

Walker will perform the services in accordance with generally accepted standards of the profession using applicable building codes in effect at time of execution of this Agreement. Walker's liability caused by its acts, errors or omissions shall be limited to the fee or \$10,000, whichever is greater.

Any estimates or projections provided by Walker will be premised in part upon assumptions provided by the CLIENT. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

PERIOD OF SERVICE

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.

PRINCIPALS

Senior Principal.....	\$355.00
Principal.....	\$310.00

PROJECT MANAGEMENT

Senior Project Manager.....	\$280.00
Project Manager.....	\$240.00
Assistant Project Manager.....	\$185.00

CONSULTANTS

Senior Consultant.....	\$280.00
Consultant.....	\$240.00
Assistant Consultant.....	\$190.00
Analyst / Planner / Specialist.....	\$185.00

RESTORATION CONSULTANTS

Senior Consultant.....	\$280.00
Consultant.....	\$240.00
Assistant Consultant.....	\$190.00
Analyst / Planner / Specialist.....	\$185.00

DESIGN

Senior Engineer / Senior Architect.....	\$235.00
Engineer / Architect.....	\$195.00
Designer.....	\$185.00

TECHNICAL

Senior Technician.....	\$165.00
Technician.....	\$145.00

SUPPORT

Senior Administrative Assistant / Business Manager.....	\$ 110.00
Administrative Assistant.....	\$ 90.00

Subject to annual adjustment on January 1 each year.