



October 24, 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 – Residential Parking by Permit Only (RPPO) Plan
Columbia, MO

Dear David:

Walker Consultants is pleased to submit for your review the proposal for consulting services regarding the Residential Parking by Permit Only (RPPO) Plan (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.

Of immediate importance is the development of a formal plan to evaluate and implement RPPO programs in defined areas where residents have expressed a need for improved on-street parking management. There are several neighborhoods in Columbia represented by a formal neighborhood association. These organized associations are recognized by City officials for the purpose of working together to improve the quality of life for all neighborhoods. The purpose of the RPPO Plan is to develop a comprehensive analysis that provides both a quantitative and qualitative policy assessment and defines a process by which a RPPO program is established within a neighborhood and regulated by the City. The RPPO evaluation will provide the City with a policy guideline to assist City-recognized neighborhood associations with a format for requesting a RPPO review and the implementation of a program.

SCOPE OF SERVICES

The intent of this RPPO Plan is to promote the balance of limited neighborhood parking availability with the development impact created by adjacent academic and or commercial activity. The City and its neighborhood residents recognize the economic value created through the use of effective and planned commercial activity and the invaluable presence of nearby academic institutions. The RPPO Plan will be an tool for the City to help maximize the use of public resources and continue to support the quality of life for Columbia residents.

The scope of work proposed for the Residential Parking by Permit Only Plan includes 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. Interview key Parking Utility staff and City representatives to obtain input on the current on-street parking operating procedures, policies, and practices.
4. Obtain from Parking Utility:
 - a. List of key stakeholders and staff for Walker to interview;
 - b. List of key contacts at neighborhood associations, associated Ward, and civic organizations relevant to this engagement;
 - c. Fiscal Year 2018 Parking Utility Budget and YTD financial report;
 - d. Current downtown residential parking permit program policies;
 - e. Copy of Residential Parking by Permit Only ordinance, if available;
 - f. Benton Stephens Neighborhood RPPO Study (2016)
 - g. North Village Arts District RPPO Pilot Results (2013)
 - h. YTD revenue collected from \$5.00 Residential Parking Permit Fee;
 - i. On-street meter revenue reports by zone for past 12 months;
 - j. On-street citation records/reports by zone and citation type for past 12 months;
 - k. Organizational chart and job descriptions for all parking enforcement staff; and
 - l. Inventory of current parking enforcement equipment.
5. Work in coordination with City staff to schedule public meetings with neighborhood associations and individual meetings with key stakeholders.
 - a. City will provide Walker with contact information.
 - b. City will schedule and host all public meetings.
 - c. Walker will facilitate public meetings with neighborhood associations and key stakeholders.
 - d. Walker will document and provide the City with all information obtained from all meetings.
6. Develop format for a neighborhood association to submit a formal request to the Parking Administrator indicating interest and requesting a RPPO review meeting.

7. Define the formal procedure for establishing a RPPO within the City of Columbia.
8. Prepare the draft RPPO ordinance for review by the City.
9. Walker representatives, City leadership staff members of the Department of Public Works, including the Parking Administrator, will attend publicly-advertised meetings with the neighborhood associations to learn of the specific concerns and identify the proposed RPPO boundaries (by streets) within the larger neighborhood street boundaries. Public concerns and boundary requests will be shared through the use of an organized presentation to City staff and the collective neighborhood association membership. The number of meetings will be determined in coordination with the City. Note the number of meetings may have an impact on the overall project schedule.
10. On-street hourly parking occupancy surveys will be performed by Walker to determine the appropriate parking regulations for the proposed RPPO street boundaries. The defined boundary of each neighborhood association will be confirmed prior to conducting field observations. On-street parking occupancy counts will occur on a typical weekday and weekend day between the hours of 8:00 AM and 8:00 PM. Exact time periods and days will be determined in coordination with the City. If the occupancy study results support the need for further RPPO evaluation, then the Walker will provide a concept design of the neighborhood RPPO Plan. The concept design will formalize the on-street parking inventory using the City's established code or ordinances and identify implementation costs associated with regulatory signs and pavement markings.
11. The City will host a follow up meeting with each neighborhood association to present the findings associated with the proposed RPPO Plan. Based on the approved process for authorization, during this publicly-advertised meeting, the City may seek approval for the final concept design from a majority vote of the neighborhood association. The specific methodology for obtaining association approval will be determined in coordination with the City and included in the RPPO ordinance.
12. Meeting minutes from the publicly-advertised meetings will be provided to the City by Walker.
13. Walker will compile and organize stakeholder input by subject and group and identify common concerns and opportunities relevant to the Parking Utility.
14. Based upon Walker's evaluation of existing conditions and facilitation of stakeholder engagement, Walker will provide recommendations for RPPO policies and procedures.
15. Walker will prepare a draft report that opines upon our findings, conclusions, and recommendations. The list of recommendations will be organized by priority and include the conceptual estimate of cost to implement. Submit an electronic PDF copy of the draft report to the City for review, comment, and discussion.
16. Walker will 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.

17. Meet with the City (in person or via teleconference) to discuss the draft report document.
18. 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 \$125,000.00.

The proposed fee limit reflects an estimated budget of \$40,000.00 for Stakeholder Engagement, \$32,000.00 for Field Data Collection, and \$53,000.00 for RPPO Program Development, Report and Presentation Preparation, and Project Team Meetings. 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 the defined scope 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.