

CONSULTING SERVICE AUTHORIZATION

DATE: 1/16/20

SERVICE AUTHORIZATION NO. 17-09 FOR CONSULTING SERVICES

CITY P.O. NO. _____ CITY EXPENSE CODE 448-38-300-538.68-62

CITY PROJECT NO. 18-017 WGI PROJECT NO. 1004.

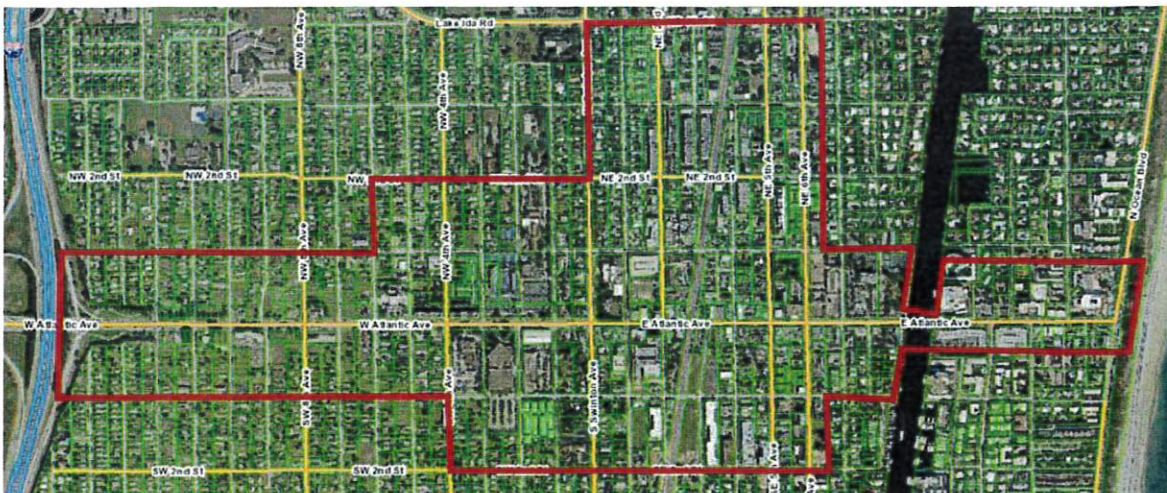
This Service Authorization, when executed, shall be incorporated in and shall become an integral part of, the "Agreement for Professional Services" contract executed August 31, 2017.

Title: Parking and Curbside Management Master Plan

I. PROJECT DESCRIPTION

The CITY has requested the Wantman Group Inc. provide a proposal for professional services for Parking and Curbside Management Master Plan. The CITY seeks to conduct a series of analyses, public engagement and planning exercises that will conclude in the creation of the Master Plan. This plan will update the existing 2010 parking master plan and include a new curbside management element as part of a new master plan. The plan will update data elements, provide context to technological advances in transportation and their impacts locally, determine feasible alternatives for the CITY to consider, and identify policies and projects to implement.

The study area shall be the area highlighted in the following map:



II. SCOPE OF SERVICES

Task 1: Public Engagement and Stakeholder Coordination

Task 1.1 Kickoff Meeting

A Kickoff meeting will be held with the CITY to establish project goals, communication protocols and review the SCOPE. CONSULTANT shall also prepare agendas and materials a minimum of five (5) days in advance of the meeting and minutes for each meeting will be received by the CITY no later than seven (7) days after the meeting is held.

Deliverable (s): One (1) Kickoff meeting and meeting materials

Task 1.2 Stakeholder Engagement

Parking studies require substantial input from the community at large. The CONSULTANT shall lead a series of no more than ten (10) stakeholder engagement meetings as directed by staff. The purpose of these meetings is to bring together merchants, developers, public sector staff, valet providers, and other key organizations to provide input to the study framework. CONSULTANT shall also prepare agendas and materials a minimum of five (5) days in advance of the meeting and minutes for each meeting will be received by the CITY no later than seven (7) days after the meeting is held.

Deliverable (s): No more than ten (10) Stakeholder Engagement Meetings and meeting materials

Task 1.3 Intercept Surveys, Pop-up Input Stations and an Online Survey

CONSULTANT shall prepare intercept surveys, pop-up input stations and an online survey to capture input from individuals in the area. The purpose of the intercept survey and pop-up input station is to provide people with the ability to quickly and efficiently discuss what excites them about their parking experience in the Study Area. Stations and surveyors shall be placed at key locations in the Central Business District to discuss parking needs of the Downtown.

The CONSULTANT will develop and host an online survey via Survey Monkey. The survey will target three main constituencies; merchants and business owners, residents, and visitors to the study area. The City will assist in the online survey effort by advertising the survey to the public and providing links to the online survey site via the Municipal websites, press releases, downtown organizations and other outlets.

The CONSULTANT shall conduct up to four (4) pop-up input stations and eight (8) surveyors at times and locations agreed upon by both parties.

Deliverable (s): No more than four (4) pop-up input stations and eight (8) surveys. Parking Advisory Group Meetings and associated materials. Summary of online survey information.

Task 1.4 Public Meetings

The CONSULTANT will participate in no more than three (3) public meetings focused on this planning process. Activities and topics to be discussed at such meetings shall include but not be limited to:

- Collecting residents and visitor ideas on how to address parking deficiencies and
- Providing information on the status of parking in the CITY
- Identifying barriers to park-once parking strategies
- Capturing sentiments on the cost of parking downtown and towards price adjustments
- Considering preferences for parking alternatives
- Suggestions on valet parking alternatives

Meeting attendees shall be able to utilize input methods including but not limited to:

- Direct input with staff
- Comment cards
- Voting on community preferences

Deliverable (s): No more than three (3) Public Meetings and meeting materials

Task 1.5 Presentations to CITY Commission

The CONSULTANT shall provide two (2) presentations to the CITY Commission. One (1) presentation shall be provided approximately halfway through the study near the completion of analysis. The final presentation shall provide a final plan to the commission for consideration.

Deliverable (s): Two (2) Presentations to CITY Commission

Task 2 - Data Collection and Existing Framework Review**Task 2.1 Request for Information**

CONSULTANT shall submit an initial Request for Information (RFI) for relevant information to document any updates made since the 2010 Parking Study. The RFI shall be directed to CITY Staff, businesses in the study area, developers, and other stakeholders. The goal of the RFI is to familiarize the CONSULTANT with current parking related issues and other parking characteristics prior to commencing fieldwork. Items included in the RFI will include:

- Current public and private parking inventory including on and off street
- Available information including special events in the study area (e.g., number of events, typical attendance levels, parking lot closures, street closures, and event planning/staging)
- Number of employees who drive, bike, walk, take the trolley or transit, or carpool to work

- Current parking policies including transportation demand management (TDM) programs
- Information concerning any known future development projects in the study area, including:
 - Size of development (square footages, number of rooms, number of seats, etc.)
 - Land Uses (focusing on mixtures of use)
 - Development timetables
 - Projected parking impacts (loss of existing spaces, etc.)

Deliverable (s): One (1) RFI to consider in the parking analysis. One (1) summary of findings

Task 2.2 Site Visits and Occupancy Counts

CONSULTANT shall conduct a multi-day site visit to observe existing parking conditions, collect parking supply/demand data, and perform field observations. Specific occupancy and inventory data will be collected from the on and off-street public parking in the study area. Private parking open to the public for general use will also be included. The remaining portions within the study boundaries will be field verified to develop an understanding of the mix of land uses, development activity, and general parking characteristics.

At such site visits CONSULTANT shall garner an understanding of and analyze:

- The Study Area to develop an understanding of the mix of land uses, development activity, street conditions, pedestrian activity levels, parking system characteristics, and issues affecting businesses
- Existing parking spaces in the study area (public and private); on- and off-street. Parking will be categorized based on location and type of parking provided (e.g., public versus private parking)
- Peak parking occupancy for the parking supply in the study area. Parking occupancy data collection will be completed every two to three hours from 10 AM to 4 PM on two (2) typical weekdays (Tuesday, Wednesday, or Thursday) and from 4 PM to 10 PM on three (3) weekend evenings. Occupancy counts for one (1) special event to be determined by the Parking Advisory Group. Available on- and off-street parking spaces in the study area will be included in the survey (excluding any residential parking areas, such as driveways and apartment complexes)
- Sample areas to designate and complete duration and turnover surveys. These surveys will be conducted on an hourly basis on the weekday and weekend evenings

Deliverable (s): One (1) multi-day site survey and one (1) summary of findings

Task 2.3 Parking Capacity Analysis and Recommendations

CONSULTANT shall provide on- and off-street parking recommendations and alternatives that considers existing parking inventory, CITY context and

scale, land uses, impacts to businesses, residents, and visitors, and estimated costs. The analysis shall utilize data collected during TASK 2.1 and TASK 2.2 to suggest parking focused improvements related to parking capacity and turnover. Recommendations shall include policy direction and capital projects including garages, parking lots, corridor improvements, parking pricing strategies to encourage turnover, pricing schedules in high demand areas, and wayfinding to balance available parking. Recommendations shall help to create a balanced transportation environment for people driving and people walking, while maximizing the use and revenue of existing parking assets. This includes recommendations on balancing the occupancy of parking through costs and incentives, wayfinding, and other recommendations.

Deliverable (s): One (1) Parking Analysis and Recommendations Technical Memo

Task 3 - Valet & Curbside Management Analysis

Task 3.1 Valet Parking Analysis

CONSULTANT shall conduct a Valet Parking Analysis to determine the current operations, obstacles, and considerations of existing valet places on public right-of-way. This analysis should consider the tradeoffs of altering regulations, structure, and permitting of valet operations, while also consider the impacts to non-valet street users. Additionally, the analysis should provide recommendations which consider the centralization of valet services.

Deliverable (s): One (1) Valet Parking Analysis Technical Memo

Task 3.2 Curbside Management Analysis

CONSULTANT shall conduct a curbside management analysis that analyzes the uses of curb on Atlantic Avenue within the study area. This analysis shall consider existing uses of the curb, practices which cause unreasonable vehicular delay, existing management strategies, removal of parking to expand the pedestrian and café realm, and other considerations identified by the Parking Advisory Group. Strategies to consider managing the curb along Atlantic Avenue shall include commercial delivery scheduling alternatives, managing Transportation Network Company zones, micro-mobility management scenarios, and other topics that arise in the planning study.

Deliverable (s): One (1) Curbside Management Technical Memo

Task 3.3 Ordinance Development

Ordinances shall be developed based on the input collected in this effort and the results of the Valet Parking Analysis and Curbside Management Analysis (TASK 3.1 and 3.2). CONSULTANT shall develop ordinances and related polices for consideration that include requirements for locations, criteria for operations, fee schedules, restrictions, and other pertinent management policies identified in this planning process.

Deliverable (s): One (1) set of proposed ordinances (new, amendments, deletions) capturing policy recommendations based out of TASK 3.1 and 3.2.

Task 4 - Parking and Curbside Management Master Plan

Task 4.1 Draft and Final Report

CONSULTANT will develop a holistic Parking & Curbside Management Master Plan that considers the analysis, memos, and findings of this planning process. The draft shall provide information to the CITY to aid informed decision making on parking and curbside management and impacts on overall mobility of the study area. The CONSULTANT shall first prepare a draft report for consideration at Public Meetings, Parking Advisory Group, and by CITY Commission. Comments will be collated by the CITY and shall be addressed by the CONSULTANT.

CONSULTANT shall provide a final draft of the plan to the CITY for adoption by CITY Commission. The final plan shall thoroughly address comments received in the draft plan. All deliverables shall include a high-resolution and low-resolution format report with data, tables, photos, maps and appendices delivered in native format (as source files). Geographic data shall be delivered in a geodatabase with a map template.

Deliverable (s): One (1) draft Parking and Curbside Management Master Plan and one final (1) Parking and Curbside Management Master Plan.

III. COMPENSATION

The compensation for services provided shall be billed on a lump sum basis, plus reimbursable expenses for each phase of work, up to the following not-to-exceed cost for each phase.

<u>Engineering Services</u>	<u>Estimated Fees</u>
Task 1 - Public Engagement & Stakeholder Coordination	\$65,950.00
Task 2 - Data Collection & Existing Framework Review	\$88,775.00
Task 3 - Valet & Curbside Management Analysis	\$25,503.00
Task 4 - Parking & Curbside Management Plan	\$11,967.00
Other Services	---
Reimbursable -	---
<u>Total Compensation \$ 192,195.00</u>	

COMPLETION DATE

The project and all related tasks and deliverables shall be completed within 12 months of contract execution.

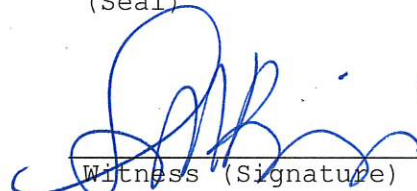
This service authorization is approved contingent upon the City's acceptance of and satisfaction with the completion of the services rendered in the previous phase or as encompassed by the previous service authorization. If the City in its sole discretion is unsatisfied with the services provided in the previous phase or service authorization, the City may terminate the contract without incurring any further liability. WGI shall commence work on any service authorization approved by the City to be included as part of the contract without a further notice to proceed.

CONSULTANT: Wantman Group, Inc.

Date: 1-16-2020



Brett N. Oldford, PE
Vice President, Civil Engineering
(Seal)

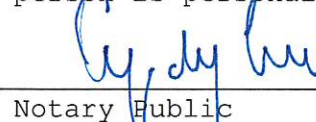


Witness (Signature)

Angela Biagi
Witness (Printed)

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 16 day of January, 2020, was acknowledged by Brett Oldford on behalf of the Wantman Group, Inc Corporation, and said person executed the same free and voluntarily for the purpose there-in expressed. This person is personally known to me.



Notary Public
State of Florida



Cyndy Little
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG189612
Expires 3/31/2022

My Commission Expires: 3-31-22