



## Cover Memorandum/Staff Report

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**File #:** 20-073

**Agenda Date:** 1/21/2020

**Item #:** 7.C.

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**TO:** Mayor and Commissioners  
**FROM:** Anthea Gianniotis, Development Services Director  
**THROUGH:** George Gretsas, City Manager  
**DATE:** January 21, 2020

APPROVE SERVICE AUTHORIZATION WITH WANTMAN GROUP INC. (WGI) TO COMPLETE A PARKING AND CURBSIDE MANAGEMENT MASTER PLAN IN THE AMOUNT OF \$192,195.

**Recommended Action:**

Motion to approve a Service Authorization with Wantman Group Inc. (WGI) to complete a Parking and Curbside Management Master Plan in the amount of \$192,195 in accordance with Continuing Services Agreement RFQ 2017-048.

**Background:**

The City of Delray Beach (City) has identified issues potentially contributing to impaired mobility in the downtown core business district and is seeking the creation of a Master Plan that will identify projects and opportunities to maximize curbside resources and reduce conflicts between competing demands.

Identified concerns include the safe and reliable use of parking, streets, and sidewalks created by a number of factors:

- parking type, availability, and locations,
- ride share services impacts,
- valet parking services function and locations,
- delivery services and loading zones serving downtown restaurants and businesses, and
- pedestrian activity and demands

The scope of work for this project includes a review of existing data, and gathering data to fill information gaps, on public and private parking demand and supply, special events, downtown employee needs, and future development projects affecting the study area. Significant public outreach including up to four pop-up input stations, surveys, and public meetings is planned to gather public input on parking deficiencies, cost of parking downtown, preferences for parking alternatives, and suggestions on valet parking operations. Technical memos will be provided concerning parking management, and valet and curbside management that will be developed into a holistic Parking and Curbside Management Master Plan that considers the analysis, memos and findings of this planning process.

Creation of this plan is supported by the Parking Management Advisory Board, as well as the Downtown Development Authority.

**Attachments:**

- 1) Service Authorization with WGI
- 2) Continuing Services Agreement with WGI
- 3) Amendment 1 to Continuing Services Agreement
- 4) Legal Review Checklist

**City Attorney Review:**

City Attorney approves as to form and legal sufficiency.

**Funding Source/Financial Impact:**

The creation of this Master Plan will be funded by a transfer from the Parking In Lieu funds into a Capital Funds account.

**Timing of Request:**

This matter is not time sensitive.