TOWN OF CARRBORO

Parking Plan

Request for Proposals

RFP # 540-2016-01

September 10, 2015

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With:
Chipley Consulting
TC-2, LLC
Quality Counts

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JMTE is an NCDOT Approved Small Professional Services Firm

JMTE is Licensed in NC, AL,GA, SC, and TN

September 10, 2015

Ms. Bergen Watterson, Project Manager
Town of Carrboro
301 West Main Street
Carrboro, NC 27510

Re: Parking Plan for the Town of Carrboro Request for Proposals

Dear Ms. Watterson,

On behalf of J.M. Teague Engineering & Planning and our partnering firms, I am pleased to submit our response to the request for proposals for the Town of Carrboro's Parking Plan.

The J.M. Teague Engineering & Planning team assembled for this project is a combination of small consulting firms that bring together more than 75 years of transportation planning, local government, and engineering experience. Our companies are nimble and diverse in their collective project portfolios, enabling us to bring a deep pool of experience to the Town of Carrboro's Parking Plan.

Our team is more than a group of nerdy number-crunching engineers and land use planners. We are active transportation engineers, planners, and involvers who understand that solving parking problems is much more than building lots and squeezing in spots. We are excited about the opportunity to work in Carrboro because we know that your town, like us, believes that fostering a bicycle, pedestrian, and transit friendly environment is a sustainable solution to long term parking management. Our traditional engineering and parking management experience combined with our passion for active transportation and experience in working with main street communities results in a team that can develop a context-sensitive parking plan.

The firms comprising the JMTE Planning Team include **J.M. Teague Engineering and Planning**, **Chipley Consulting**, and **Quality Counts**. Former Chapel Hill Planning Director, **J.B. Culpepper, AICP** with **TC-2, LLC,** will join Chipley Consulting to conduct the public involvement portions of the Parking Plan and to provide out team with her local knowledge and expertise.

J.M. Teague Engineering & Planning

J.M. Teague Engineering & Planning (JMTE) is an engineering and planning firm that manages a wide range of projects across North Carolina and the Southeast. Founded in 2010, JMTE specializes in providing traffic engineering and planning expertise to municipalities, school systems, private institutions, and professional clients such as landscape architects, developers, and civil engineering firms. Our work includes bicycle and pedestrian planning, downtown traffic flow, land use planning, complete streets, and parking

management. Our firm has extensive experience working with NCDOT, MPOs, RPOsand other stakeholders on many projects throughout the region and is well networked within NCDOT. JMTE, located in Waynesville, North Carolina, is licensed to practice engineering in NC, SC, GA, TN, and AL and Kristy Carter, JMTE's Transportation Planner, is a member of the American Institute of Certified Planners (AICP). Our firm is an NCDOT Small Professional Services Firm, we are prequalified to provide a wide variety of engineering and planning services, and we are on NCDOT's list of on-call data collection firms and their on-call list of bicycle and pedestrian planning firms.

In addition to project management, JMTE will lead the analysis, presentation, and plan development components of Carrboro's Parking Plan and will assist with the Public Participation and Data Collection components.

Chipley Consulting

Chipley Consulting is a small, woman-owned firm based in Asheville that provides communities with a range of communications and planning services. The firm manages public and stakeholder involvement for projects across North Carolina. The firm is now managing all aspects of community engagement for Rutherford College and Valdese's Pedestrian Plan; resulting recommendations will be grounded in the input from the towns and support the development of complete streets and enhance walkability. Chipley is also leading community engagement efforts for the bicycle plan in the Town of Black Mountain. The multi-pronged approach includes working with small groups and community leaders to gather input and using a visual preference survey to identify priority bicycle amenities and other components. Another innovative element includes the use of an online, interactive map that allows residents to provide place-specific input regarding bicycling. Chipley is a DBE/WBE/SPSF certified firm and prequalified by NCDOT to provide public involvement services. Brian Taylor, Chipley's Planner and Economist, is a member of the American Institute of Certified Planners (AICP).

Joining Chipley is J.B. Culpepper, AICP from the firm TC-2, LLC. J.B. is an independent consulting planner, recently retired from her role as Planning Director for the Town of Chapel Hill. In her role with Chapel Hill, she helped foster and maintain collaborative intergovernmental relationships with neighboring communities, resulting in productive inter-jurisdictional linkages. As an independent consulting planner, J.B. provides communities with a number of services, including growth management and neighborhood plans, comprehensive planning, small area plans/transportation plan, intergovernmental agreements, town county development regulations, and public engagement and group facilitation.

Chipley Consulting will lead the Plan's Public Participation component and will assist with Analysis and Presentation elements.

Quality Counts

Quality Counts (QC) is a full-service traffic data collection firm founded in 2003 in Portland, Oregon. Since its inception, QC has grown to a nationwide data collection firm with offices around the country, including an office in Charlotte, NC. JMTE has a long-standing relationship with Keith Ripperton, the Senior Operations Manger (of the Carolinas) in QC's Charlotte office. QC's dedication to its core values of Quality, Character, and Customer Attentiveness are the not-so-secret keys to its success. Combine this with their drive to stay at the cutting-edge of data collection technology, and clients get the most accurate, efficient, and easy-to-use data collection firm in the country. They work with clients to ensure that they get exactly the data they need, data they can rely on, when and where they need it.

Quality Counts will lead the Data Collection section of the Parking Plan.

JMTE and its partnering firms have no known conflicts that would prohibit us from working on the Parking Plan or with the Town of Carrboro.

Thank you for providing this opportunity to respond. If we can provide additional information about our proposal, please do not hesitate to contact me at (828) 456-8383 (o) or (828) 776-7374 (c) or by email at kristy.carter@jmteagueengineering.com.

We are confident that our team can help the Town of Carrboro develop a Parking Plan to guide parking decisions as the town grows and develops over the next five to ten years.

Sincerely,

Kristy Carter, AICP
Transportation Planner / Parking Plan Project Manager
J.M. Teague Engineering & Planning

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PART ONE : Firm Experience, Knowledge, Familiarity, and Past Performance

Project Understanding

Located in the Durham/Chapel Hill/Carrboro region the Town of Carrboro has evolved from a small textile-manufacturing town to a vibrant community with a strong downtown, engaged citizens, and a progressive transportation approach. Carrboro is the first and so far only "Silver" level community in North Carolina as recognized by the League of American Bicyclists, and some of us attended North Carolina's 2013 Bicycle Summit held there.

Between 1980 and 2010, the Town of Carrboro's population increased by an impressive 167%. Today, over 20,000 residents call Carrboro home compared to just over 7,000 in 1980. Municipal growth at this rate brings with it the gains of expanded economic opportunity, the increased ability to provide municipal services, and an overall high quality of life for town residents. For all the positives growth provides, growth is not without challenges. Any growing municipality finds itself asking a variety of questions. How can we build more roads? Where are all of these people going to live? How many more feet of water line, officers on patrol, or slides and swing sets do we need to keep up with demand?

Another question arising from growth—one that Carrboro has grappled with in previous years—is where to park all of these people who come downtown to visit, work, shop, and live. First in 2002 through the *Parking Task Force Report* and again in 2008 with the *Carrboro Parking: An Exploratory Study*, the Town of Carrboro analyzed the state of and developed solutions for in-town parking. Carrboro has addressed parking in other guiding plans such as the *Carrboro Vision 2020* (2000), *Downtown Carrboro: New Vision* (2001), the *Carrboro Downtown Transportation Study* (2005), and the *Comprehensive Bicycle Transportation Plan* (2009). Interestingly, a common theme in these studies is that many in the community believe there is a shortage of parking even though evidence indicates an adequate supply of parking.

The discussion that needs to guide Carrboro's new parking plan is not, "Does Carrboro have adequate parking today?" Rather, the discussion should be, "Does Carrboro have a plan for parking infrastructure to meet the growth planned for tomorrow?" What follows is J.M. Teague Engineering & Planning's (JMTE) proposal to lead the Town of Carrboro and its stakeholders through an innovative Parking Plan process that answers that very question. Our team and process will engage citizens, gather quality data, and carry the Town through a detailed analysis to develop a package of recommendations that will guide Carrboro's parking strategies in the coming years.

Team Experience & Knowledge

The Town of Carrboro's Parking Plan is not as simple as analyzing today's capacity to identify a set of new parking recommendations. JMTE realizes that parking solutions can be expensive and parking management is a complex, and sometimes contentious and emotional, community issue. We understand that conflict results when the differing needs of stakeholders collide. Retail and service business owners want parking places in proximity to their businesses. Shoppers and visitors want parking that is convenient and free, or at least cheap. Neighbors along residential streets want streets free from overflow parking. Public transportation riders want timely routes unimpeded by drivers circling the block for a parking spot. Bicyclists and pedestrians want the feeling of safety that comes from fewer curb cuts and parking access points. JMTE cannot promise a parking plan that meets every need of every user; what we can provide is a Plan that effectively balances the needs of the parking system's many users and meets the Plan's purpose and intent which is to:

- Provide an analysis of how much parking will be needed in the next five to ten years;
- Provide guidance on what the Town's role, if any, should be in providing and managing parking in the downtown area, and;
- Evaluate what metrics to use for the Town's payment-in-lieu parking provision.

JMTE and its partners have worked with numerous communities to deliver parking plan, traffic flow/parking access analysis, parking lot design, and active transportation planning projects. Our assembled team offers Carrboro deep expertise combined with local knowledge. We bring detailed parking and traffic engineering analysis skills as well as expert future land use scenario and active transportation planning abilities. Our strengths include our engaging public participation strategies, our innovative data collection practices, and our ability to analyze and communicate complicated issues in a way that is accessible to most people. We have attached JMTE project examples and our team member resumes to highlight relevant project experience. The following table provides a snapshot of our experience and abilities.

Selected Team Project Experience

<table>
<tr><th>J.M. Teague Engineering</th><th>Chipley Consulting</th><th>Quality Count</th></tr>
<tr><td rowspan="2">• Two-Way Conversion & Greenway Connection Plan, Franklin, NC
• Planning Policy Review and Recommendations, Webster, NC
• Parking Study, Rutherfordton, NCParking Lot Study - Vantage Point HomesN. Main Street Complete Streets Study, Waynesville, NC
• Washington and Warren Lane Reductions, Shelby, NC
• Citizens Fuel Co: Dunkin' D - Parking/Access, Sylva, NC
• Rutherford County TDA Wayfinding Master Plan, Rutherfordton, NC
• NC-9 Land Use Build Out and Complete Streets Corridor Plan, Lake Lure, NC
• Pisgah Forest Small Area Plan, Brevard, NC
• Multiple Future Land Use Scenarios, Including Clay County and Cherokee County, NC; Cramerton, NC
• Multiple Traffic Impact Studies, Including Parking Lot/Roadway Intersection Impacts and Mitigation Strategies, Southeastern US</td><td>• Community Vision, Cullowhee, NC
• Development Workshop, Village of Forest Hills, NC
• Parks and Recreation Plan, Union County, NC
• Bike Tourism Study, Haywood County, NC
• WikiMaps Management for a Variety of Plans
• Public & Stakeholder Engagement for I-26 Connector, Asheville, NC
• NC Public Electric Vehicle Charging Station Assessment</td><td rowspan="3">• City of Durham/DCHC MPO Data Collection, Durham, NC
• City of Raleigh Bicycle/Pedestrian Counts, Raleigh, NC
• Downtown Corvallis Parking Study, Corvallis, OR
• I-40 Expansion Project, Hillsborough to Benson, NC
• I-485 Managed Lanes, Charlotte, NC
• NCHRP 17-56: Development of Crash modification Factors for Uncontrolled Pedestrian Crossing Treatments, , UNC Highway Safety Research Center, Chapel Hill, NC
• NCHRP Charlotte Bike/Ped Study, Charlotte, NC
• North Carolina DOT On Call Data Collection, Statewide
• Old Town Alexandria Parking Study, Alexandria, VA
• Oregon State University Parking Study, Corvallis, OR
• San Luis Obispo COG - Model Improvement Plan, San Luis Obispo, CA
• Traffix San Ramon Valley School District Congestion Management Study, Contra Costa County, CA

JMTE and Quality Counts have partnered on many data collection projects across North Carolina.</td></tr>
<tr><th>TC-2, LLC</th></tr>
<tr><td>• Growth Management and Neighborhood Plans, Chapel Hill, NC
• Comprehensive Plan, Chapel Hill, NC
• Small Area Plans & Transportation Plans, Chapel Hill, NC
• Neighborhood Conservation Districts, Chapel Hill, NC
• Intergovernmental Agreements, Orange County, NC
• City Development Regulations, Chapel Hill, NC</td></tr>
<tr><th colspan="2">JMTE & Chipley Strategic Alliance Projects</th></tr>
<tr><td colspan="2">• Comprehensive Bike Plan, Black Mountain, NC
• Comprehensive Bicycle and Pedestrian Plan, Franklin, NC
• Regional Bicycle Plan, Southwestern NC (Cherokee, Clay, Graham and Macon Counties)
• Comprehensive Pedestrian Plan, Rutherford College and Valdese, NC
• Comprehensive Pedestrian Plan, Forest City, NC
• Comprehensive Land Use Plan, Laurel Park, NC
• Town Center Master Plan, Maggie Valley, NC</td></tr>
</table>

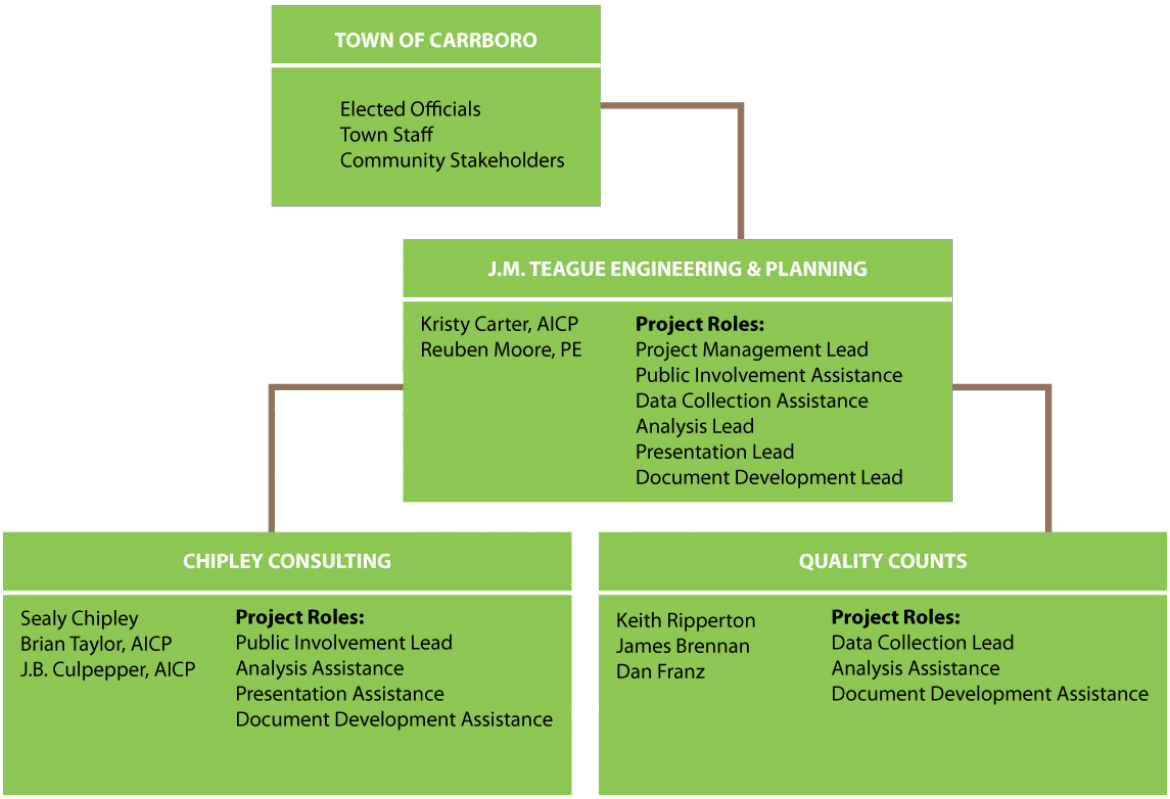
Project Manager

Kristy Carter, AICP, will serve as project managers for Carrboro's Parking Plan. Kristy has over 15 years of program planning project management experience. She has managed small and large land use, main street development, economic analysis, regional vision, and transportation projects. In addition to her planning experience, Kristy is serving her second term as a member of the City of Asheville's Planning and Zoning Commission; she knows first hand the challenge of balancing development and parking needs with community

perception and concerns. Kristy will lead the JMTE Team and will be the Town of Carrboro's primary point of contact.

Project Team

The JMTE Team for the Town of Carrboro's Parking plan incudes Kristy Carter and Reuben Moore from J.M. Teague Engineering & Planning, Sealy Chipley, Brain Taylor, and J.B. Culpepper with Chipley Consulting and TC-2, LLC, and Keith Ripperton, James Brennan, and Dan Franz with Quality Counts. A resume for each team member is attached.



PART TWO : Project Approach

1. Public Participation Strategy

Based on our experience, we know that parking supply and utilization data is important to document Carrboro's parking activity quantitatively. However, utilization data cannot fully tell the story. We need to hear parking system user experiences – the customer circling for a spot, the resident with long-term parkers out front, and the bike commuter worried that her bike may get stolen.

The JMTE Team will undertake a multi-faceted approach to community outreach and engagement to understand more about the preferences and behaviors of those who use, interact with, or have a stake in Carrboro's parking system. Our team will use methods that ensure all residents and visitors have an opportunity to share their voice in the plan development process.

1.1 Public Participation Strategy Document

Prior to implementing the public participation strategy, the JMTE Team will prepare and submit to Town of Carrboro staff a written Public Participation Strategy with approximate dates, content, responsibilities, and activities. The Strategy will include social media, public open house, general public engagement, and formal public meeting strategies.

The strategy will also document our team's plan to reach out to traditionally underserved and non-English-speaking community members. Claudia Sibila, a Durham resident and professional translator, is on call to assist with translation services, including document translation—we have included her resume with this proposal. We will identify venues, times, and input methods that make participation convenient for underrepresented populations. We will discuss with the Town of Carrboro the avenues to reach out to other groups, such as Carrboro's Burmese population.

We'll engage people at popular locations like the Weaver Street Market

DELIVERABLES

- A written Public Participation Strategy submitted for review by staff followed by a revised version based on staff review comments

Social Media & Outreach Links

Events & Happenings, Where to Engage People

- 2nd Friday Art Walks
- Carrboro Farmer's Market
- Johnny's Market
- Info Tables at Community Events
- Weaver Street Market
- Century Center Events
- Open Eye

Group & Organizational Connections

- Carrboro Bicycle Coalition
- Carrboro Business Alliance
- Center for Employment and Leadership
- Chamber of Commerce
- Chapel Hill Transit
- El Centro Hispano
- Spanish Language Credit Union
- UNC-Chapel Hill Networks
- Walk Carrboro

Electronic Networks & Connections

- Engage Carrboro
- HOA email lists
- Next Door
- The Daily Tar Heel
- Carrboro recreation newsletter
- Town of Carrboro website & media outlets
- Email Blasts
- E-Newsletters

1.2 Kickoff Meeting/Public Forum

The JMTE Team will work with the Town of Carrboro to invite residents, business owners, and employees to a hands-on kickoff meeting to provide input related to Carrboro's parking and access issues, and to gather as much qualitative input as possible. The purpose of the Kickoff Meeting/Public Forum is to introduce the study to the general public. The Team will begin the meeting with a presentation that covers background information, a parking management education component, and highlights from other communities with innovative parking management practices.

We will then have a set of maps of the Town and ask participants to provide information about where they park, walk, bike, access public transportation, or meet to car/vanpool. The team will ask questions and design and conduct activities that identify issues, opportunities and concerns, parking priorities, and parking needs and opportunities. During the Open House, the consultant team will provide draft parking management approaches that may meet the Town's future parking demand. Meeting participants will then vote on their preferred strategies. We have the option to conduct the familiar typical sticky dot style voting exercise or we can use interactive keypad polling technology to rate the appeal of these alternative strategies in Carrboro.

Sharing a meeting flyer on social media

DELIVERABLES

- Kickoff Meeting advertisement materials and social media/outreach posts
- Kickoff Meeting agenda, presentation, and materials
- Facilitated Kickoff Meeting
- Written Kickoff Meeting Summary

1.3 Outreach and Awareness Strategies

Social Media Connections: Based on our experience gained from recent projects, we have found that the best way to spread the message, raise awareness, or solicit input about the parking survey, meetings, and events is

through established social media and outreach links. Examples of these include existing email blast lists, list serves, newspaper/radio outlets and posting printed outreach materials with QR codes at popular locations like the Weaver Street Market and the Open Eye. Therefore, we will work with the Town and other stakeholders to identify established Facebook and Twitter accounts that already have a strong base. We will work with the town and stakeholders to determine which electronic tools are used heavily by residents or by downtown employees, and visitor information networks. We will also investigate methods that have worked well for past planning efforts.

Event Outreach: Our team will use a proactive in-person approach to reach different audiences that online outreach efforts may miss. We will use existing community events to engage the public, which may include setting up a booth at Weaver Street Market on Saturday mornings, Johnny's Market, Art Walks, or the Carrboro Farmer's Markets. We will also ask the town to connect us with community members and other trusted leaders to serve as gatekeepers of communities less likely to attend a public meeting or event. In order to get input from some of these populations, we recommend reaching out to organizations such as the Spanish Language Credit Union in Carrboro Plaza, El Centro Hispano, the Center for Employment and Leadership, and HOA's (Lake Hogan Farms, Spring Valley, Canterbury Townhomes).

Capturing people at a community event in Black Mountain

DELIVERABLES

- A comprehensive list of popular social media list serves and news sources and connections
- Regular updates on plan events, surveys and other opportunities to participate, including print materials with a project specific QR code
- Attendance at community/in-person events

Website: We will create and regularly update a stand-alone project website, or provide materials to update a Town of Carrboro/Engage Carrboro project page. The website is the platform where parties can access existing documents, upcoming events, links to the survey and interactive online map, as well as draft reports. It will be used as a tool to educate people about the plan and collect feedback on downtown access issues.

We'll get our message out through traditional and non-traditional methods

DELIVERABLES

- Stand-alone website or content for a Town of Carrboro web page
- Regular content updates

1.4 Public Input Survey

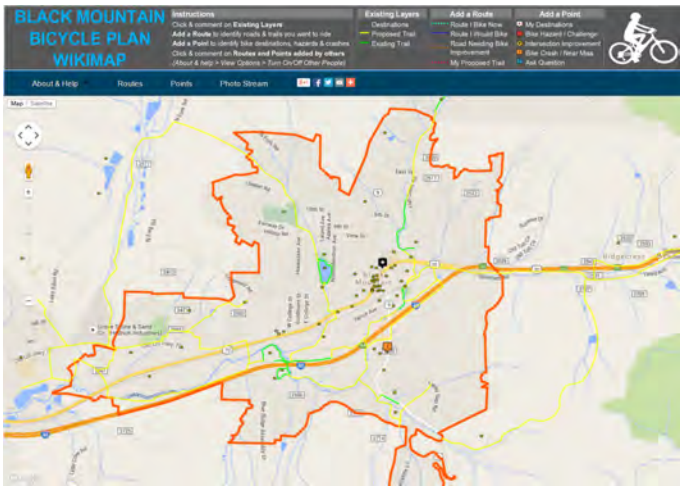
Public Input Survey: The team will develop a public input survey with input from Town Staff to ensure we ask the right questions to get insights from a variety of users, including those who are more likely to drive to town, and a version of the survey that is tailored to visitors. We will develop a survey that assesses parking activities, experiences, perceptions, and preferences. To collect this data, we will post an online survey (using Survey Monkey) that includes both closed- and open-ended questions. We will also make available printed copies of the survey and we will attend a large community-gathering event where team members will circulate in the crowd to provide survey reminders (for those who want to complete online) and paper surveys for those who are willing to complete the survey on demand—this is an important step to obtain visitor responses.

We will distribute an online version of the survey through the electronic outreach channels described above, and also make printed copies of the survey available at community events, popular downtown destinations, and other venues frequented by underrepresented populations. Spanish versions of the survey will be made available as needed.

Potential Survey Questions

- Demographic Info
- Residence (Closest Street Intersection)
- Frequency of Trips Downtown by Mode
- Where Do People Park
- Where Do People Prefer to Park
- Why People Park Where They Do
- How Far Traveled to Parking Location
- Final Destination(s)
- Length of stay
- Purpose of visit
- User type (retail employee, service customer, office employee, etc.)
- Perception of parking availability
- Awareness of alternate parking locations (e.g. park-and-ride)
- Use of alternate parking locations (e.g. park-and-ride)
- Awareness of alternate mode options
- Use of alternate mode options
- Willingness to pay for parking
- Willingness to access downtown by alternative mode

Interactive Map (WikiMap): As a supplement to the survey, we propose creating an online interactive mapping tool hosted by Wikimapping.com. This interactive map will allow community members to provide place-specific input on parking and access issues in Carrboro as well as opportunities for improvement.



WikiMap example

DELIVERABLES

- Printed and electronic survey announcements
- Online survey tailored to residents and a version tailored to visitors
- Attendance at a large community event to solicit survey responses
- Community input and survey results in a summary document
- WikiMap to supplement the survey

1.5 Draft Plan Public Open House

The Draft Plan Public Open House is an opportunity to present a summary of the study, including the parking inventory and utilization maps and charts, the final survey results, and draft recommendations. The primary purpose of the meetings is to have a substantial discussion on the draft recommendations, and the attendees who are involved will be encouraged to participate throughout the entire meeting.

Participant mapping exercise

DELIVERABLES

- Draft Plan Public Open House advertisement materials and social media/outreach posts
- Draft Plan Public Open House agenda, presentation, and materials (maps, graphic boards, etc.)
- Facilitated Draft Plan Public Open House
- Written Draft Plan Public Open House Summary

Optional Involvement Services

Steering Committee: According to the RFP Addendum, the Town of Carrboro does not plan do use a steering committee to guide the Parking Plan process. Should the Town determine a committee is needed, we are prepared to use the Steering Committee effectively by ensuring that meetings are purposeful and meaningful, start and end on-time, and assist the Project Team and Town Staff with decision-making and moving the Plan process forward. We will seek to ensure that the Steering Committee plays an active role in the public engagement process, using their connections to the community to reach a variety of participants.

Stakeholder Interviews: The project team can conduct an agreed upon number (to be determined during scoping) of in-person stakeholder interviews during the public participation phase of the project. Working with the Town, the team may interview business owners, landowners, parking managers, employees, and residents. The interviews will use a general template of questions as a basis for the interviews, but the primary goal is a free flowing exchange about parking to gather an understanding of the specific experiences with the Carrboro's parking system.

Fore example, interview questions for downtown merchants may address their employees (how many, how they get to work, whether or not they need a car during the day, where they park, and parking concerns), their customers (parking and length of stay), opinions on general parking needs and concerns, and other suggestions and ideas for improving access to downtown.

Community Speaking Events: We have found that speaking to community groups (at their invitation) is a good way to generate awareness and ownership of a plan and its final recommendations. Should the opportunity arise to attend a community speaking/education event, our team can accommodate the request with reasonable notice. We will work with the Town of Carrboro to establish a per event rate.

2. Data Collection

Working closely with the Town of Carrboro, the JMTE Team will collect data using industry accepted standards and will document and evaluate the parking environment in the Town of Carrboro's two major sub-centers, Downtown Carrboro and the ¼ mile buffer around the downtown area. If deemed necessary, the team will further divide the two sub-centers into smaller sub-areas.

2.1 Data Collection Strategy

The team will produce a data collection strategy that details the methodology to conduct extensive data collection in order to document on the ground parking assets. The intent of this effort is to establish a broad, yet detailed, benchmark of current parking practices in Carrboro. Through close correspondence with the Town, the team will define the activity centers in the study area to ensure that all critical parking assets are included in the project's data collection phase.

Public Parking Map to aid data collection

DELIVERABLES

- A written Data Collection Strategy submitted for review by staff followed by a revised version based on staff review comments
- Maps to support data collection

2.2 Parking Space Inventory / Existing Conditions

To catalog all of the parking spaces, the JMTE team will use desktop analysis tools (GIS, Google Earth, aerial imagery) and on-the-ground field work to document all on street, public, restricted, and bicycle parking facilities. We will use Carrboro/Orange County GIS parcel data to identify existing land use conditions. The inventory will serve as the base component to understand parking patterns and behaviors. The team will compile the inventory into a parking database; including geocoding the data to display the existing parking areas on maps in a spatial context.

Counting on street parking spots

DELIVERABLES

- Maps to support data collection
- A printed and digital inventory of available parking spots with identified attributes pertaining to accessibility (ADA or non-ADA), ownership (public/private), time restriction, restricted trip purpose, and adjoining land use
- Updated GIS layer

2.3 Parking Utilization

The goal of parking utilization counts is to provide a time series of an area's typical parking demand on a typical day. To complete these counts, the JMTE Team will conduct field surveys of parking utilization for identified publicly and privately owned parking lots and on street parking segments in the study area. These surveys will establish the peak daily parking and daily utilization for the study area's parking.

Surveys will be conducted every two hours for 14-hour periods on weekdays and weekends. The team will work with the Town of Carrboro to determine the best times and days to conduct weekday and weekend counts. Data collectors will capture weekday parking demand for 14 hours, beginning at 7 AM and ending at 9 PM, with counts every two hours. Data collection will begin in the early morning to identify if/when commuter and employee parking fills to capacity. In the evening, data will be collected until 9 PM to assess parking demand associated with the town's restaurants and other evening activities. We will work with the Town of Carrboro to determine the best times for the weekend counts.

JMTE will collate the gathered data in a Technical Summary Memo that will provide charts and data to present parking utilization profiles to document the patterns identified on counting days. The Team will indicate the nationally recognized "functional capacity" standard to indicate when a parking area is effectively full; meaning on steep spots have a 15% vacancy rate (about 1 out of 8 on street spaces) and off-street lots have a 10% vacancy rate.

Carrboro public parking lot

DELIVERABLES

- Data collection materials (tracking sheets, maps, etc.)
- Data collection days (at least three weekdays on one weekend day – to be negotiated during scoping)
- Updated GIS layers
- Technical Summary Memo

2.4 Targeted Turnover Studies

The team will consult with the Town of Carrboro to identify the key block faces and lots targeted for an intensive turnover analysis. The team will track vehicle turnover using video technology to determine the number and length of stay of vehicles in an area for a given period. Based on the preferences of the Town, data collectors can track turnover during the peak periods on each of the data collection days or complete longer and more intensive 14-hour counts.

The data collected during the turnover analysis will be summarized in the Technical Summary Memo. Data likely to be summarized in the Memo may include: Daily peak accumulation and occupancy counts and estimates for publicly-accessible parking spaces categorized by time periods (e.g weekday morning, weekday daytime, weekday evening, Saturday morning, and Saturday daytime), length of stay and turnover data for agreed upon time periods and key locations, and parking supply categorized by time period (short and long term), including duration of stays where available and parking utilization rates.

The Carr Mill Lot supports a variety of parking users

DELIVERABLES

- Data collection materials (tracking sheets, maps, etc.)
- Data collection days (at least three weekdays on one weekend day – to be negotiated during scoping)
- Updated GIS layers
- Technical Summary Memo

2.5 Loading Zone Utilization Surveys

The team's data collectors will conduct the loading zone surveys in conjunction with the parking utilization survey. Additional services including vehicle length, loading zone turnover, etc. can be added for additional fees.

2.6 Existing Parking Regulations

JMTE will gather and summarize Carrboro's existing parking regulations and policies as they relate to enforcement, management, and zoning. We will investigate the Town's policies related to parking minimum/maximums, joint use parking arrangements, the Town's fee-in-lieu policy, dimensional standards, review standards, parking agreements, and other policies and procedures.

USE	PART I. PARKING REQUIREMENT (EXCEPT AS NOTED IN PART II OF THIS TABLE)
1.200	2 spaces for each dwelling unit, except that one bedroom units require only one space.
1.300	With respect to multi-family units located in buildings where each dwelling unit has an entrance and living space on the ground floor, the requirement shall be 1½ spaces for each one bedroom unit and 2 spaces for each unit with two or more bedrooms. Multi-family units limited to persons of low- or moderate-income or the elderly require only 1 space per unit. All other multi-family units require 1 space for each bedroom in each unit plus 1 additional space for every four units in the development. **(AMENDED 5/10/83)**
1.340	1 space per every four dwelling units. **(AMENDED 01/11/00)**
1.410 1.420	1 space for each bedroom.
1.430	1 space for each room to be rented.

Sample of Land Use Ordinance Parking Requirements

DELIVERABLES

- Technical Summary Memo
- Updated GIS Layers

2.7 Data Collection Technical Memo

The team will summarize existing conditions in a Technical Summary Memo. Topics covered in the existing conditions analysis will likely include: an inventory of current supply and utilization of on and off street parking in the study's sub areas and maps, tables, and summaries of existing conditions pertinent to the Team's findings.

The summary will also include a more detailed technical appendix with electronic versions of all data available for future use and review.

DELIVERABLES

- A written Technical Memo and electronic appendix documenting current supply and utilization of on and off street parking in the study's sub areas and maps, tables, and summaries of existing conditions pertinent to the Team's findings.

3. Analysis

Parking in Carrboro does not exist independently; the parking system is intertwined with the mix of land uses and activities it serves. An analysis of the relationship between parking and land use in Carrboro is especially important in that the study area's undeveloped land is at a premium.

3.1 Future Parking Demand Scenarios

Using Orange County's and Carrboro's GIS and tax parcel data, land development regulations, local knowledge, development history, and staff expertise, JMTE will classify existing land uses in the study area to develop two future parking demand scenarios. The analysis will also take into account the factors outlined in the RFP.

The team will use the future land use scenarios to calculate the peak period parking demand rates recommended using national standards. While the ITE's *Parking Generation Manual, 4th Edition* will be our jumping off point, we are aware of the limitations of solely relying on ITE guidance. Therefore, we will consult other publications from other well-known and accepted parking models such as LEED's *Alternative Transportation – Parking Capacity Guidance*, recommendations from Urban Land Institute's *The Dimensions of Parking, 5th Edition*, and the American Planning Association's *Flexible Parking Requirements*. Comparing the ITE model and the ULI (and other) models side-by-side provides a method to examine the amount of parking that Carrboro may need to support the projected level of development within the study area. We will also compare results from the parking analysis with parking demand data observed and recorded by our technicians. Our analysis will investigate Carrboro's required bicycle parking standards to determine if the Town's required parking standards are higher or lower than national standards and how well existing standards match with the future parking demand scenarios.

Carrboro parking deck

DELIVERABLES

- Two Future Land Use Scenarios
- Future Parking (Vehicle and Bicycle) Demand Outcomes Based on Scenarios

Potential Parking Solutions

Supply Solutions

- Shared parking
- Regulation changes
- Flexible parking standards
- Increase capacity of existing facilities
- Improve user information
- Improve parking facility and design and operation
- Wayfinding and education
- Residential parking permits
- On street commercial area parking
- Remote parking, Park-and-Ride lots
- Structured parking
- Bicycle parking
- Parking technology
- Education and marketing

Demand Solutions

- Parking pricing (e.g. variable pricing)
- Charge for employee parking
- Improved mass transit
- Walking and bicycling improvements/facilities
- Employee financial incentives and/or transit incentives for mode shift
- Mobility management
- Employer/Institutional
- Improve enforcement
- Unbundled parking
- Telecommute incentives

3.2 Parking Supply, Management, and Enforcement Recommendations

After comparing Carrboro's existing parking supply with projected demand to determine how much parking the town needs to meet the demand, JMTE will review parking standards in the Town of Carrboro's Land Development Ordinance to determine how existing parking standards support or hinder the Town's parking management program; serving as the base for the Plan's parking recommendations. The team will provide a set of recommendations that align parking standards with current and future parking demand.

When thinking about parking shortages, the perceived problem is, "There is not enough parking," or "I don't know where to find parking." The perceived solution is often, "Someone should build more parking places." Rather than first jumping to the "build more" solution, JMTE will work with the Town of Carrboro to identify supply-side and demand-side parking solutions and recommendations that will meet Downtown Carrboro's present and future parking needs. Our team will aim the proposed solutions at increasing the efficiency, accessibility and usability of existing parking assets (supply-side) as well as reducing the overall need for parking (demand-side).

Supply-Side Solutions: The JMTE team will employ a variety of strategies to evaluate parking assets to determine how or if assets may be used to supply parking more efficiently. Some of the strategies JMTE will evaluate to identify how the Town may enhance parking assets include:

Off-street parking: Some parking assets may be used inefficiently due to the configuration of parking spaces.

On street parking: Even though Carrboro does not have a lot of on street parking, the efficiency of on street parking change depending on the spacing and the angle of stripping.

Shared parking: Using the data gathered in earlier tasks, JMTE will identify and make recommendations related to shared parking. Working with the Town, JMTE will explore special event parking options (such as valet parking), employee parking, and public/private partnerships to develop parking solutions that will meet the needs of the many downtown users.

Demand-Side Solutions: The JMTE team will work with the Town and stakeholders to determine the types of solutions that may reduce the overall number of stakeholders in need of a downtown parking spot (demand-mitigation). The overall goal is to encourage a shift from single-occupant vehicle (SOV) trips to non-SOV modes (e.g. transit), or shifting auto trips

out of peak periods. Some of the strategies JMTE may bring up for discussion include:

Pricing: While Carrboro does not charge for parking, JMTE will examine pricing solutions that encourage appropriate parking turnover times for different parking assets if data indicates a pricing matrix is needed.

Alternative parking programs: JMTE will also assess strategies to encourage more employees, visitors and residents to access Downtown Carrboro alternative means of transportation, such as carpooling, walking, biking, and/or transit.

Build More Solutions: The Town of Carrboro has consistently evaluated its parking needs and it has implemented a variety of parking management strategies to improve downtown parking conditions. It may be that improving efficiency through existing assets may no longer adequately meet Carrboro's growing parking demand. Therefore, JMTE will also evaluate "build more" parking supply solutions, which may include:

Potential sites: Identification and evaluation of potential parking sites, both surface and structured.

Remote parking: Identification and evaluation of remote parking locations, park-and-ride lots, and other opportunities near the study area that could potentially become parking assets.

Advanced Parking Solutions: New parking technology, such as pay stations, occupancy signs and cell phone enabled occupancy and payment information is readily available. The JMTE Team will provide an overview of advance technology systems that may meet Carrboro's needs in the near and long term.

Financing Solutions: None of the recommended solutions--whether they address supply, demand, or construction—will improve Downtown's parking crunch if a solution's cost exceeds its benefits. Therefore, JMTE will offer broad financing solutions for recommended solutions. The financing options JMTE may match with solutions include: Town of Carrboro general fund, bonding and debt, tax increment financing, parking benefits districts, changes to Carrboro's Fee-in-Lieu of parking policy, public enterprises, and public-private partnerships.

A build more solution

DELIVERABLES

- A set of supply and demand side parking solutions
- A set of build more parking solutions
- An overview of available advance technology that may work for the Town of Carrboro
- Broad financing solutions for recommended solutions

3.3 Land Use Ordinance Parking Requirement Review

The Town of Carrboro's Land Use Ordinance, first adopted in 1980 and augmented with many amendments through the years, outlines land use regulations for the Town. Our team's work will focus on parking standards found in Article XVIII – Parking. Building from our existing conditions review in Task 2.6, we will analyze how parking regulations mesh with Carrboro's desired condition as described in a variety of town plans such as the *Carrboro Vision 2020 (2000)* and *Downtown Carrboro: New Vision (2001)*. Much of the ordinance review and corresponding recommendations will occur in conjunction with items 3.1 and 3.2 described above. That work will lead to a table of recommendations that are specific to the Land Use Ordinance.

Our work in this task will also include a thorough analysis of Carrboro's Payment of Fee in Lieu of Providing Parking Spaces. Our analysis will look to examples from other towns, investigate current research and best-practices, provide an overview of the benefits of and concerns about in-lieu fees, analyze the existing fee-in-lieu policy and usage, and provide recommendations on fee and structuring options.

DELIVERABLES

- Table of recommendations specific to the Land Use Ordinance
- Payment of Fee in Lieu of Providing Parking Spaces analysis and recommendations

3.5 Walkablity Micro-Audit

Every person who parks becomes a pedestrian when they exit their car or park their bike, and with many destinations within a five-minute walk from each other, it is important to ensure that pedestrian connection between parking downtown destinations are accessible and safe. JMTE will evaluate pedestrian connections between destinations and parking locations through a Walkablity Micro-audit, which will be used to identify barriers to walking such as lack of street lighting, incomplete or inadequate sidewalk networks, or lengthy intersection crossings.

Our team has completed many pedestrian oriented projects that have include walkability assessments; we have found that walkability audits and assessments can serve a variety of purposes beyond the technical assessment. We will employ creative and interactive techniques to communicate walkability concepts. For example, we may time the walk speed of different users to illustrate cases in which a parking location is reasonable to a destination for an able bodied person, but too far someone on crutches or a parent walking with a toddler. At a minimum, we will involve Town staff and key stakeholders in the audit but we can also explore the option of promoting the audit as another public participation touch point.

We will evaluate cross walks during the walkability audit

DELIVERABLES

- Route planning, mapping, and materials for the walk-audit
- Team led walk-audit

3.6 Park-and-Ride Analysis

A way to manage congestion and competition for parking is to increase vehicle occupancy or increase mode share; a park-and-ride lot is one means of accomplishing this goal. While determining the need for park-and-ride lots is primarily a regional discussion, JMTE will work with the Town of Carrboro to determine the town's role in and ability to establish additional park-and-ride lots. To determine the need, we will work with the Town of Carrboro to obtain ridership and regional commuting data from Chapel Hill Transit, DCHC MPO, GoTransit, and other organizations. Additionally, the public participation survey will contain questions designed to determine interest in park-and-ride services. If data and community preference indicates a need for additional park-and-ride lots, JMTE will provide broad recommendations such as suggested size (e.g. small, medium, or large with a range of suggested parking spaces), needed elements and services (e.g. bus shelter, long-term bike parking), and approximate siting locations.

DELIVERABLES

- Regional transit ridership analysis
- Broad recommendations for park-and-ride lots in the Town of Carrboro

3.7 Bike Parking Recommendations

Our team has a thorough understanding of bike parking needs and options; most of our team members commute by bicycle. We understand the anxiety of parking our bikes on rickety, uncovered bike racks when there is a 60% chance of an afternoon thundershower. Our team will provide an assessment of and recommendations for bike parking in the downtown area. At a minimum, our team will identify the areas in which bike parking may be enhanced. We'll base these recommendations on data gathered in the formal data collection process, field observations, such as pinpointing where bikes are locked to sign posts and trees (indicating the need for additional parking), public input, and data collected from previous studies. We will examine and make recommendations to enhance the connection between long-term and covered bike parking and the needs of park-and-ride lot users. We will also evaluate existing bicycle parking standards to determine if these standards will be adequate under future parking demand scenarios identified in item 3.1.

If requested, we can also provide an assessment of and recommendations related to:

- Visibility (how easily can cyclists spot bike racks)

- Security (lighting, surveillance, how well racks are anchored, etc)
- Clearance (room for cyclists to maneuver, prevent conflicts with pedestrians and cars, avoid blocking entrances)
- Amenities (proximity to washrooms and public bathrooms)
- Rack selection (what types of racks are most appropriate, how to maximize space, how to protect the bike)
- Spacing and siting standards (accessibility, room to properly lock, staggering)
- Parking sign standards

Uncovered bike parking

DELIVERABLES

- Bike parking assessment and recommendations

Optional Services

Review Current Wayfinding System: Existing parking reports indicate that signage for parking and pedestrian/bicyclist wayfinding is inadequate. If requested by the Town of Carrboro, JMTE is equipped to provide a strengths and deficiencies analysis of existing signage, followed by recommendations that result in an easy-to-understand wayfinding system for drivers, bicyclists, and pedestrians.

Public Electric Vehicle Charging Station (EVCS) Assessment: Brian Taylor, with Chipley Consulting conducts public electric vehicle charging assessments. The assessment would identify factors affecting EVCS use and would provide Carrboro with information and recommendation to increase electric vehicle charging station use.

4. Presentations

With assistance from the Town of Carrboro, the JMTE Team will schedule two meetings with Carrboro's Board of Alderman and one joint meeting with the Town's advisory boards. The Board of Alderman meetings will include presentations that update the board on Plan progress. The joint meeting of advisory boards will include a plan presentation and will occur after the Team has a draft plan that is ready for review. It is important to note that the Alderman and advisory board members will be encouraged to participate in broader public participation activities throughout the process.

Presenting to a community group

DELIVERABLES

- Coordination for and facilitation of meetings
- Slideshow presentations for each meeting (2 Board of Alderman meetings, 1 joint meeting of advisory boards)

5. Plan Development

JMTE will deliver to the Town of Carrboro a comprehensive and well-organized final Plan that documents the items listed in the RFP. At a minimum, Carrboro's Parking Plan will include documentation pertaining to:

- public outreach, data collection, and analysis;
- parking access issues and opportunities, and recommendations to inform future parking strategies;
- Town values, goals and objectives relating to parking, and
- the benefits and challenges of requiring parking, the effect of excessive parking requirements, and the role of local government to provide parking.

JMTE uses a Working Paper approach, in which sections of the plan are presented in two Working Papers to town staff and other stakeholders for their review as tasks are completed.

Working Paper #1 consists of:

- Plan goals and objectives
- Public input summary (to date)
- Data Collection, Existing Conditions, and Analysis
- Plan, policy and program review
- Preliminary project recommendations

Working Paper #2 consists of:

- Project recommendations
- Policy and Program recommendations
- Funding/implementation recommendations

We then create the full Parking Plan by combining the two working papers into a single document. The working paper approach creates a consistent dialogue between the consultant team, the Town, and other stakeholders to ensure a final product that meets or exceeds expectations.

DELIVERABLES

- Working Paper #1

- Working Paper #2
- Final Document

6. Project Management (Staff Meetings, Coordination, and Contract Management)

Internal Team / Staff Kickoff: At the start of the project, JMTE will organize a kickoff meeting with Town staff to clarify the goals of the Parking Plan and agree upon a final scope. The agenda items we will cover in this meeting include:

- a review of Parking Plan objectives
- confirmation of the exact streets and lots to include in the study
- a review of and revisions to the Scope of Services
- refinement of the plan for public and stakeholder involvement
- confirmation of the communication protocol with staff and media
- establishment of a meeting and presentation schedule

We will also work with the Town to develop a list of needed items such as previous plans, data layers, policy documents, etc.

Project Communication and Coordination: JMTE will develop and maintain an overall project schedule that will include bi-weekly conference calls or in-person meetings to check in on plan progress, address issues, and plan for upcoming tasks. JMTE and its partners will be available to occasional, unplanned, phone and email conversations, and we will provide email summaries and a list of action items after each call/meeting. JMTE and its partners will provide in-person check-ins with Town staff when we are in Carrboro for fieldwork.

DELIVERABLES

- Final Scope of Services
- Communication Protocol
- Ongoing communication materials

7. Project References

Mr. Ryan Sherby
Executive Director
Southwestern Commission
125 Bonnie Lane'
Sylva, NC 28779,
(828) 586-1962
ryan@regiona.org

Ms. Summer Woodard
Town Manager
Town of Franklin
P.O. Box 1479
Franklin, NC 28744
(828) 524-2516
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Don Kostelec, AICP
Principal
Kostelec Planning
PO Box 16796
Asheville, NC 28816
(828) 989-5811
don@kostelecplanning.com

Attachments

Resumes

Project Sheets

Cost Proposal Sheet

Kristy Carter, AICP
Transportation Planner
J.M. Teague Engineering & Planning
525 N. Main Street | Waynesville, NC 28786
Phone: 828.456.8383 | Cell: 828.776.7374
kristy.carter@jmteagueengineering.com

Kristy Carter, JMTE's Transportation Planner, has worked in North Carolina's communities since 1997, specifically on planning projects and economic development projects for ten years.

Kristy has a keen understanding of the connection between land use and transportation decisions that she developed through her long-range planning and transportation project management experience in her previous role with the Appalachian Regional Commission. At JMTE, Kristy leads the planning and policy aspects of the firm's local government planning and bicycle and pedestrian projects.

Her projects range from small town land use plans to regional multi-county planning projects; managing over 30 large planning and training projects. She was project manager for the Clay County Comprehensive Plan and the Cherokee County Future Land Use Plan, both of which were the foundation for each county's Comprehensive Transportation Plan. Kristy's areas of expertise include: Local Government Planning, Land Use Analysis, Long Range Planning, Multi-Modal Planning, Economic Development, Downtown Development, Geographic Information Systems (GIS), Project Management, Community Involvement & Facilitation, and Riding Bicycles.

Kristy is a member of the City of Asheville's Planning and Zoning Commission, the City's Multi-Modal Transportation Commission, and she is a former member of the City's Board of Adjustment. She is also active in the area's cycling community.

Kristy has a Master's in Public Affairs and a BS in Recreational Therapy from Western Carolina University. She is a member of Western North Carolina Chapter of Women in Transportation (WTS) and she is a 2011-2013 William C. Friday Fellow of the Wildacres Leadership Initiative.

J.M. TEAGUE
Engineering & Planning

Relevant Projects

Forest City Comprehensive Pedestrian Plan, Forest City, NC

Black Mountain Comprehensive Bicycle Plan, Black Mountain, NC

Rutherford College and Valdese Comprehensive Pedestrian Plan, Towns of Rutherford College and Valdese, NC

NC 9 Corridor Study, Town of Lake Lure, NC

Blue Ridge Bicycle Plan, Land of Sky Regional Council, Asheville, NC

Opt-In Regional Vision Project Manager, Southwestern Commission, Sylva, NC

Town of Laurel Park Comprehensive Plan, Laurel Park, NC

Town of Franklin Comprehensive Bicycle and Pedestrian Plan, Franklin, NC

Reuben Moore, PE

Transportation Engineering Specialist
J.M. Teague Engineering & Planning
525 N. Main Street | Waynesville, NC 28786
Phone: 828.456.8383 | Cell: 828.506.5457
reuben.moore@jmteagueengineering.com

Reuben joined JMTE in April 2014 after three decades of work for NC-DOT in Division 14. While at DOT he passionately advocated for Complete Streets policy and design guidelines. He supervised the design and installation of pedestrian signals and crossings at Western Carolina University and in Sylva, all on NC 107, and pedestrian refuge islands on US 129 in Robbinsville. He secured funding for and designed the bicycle lanes and signage on NC 107 from Sylva to Western Carolina University. Mr. Moore improved traffic safety on the state highway system of North Carolina for over 26 years during his career with NCDOT in Traffic and Operations Engineering. At JMTE, Reuben is working on a variety of safety analyses as well as incorporating pedestrian and bicyclist design elements into projects.

Reuben has read thousands of individual crash reports, looking into causal factors, plotting collision diagrams, and devising crash remediation measures. He has worked on several NCDOT research projects, including evaluation of Best Practices for bicycle-safe rumble strip applications. His specialty areas include:

- Analysis of special user needs and accommodations: bicyclists, pedestrians, motorcyclists, transit riders;
- Traffic Signal Operation Analysis and accommodation of non-traditional speed profiles;
- Transportation Planning;
- Complete Streets and Context Sensitivity; and
- MUTCD Compliance.

Reuben has a Bachelor's degree in Civil Engineering from Virginia Tech with an emphasis in Traffic and Transportation and is a licensed engineer in North Carolina. He is a long-time Affiliate of the North Carolina Section of the Institute of Transportation Engineers, and currently serves as an Affiliate Director with NCSITE.

J.M. TEAGUE
Engineering & Planning

Relevant Projects

Pedestrian crossing design, NC 107 & US 23, Sylva, NC

Sidewalk design, WCU to Forest Hills, Cullowhee, NC

Pedestrian crossings with refuge islands on NC 107 at WCU, Cullowhee, NC

Pedestrian refuge islands on US 129 in Robbinsville, NC

Bicycle lanes on NC 107 from Sylva, to WCU and East Laporte, Jackson County, NC

Safe Routes to School: Franklin, Murphy, Hayesville, Brevard, Fletcher, and Saluda NC

Town of Forest City Compr ehensive Pedestrian Plan, Forest City, NC

Towns of Rutherford College & Valdese Comprehensive Pedestrian Plan, Rutherford College & Valdese, NC

Town of Black Mountain Comprehensive Bicycle Plan, Black Mountain, NC

SEALY CHIPLEY

Public
Involvement

Sealy Chipley, Principal of Chipley Consulting provides planning and public involvement services on a wide range of projects across Western North Carolina. Ms. Chipley specializes in developing targeted public and stakeholder involvement strategies that enhance community engagement in the planning process. Prior to starting her business, she worked at Land of Sky Regional Council, providing public outreach, plan development, and facilitation services to the regional GroWNC initiative and to the French Broad River MPO.

EXPERIENCE

5 Years

EDUCATION

BS in Economics, Environmental Management & Policy; Minor in Spanish
University of North Carolina at Asheville

REPRESENTATIVE PROJECT EXPERIENCE

Black Mountain Bicycle Plan: Leading the public involvement efforts to collect input on needed bicycle amenities and complete streets components.

Rutherford College and Valdese Pedestrian Plan: Organizing community outreach to garner effective input for a pedestrian plan with a goal to connect the two communities.

Forest City Pedestrian Plan: Managed a multi-pronged public involvement process to collect input on pedestrian planning priorities in the Town of Forest City.

Laurel Park Comprehensive Plan: Managing public engagement in a comprehensive plan for the town of Laurel Park. Outreach includes soliciting input at special events in the Town, traditional public meetings, and one-on-one stakeholder meetings.

Cullowhee Community Vision: Partnered with Kostelec Planning to develop a community vision to guide future growth in Cullowhee, providing meeting facilitation, public involvement and outreach support.

Village of Forest Hills Charrette: Led a process to engage residents and stakeholders in a design charrette to identify preferences for future development.

Union County Parks and Recreation Master Plan: Provided general meeting facilitation for public meetings to collect input on park and recreation priorities for the master plan. Developed and implemented online and phone surveys.

Community and Stakeholder Engagement for I-26 Connector: Planning and facilitating public and stakeholder meetings for NCDOT to solicit input on design alternatives for the proposed I-26 Connector project in Asheville.

GroWNC Regional Plan: Supported the development of an innovative public involvement initiative to collect meaningful input on growth and development priorities from a diverse range of communities and stakeholders across the Asheville metropolitan area. Managed survey input from thousands of residents in the region.

BRIAN TAYLOR, AICP

Planning, Public Involvement

Brian Taylor has six years of planning experience with local governments in Western North Carolina. His work has focused on developing and implementing plans and projects related to active transportation, land use, and economic development. Through this work he has developed a thorough understanding of the challenges and opportunities facing WNC communities today. Mr. Taylor is adept at collecting meaningful community and stakeholder input that enhances planning decisions and supports implementation. Prior to joining Chipley, he worked as a Regional Planner with Land-of-Sky Regional Council.

EXPERIENCE

6 Years

EDUCATION

BA in International Studies, University of North Carolina at Chapel Hill
MS in City & Regional Planning, University of North Carolina at Chapel Hill

REPRESENTATIVE PROJECT EXPERIENCE

Black Mountain Bicycle Plan: Created both visitor and community surveys to gather input on needed improvements to bicycling in the town. Developed an online interactive map called WikiMaps, in which residents and stakeholders provide input on safety hazards, routes, and destinations related to bicycling.

Forest City Pedestrian Plan: Led the implementation and analysis of a community survey to collect input on walkability barriers and priorities in the Town of Forest City.

Rutherford College and Valdese Pedestrian Plan: Developed and implemented an online interactive map that allows residents to provide place-specific input for walking improvements in the two towns. Developing and managing the public input survey to garner further input related to walkability.

Community and Stakeholder Engagement for I-26 Connector: Planned and facilitated public and stakeholder meetings for NCDOT to solicit input on design alternatives for the proposed I-26 Connector project in Asheville.

Black Mountain Comprehensive Plan Update: Managed all stages of the Comprehensive Plan Update, including a robust public and stakeholder engagement process that supported the identification of local issues and opportunities, the development of strategies, and the review of plan recommendations; Engagement techniques included a multi-pronged public input survey distributed to every household and business in Town, ten public meetings, and numerous stakeholder interviews with community organizations and local leaders.

Union County Parks and Recreation Master Plan: Leading the development and implementation of phone and online surveys of County residents to inform parks and recreation priorities in the master plan.

J.B. CULPEPPER, AICP

TC-2, LLC

Jennie Bob "J.B." Culpepper is an independent consulting planner, recently retired from her role as Planning Director for the Town of Chapel Hill. J.B. came to work for the Town's Planning Department in 1985. Part of a team working to review and process development applications, she quickly became the go-to person for residents, stakeholders, and developers interested in being involved with the Town's growth management process. In 1989, she took on the role of Development Coordinator, and in 2005 took over the reins of the department - - becoming the Town's fourth Planning Director in a period spanning 50 years.

J.B. Culpepper's impact on the form, character, and preservation of Chapel Hill has been extensive. She managed the Town's Development Review process for 25 years, playing key roles in both the drafting and administration of regulations. She managed work on innovative planning approaches such as creation of Neighborhood Conservation Districts and Inclusionary Housing requirements. She helped adjust rules on issues such as parking strategies, tree protection, stream preservation, and urban design. She played key roles in the planning and oversight of major development projects. She helped foster and maintain collaborative intergovernmental relationships with neighboring communities, resulting in productive inter-jurisdictional linkages. She has been a frequent speaker in venues sponsored by the UNC School of Government, the UNC Department of City and Regional Planning, and the NC and SC Chapters of the American Planning Association, sharing Chapel Hill's approaches to maintaining and enhancing community character and, most recently, addressing aging in community issues.

Project Experience/Services

- **Growth Management and Neighborhood Plans |** Chapel Hill, NC
  Including land use, housing, transportation, environmental protection, neighborhood preservation, and growth management elements.
- **Comprehensive Plan |** Chapel Hill, NC
- **Small Area Plans/Transportation Plans |** Chapel Hill, NC
- **Neighborhood Conservation Districts |** Chapel Hill, NC
- **Intergovernmental Agreements |** Orange County, NC
- **City and County Development Regulations/Expert Testimony**
- **Public Engagement and Group Facilitation**

Education

Master of Urban & Regional Planning
Virginia Tech
Blacksburg, VA

Bachelor of Arts in Urban Affairs
Virginia Tech
Blacksburg, VA

Professional History

Consulting Planner
TC-2, LLC
2014-present

Town of Chapel Hill, NC
Planning Director
2005-2014

Town of Chapel Hill, NC
Development Coordinator
1989-2005

Town of Chapel Hill, NC
Planner
1985-1989

Guilford County, NC
Planner
1982-1985

Professional Associations

American Institute of Certified Planners

American Planning Association

UNC School of Government,
Municipal and County Government
Alumni Association

NC Chapter, Fulbright Asocition

jbculpepper@mindspring.com

September, 2015

Keith Ripperton

Senior Operations Manager (Carolinas)

Quality Counts, LLC

EXPERIENCE

Total experience: 3 years

Mr. Ripperton has worked with Quality Counts Carolina office since 2012. Since his arrival, Mr. Ripperton has taken an active role in managing all manner of projects for both public and private clientele. He has experience not only with the collection of video-based bicycle, pedestrian and turning movement counts but also with more intricate studies such as pedestrian corridor crossing information, compliance data, spot speed studies (both radar and lidar) among others.

QUALIFICATIONS

Mr. Ripperton has managed all manner of projects from bicycle, pedestrian, turning movement and ADT counts, to Bluetooth, Wavetronix Radar, and O-D License plate matching studies. Mr. Ripperton is the main point of contact for all QC project work in both North and South Carolina. He has worked closely with NCDOT, SCDOT, many cities, towns, MPOs and private consultants to assess specific project needs and come up with creative solutions to complex data collection needs.

PROFESSIONAL AFFILIATIONS

North Carolina ITE – Member

South Carolina ITE - Member

EDUCATION

Business Administration, 2003

Elon University, Elon, NC

PROJECT EXPERIENCE

City of Raleigh Bicycle/Pedestrian Counts. Working with the City of Raleigh in 2013 and 2015 Mr. Ripperton oversaw work associated with the collection of bicycle, pedestrian and truck data. All data was collected simultaneously over a three four-day periods at 70 midblock and intersection locations and delivered to the City in GIS-compatible databases. Raleigh, NC.

City of Durham/DCHC MPO Data Collection. Beginning in 2014 Mr. Ripperton has managed the data collection efforts of the City of Durham the DCHC MPO. Data collection primarily takes place in the spring and fall seasons and in 2014 211 ADT counts, 489 TMC counts and 840 bicycle/pedestrian counts at intersections and midblock locations. 2015 data collection consists 148 ADT counts, 8 TMC counts and 12 bicycle/pedestrian counts at intersections and midblock locations of Durham area, NC.

North Carolina DOT On Call Data Collection. Mr. Ripperton helps manage the on-call contract to collect video segments, TMCs, AADT, travel time, speed, pedestrian corridor crossing and other studies throughout the state of North Carolina's 14 regional divisions. QC provides NCDOT with roadway tube counts and dozens of turning movement counts annually. Various Locations, NC

I-485 Managed Lanes. In 2013 Mr. Ripperton managed a project used to determine the effectiveness of adding toll lanes to I-485. The project involved the collection of 16-hour turning movement counts, volume/classification counts and origin-destination study data along the I-485 corridor in Charlotte, NC.

NCHRP Charlotte Bike/Ped Study. Mr. Ripperton, working through Kittleson & Associates, oversaw a project that involved the collection of over 50 different sites around the city of Charlotte to collect pedestrians and bikes in order to improve the signal crossings and safety. Charlotte, NC

I-40 Expansion Project. Collecting data for Kimley-Horn & Associates, Mr. Ripperton helped to collect 16-hour turning movement counts along highway interchange ramps along I-40 & I-440 spanning from Hillsborough, NC to Benson, NC.

James Brennan

Operations Support Manager

Quality Counts, LLC – Tigard, OR

EXPERIENCE

Total experience: 3 years

James Brennan began conducting manual turn movement counts and performing quality control on QC data in 2011. From there his responsibilities expanded in 2012, as he joined the Operations Support team, where his knowledge of analytics was extremely valuable. In 2014 Mr. Brennan became Operations Support Manager; and he has been instrumental in guiding and training this dedicated group which specializes in data processing, deliverable creation, and meeting special data requirements. The Operations Support group assists QC Operations Managers in preparing estimates and scheduling projects, and oversees permitting. The group also processes a majority of QC's tube counts, produces QC's GIS deliverables, and has conducted final reviews for hundreds of QC projects during the two years Brennan has managed the group.

TECHNICAL DEVELOPMENT

Mr. Brennan has been instrumental in creating cost-analysis protocols allowing QC to streamline operational efficiency. Mr. Brennan has also developed automation techniques to streamline the production and statistical evaluation of tube counts for quality control. Brennan also has experience producing transportation data deliverables with geospatial dimensions in GIS formats.

EDUCATION

Ph.D. Economics, UC San Diego

B.A Economics, Cornell University

PROJECT EXPERIENCE

Oregon State University Parking Study – 2015

Designed data collection forms and parking count database for study area of 900+ block faces. Conducted quality control and created GIS project including extensive metadata for the entire project and parking utilization heat maps. **Contact**: *Rebecca Houghtaling, AICP, Senior Planner, Oregon State University, Rebecca.houghtaling@oregonstate.edu, 541.737.0456*

Downtown Corvallis Parking Study – 2015

Designed data collection forms and parking count database for study area of 300+ block faces and 7 public parking lots. Conducted quality control and created GIS project including extensive metadata for the entire project. **Contact**: *Sara Johnson, Senior Planner, City of Corvallis, Sarah.Johnson@CorvallisOregon.gov, 541.766.6574*

Raliegh, NC Bike/Pedestrian Counts – 2015

Managed team responsible for creating detailed project maps including GPS located embedded video screenshots of all count locations. Also collaboratively oversaw the team responsible for creation of all GIS compatible count deliverables for 100+ locations. **Contact**: *Jason Myers, Transportation Planner, City of Raleigh, Jason.myers@raleighnc.gov, 919.996.2166*

City of Durham, NC Annual Data Collection – 2014-2015

QC has conducted approximately 200 turning movement counts, 300 pedestrian and bike counts, and 200 tube counts as part of the Annual Data Collection for the City of Durham. Brennan manages the team responsible for processing all tube data collected and has developed QC's deliverables production for the entire project. **Contact**: *Kosok Chae, Ph.D., Department of Transportation, City of Durham,* Kosok.Chae@durhamnc.gov, 919.560.4366

Old Town Alexandria Parking Study – 2014

Helped plan and organize data collection for a large parking study (8,000+ spaces) in Alexandria, VA. Responsibilities included project cost estimation, route planning, and GPS dashboard camera testing. Brennan also contributed to the data entry and deliverables creation and the video reduction strategy. **Contact**: *Vivek Hariharan, Transportation Engineer, STV Group, vivek.hariharan@stvinc.com, 410.298.2794*

Dan Franz

Director of Operations
Quality Counts, LLC

Quality Counts
TRANSPORTATION DATA COLLECTION SERVICES

EXPERIENCE

Mr. Franz is the Director of Operations for Quality Counts LLC overseeing the execution of all data collection services nationally and abroad. Working with Quality Counts for over seven years, Mr. Franz has supervised numerous contracts including aggregate annual tube counts of more than 2,200 locations. In addition, he directly manages specialized projects where new approaches and dynamic methods are utilized. Mr. Franz joined the team as a field technician before a successful tenure as Operations Manager of the San Francisco Bay Area office. Mr. Franz's success in the Bay Area made him a perfect candidate to oversee operations nationally. He returned home to Portland, OR, and currently oversees QC's Portland office in addition to supervising nationwide operations.

EDUCATION

B.A. Business
Cascade College
Portland, OR

CONTACT

916.730.2478
dfranz@qualitycounts.net

PROJECT EXPERIENCE:

Washington County, OR - County-Wide Annual Tube Count Program:
Collected over 250 locations of Classification, Speed, and Volume tube counts annually working with Washington County, OR. QC is servicing this contract for the sixth year. Mr. Franz's responsibilities have ranged from conducting field work to directly managing the project to providing general oversight & equipment coordination. **Contact:** *Miguel Guzman, miguel_guzman@co.washington.or.us, 503.846.7916*

San Luis Obispo COG - Model Improvement Plan:
As a sub-consultant for Fehr and Peers, managed and completed 72hr machine class counts at 101 locations, and Wavetronix radar volume counts at 4 freeway locations throughout San Luis Obispo County during the summer of 2011. QC completed a follow up to this study Jan 2012. **Contact:** *Ian Barnes, Fehr and Peers, I.Barnes@fehrandpeers.com, 925.930.7100*

City of Pleasanton City-wide Turning Movement Count Project: Mr. Franz successfully managed the collection of 174 Turn movement counts during the spring of 2010 for the City of Pleasanton. In February of 2012 he again managed the collection of 268 turn movement counts for the City. **Contact:** Joshua Pack, *925.931.5667*

Traffix San Ramon Valley School District Congestion Management Study:
Quality Counts and Mr. Franz teamed with TJKM Consulting to manage the collection of 76 Turn Movement Counts and 133 ADT Tube counts around many schools and their surrounding communities throughout the San Ramon Valley Unified School District during fall of 2011. **Contact:** Andrew Kluter, *3875 Hopyard Road, Pleasanton, CA 925.463.0611*

NCHRP 17-56: Development of Crash modification Factors for Uncontrolled Pedestrian Crossing Treatments
Managed the collection of pedestrian crossing counts from video footage at more than 850 locations throughout the U.S. for NCHRP research project 17-56. Locations filmed included those with a variety of treatments such as raised median islands, or pedestrian hybrid beacons, and untreated or "comparison" locations. Contact: *Charles V. Zegeer, Director, Pedestrian and Bicycle Information Center, Associate Director for Engineering and Planning, UNC Highway Safety Research Center, zegeer@hsrc.unc.edu, 919.962.7801*

Oregon State University Parking Study
Managed the collection of parking inventory and supply/demand data for 14 hours on each of 2 consecutive days on over 900 block faces surrounding the OSU campus in Corvallis, OR. **Contact:** *Rebecca Houghtaling, AICP, Senior Planner, Oregon State University, Rebecca.houghtaling@oregonstate.edu, 541.737.0456*

Corvallis, Albany, Lebanon Model (CALM) Update 2013
Managed the collection of 330 48-hour volume counts for Oregon Department of Transportation's CALM update. All counts were collected in spring of 2013. **Contact:** *Don Crownover, P.E., TSM Unit Team Leaderdon.r.crownover@odot.state.or.us, 503.986.4132*

Quality Counts
TRANSPORTATION DATA COLLECTION SERVICES

Claudia Sibila, CMI Spanish

2614 Wyntercrest Lane ◆ Durham, North Carolina 27513 ◆ (919) 215-3685 ◆ claudiasibila@gmail.com

Objective

Obtain provide Spanish/English translation and interpreter services to schools, law office, medication services, and medical offices. Provide mediation and conflict resolution services for Spanish/English.

Profile

Motivated, personable business professional with a law degree from Venezuela with three years experience as a lawyer in Venezula and over ten's managing law offices in the United States.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Language expert who understands the importance of confidentiality, and ethical practice. Understands that the subject matter can be quite sensitive in some cases and therefore adhere to all confidentiality protocols while being objective and professional at all times.

Skills Summary

- Report Preparation
- Employee Screening
- Written Correspondence
- Translation
- Training Development
- Interpretation
- Scheduling
- Event Planning
- Training
- Mediation
- Conflict Resolution
- Employee Coaching
- Professional Presentations

Professional Experience

SPANISH – ENGLISH INTERPRETER/TRANSLATOR

- Certified Medical Interpreter with the National Board of Certification for Medical Interpreters
- Successfully completed North Carolina Court Interpreter Orientation, Written Examination, Court Interpreter Skill Building Workshop current level B North Carolina Court Interpreter.
- Experience medical interpreter - proficiency of medical terminology and experience with a wide range of medical environments, including but not limited to general practice, medical specialties, emergency department, operating rooms, psychiatric units, and delivery. Communicate medical concepts to patients to facilitate understanding.
- Experience clinical trials and research interpreter and translator.
- Experience working with a variety of business disciplines and staff including but not limited to financial counselors, social workers, Psychologist, Psychiatrist, school teachers, nurses, doctors, surgeons, lawyers, risk managers, human resource managers, business managers, and researchers.
- Experience with educational IEP's for special needs students including learning and behavioral disabilities
- Experience legal interpreter in divorce, traffic, and worker's compensation.
- Experience translating Legal and medical documents from English to Spanish and vice-a-versa - highly-skilled language interpreter expert in translating documents, manuals, surveys, presentations, e-mails, etc.
- Experience interpreting for speakers - professional language translator with impeccable language skills ranging from small group meetings to large conferences with over 50 in attendance.
- Experience evaluating, training, and testing prospective employees for Spanish/English language qualifications/certification.

MEDIATION: LEGAL/EMPLOYEE RELATION DISPUTES

- Experience employee/employer relations dispute and wrongful termination
- Experience coaching employees to present appeals to human resources.

TRAINING: PRESENTATIONS/CLASSROOM/INDIVIDUAL

- Train first and second year medical students
- Develop and present employee development classroom training
- Deliver language and cultural competency training to hospital employees and medical students.
- Design and deliver a series of classes for interpreters, medical students and hospital staff. .

- Trained interpreters on medical concepts and terminology.

Employment History

SPANISH/ENGLISH CONSULTANT. – Chapel Hill North Carolina
Interpreter/Translator/Language Coach, 2002 to Present

Responsibilities included: Provide interpretation and translation of verbal and written material from English to Spanish and vice-a-versa. Clients include multiple clinical trial, research projects, physicians, professors, and private individuals. Current clients include The Law Offices of Manual Costa, ESQ, various UNC research departments, Wake County School District, and Pacific Interpreters. Experience interpreting for social security hearings, family court, mental health assessments, crisis counseling, family counseling, mental health educational classes, business meetings, and employee training. Translations include educational IEPS, legal documents, medical research documens and survey's.

NORTH CAROLINA VENEZUELAN CULTURAL ASSOCIATION. – Chapel Hill, North Carolina
Vice President, 2004 to Present

Responsibilities included: Attract, develop, coach, and retain high performance board members, empowering them to elevate their level of responsibility, span of control, and performance. Work with members to develop systems to ensure consistent, high-quality cultural events. Provide leadership in the development of inter-team communication and cohesiveness, sustaining culture and supporting board members during organizational growth.

UNIVERSITY OF NORTH CAROLINA HOSPITALS. – Chapel Hill. North Carolina
Interpreter/Translator/Lead Interpreter, 2002 to December 2012

Responsibilities included: Provide accurate interpretation and translation of verbal and written material from English to Spanish and vice versa.
Develop and Implement trainings for Interpreters.
Conduct employee interviews, and performance evaluations.
Recommend improvements based on best practices and policies, prepare written reports.

Additional Duties included: working with Employee Relations to mediate disputes and resolve employee conflicts. Participate in the employee appeal process. Translate legal documents for Risk Management.

THE LAW OFFICES OF MANUAL COSTA, ESQ – Chapel Hill, North Carolina
Officer Manager/Legal Assistant, 1999 to 2002

Responsibilities included: day-to-day operation of all administrative, secretarial and Paralegal functions of a solo-attorney law office, specializing in criminal, worker's compensation, personal injury and property damage, and traffic litigation. Conduct legal research and draft documents for court cases.

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THE LAW OFFICES OF JORGE SIBILA, ESQ – Miami, Florida
Officer Manager/Legal Assistant, 1985 to 1999

Responsibilities included: day-to-day operation of all administrative, secretarial and Paralegal functions of a solo-attorney law office, specializing in criminal, family, personal injury and property damage, landlord-tenant law and civil litigation.

HERNANDEZ BERNAL & ASSOCIATES – Caracas, Venezuela
Attorney at Law, 1982 to 1985

Responsibilities included: Practice focused on litigation, trust and estate property management, real estate transactions, and business management. Manage heavy caseload, responsible for handling all mortgage foreclosure proceedings.

Education

UNIVERSIDAD CATOLICA ANDRES BELLO – Caracas, Venezuela
Attorney at Law Degree, 1982
Licensed to practice law in Venezuela

Professional Training

COURT PROGRAM AND MANAGEMENT SERVICES - Raleigh, North Carolina
Court Interpreter Orientation and Training, 2012

CROSS CULTURAL HEALTH CARE PROGRAM – Santa Rosa, California
Bridging the Gap Training the Trainer, 2007

DUKE MEDICAL CENTER – Durham, North Carolina
Bridging the Gap Training, 2006

CAROLINA DISPUTE SETTLEMENT SERVICES – Durham, North Carolina
Mediation Training/Arbitration Training, 2006

GREENSBORO AHEC – Greensboro, North Carolina
Ethics and Cultural Competency, 2005

UNC HOSPITAL – Chapel Hill, North Carolina
Emerging Leaders, 2004

WAKE COUNTY AHEC – Raleigh, North Carolina
Training for Health and Human Services Setting, Level I, II, & III, 2004

LEGAL SKILL BUILDING WORKSHOP – Orlando, Florida
DECEMBER 2012

Asheville Board of Alcoholic Control (ABC) Parking & Access

Client:

Asheville Board of Alcoholic Control

JMTE Services:

- Communication with Town, County and State officials
- Crash Analysis
- Plan Design and Implementation
- Project Management
- Permit Procurement

Location:

Asheville, NC

J.M. Teague Engineering & Planning (JMTE) analyzed the site and surrounding study area to inventory the parking lot infrastructure and gather information such as: parking lot geometry and existing pavement striping & markings. A conceptual parking lot redesign drawing was provided to reflect the desires of the Asheville ABC Board.

To ensure ordinance compliance, research was conducted into the City of Asheville's Development and Design Standards. JMTE also contacted the necessary North Carolina Department of Transportation and City of Asheville officials for required permitting, applied for and received all necessary permits, and procured local contractors to implement new parking lot as well as sealing and striping services.

From project start to finish, JMTE ensured excellent communication with Asheville ABC board, provided design drafts, cost estimates, and timely completion, all within the specified budget.

J.M. TEAGUE
ENGINEERING & PLANNING

525 North Main Street
Waynesville, NC 28786

Phone: (828) 456-8383
Fax: (828) 456-8797

Asheville Board of Alcoholic Control (ABC) Parking & Access

Client:

Asheville Board of Alcoholic Control

JMTE Services:

- Communication with Town, County and State officials
- Crash Analysis
- Plan Design and Implementation
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ENGINEERING & PLANNING

525 North Main Street
Waynesville, NC 28786

Phone: (828) 456-8383
Fax: (828) 456-8797

Celebrate the Season Parking Plan

Client:

Old Santee Canal Park

JMTE Services:

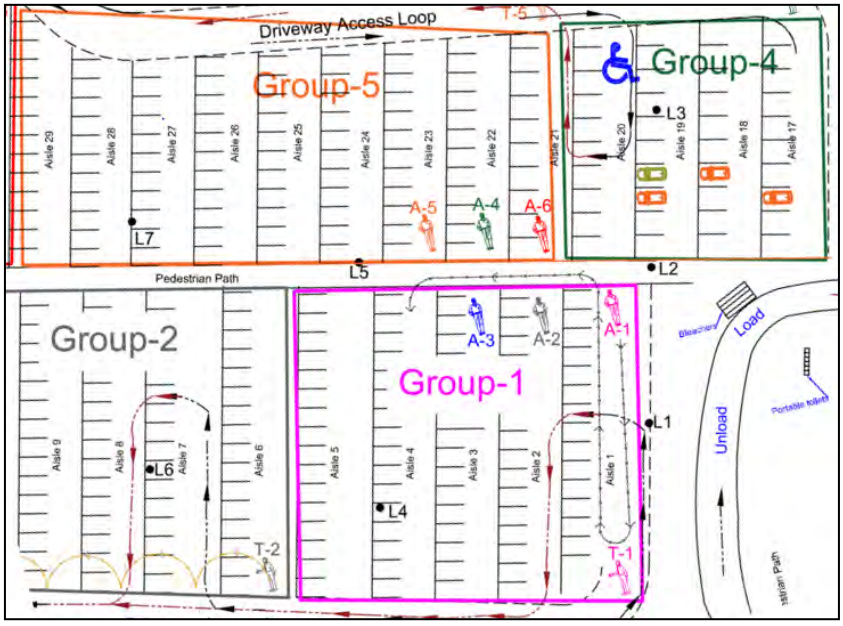
- Parking Lot Design
- Signs and Markings
- Parking Attendant Location
- Procedures for Attendants
- Traffic Flow
- Ingress and Egress Points
- Lighting Locations
- Instruction Pamphlets
- Engineering Report

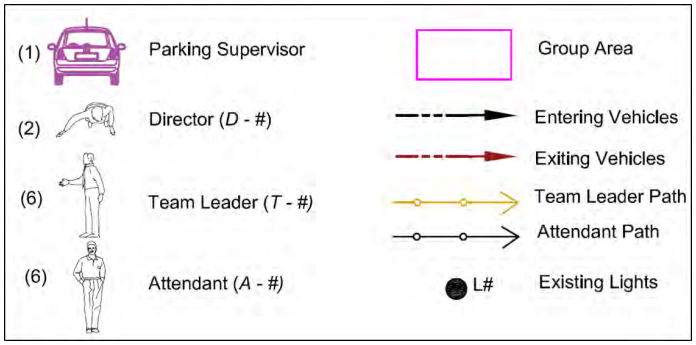
Location:

Moncks Corner, SC

J.M. Teague Engineering & Planning created a special event parking plan for Santee Cooper's "Celebrate the Season" in Moncks Corner, South Carolina. This December festival attracts visitors with light displays, hayrides, singing and performances. The work involved creating safe pedestrian walkways with ingress and egress from the parking area, protecting a dedicated hayride area, designating specific crossing points, and making assignment cards describing individual duties for the parking attendants.

The plan maximized the use of the space available for parking while separating three modes of travel to the degree possible. A highlight of the plan is the minimization of backing: motorists pull forward to park and pull forward to exit.





J.M. TEAGUE
ENGINEERING & PLANNING

525 North Main Street
Waynesville, NC 28786

Phone: (828) 456-8383
Fax: (828) 456-8797

Town of Franklin Downtown Parking Study

CLIENT:

Town of Franklin

JMTE SERVICES:

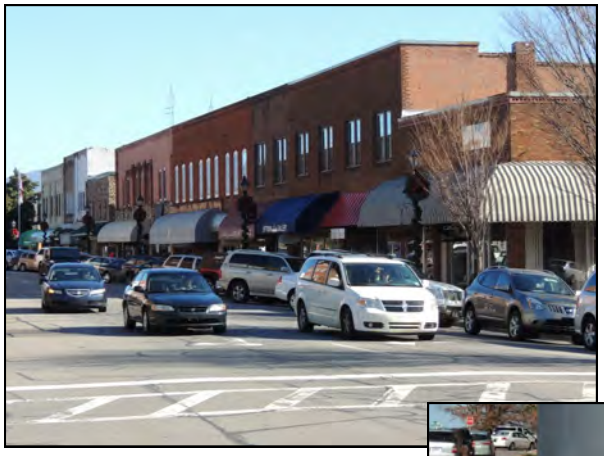
- Design Analysis
- Professional Consulting
- Pedestrian Safety
- Bike Network Connectivity
- Handicapped Accessibility

LOCATION:

Franklin, NC

J.M. Teague Engineering & Planning analyzed and made recommendations concerning the town's on-street parking along Main Street. This area included most of Historic Downtown Franklin containing a dense collection of shops, restaurants, parks, and offices. The area captured a large amount of pedestrian activity.

While the study largely focuses on parking along Main Street, other factors were also examined in order to best suit the context and help the residents and businesses that make this Downtown area a place to do business, relax, or shop.



J.M. TEAGUE
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Waynesville, NC 28786

Phone: (828) 456-8383
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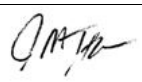
COST PROPOSAL SHEET
FOR
PROJECT: Town of Carrboro Parking Plan

In the table below, please provide an estimated cost for producing a parking plan, including specific costs for each of the task categories. Firms will be evaluated on whether the proposed cost is reasonable in relation to the strategy and methodology proposed. Please refer back to Section 11.0 Evaluation, to assist in the preparation of the cost proposal. Please note per in the description of the Scope of Work in Section 5.0; the Town of Carrboro is seeking the Consultant's expertise for the preparation a quality parking plan. If there are tasks that are not listed in the scope that are integral to a plan, please provide them in a second, alternative proposal, and explain why they are critical.

VENDOR:

The contents of this proposal are known to no one outside the undersigned company.

Company Name:	J.M. Teague Engineering & Planning
Contact Person:	Kristy Carter, AICP
Phone #:	828.456.8383 – office; 828.446.4347 – cell
Authorized Signee:	
Print Name:	J. Mark Teague, PE, CPM
Print Title:	Owner & Principal Engineer

#	DESCRIPTION	COST
1	Public participation	$16,540
2	Data collection	$24,595
3	Analysis	$15,675
4	Presentations	$3,800
5	Plan development	$3,325
6	Project management	$3,420
	Total	**$67,355**