



Legislation Text

File #: 15-0112, **Version:** 1

TITLE:

Update on Developing a Parking Management Plan

PURPOSE: The purpose of this item is to provide the Board with an update on the status of the parking management plan and to provide a near final scope of work in preparation for the release of an RFP.

DEPARTMENT: Planning

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INFORMATION: At the February 11, 2014 Board of Aldermen meeting, staff provided the Board with a revised scope of work for a proposed parking management plan, which incorporated comments from a November 12, 2013 agenda item on the same topic. As part of the motion to accept the revised scope of work the Board requested involvement in the selection process for hiring a consultant for the project, and specified its interest in having the top three firms make presentations to the Board. Board members also requested expanding the scope of the project to include additional elements such as a bicycle sharing feasibility analysis.

Subsequent to the Board's endorsement of the scope of work for the Request for Proposals (RFP) in February, the Durham-Chapel Hill-Carrboro MPO technical committee revisited their policy toward allocating funds for transportation planning. The policy shift reduced the amount of funding available for the project (\$150,000) to only those funds which the Town had allocated as the local match, roughly \$30,000.

Staff has refined the proposed scope of work based on the Board's input in preparation for issuance of a potential RFP in the near future (Attachment B). The scope of work is structured to allow for itemized proposals so that the Town may determine the best use of the selected consultant. A few tasks have been removed from the original scope to streamline the project. Consultants will be asked to provide cost estimates for each task in their proposals, so different consultants may be able to complete more tasks than others.

Staff will finalize the RFP based on comments from the Board with the intent to release an RFP in May. This schedule should allow sufficient time for staff to evaluate firms and invite the top three to present their proposal to the Board before the end of the fiscal year.

FISCAL & STAFF IMPACT: The estimated cost of the parking management plan is \$75,000. Of this amount, \$30,000 is approved in the current year's budget and an additional \$45,000 has been requested in the FY 2015-16 operating budget.

RECOMMENDATION: Staff recommends that the Board of Aldermen receive the update and adopt the resolution (Attachment A) directing staff to make any remaining revisions to the scope of work and proceed

with advertising an RFP.