

PARKING COMMITTEE AGENDA

Parking Committee - Wednesday, April 14, 2021 - 9:00 a.m.

City Hall - Commission Chambers, 100 North U.S. #1, Fort Pierce, Florida

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

- a. Approval of the Minutes from the March 10, 2021 Meeting

4. **COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject on this Agenda may be heard at this time. Please limit your comments to no more than five (5) minutes, as this section of the Agenda is limited to thirty minutes. The Parking Committee will not be able to take any official action under "Comments from the Public" section.

5. **OLD BUSINESS**

- a. Continuation of Discussion about Indian River Drive
1. Use of parking spaces along Indian River Drive near Boston House
 2. St. Andrews use of the public parking lot
- b. Continuation of discussion regarding City Marina parking needs
1. Two-hour parking on Melody Lane
 2. Status of paved parking lot north of Cobbs Landing
 3. Increasing amount of paid parking spaces in the Marina parking lot

6. **NEW BUSINESS**

- a. Parking Enforcement Update by Peggy Arraiz, Code Compliance Manager

b. Walker Consultants Proposal Discussion

7. **COMMITTEE AND STAFF COMMENTS**

8. **ADJOURNMENT**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3065 at least 48 hours prior to the meeting.

Parking Committee Meeting

Meeting Date: April 14, 2021

Re: Walker Consultants

Submitted For: Audria Moore-Wells, Special Projects Coordinator, City Manager

Information

SUBJECT:

Walker Consultants Proposal Discussion

Attachments

Walker Consultants
Recommendations



4904 Eisenhower Boulevard, Suite 150
Tampa, FL 33634

813.888.5800
walkerconsultants.com

March 4, 2021

Ms. Audria Moore-Wells
Special Projects Coordinator
City of Fort Pierce
100 North U.S. 1
Fort Pierce, FL 34950

(sent via Email: amoorewells@cityoffortpiece.com)

Re: *Proposal for Parking Operations and Technology Services
Design of Paid Parking Program
Fort Pierce, FL
Walker Proposal No. P21-013.3*

Dear Ms. Moore-Wells:

Walker Consultants (Walker) is pleased to submit this proposal to assist the City of Fort Pierce (the "City") with the design of its paid parking program. The enclosed proposal summarizes Walker's project understanding, proposed scope of services, schedule, and professional fee.

PROJECT UNDERSTANDING

The City currently manages 2,257± parking spaces consisting of a combination of surface lots, parking structure, and on-street parking. Of these parking spaces, 329± are time-restricted spaces.

In 2016 Walker was engaged to conduct a study that advocated for a downtown paid parking program along with recommendations for implementing such a program. In 2020, Walker was again engaged by the City to update the study and provide modern recommendations for the design and implementation of a paid parking program. As the City moves forward to design and implement its paid parking program, it understands that an ordered manner of the implementation steps and activities is important to program success.

The City desires to engage Walker to assist with the design and implementation of the paid parking program and this proposal addresses tasks identified as the "Immediate action implementation steps" as outlined in Walker's 2020 updated Parking Study report.

SCOPE OF SERVICES

PHASE 1: IMMEDIATE ACTION IMPLEMENTATION STEPS

- Conduct a kick-off meeting to discuss task goals and objectives, team assignments and develop criteria for a request for information (RFI).

TASK 1 – ASSIST WITH ORDINANCE RECOMMENDATIONS

- Review current parking ordinance language and identify areas in which modification to the ordinance language should be considered.
- Work with City staff through the use of video conferencing and document sharing to develop suggested ordinance language to present to City Commission for approval and adoption.
- Assist in presenting ordinance recommendations to City Commission.
- Up to one visit to Fort Pierce by Walker staff will be made to present recommendations to City Commission.

TASK 2 – ASSIST WITH PUBLIC MEETINGS

- Assist City staff with the preparation and oversight of virtual public meetings related to the design of the paid parking program.
- Walker staff will serve as a resource to provide context on the paid parking program and answer questions pertaining to the design of the program and industry best practices.
- Walker staff will be available for up to ten virtual public meetings.
- No visits to Fort Pierce by Walker staff will be made to conduct this task.

TASK 3 – DEVELOP SCOPE AND SPECIFICATIONS FOR MULTI-SPACE METER AND MOBILE PAYMENT TECHNOLOGIES RFP DOCUMENTS

- Discuss and develop with City staff the method of operations for the on-street parking program that will include the use of the vehicle license plate as a credential, confirm solution goals for collecting revenues and terms of success.
- Prepare a map detailing locations of intended solution devices. Up to one visit to Fort Pierce by Walker staff will be made to support the determination of solution device placement.
- Prepare technical specifications and typical installation details for on-street and off-street metered solutions that will include interfacing with the City's enforcement and License Plate Recognition solution.
- Review and address changes with City staff.
- Incorporate comments from City staff and provide final specifications. Include any supporting RFP documents.
- Develop a list of qualified firms for the City's approval that will be used for RFP solicitation purposes.

TASK 4 – DEVELOP SCOPE AND SPECIFICATIONS FOR PARKING OPERATIONS SERVICES RFP DOCUMENTS

- Discuss and develop with City staff the method of operations for the parking program and determine the terms of success. Include on-street, off-street, enforcement operations and business rules, maintenance, and staffing requirements. This meeting will be conducted virtually.
- Discuss parking technologies which should be utilized by the parking operator, both current and technologies addressed in Task 3. Discuss additional technology which could be added to enhance the parking experience.
- Provide draft operating plans, including the scope of operator responsibility, to be included in RFP documents.
- Develop a list of qualified firms for the Client's approval that will be used for RFP solicitation purposes.
- No visits to Fort Pierce by Walker staff will be made to conduct this task as the associated meeting will be conducted virtually.



TASK 5 – ASSIST WITH PAID PARKING SIGN PACKAGE DEVELOPMENT

- Using industry best practice and design strategies, work with City staff to develop a visual communication and parking specific wayfinding sign package.
- Work with City staff to determine placement and quantity of signs needed.
- Up to one visit to Fort Pierce by Walker staff will be made to support this task.

SCHEDULE

Walker is available to begin work within two weeks of receipt of the signed authorization to proceed.

PROFESSIONAL FEE

Walker proposes to perform the services described in the previous section “Scope of Services” for the lump sum fees shown in the table below, which include all expenses. All work will be done in accordance with the attached General Conditions of Agreement.

PHASE/TASK	PROPOSED FEE	TOTAL
PHASE 1: IMMEDIATE ACTION IMPLEMENTATION STEPS		
Task 1 – Assist with Ordinance Recommendations	\$7,000	
Task 2 - Assist with Public Meetings	\$9,000	
Task 3 - Develop Scope and Specifications for Multi-Space Meter and Mobile Payment Technologies	\$11,405	
Task 4 - Develop Scope and Specifications for Parking Operations Services RFP Documents	\$7,480	
Task 5 - Assist with Paid Parking Sign Package Development	\$5,000	
TOTAL FEE PROPOSED		\$39,885

Any additional meetings, in person meetings or services requested and approved by the Client will be billed at our standard hourly rates plus associated reimbursable expenses.

Walker is committed to providing clients with professional services that meet or exceed project requirements. To achieve this goal, I am available to review our proposal with you, and adapt the work scope as deemed necessary to complete the project to your satisfaction. Upon your review, please call (813-494-7628) or email me (tszubka@walkerconsultants.com) with any comments or questions. Thank you for the opportunity to provide additional parking consulting services for the City of Fort Pierce.

Sincerely,

WALKER CONSULTANTS

Thomas G. Szubka, CAPP, CPP
Senior Consultant

Cc: Jim Corbett, CAPP, Walker Consultants



Enclosures General Conditions of Agreement for Consulting Services

AUTHORIZATION

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records. Please indicate which tasks are being authorized by checking the box below for each task.

- Task 1 – Assist with Ordinance Recommendations
- Task 2 - Assist with Public Meetings
- Task 3 - Develop Scope and Specifications for Multi-Space Meter and Mobile Payment Technologies
- Task 4 - Develop Scope and Specifications for Parking Operations Services RFP Documents
- Task 5 - Assist with Paid Parking Sign Package Development

CITY OF FORT PIERCE

Accepted by (Signature)

Printed Name

NICHOLAS MIMMS

Title

CITY MANAGER

Date

3/19/21

SERVICES

Walker Consultants ("Walker") will provide the CLIENT professional services that are limited to the work described in the attached letter ("the services"). Any additional services requested will be provided at our standard hourly rates or for a mutually agreed lump sum fee. The services are provided solely in accordance with written information and documents supplied by the CLIENT and are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT. No third-party beneficiary is contemplated. All documents prepared or provided by WALKER are its instruments of service, and any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker's specific written consent will be at CLIENT's sole risk.

PAYMENT FOR SERVICES

Walker will submit monthly invoices based on work completed. Payment is due upon receipt of invoice. If for any reason the CLIENT does not deliver payment to WALKER within thirty (30) days of date of invoice, Walker may, at its option, suspend or withhold services. The CLIENT agrees to pay Walker a monthly late charge of one- and one-half percent (1½%) per month of any unpaid balance of the invoice.

STANDARD OF CARE

Walker will perform the services in accordance with generally accepted standards of the profession using applicable building codes in effect at time of execution of this Agreement. Walker's liability caused by its acts, errors or omissions shall be limited to the fee or \$10,000, whichever is greater.

Any estimates or projections provided by Walker will be premised in part upon assumptions provided by the CLIENT. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

PERIOD OF SERVICE

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.

- Position trained parking ambassadors around the new MSMs to assist patrons with their use.
- Issue a press release regarding the deployment of the new MSMs and areas scheduled for deployment.
- Provide citation warnings, rather than fines, for a short period of time following MSM deployment.

Sign Package

A sign package is a key component of MSM installations. Walker recommends following the Manual on Uniform Traffic Control Devices for Streets and Highways (“MUTCD”) 2009 Edition for any added signage.

Section 2B.46 Parking, Standing and Stopping Signs of the MUTCD cover signs governing vehicle parking, stopping and standing. MUTCD specifically states:

“If a fee is charged for parking and a midblock pay station is used instead of individual parking meters for each parking space, “Pay Parking” signs should be used. Pay Parking signs should be used to define the area where the pay station parking applies. Pay station signs should be used at the pay station or to direct road users to the pay station.”



Walker Recommends

An effective and comprehensive public awareness campaign should be conducted as it will play a key role in a successful implementation program. The focus should be on the added convenience of the credit card payment feature, and enforcement ambassadors should go through training to assist patrons as the new meters are deployed. This communications plan should provide information on key events impacting Fort Pierce parking access issues and should be responsible for increasing public awareness of downtown parking through events, activities, publications, press releases, maps, and other literature.

Implementation

Implementation of a paid parking program is most effective when done in a methodical manner. Following is an ordered timeline of when each part of the implementation process should take place, often necessary before moving on to the next steps in the process.

Immediate Action (3-6 Months)

- Establish ordinances to allow paid parking within specific parking areas in downtown Fort Pierce.
- Review options for staffing and management of the paid parking system – either internally or subcontracted. If subcontracted, recommend retaining assistance in developing RFP documents and obtaining proposals.
- Continue process of public meetings to address concerns and explain the program.
- Develop an RFP to purchase an integrated Pay by Plate meter, Mobile Payment Service and License Plate enforcement system, with the specific options either included or available at a later date, including implementing a pilot program.
- Begin process of establishing a standard parking signage for directional and locational parking wayfinding.

Short-Term (6-12 Months)

- If applicable, obtain and review management proposals for system
- Identify locations for the MSMs and signage with specific focus on the program rollout area.
- Establish an informational site on parking within the city website.
- Obtain and conduct a review of MSM proposals and enforcement equipment.
- Display a sample MSM for the public to see and try out inside City Hall or other public space.
- Implement paid event parking for larger events.
- Begin training of ambassadors and deploy with the program.
- Conduct public and media outreach to communicate the parking plan and pending changes.
- Review and test License Plate Reader enforcement technologies.
- Develop printed parking brochure with map of public parking facilities and city parking app.
- Implement an ambassador approach to parking enforcement.
- Finalize standard parking signage and begin installation.

Mid-Term (1-1.5 Years)

- Consider expanding the paid parking program to on-street and off-street areas where new development has occurred.
- Re-evaluate parking occupancy with paid parking in place. Occupancy should be more evenly spread out and one or two spaces should be available on each block face.
- Begin adding additional parking within the downtown area as either surface parking or parking structured spaces.

Long-Term (Over 3 Years)

- Review parking demand and overall parking management plan.
- Continue to seek private development that includes adding public parking within the core area if that has not yet occurred.