

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

6J

SUBJECT: Professional Services Agreement with BERK Consulting, Inc. for a Parking Study

Study Session Date: June 8, 2016
COUNCIL MEETING Date: June 15, 2016
Department: Financial Services
Presenter: Cathy Johnson
Phone: (360) 473-5296

SUMMARY: Four consultants were invited to make a presentation to a committee of staff and one Council member to present their suggested approach to assess the current condition of the parking system, identify future needs and make recommendations for strategies to address demand and financing of the system. Three companies participated in the presentations and BERK Consulting was selected as the firm to negotiate a contract and scope of work with. The project is scheduled to begin in July 2016 and conclude in February 2017 with a final report. As part of the project a stakeholder advisory group will be formed to identify key parking issues and review project data, findings and recommendations.

ATTACHMENTS: Contract with BERK Consulting, Inc. with Exhibits A, B, and C

FISCAL IMPACTS (Include Budgeted Amount): The full cost of the study, including optional tasks, has been budgeted in the Parking System Revenue fund.

STUDY SESSION AGENDA: No Presentation Full Presentation

STUDY SESSION ACTION: Consent Agenda General Business Public Hearing

RECOMMENDED MOTION:

Move to approve the Professional Services Agreement with BERK Consulting, Inc.; and authorize the Mayor to finalize and execute the agreement with substantially the same terms and conditions as presented.

COUNCIL ACTION: Approve Deny Table Continue No Action

PROFESSIONAL SERVICES AGREEMENT

Parking Study

The City of Bremerton ("City") and BERK Consulting ("Consultant"), referred to collectively as the "Parties," enter into the following Agreement for professional services:

I. Scope: The Consultant agrees to perform the services more specifically described in the Scope of Work, dated May 18, 2016, including any attachments thereto, attached hereto as Exhibit A, which is incorporated by reference herein. The Scope of Work may be modified only pursuant to Section VII.H of this Agreement. If the Scope of Work provides for optional additional services such services shall only be performed upon the express written request of the City. Consultant further represents that the services furnished under this Agreement will be performed in accordance with generally accepted professional practices in effect at the time such services are performed.

II. Term: The City and the Consultant agree that work will begin on the tasks described in Exhibit A immediately upon execution of this Agreement. The parties agree that the work described in Exhibit A is to be completed as provided for in the work schedule attached hereto as Exhibit B; provided however, that additional time shall be granted by the City for excusable delays or extra work as provided for in Section IX.A of this agreement.

III. Compensation: In consideration of the services provided pursuant to this Agreement, the City shall pay Consultant in an amount not to exceed \$111,960. Consultant's charges and bills shall conform to the fee schedule attached hereto as Exhibit C and incorporated herein by this reference.

The Consultant shall submit regular billing statements detailing work performed and amount charged on each task or portion thereof. The descriptions shall conform to and fall within the categories set out in the Scope of Work and/or Fee Schedule. Upon receipt of a conforming billing statement, the City shall promptly process payment. PROVIDED, HOWEVER, the City reserves the right to prioritize scoped work and accelerate and/or delay work tasks under the time frame set forth in Section II herein. The Consultant's labor rates and billing fees shall be as delineated in Exhibit C.

Consultant shall not perform work beyond the Scope of Work, nor shall be compensated for such work, unless the Scope of Work or amount of compensation is modified pursuant to this Agreement. Consultant shall only be compensated for additional services if requested pursuant to Section I and, if not otherwise provided, such compensation shall be in accordance with Exhibit C.

If a billing statement does not conform to this Agreement, the City may withhold payment until the statement is brought into compliance. Such withholding does not relieve Consultant of its obligations under this Agreement.

IV. Relationship of Parties: Consultant represents that it is skilled in the matters addressed in the Scope of Work and is performing independent functions and responsibilities within its field of expertise. Consultant and its personnel are independent Consultants and not employees of the City. Consultant and its personnel have no authority to bind the City or to control the City's employees and other Consultants. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or sub-Consultants of the Consultant. Consultant will be solely and entirely responsible for its acts and for the acts of Consultant's agents, employees, representatives and sub-Consultants during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent Consultants to perform the same or similar work.

As an independent Consultant, Consultant is responsible for its own management. The City's administration and enforcement of this Agreement shall not be deemed an exercise of managerial control over Consultant or its personnel.

As an independent Consultant, Consultant is responsible for payment of all taxes and licensing fees necessary to perform its obligations under this Agreement. These taxes and fees include but are not limited to State industrial insurance, Business & Occupation, State professional licensing, and City business licensing. If any taxes or fees due the City have been declared delinquent, the City may withhold the delinquent amount, plus any additional charges arising from the delinquency, from any payments due Consultant.

V. Indemnification:

A. Consultant shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorney fees, arising out of or in connection with the performance of this Agreement except for that portion of the injuries and damages caused by the City's sole negligence, unless Consultant is conducting work pursuant to Subsection B below.

The City's review or acceptance of any of the work when completed shall not be grounds to avoid any of these covenants of indemnification.

B. Architects, Engineers and Any Other Professional Listed In and Performing Services Defined in RCW 4.24.115. Should a court of competent jurisdiction determine that Consultant's services provided pursuant to this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, agents and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE CONSULTANT'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE

PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

The provisions of this section shall survive the expiration or termination of this Agreement.

VI. Insurance: The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees, sub-consultants or sub-Consultants.

Before beginning work on the project described in this Agreement, the Consultant shall provide a Certificate of Insurance evidencing:

1. **Automobile Liability** insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage; and
2. **Commercial General Liability** insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and general aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations/broad form property damage; explosion, collapse and underground (XCU) if applicable; and
3. **Excess Liability** insurance with limits not less than 1,000,000 limit per occurrence and aggregate.
4. **Professional Liability** insurance with limits no less than \$1,000,000 limit per occurrence/claim.
5. **Workers Compensation** insurance as statutorily required by the Industrial Insurance Act of the State of Washington, Title 51, Revised Code of Washington and employer's liability with limits not less than \$1,000,000.

Any payment of deductible or self insured retention shall be the sole responsibility of the Consultant.

All required policies shall be provided on an "occurrence" basis except professional liability insurance (if required), which may be provided on a "claims-made" basis.

The City shall be named as an additional insured on the Commercial General Liability insurance policy, as respects work performed by or on behalf of the Consultant and a copy of an endorsement that is acceptable to the City, which names the City as an additional insured shall be attached to the Certificate of Insurance. The City reserves the right to receive a certified copy of all the required insurance policies and endorsements. The City further reserves the right to reject any unacceptable policies and/or endorsements.

The Consultant's Commercial General Liability insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

The Consultant's insurance shall be primary and non-contributory insurance as respects the City and shall contain a waiver of subrogation against the City for claims arising out of any

operations, liabilities and obligations to which coverage applies. It shall be an affirmative obligation upon Consultant to advise the City's Risk Manager by fax at (360) 473-5161, or by certified mail, return receipt requested to City of Bremerton, attn: Risk Management, 345 6th Street, Suite 600, Bremerton, WA 98337 within two days of the cancellation, suspension or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement.

The City also reserves its unqualified right to require at any time and for any reason, proof of coverage in the form of a duplicate of the insurance policy with all endorsements as evidence of coverage.

VII. General Conditions:

A. Reports and Information: When requested by the City, Consultant shall furnish periodic reports and documents on matters covered by this Agreement. The reports and documents shall be furnished in the time and form requested. Consultant shall maintain accounting records in accordance with Generally Accepted Accounting Principles (GAAP) to substantiate all billed amounts.

B. Ownership and Use of Records and Documents: Original documents, drawings, designs and reports, including those in electronic format, developed under this Agreement are the property of the City. All written information submitted by the City to the Consultant in connection with the services performed by the Consultant under this Agreement will be safeguarded by the Consultant to at least the same extent as the Consultant safeguards like information relating to its own business. If such information is publicly available or is already in Consultant's possession or known to it, or is rightfully obtained by the Consultant from third parties, Consultant shall bear no responsibility for its disclosure, inadvertent or otherwise.

All data, documents and files created by Consultant under this Agreement may be stored at Consultant's office in Seattle, Washington. Consultant shall make such data, documents, and files available to the City upon its request at all reasonable times for the purpose of editing, modifying and updating as necessary until such time as the City is capable of storing such information in the City's offices. Duplicate copies of this information shall be provided to the City upon its request, and at reasonable cost.

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by Consultant pursuant to this Agreement, are instruments of service with respect to the project and are the property of the City. Any reuse by the City for other than the specific purpose intended will be at City's sole risk.

C. Use of Photographs and Images. Consultant shall not use or distribute photographs or images depicting City officials, personnel, property, or equipment whether prepared by Consultant or provided by City without prior written consent of the City. The City will not unreasonably withhold its consent.

D. Work Performed at Consultant's Risk: Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and sub-consultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at Consultant's own risk, and Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

E. Place of Work: The Consultant shall perform the work authorized under this Agreement at its offices in Seattle, Washington. Meetings with the City staff as described in Exhibit A, Scope of Work, shall take place at the City's offices, or at locations mutually agreed upon by the parties.

F. Entire Agreement: This Agreement and its Exhibits constitutes the entire agreement between the Parties, and the Parties acknowledge that there are no other agreements, written or oral, that have not been set forth in the text of this Agreement.

G. Severability: Should any part of this Agreement be found void, the balance of the Agreement shall remain in full force and effect.

H. Modification: This Agreement may only be modified by written instrument signed by both Parties.

I. Written Notices: All communications regarding this Agreement shall be sent to the parties at the addresses listed below by registered or 1st class mail, or by personal service, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

City Address	Consultant Address
Cathy Johnson Director of Financial Services 345 6 th Street, Suite 600 Bremerton, WA 98337	Jeff Arango Project Manager 2025 First Avenue, Suite 800 Seattle, WA 98121

J. Waiver: Failure to enforce any provision of this Agreement shall not be deemed a waiver of that provision. Waiver of any right or power arising out of this Agreement shall not be deemed waiver of any other right or power.

K. Non-Waiver of Breach: The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.

L. Compliance with Laws: Consultant shall comply with all applicable Federal, State, and local laws in performing its obligations under this Agreement.

M. Choice of Law and Venue: This Agreement shall be interpreted according to the laws of the State of Washington. Any judicial action to resolve disputes arising out of this Agreement shall be brought in Kitsap County Superior Court.

N. Attorneys' Fees: In the event of litigation to enforce any of the terms or provisions herein, each party shall pay all its own costs and attorney's fees.

O. Assignment: Any assignment of this agreement by the Contractor without the written consent of the City shall be void.

VIII. Nondiscrimination: Consultant shall not discriminate in employment or services to the public on the basis of race, color, national origin, sex, religion, age, marital status, disability, or sexual orientation except for employment actions based on bona fide occupational qualification.

IX. Termination: This Agreement shall remain in force until completion and acceptance of the services, terminated by written instrument upon mutual consent, or by the City of Bremerton for convenience. This Agreement may be immediately terminated for cause by a Party if the other Party substantially fails to perform through no fault of the terminating Party, and the non-performing Party does not commence correction of the failure of performance within thirty (30) days of the terminating Party's sending notice to the non-performing Party. Any Notice by Consultant shall include a report showing the status of all items listed in the Scope of Work current through the termination date.

If the City receives reimbursement by any federal, state, or other source for work described in Section I herein, and that funding is withdrawn, reduced or limited in any way, or the project is cancelled or substantially reduced after the execution date of this Agreement and prior to the completion of the work, the City may summarily terminate this Agreement.

A. Excusable Delays: The right of Consultant to proceed shall not be terminated nor shall Consultant be charged with liquidated damages for any delays in the completion of the work due to: 1) any acts of the federal government in controlling, restricting, or requisitioning materials, equipment, tools, or labor by reason of war, national defense, or other national emergency; 2) any acts of the City, its consultants, or other public agencies causing such delay; and 3) causes not reasonably foreseeable by the parties at the time of the execution of the Agreement that are beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God, fires, floods, strikes, or weather of unusual severity. PROVIDED, HOWEVER, that the Consultant must promptly notify the City within ten (10) calendar days in writing of the cause of the delay. If, on the basis of the facts and the terms of this Agreement, the delay is properly excusable, the City shall, in writing, extend the time for completing the work for a period of time commensurate with the period of excusable delay.

B. Rights Upon Termination: In the event of termination, the City shall pay for all services performed by the Consultant to the effective date of termination, as described on a final invoice submitted to the City. After termination, the City may take possession of all records and data within the Consultant's possession pertaining to this project which may be used by the City

without restriction. Any such use not related to the project which Consultant was contracted to perform shall be without liability or legal exposure to the Consultant.

X. Suspension & Debarment. For contracts involving Federal funding, Consultant hereby certifies, by signing this agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Consultant shall provide immediate written notice to the City if at any time it learns that it is or has become ineligible for certification. Should Consultant enter into a covered transaction with another firm, Consultant agrees by signing this agreement that it will verify that the firm with whom it intends to do business is not debarred, suspended, ineligible, excluded or disqualified.

CITY OF BREMERTON

BERK CONSULTING

Patty Lent
By: Patty Lent
its: Mayor
Date: 06/23/16

[Signature]
By: Allegria Calder
its: Principal
Date: June 16, 2016

Approved as to form:

Attest:

[Signature]
Bremerton City Attorney

[Signature]
City Clerk

MEMORANDUM

DATE: May 18, 2016

TO: Cathy Johnson, Director of Financial Services – City of Bremerton

FROM: Jeff Arango, AICP - Senior Associate

RE: Parking Study Scope of Work

BACKGROUND

The City of Bremerton is interested in conducting a parking study focusing on the Downtown and other high demand areas. The study will include an inventory of on and off-street parking areas including city-owned and private facilities. Data will be collected over several days to understand existing parking demand and utilization. Based on data collected in the field, an analysis of future parking demand will be conducted. A financial revenue analysis for city-owned facilities will be performed that addresses financial solvency and parking demand management.

A stakeholder advisory group will be formed to identify key parking issues and review project data, findings, and recommendations. A final report will address key project findings and recommendations for the management of city-owned facilities, policies, and regulations. Residential parking counts are also included as an optional task to better understand residential parking demand and identify opportunities for shared parking.

BERK takes a collaborative approach to working with clients to develop a scope and budget that meets their needs. The scope of work and budget is a starting point for discussions and BERK will modify as necessary to meet the City's needs and desired outcomes for this project.

Project Goals

The project goals will be refined during the kick-off meeting and at the initial stakeholder advisory group meeting. Below are preliminary project goals:

1. **Parking Inventory** - Develop a complete inventory of on and off-street parking within the study area for non-residential use.
2. **Parking Demand** - Through field data collection and analysis understand actual parking demand including occupancy and vehicle turnover (on-street).
3. **Support a Thriving Downtown** - Address how the City's parking management strategies and policies can best support a thriving Downtown.
4. **Involve the Public and Key Stakeholders** - Involve stakeholders in the project to understand and meet the specific needs of interested stakeholders.
5. **Manage Parking Demand** – Develop parking management policies and strategies that effectively manage parking demand in the on and off-street system.
6. **Financial Health** – Ensure that any changes to parking management for City owned facilities supports a well-managed system and balanced budget.
7. **Long-Term Management and Monitoring** – Through this project establish the foundation for an effective long term management and monitoring program for City owned parking facilities.

TOTAL PROJECT COST

A. Base Cost: \$79,980

B. Total Cost w/ all Options: \$111,960

SCOPE OF WORK

Task 1 - Project Management \$4,050

Project management includes a project kick-off meeting to finalize the project scope and schedule, and ongoing project management tasks such as regular project updates to the City via email and phone calls and coordination of sub-consultants.

Task 2 – Parking Inventory and Code Audit - \$6,500

BERK will conduct a parking inventory of all on and off-street parking spaces in the study area including surface parking lots and structured parking that serve non-residential uses. The inventory will be conducted using aerial photos, City permit records, and a site visit. A map and corresponding ArcGIS shapefiles and an excel workbook with the on and off-street parking inventory by parcel/block face will be provided.

An audit of the existing parking regulations in the City of Bremerton Municipal Code (BMC) will be provided that summarizes the existing parking regulations and identifies key areas where regulations may be updated based on best practices for parking management and the field data collection and analysis in Task 3.

Assumptions: The City will provide any readily available permit data with existing parking inventory information for sites within the study area.

Task 3 – Parking Data Collection and Analysis - \$31,950

Kimley-Horn, a national leader in parking data collection will use License Plate Reader (LPR) technology to collect the parking data. The data collection will initially be conducted on selected weekdays for a minimum of a 12-hour period to assess parking turnover. The LPR unit records the license plate and geo-referenced location of each vehicle. If available, the data may be cross-referenced with Washington State Department of Licensing data to determine where the vehicle is registered. BERK and Kimley-Horn will provide a summary of the data collection and analysis including a parking occupancy and turnover map by block/parking lot and detailed utilization and parking turnover charts for the data collection period. A future conditions analysis to estimate future parking demand is also included in this Task.

Assumptions: Five days of data collection for 10-12 hours each day using one LPR vehicle. Data collection includes two to three days in the Downtown core and other high demand areas and two in key residential areas such as near the Downtown core and Olympic College.

Task 4 – Stakeholder Outreach - \$12,650

BERK will facilitate up to five meetings with a stakeholder advisory group including representatives from major employers and institutions, residents, Downtown business and property owners and City staff. The advisory group will identify key parking issues, review field data collection and analysis results, and project findings and recommendations.

Assumptions: The City will select advisory committee members, schedule meetings, and reserve meeting space.

Task 5 – Financial Analysis - \$5,500

BERK will conduct a financial analysis of the City's municipal on and off-street parking facilities. The analysis will consider the impacts of changes to existing parking fees, the ability to fund additional resources for parking management, and address the impact of parking demand management strategies. The City will provide all existing agreements with other organizations for use of City-owned parking facilities.

Task 6 – Project Report - \$15,330

Based on the parking data collection and analysis, BERK and Kimley-Horn will develop project findings and recommendations that address City parking regulations, the management of on and off-street public parking areas, and an analysis of future parking needs.

Assumptions: This task includes development of a draft and final report that will document the parking inventory, data collection and analysis, future conditions, and project findings and recommendations.

OPTIONAL TASKS - \$28,980

Task 7 - Residential Parking Data Collection and Focus Group \$6,300

To assess residential parking demand BERK can collect data for up to five sites. The data collection includes contacting property owners, conducting a parking inventory, collecting other non-parking data to be included in the analysis (unit types, residential occupancy, parking cost, etc.), and the parking count. The cost per site could be reduced if the City provides assistance in coordinating with property owners.

Task 8 – Park+ \$22,680

Below is a scope of work and budget for using Kimley-Horn's Park+ model for database and scenario development. The Park+ model and software is also available for purchase and long-term use by the City.

8.1 Initial Project Kickoff Meeting – at the kickoff meeting, Kimley-Horn will meet with City staff to discuss the approach to data collection and the Park+ modeling parameters and assumptions. During this kickoff meeting, Kimley-Horn staff will conduct a field tour of the study area to determine specific modeling patterns and relationships between parking and City uses.

8.2 Initial Data Request and Collection – Kimley-Horn will submit a data request to staff, including requests for GIS data (land uses and parking), transit ridership and mode split surveys, special event parameters, and future planned development in the City. It is assumed that the primary data sources will come from the following:

Land Use Information – Existing land use information from the Kitsap County and Bremerton Comprehensive Plan updates including 20-year growth numbers.

Parking Inventory – from the data collection effort for this project.

Parking Occupancy – from the Kimley-Horn data collection for this project.

8.3 Park+ Database Development – after the City land use and parking data are compiled (from Tasks 2-4 above), Kimley-Horn will create specific GIS databases for use in the Park+ model. The databases will be structured in ArcGIS shapefiles and compiled into file geodatabases for use in the modeling platform. The existing data provided by the Client will be maintained with columns and data appended to support Park+ functionality.

8.4 Model Calibration – Kimley-Horn will calibrate a Park+ modeling platform for the Client that accounts for the actual conditions in the study area, through the use of the collected land use and parking occupancy data. The calibration process will include the coding of public and private parking assets, permitted parking

restrictions, user walking tolerances, and price/distance sensitivity. Kimley-Horn will calibrate the model to travel demand industry standards using an iterative calibration process that allocates demand reflective to conditions observed in the field.

8.5 Mid-Project Check-In Meeting – After model calibration, Kimley-Horn will schedule a mid-project check-in webinar with the Client to present the calibrated model and begin the scenario development process. The meeting will be used to present the findings from calibration and discuss scenarios for analysis.

8.6 Scenario Evaluation – Following the mid-project check-in, Kimley-Horn will use the calibrated Park+ model to analyze various scenarios related to the planned City development. Scenarios will be delivered with the modeling platform upon completion. Up to two (2) scenarios will be evaluated as part of this proposed scope. Additional scenarios can be included at an additional cost of \$1500 per scenario.

PROJECT BUDGET

Task	BERK			Kimley-Horn		Total Hours and Estimated Cost by Task
	Jeff Arango Project Manager	Izzy Cannell	Annie Saurwein	Brett Wood	Adria Koller	
	\$150	\$125	\$125	\$185	\$140	
Task 1: Project Management						
Task 1.1 Project Launch	6		6			\$1,650
Task 1.2 Project Management (Ongoing)	16					\$2,400
Subtotal	22	0	6	0	0	28 \$4,050
Task 2: Parking Inventory and Code Audit						
Task 2.1. Parking Inventory	14	20				\$4,600
Task 2.2 Parking Code Audit	6	8				\$1,900
Subtotal	20	28	0	0	0	48 \$6,500
Task 3: Parking Data Collection and Analysis						
Task 3.1 Data Collection Plan	14			12	12	\$6,000
Task 3.2 Field Data Collection + Existing Conditions	12			50	60	\$19,450
Task 3.3 Field Data Collection Analysis				20	20	\$6,500
Subtotal	26	0	0	82	92	200 \$31,950
Task 4: Stakeholder Outreach						
Task 4.1 Stakeholder Meetings (5)	32	16				\$6,800
Task 4.2 Stakeholder Meeting Summary	6	6				\$1,650
Task 4.3 Committee and City Council Presentations	12					\$1,800
Task 4.4 Open House	6	12				\$2,400
Subtotal	56	34	0	0	0	90 \$12,650
Task 5: Financial Analysis						
Task 5.1 Prepare Base Financial Data			12			\$1,500
Task 5.2 Prepare Draft Revenue Forecast	6		12			\$2,400
Task 5.3 Finalize Revenue Forecast	4		8			\$1,600
Subtotal	10	0	32	0	0	42 \$5,500
Task 6: Project Report						
Task 6.1 Prepare Draft Report	16	14		20		\$7,850
Task 6.2 Prepare Final Report	12	10		8		\$4,530
Task 6.3 Finalize Report and presentation	4	4		10		\$2,950
Subtotal	32	28	0	38	0	98 \$15,330
Task 7: Residential Parking Counts (Up to 5) (Optional Task)						
Task 7.1 Residential Parking Counts	10	12				\$3,000
Task 7.2 Residential Focus Group	12	12				\$3,300
Subtotal	22	24	0	0	0	46 \$6,300
Task 8: Park Plus (Optional Task)						
Task 8.1 Kick Off				20		\$3,700
Task 8.2 Initial Data Request				2		\$370
Task 8.3 Database Development				24		\$4,440
Task 8.4 Model Calibration				24	22	\$7,520
Task 8.5 Mid Project Webinar				12	4	\$2,780
Task 8.6 Scenario Evaluation (\$1500 per scenario)	6			10	8	\$3,870
Subtotal	6	0	0	92	34	132 \$22,680
Total Estimated Hours						
Cost (Labor)	194	114	38	212	126	684
	\$29,100	\$14,250	\$4,750	\$39,220	\$17,640	\$104,960

Subtotal Consultant Cost (Base Price)	\$75,980
Project Expenses	\$4,000
Estimated Project Total (Based Price)	\$79,980
Subtotal Consultant Cost (with all options)	\$104,960
Project Expenses	\$7,000
Estimated Project Total (with all options)	\$111,960

Assumptions: Funding may be shifted between tasks based on reduced or increased level of effort as long as the project is within the total budgeted amount. Optional tasks are included in the scope and budget, but the consultant shall not proceed with any work on the optional tasks until the City has authorized the work.

STUDY AREA

The study area and data collection area will be refined and finalized at the beginning of the project with City staff. The final study area may include areas outside of the Downtown area.



CITY OF BREMERTON PARKING STUDY

Project Schedule - DRAFT

Activity / Task	Date (2016)
Task 1: Kick-Off Meeting	
1.1 City Kick-Off Meeting	July 7 th
1.2 Project Management	Ongoing
Task 2: Parking Inventory and Code Audit	
2.1 Parking Inventory	July 15 th
2.2 Parking Code Audit	August 12 th
Task 3: Parking Data Collection	
3.1 Data Collection Plan	July 29 th
3.2 Field Data Collection	August + September
3.3 Data Collection Analysis	September and October
Task 4: Stakeholder Outreach	
4.1 Advisory Committee Meeting #1	July
4.1 Advisory Committee Meeting #2	August
4.1 Advisory Committee Meeting #3	September
4.1 Advisory Committee Meeting #4	October
4.1 Advisory Committee Meeting #5	November
4.2 Advisory Committee Meeting Summaries	One week after meeting
4.3 Committee and City Council Presentations	November/December
4.4 Open House	November
Task 5: Financial Analysis	
5.1 Prepare Base Financial Data	August 5 th
5.2 Prepare Draft Revenue Forecast	September 2 nd
5.3 Finalize Revenue Forecast	November 1 st
Task 6: Project Report	
6.1 Prepare Draft Report	December
6.2 Prepare Final Report	January, 2017
6.3 Finalize Report and Presentation	February, 2017
Task 7: Residential Parking Counts	
7.1 Residential Field Parking Counts	October 1 st

Activity / Task	Date (2016)
7.2 Residential Parking Focus Group	September
Task 8: Park +	
8.1 Kick Off	July 7 th
8.2 Initial Data Request	July 15 th
8.3 Database Development	August 15 th
8.4 Model Calibration	September 15 th
8.5 Mid-Project Webinar	October 15 th
8.6 Scenario Evaluation	November/December