



City of Palo Alto

City Council Staff Report

(ID # 6326)

Report Type: Consent Calendar

Meeting Date: 3/21/2016

Summary Title: Contract Amendment for Walker Parking Consultants

Title: Approval of Amendment One to Contract No. C15157200 With Walker Parking Consultants to Add \$29,330 for Design of Automatic Parking Guidance Systems (APGS) and Parking Access and Revenue Controls (PARCs); Approval of a Transfer of \$29,330 From the University Avenue Parking Permit Fund to PL-15002 and Approval of Budget Amendments for PL-15002 in the Capital Fund and the University Avenue Parking Permit Fund

From: City Manager

Lead Department: Planning and Community Environment

Recommendation

Staff recommends that Council:

1. Approve Amendment Number One to Contract C15157200 (Attachment A) with Walker Parking Consultants to add \$29,330 for extension of services for Design of Automatic Parking Guidance Systems (APGS) and Parking Access and Revenue Controls (PARCs), and
2. Amend the Fiscal Year 2016 Budget Appropriation Ordinance for
 - a. the University Avenue Parking Permit Fund by:
 - i. Increasing the transfer to the Capital Improvement Fund in the amount of \$29,330; and
 - ii. Decreasing the fund balance by \$29,330.
 - b. the Capital Improvement Fund by:
 - i. Increasing the transfer from the University Ave Parking Permit Fund in the amount of \$29,330; and
 - ii. Increasing the Parking Guidance Systems, Access Controls, and Revenue Collection Equipment project (PL-15002) in the amount of \$29,330.

Executive Summary

In early 2014, the City began efforts to address the significant parking and transportation challenges in Downtown Palo Alto through several related initiatives. This strategy involves projects to increase parking supply, improve parking management, and reduce overall demand. In August 2014, Staff presented a summary of Downtown's estimated parking supply and

occupancy challenges to Council, noting the benefits associated with improved parking management, partially accomplished through better management of parking supply and provision of real-time parking information to parkers.

Acknowledging the importance of improved parking management, Council directed staff to move forward with an RFP for integrated Automatic Parking Guidance Systems (APGS) and Parking Access and Revenue Controls (PARCs) for the Downtown parking lots and garages. Automatic Parking Guidance Systems provide information to parkers on where available parking is located, which reduces driving time and congestion, and Parking Access and Revenue Controls provide infrastructure to allow for paid parking, a key component of parking regulation. In May 2015, City Council approved a contract with Walker Parking Consultants to initiate design of these systems and engage a stakeholder group in their development.

The group met several times to discuss parking issues and challenges in Downtown and the characteristics of available technologies. Although the stakeholders felt very favorably about the implementation of APGS systems as a way to upgrade the existing parking facilities and improve the customer experience, some were concerned about implementing PARCS equipment in garages before introducing a paid parking solution in the on-street spaces of Downtown. They recommended coupling the evaluation of the PARCS infrastructure with the Downtown Paid Parking Study, recently awarded by City Council to Dixon Associates, as stakeholders felt that it would be more prudent to initially charge for parking on the street rather than in the garages. As a result of this recommendation, additional funds are required for the Walker contract in order to accommodate an extended schedule for the work.

Background and Discussion

City staff is engaged in a number of parking management programs to improve parking utilization and maximize parking supply, including parking guidance systems, parking wayfinding, and real-time parking occupancy.

Staff issued an RFP on January 15, 2015 to solicit proposals for design and construction administration services of an integrated parking facility management system for the four city-owned garages, and as an add-alternate, for the City's surface lots. The City received one responsive proposal to the RFP, and Council awarded the contract to Walker Parking Consultants in May 2015.

A stakeholder committee was formed and held two meetings between May 2015 and November 2015, and another focused on APGS in January 2016. As a result of these meetings and the business and resident stakeholder feedback, it was determined that the best approach to these programs was to continue work on the Automatic Parking Guidance Systems in conjunction with the Downtown Palo Alto wayfinding design project, and place the PARCs work on hold pending the outcome of the Downtown Palo Alto Paid Parking Study. The Downtown Paid Parking Study is expected to result in a comprehensive recommendation for parking pricing in Downtown Palo Alto, at which time the design and construction of PARCs systems

would be most timely and responsive to the outcome of the study.

The proposed contract amendment supports extension of Walker’s contract to enable the PARCs design to be completed following the completion of the Downtown Paid Parking Study. The amendment includes provision for one additional stakeholder meeting to finalize the PARCs recommendations, two additional design development review meetings, and additional construction administration site visits.

Timeline & Resource Impact

The existing budget within CIP PL-15002 is insufficient to cover this additional work. Staff requests an increase of \$29,330 in the transfer from the University Avenue Parking Permit Fund to the Capital Improvement Project PL-15002, Parking Guidance Systems, Access Controls, and Revenue Collection Equipment project to cover these costs.

The total cost for the contract amendment is as follows:

Additional Services	Fee
Site Analysis and Programming	\$ 4,400
System Design Development	\$ 7,040
Pre-Construction	\$ -
Construction Administration	\$ 9,680
Reimbursable Expenses	\$ 8,210
Total	\$ 29,330

There is not currently funding proposed in the CIP to implement either Parking Guidance Systems or Access/Revenue Controls. Unless this changes, the City would have to fund these technologies with parking revenues, which will be considered as part of the paid parking study that is now underway.

Staff expects to begin work on the design of the PARCs system following completion and recommendations from the Downtown Paid Parking Study, anticipated to be in late 2016. In the interim, a parking wayfinding (signage) program is planned to move forward, and that program is being designed to enable integration of parking guidance systems when funded.

Policy Implications

This project is consistent with Council-directed integrated parking policy to improve management of parking permit distribution and increase utilization in garages and lots.

Environmental Review

The proposed project does not have the potential to cause significant environmental impacts and the project does not require review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3).

Attachments:

- Attachment A: Walker Contract #C15157200 Amendment 1 (PDF)

**AMENDMENT NO. 1 TO CONTRACT NO. C15157200
BETWEEN THE CITY OF PALO ALTO AND
WALKER PARKING CONSULTANTS/ENGINEERS, INC.**

This Amendment No. 1 to Contract No. C15157200 (“Contract”) is entered into February 22, 2016, by and between the CITY OF PALO ALTO, a California chartered municipal corporation (“CITY”), and WALKER PARKING CONSULTANTS/ENGINEERS, INC., a Michigan corporation, located at 2121 Hudson Avenue, Kalamazoo Michigan, 49008 (“CONSULTANT”).

RECITALS

A. The Contract was entered into between the parties for the provision of new static and dynamic parking way-finding signage.

B. CITY intends to extend the term and increase the compensation by \$29,330.00 from \$191,760 to \$221,090.00 for additional services as specified in Exhibit “A” Scope of Services.

C. The parties wish to amend the Contract.

NOW, THEREFORE, in consideration of the covenants, terms, conditions, and provisions of this Amendment, the parties agree:

SECTION 1. Section 2 TERM is hereby amended to read as follows:

“**SECTION 2. TERM.** The term of this Agreement shall be from the date of its full execution through December 31, 2016 unless terminated earlier pursuant to Section 19 of this Agreement.”

SECTION 2. Section 4 COMPENSATION is hereby amended to read as follows:

“**SECTION 4. NOT TO EXCEED COMPENSATION.** The compensation to be paid to CONSULTANT for performance of the Services described in Exhibit “A”, including both payment for professional services and reimbursable expenses, shall not exceed Two Hundred Twenty One Thousand Ninety Dollars (\$221,090.00). The applicable rates and schedule of payment are set out in Exhibit “C-1”, entitled “HOURLY RATE SCHEDULE,” which is attached to and made a part of this Agreement.”

SECTION 3. The following exhibit(s) to the Contract is/are hereby amended to read as set forth in the attachment(s) to this Amendment, which are incorporated in full by this reference:

- a. Exhibit “A” entitled “SCOPE OF SERVICES”.
- b. Exhibit “C” entitled “COMPENSATON”.
- b. Exhibit “C1” entitled “HOURLY RATE SCHEDULE”.

SECTION 4. Except as herein modified, all other provisions of the Contract, including any exhibits and subsequent amendments thereto, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have by their duly authorized representatives executed this Amendment on the date first above written.

CITY OF PALO ALTO

WALKER PARKING
CONSULTANTS/ENGINEERS, INC.

APPROVED AS TO FORM:

DocuSigned by:
Michael Robertson
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Managing Principal

Attachments:

EXHIBIT "A": SCOPE OF SERVICE
EXHIBIT "C": COMPENSATION
EXHIBIT "C1": HOURLY RATE SCHEDULE

**EXHIBIT “A”
SCOPE OF SERVICES**

TASK A: Site Analysis and Programming

- 1.
2. The CONSULTANT shall attend a kick-off meeting with CITY staff to review the project scope and schedule, and review main objectives for the proposed system.
 - a. Work with CITY to identify key stakeholders for the PGS/PARC project team to ensure all entities impacted by the project are represented in the decision making process.
 - b. Facilitate a kick-off meeting between key CITY stakeholders and CONSULTANT team members to review the project scope and schedule, and review the main objectives for the proposed system.
3. The CONSULTANT shall conduct walk-throughs of garages R, S/L, CW and CC and review all CITY-provided information for the garages, including as-built plans for the garages. CITY will provide architectural drawings of the garages for the CONSULTANT to use for background drawings.
 - a. Work with the appropriate project stakeholders to identify and inventory the current parking facilities to be included in the project.
 - b. Evaluate and document the existing infrastructure that is available to support the PGS and PARC.
 - c. Evaluate the infrastructure and space requirements to support the desired PGS/PARC and identify new infrastructure and space requirements necessary to support the desired systems. The evaluation will take into consideration the use of existing infrastructure where feasible, advisable, and cost effective.
4. The CONSULTANT shall attend up to three stakeholder meetings/Planning Commission meetings to gather input on the type of equipment and proposed designs for the equipment. The CONSULTANT shall provide renderings of the garage entryways and identify pros and cons of up to two design options for each facility. The CONSULTANT should anticipate submitting plans for building permit review for all applicable CITY departments.
 - a. Facilitate the stakeholder meetings to develop a set of high-level system requirements that CITY desires to be included in the new PGS and PARC systems in an effort to achieve the goals for this project.

- b. Identify relevant features and functionalities that meet CITY-established goals through implementation of industry best practices. CONSULTANT will identify technologies that are currently available, emerging, and on the horizon in the parking industry for consideration by CITY. CONSULTANT will assist CITY in evaluating the features and functionalities based on the accepted state-of-the-art technologies available in the world and domestic markets including identification of CITY-desired features and functionalities that may require customized system development by the PGS/PARC Contractor. These technologies will cover the functionality of the equipment as well as the operational requirements to be fulfilled by the new system.
 - c. Document the relevant PGS/PARC features and functionalities including a description of each along with the advantages and disadvantages, commercial availability, proven successes/failures, risks, and estimate of the associated acquisition/construction/implementation costs as they relate to CITY's operating environment and existing infrastructure.
 - d. Document potential requirements in a detailed Design Criteria Matrix of "Critical" and "Desirable" features and functionalities. The Design Criteria Matrix will be used in the System Design Development and Construction Administration phases to ensure that the required features and functionalities are provided. The agreed upon Design Criteria Matrix will serve as the basis for the system design in Task B.
 - e. Develop a preliminary Opinion of Probable Cost (OPC) for the acquisition, construction, and implementation costs based on the recommended PGS/PARC and necessary infrastructure.
 - f. Conduct a review meeting with project stakeholders to solicit feedback on the deliverables developed and incorporate the review comments into the final deliverables.
5. The CONSULTANT shall provide site analysis, identifying any required medians/islands and concrete pours which would be required for installation of equipment.
- a. Identify the appropriate civil infrastructure necessary to accommodate the design criteria and develop conceptual equipment and island locations.
 - b. Develop conceptual drawings of the garage entryways depicting schematic layouts of the preferred equipment.

Task A Deliverables:

1. Draft PGS/PARC Evaluation and Recommendations Report
2. Final PGS/PARC Evaluation and Recommendations Report
3. Design Criteria Matrix
4. Opinion of Probable Cost (OPC) for the PGS/PARC
5. Schematic layout of proposed equipment locations and conceptual drawings of the necessary equipment islands for each garage

TASK B: System Design Development

1. The CONSULTANT shall prepare detailed design drawings and specifications for equipment installation and any civil, electrical or mechanical work required for the installation. The CONSULTANT shall develop all construction plans, details and specifications based on completion of Task A including incorporation of all review comments and value engineering decisions.
 - a. Develop functional specifications based on the design criteria established in Task A and provide submittals at the 65%, 95%, and Final completion milestones. The functional specifications will include requirements for system functionalities, performance metrics, and service levels for various aspects of the PGS and PARC.
 - b. Refine the conceptual drawings developed in Task A, based on CITY feedback, to produce design drawings for the PGS/PARC at each parking garage. Submittals of the design drawings will be provided at the 65%, 95%, and Final completion milestones. Drawings will show proposed locations of major PGS components (sensors, space indicators, signage, etc) and PARC components (equipment islands, entry/exit stations, barrier gates, dynamic signage, etc.)
 - c. Develop technical specifications for the civil and electrical infrastructure required for the PARC and PGS. Submittals of the design drawings will be provided at the 65%, 95%, and Final completion milestones.
 - d. Refine the OPC at the 65%, 95%, and Final design milestones to reflect any changes encountered.
 - e. Develop a Phased Implementation Plan that includes a phased installation and activation milestones based on the design criteria and required new infrastructure.

2. The CONSULTANT shall coordinate with the Wayfinding Consultant on specification of PGS technology and proposed signage locations, and work with Wayfinding CONSULTANT on PGS signage mock-ups as necessary.
 - a. Coordinate with the Wayfinding Consultant at the 65%, 95%, and Final design milestones to ensure the PGS design elements are consistent with the branding and signage program developed by the Wayfinding Consultant.
 - b. Review the signage design created by the Wayfinding Consultant to verify the signs can accommodate the dynamic message displays for the PGS and the appropriate messages are being displayed to drivers at the proper decision points.
3. The CONSULTANT shall meet with CITY Staff as necessary to respond to and address CITY and Community comments.
 - a. Conduct design review meetings, via WebEx or in person as necessary, with project stakeholders after the 65% and 95% design milestone submittals.

TASK B Deliverables:

1. PARC and PGS Functional Specifications – submitted at the 65%, 95%, and Final design milestones with stakeholder feedback incorporated at each design milestone
2. Design Drawings – submitted at the 65%, 95%, and Final design milestones with stakeholder feedback incorporated at each design milestone
3. Technical Specifications for Civil and Electrical Infrastructure – submitted at the 65%, 95%, and Final design milestones with stakeholder feedback incorporated at each design milestone
4. Revised OPC – submitted at the 65%, 95%, and Final design milestones to reflect any changes that impact estimated costs
5. Phased Implementation Plan

TASK C: Pre-Construction

1. The CONSULTANT shall develop Bid Documents for competitive bid, including detailed specifications for equipment and installation.
 - a. Prepare and package the following documents for inclusion in the CITY's RFP for the PGS and PARC:

- i. Functional Specifications and Drawings developed in Task B
 - ii. Technical Specifications for the civil and electrical infrastructure for the PARC and PGS
 - iii. Phased Implementation Plan developed in Task B
 - iv. Minimum Proposer Qualifications
 - v. Pricing Templates that allow evaluation of the proposed costs for major system components of the PGS and PARC in a detailed breakout for side-by-side comparison between proposals
2. The CONSULTANT shall prepare a location plan of equipment and submit to CITY for review, and revise as needed to CITY's satisfaction.
 - a. Will be developed as part of the Task B conceptual drawings and finalized prior to advertisement of the Bid Documents
3. The CONSULTANT shall verify the statement of probable cost for construction and equipment purchase.
 - a. OPC will be finalized as part of Task B, prior to advertisement of the Bid Documents
4. The CONSULTANT shall attend one preconstruction meeting to be conducted by the CITY for the PARCs and PGS implementation, and assist the CITY in evaluation of the bids as necessary.
 - a. Develop presentation materials and facilitate a pre-proposal conference for the PARC system and the PGS system, including developing pre-proposal agendas, documenting questions received from the potential respondents and preparing responses to questions related to the RFPs
 - b. Prepare addenda with changes to the Functional Specification and other contract documents created by the CONSULTANT team, if necessary
 - c. Review and evaluate the submitted proposals for RFP responsiveness and compliance regarding minimum qualifications, technical solution, and pricing. The review will include creation of a comparative matrix that identifies key advantages and disadvantages of each proposal to help facilitate proposer selection
 - d. Participate as a technical advisor to the selection committee during the CITY's scoring and evaluation of the proposals

TASK C Deliverables:

1. Finalized OPC

2. RFP Documents – Five (5) 18” x 24” construction document sets, finalized Phased Implementation Plan, Minimum Proposer Qualifications, Evaluation Criteria, and Pricing Template
3. Pre-Proposal Materials – Pre-proposal agenda, proposer question documentation, and responses to proposer questions
4. Design Document Addenda – Revised construction documents that address necessary clarifications after issuing the RFP
5. Evaluation Matrix – Matrix outlining key advantages and disadvantages of each proposal

TASK D: Construction Administration

1. As requested by the CITY, CONSULTANT shall review and respond to Contractor submittals and requests for substitution, and contractor’s requests for information and clarification.
 - a. Review the Contractor’s submittals outlined in the contract documents and verify that the submittals conform to the requirements in the contract documents. Includes review and comment on Contractor-created test plan and test procedures (required in the Functional Specifications as part of the Contractor submittals) for the required system tests for verification that the proposed test procedures demonstrate the functional requirements stipulated in the contract documents
 - b. Review and respond to Contractors’ Requests for Information (RFI) and Requests for Substitution (RFS)
2. The CONSULTANT shall conduct a final inspection at the completion of the installation to insure appropriate installation, location and quality of installation.
 - a. Perform field observations of the Contractor installed equipment at each location after all equipment has been installed to verify that the installation conforms to the contract documents and provide documentation of any observed deviations
 - b. Participate in final acceptance tests of a sampling of each equipment type at each garage after all equipment has been installed to verify that the equipment is functioning per the contract documents

Task D Deliverables:

1. Submittal Review Documentation - Documentation of CONSULTANT’s comments to Contractor submittals as it relates to conformance with the contract documents
2. RFI and RFS Responses – Documentation of CONSULTANT’s responses to Contractor RFI and RFS using the CITY-provided forms

3. Field Observation Reports – Documentation of issues observed during field observations of final equipment installation
4. Testing Documentation – Completing the Contractor-provided test scripts and noting any test deviations

AMENDMENT NO. 1 ADDITIONAL SCOPE OF SERVICES

Task A – Site Analysis and Programming

CONSULTANT will prepare for and attend one (1) additional stakeholder meeting to finalize the Parking Access and Revenue Controls (PARCs) recommendations.

Task B – System Design Development

CONSULTANT will prepare for and attend two (2) additional design development review meetings.

Task D – Construction Administration

CONSULTANT will prepare for and attend two (2) additional construction administration site visits.

EXHIBIT “C”**COMPENSATION**

The CITY agrees to compensate the CONSULTANT for professional services performed in accordance with the terms and conditions of this Agreement, and as set forth in the budget schedule below. Compensation shall be calculated based on the hourly rate schedule attached as exhibit C-1 up to the not to exceed budget amount for each task set forth below.

The compensation to be paid to CONSULTANT under this Agreement for all services described in Exhibit “A” (“Basic Services”) and reimbursable expenses shall not exceed \$221,090.00. CONSULTANT agrees to complete all Basic Services, including reimbursable expenses, within this amount. Any work performed or expenses incurred for which payment would result in a total exceeding the maximum amount of compensation set forth herein shall be at no cost to the CITY.

CONSULTANT shall perform the tasks and categories of work as outlined and budgeted below. The CITY’s Project Manager may approve in writing the transfer of budget amounts between any of the tasks or categories listed below provided the total compensation for Basic Services, including reimbursable expenses, does not exceed \$191,760.00.

BUDGET SCHEDULE	NOT TO EXCEED AMOUNT
Task 1 (Site Analysis & Programing)	\$44,420.00
Task 2 (System design & Development)	\$66,275.00
Task 3 (Pre-Construction)	\$35,240.00
Task 4 (Construction Administration)	\$31,785.00
 <u>AMENDMENT NO. 1</u>	
Task A (Site Analysis and Programming)	\$4,400.00
Task B (System Design Development)	\$7,040.00
Task D (Construction Administration)	\$9,680.00

Sub-total Basic Services **\$198,840.00**

Reimbursable Expenses \$14,040.00

Reimbursable Expenses Amendment No. 1 \$8,210.00

Total Basic Services and Reimbursable expenses \$221,090.00

Maximum Total Compensation \$221,090.00

REIMBURSABLE EXPENSES

The administrative, overhead, secretarial time or secretarial overtime, word processing, photocopying, in-house printing, insurance and other ordinary business expenses are included within the scope of payment for services and are not reimbursable expenses. CITY shall reimburse CONSULTANT for the following reimbursable expenses at cost. Expenses for which CONSULTANT shall be reimbursed are:

- A. Travel outside the San Francisco Bay area, including transportation and meals, will be reimbursed at actual cost subject to the City of Palo Alto’s policy for reimbursement of travel and meal expenses for City of Palo Alto employees.
- B. Long distance telephone service charges, cellular phone service charges, facsimile transmission and postage charges are reimbursable at actual cost.

All requests for payment of expenses shall be accompanied by appropriate backup information. Any expense anticipated to be more than \$1,000.00 shall be approved in advance by the CITY’s project manager.

ADDITIONAL SERVICES

The CONSULTANT shall provide additional services only by advanced, written authorization from the CITY. The CONSULTANT, at the CITY’s project manager’s request, shall submit a detailed written proposal including a description of the scope of services, schedule, level of effort, and CONSULTANT’s proposed maximum compensation, including reimbursable expense, for such services based on the rates set forth in Exhibit C-1. The additional services scope, schedule and maximum compensation shall be negotiated and agreed to in writing by the CITY’s Project Manager and CONSULTANT prior to commencement of the services. Payment for additional services is subject to all requirements and restrictions in this Agree

EXHIBIT "C-1" HOURLY RATE SCHEDULE

Scope	Labor Categories	Estimated Hours	Hourly Rate	Extended Rate
Task A: Site Analysis and Programming	Senior Project Manager	75	\$220	\$16,500
	Consultant	82	\$185	\$15,170
	Principal-in-Charge	22	\$255	\$5,610
	Senior Engineer	20	\$195	\$3,900
	Cad Technician	24	\$135	\$3,240
	Anticipated Expenses			
TOTAL NOT TO EXCEED, TASK A				\$51,095
Task B: System Design Development	Senior Project Manager	50	\$220	\$11,000
	Consultant	150	\$185	\$27,750
	Principal-in-Charge	11	\$255	\$2,805
	Senior Engineer	52	\$195	\$10,140
	Cad Technician	108	\$135	\$14,580
	Anticipated Expenses			\$500
TOTAL NOT TO EXCEED, TASK B				\$66,775
Task C: Pre-Construction	Senior Project Manager	98	\$220	\$21,560
	Consultant	36	\$185	\$6,660
	Principal-in-Charge	0	\$255	\$0
	Senior Engineer	36	\$195	\$7,020
	Cad Technician	0	\$135	\$0
	Anticipated Expenses			\$2,690
TOTAL NOT TO EXCEED, TASK C				\$37,930
Task D: Construction Administration	Senior Project Manager	108	\$220	\$23,760
	Consultant	21	\$185	\$3,885
	Principal-in-Charge	4	\$255	\$1,020
	Senior Engineer	16	\$195	\$3,120
	Cad Technician	0	\$135	\$0
	Anticipated Expenses			\$4,175
TOTAL NOT TO EXCEED, TASK D				\$35,960
TOTAL NOT TO EXCEED				\$191,760

EXHIBIT “C” HOURLY RATE SCHEDULE CONTINUED:

AMENDMENT NO.1

Task	Scope of Work	Fee
A	Site Analysis and Programming	\$4,400
B	System Design Development	\$7,040
D	Construction Administration	\$9,680
	Reimbursable Expenses	\$8,210
	TOTAL	\$29,330