

Recommendation re: Task Authorization with Kimley-Horn and Associates, Inc. for the Downtown Parking Management Plan Update

Public Works is requesting that the City Commission approve a task authorization with Kimley-Horn to update the 2016 Downtown Parking Management Study for the not to exceed amount of \$123,000.

In 2016, the City engaged Kimley-Horn to study parking in our downtown. The purpose of the study was to evaluate existing parking supply and demand in the City, taking into consideration the parking perceptions of the public, residents, and business owners to identify appropriate parking solutions and develop management strategies to meet the current needs and the needs of future development through the growth of a Parking Management Plan.

Since May of 2016, the following have occurred in our downtown:

- Parking Services has purchased and implemented License Plate Recognition (LPR)
- Upgraded the handheld devices used by our Parking staff
- Construction of the Heritage Garage
- Construction of the Summit Garage
- Increased parking citation fees
- Modified public parking lease lengths for private businesses

The following development/redevelopment has occurred in the downtown since 2016:

- Summit
- NoBay
- Mirrorton
- Heritage Plaza
- Community & Economic Development reports inquiries for wastewater demand for future projects includes approximately 2,000 dwelling units.

Kimley-Horn will provide planning services based on their project understanding of the City's goals associated with the development of a parking management plan. The following is an outline of tasks to be completed:

- Supply, Demand, and Parking Adequacy Study
- Plan to address current and future parking demand in the area
- Community engagement to establish parking needs and priorities in Downtown
- Policy recommendations to guide parking decisions, funding, and management

A not-to-exceed fee of \$123,000 has been negotiated under the City's Continuing Professional Services Agreement with Kimley-Horn and summarized in the attached Task Authorization. Funding for this project is available in the FY 2022 Transportation Fund CIP.

It is recommended that the City Commission approve a Task Authorization to Kimley-Horn in the amount of \$123,000 for the Downtown Parking Management Plan Update and authorize the appropriate City staff to execute the Task Authorization on behalf of the City.

TASK AUTHORIZATION FORM

In accordance with the **Kimley-Horn and Associates, Inc./City of Lakeland Professional Services Agreement dated October 18, 2021**, the City hereby authorizes the Consultant to proceed with the services as set forth in the attached work order by the City and/or attached proposal by Consultant and the following:

Task: KHA22-0001
Account: 100.240.7500._____.____.00.000
Project Title: **Downtown Parking Management Plan Update**
Billing: As set forth in the above referenced Agreement.
Not to Exceed: \$123,000.00
Schedule: **Start:** September 15, 2022
 Complete: May 15, 2023

Scope of Work: Kimley-Horn and Associates, Inc.'s proposal, dated June 22, 2022, is attached herein as **Exhibit "A"**. Consultant's reimbursable costs shall be in conformance with the City's Consultant Expense Reimbursement Policy, attached herein as **Exhibit "B"**. **Exhibits "A" and "B"** are made a part of this Task Authorization.

AUTHORIZATION:

KIMLEY-HORN AND ASSOCIATES, INC.

Accepted By: _____ Date: _____

Printed Name and Title

CITY OF LAKELAND, FLORIDA

Accepted By: _____ Date: _____
Gregory D. James
Assistant Director of Public Works

Approved By: _____ Date: _____
M. Shawn Sherrouse
City Manager

EXHIBIT A

City of Lakeland Parking Management Plan

June 22, 2022

Kimley-Horn and Associates, Inc., “Consultant”, proposes to perform the professional services outlined hereon pursuant to the provisions of the Professional Services Agreement with The City of Lakeland (City) dated October 18, 2021.

Kimley-Horn and Associates, Inc.’s project manager for this assignment will be Brad Davis, AICP, CNU-A.

PROJECT UNDERSTANDING

Kimley-Horn and Associates, Inc. (Kimley-Horn) will provide planning services based on our project understanding of the City’s goals associated with the development of a parking management plan. The following is an outline of tasks to be completed:

- Supply, Demand, and Parking Adequacy Study
- Plan to address current and future parking demand in the area
- Community engagement to establish parking needs and priorities in Downtown
- Policy recommendations to guide parking decision making, funding, and management

SCOPE OF SERVICES

Task 1 – Project Management and Stakeholder Involvement

1.1 Project Kickoff Meeting

Kimley-Horn will coordinate with City staff to identify a date and time for the kickoff meeting. Kimley-Horn will develop the meeting agenda and materials. Items to be covered during the kickoff meeting will include confirmation of project objectives and goals, review of project data needs and responsibilities, review and confirmation of data collection dates, times and staff, and confirmation of the list of local stakeholders to meet with. Meeting minutes and a summary of action items will be developed by Kimley-Horn and provided to City staff.

1.2 Project Management

Kimley-Horn will schedule up to eight (8) project management meetings at intervals determined during the project kick-off meeting. Kimley-Horn’s project manager (and other members of the team, as needed) will meet with the City’s project manager to review project progress. The goal for these regular meetings is to keep the project on schedule and on budget.

1.3 Stakeholder Involvement

Local stakeholders identified during the project kickoff meeting will be contacted by Kimley-Horn and up to three (3) meetings will be held to obtain feedback as part of public involvement. It is anticipated the kickoff meeting will include participation from the following stakeholders:

- City staff
- Lakeland Downtown Development Authority
- Lakeland Economic Development Council
- Steve Scrubs group
- Wesley Group

- Ignite Group
- FDOT
- Lakeland Electric (EV charging)

Kimley-Horn will coordinate with the stakeholder groups to identify a date and time for each meeting. City staff will be invited to attend if desired. Kimley-Horn will develop the meeting agenda and materials and provide to City staff for review prior to conducting the meetings. Meeting notes of each meeting will be developed by Kimley-Horn and reviewed with City staff for consideration of inclusion into final report.

1.4 On-line Community Survey

Kimley-Horn will conduct an online community survey. The goals of the survey are to 1) understand existing parking perceptions and experiences in Downtown Lakeland 2) identify preferences for future parking changes and 3) collect geographically referenced input about needs and opportunities. Public Coordinate, Kimley-Horn's in-house online survey platform, will be used for this task. The survey platform has traditional survey questions and interactive map-based comment features integrated into one digital survey tool. Kimley-Horn will host and manage the survey for up to three months.

Task 1 Deliverables

- Schedule and attend kickoff meeting with City staff
- One (1) Project Kickoff Meeting
- Three (3) stakeholder meetings
- Eight (8) project management meetings
- On-line community survey

Task 2 – Data Collection

2.1 Existing Parking Supply Inventory Verification

The City will provide the existing parking space inventory data to Kimley-Horn in GIS format. The existing parking supply inventory should include the following information:

- Type (identified principal user, on-street vs. off-street, public vs. private, surface vs. structured)
- Location and general configuration
- Capacity (number of spaces)
- Parking rates
- Designated on- and off-street handicapped spaces
- Designated loading (or other no parking) spaces/zones
- Signed parking restrictions (private and public)
- Public bike parking locations

Kimley-Horn will verify this information during a site visit prior to conducting occupancy data collection. Updates to the parking inventory data will be considered an additional service.

2.2 Existing Land Use Verification

The City will provide the existing land use information to Kimley-Horn in the form of parcel or building footprint information in GIS format. The existing land use inventory should include the following information:

- Parcel ID
- Permitted use; if commercial use, provide what type of commercial

- Square footage for businesses/commercial use
- Number of units for residential

Kimley-Horn will verify this information during a site visit prior to conducting occupancy data collection. Updates to the land use data will be considered an additional service.

2.3 Occupancy Data Collection

The data collection will include vehicle counts, parking duration counts, and general parking utilization counts within the study area for each of the proposed timeframes noted below.

Off-street and on-street occupancy counts are proposed for the following timeframes:

- Weekday lunch peak, 10:30 am to 2:30 pm, four (4) survey hours
- Friday lunch peak, 10:30 am to 2:30 pm, four (4) survey hours
- Weekday evening peak, 6:00 pm to 9 pm, three (3) survey hours
- Weekend daytime peak (Saturday afternoon), 10:00 am to 2:00 pm, four (4) survey hours
- Weekend evening peak (Friday or Saturday evening), 7:00 pm to 10:00pm, three (3) survey hours
- Downtown event peak (such as First Friday), timeframe TBD, two (2) survey hours

For off-street parking facilities, occupancy data will be collected for the public and privately owned parking garages and lots for the parking spaces within the survey area identified. For on-street parking, the data will be categorized by use and any private restrictions (e.g., handicap, loading, reserved, 2-hour limit). Additionally, for on-street facilities, parking duration and turnover measurements will be conducted utilizing license plate recognition (LPR) equipment and software. The duration and turnover measurements will be obtained over the same time periods as the collection of occupancy data. Kimley-Horn will record this information and summarize it by block. Kimley-Horn will perform a turnover analysis that will compute average length-of-stay statistics based on the parking occupancy and utilization data. The length-of-stay analysis will show vehicle accumulation patterns throughout the day. This analysis also will highlight the use of available parking for long-term vehicle storage.

Kimley-Horn will utilize a mixture of manual and automated vehicle counts. The LPR equipment is remotely mounted to a vehicle, with connection to a laptop to efficiently download the data collection and processing of data.

Task 2 Deliverables

- Verified parking inventory shapefile
- Verified existing land use shapefile
- Draft maps summarizing occupancy data collection
- Occupancy inventory data will also be provided in Excel format.

Task 3 – Scenario Development

3.1 Scenario Testing

This task will test different parking policy strategies. Scenarios will be compared and analyzed based on desired outcomes, community input from the survey, and cost considerations. Up to two (2) scenarios will be tested.

Possible scenarios can include:

- “Consolidated, park once” policy. This scenario would test how shared parking policies can be used accommodate future parking needs. This type of policy will reduce the need

to have parking on each site individually. The benefits of this type of scenario are reduced costs for redevelopment projects and efficient use of parking supply in Downtown.

- “Distributed, individual site parking” policy. This scenario would test how anticipated growth can accommodate parking needs on each redevelopment site individually. The benefit of this type of scenario are parking availability closer to final destinations. Challenges with this scenario can be less efficient use of land and increase costs for development and rent.
- Evaluation of existing and future parking needs, over current, 5, 10, and 15 year thresholds. These thresholds should include committed, planned, and master planned development to be included in the study area. These scenarios could include expected growth from downtown master planning studies, as well as maximum zoning potential.
- Evaluation of existing and future parking adequacy, including identification of underutilized parking facilities to analyze removal of parking restrictions, implementation of shared parking, or removal of parking assets from the public parking system to determine overall parking demand impacts.
- Evaluation of special event demands within the study area, including a variety of event conditions defined during stakeholder and steering committee outreach.

Kimley-Horn will work with staff, the stakeholder group, and community survey results to develop scenario assumptions and data inputs. Results from the data collection task will be used for the baseline parking supply. Future development and parking regulations will be considered to develop future demand projections for parking, along with multimodal mobility trends and assumptions. Cost assumptions for surface and structure parking will also be included to understand the cost considerations for the City and private developers.

The results of this analysis will describe scenario performance relative to desired community outcomes and costs. Based on feedback from the stakeholder group and staff, a preferred scenario will be identified and summarized into a presentation slide deck format for use in presenting to City officials/staff. The preferred scenario will be used as the policy framework to develop the recommendations in Task 4.

Task 3 Deliverables

- Development of two (2) scenarios
- Presentation slide deck summarizing final selected scenario

Task 4 – Recommendations and Reporting (Final Report)

Kimley-Horn will document findings and recommendations in a summary report for review and input by the City. The summary report will address the following topics:

- On-street and off-street parking policy
- Parking Enforcement
- Curbside management
- Parking Technology
- Bike parking, including short-term and long-term bike parking locations and policy
- Public EV Charging
- Wayfinding
- Parking Rates
- ADA accessibility
- List of capital projects

The report will include an executive summary that highlights key findings and recommendations of the study. The report will also include an action plan that defines the specific projects and recommendations from the study, as well as responsible parties, preliminary cost for implementation, and proposed phasing of implementation.

Kimley-Horn will submit the draft report for review by the City. After completion of the City review, Kimley- Horn will complete revisions and submit a final draft report to the City.

Task 4 Deliverables

- Parking database in ArcGIS shapefile format
- Draft and final reports

INFORMATION PROVIDED BY THE CLIENT

Kimley-Horn shall be entitled to rely on the completeness and accuracy of all information provided by the Client. The Client shall provide all information requested by Kimley-Horn during the project, this will include:

- Existing parking structure data (number and type of spaces)
- Existing land use data in shapefile format
- Right-of-way data and mapping
- Proposed and committed future projects for demand modeling
- Data showing historical parking trends (if available)
- Current parking regulations in study area

PROJECT SCHEDULE

The contract start date will be the day of the approval of the Work Assignment.

FEE

Compensation to the CONSULTANT for rendering all of the above identified services and products
Lump Sum Fee of \$123,000.

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates, upon receiving authorization from the CITY.

We shall be entitled to rely on the completeness and accuracy of all information provided by the CITY. The CITY shall provide all information requested by Kimley-Horn during the project.

Exhibit "B"
City of Lakeland
Consultant Expense Reimbursement Policy
Revised 6/18/2018

General

This policy governs all eligible reimbursement expenses paid to consultants hired by City Departments under professional service contracts. All reimbursable expenses must adhere to the following provisions and be verified and approved by the appropriate department head, or their designated representative administering the professional contract. An exhibit to each contract or agreement must be accepted by each professional services consultant prior to the agreement being considered fully executed. All proposed reimbursable consultant expenses must be submitted to the managing designee with matching receipts and specific documentation outlining the nature of the business conducted in association with the expenditure prior to approval by the City.

Consultant Contract Provisions

1. Reasonable expenses will be reimbursed for customary business activities deemed integral to the completion of the consulting assignment (i.e. phone calls, copies, printing, facsimile services, etc.) 2. Reasonable travel expenses will be reimbursed at a rate not-to-exceed the following:

- Car Rental – Limited to mid-size vehicles or smaller.
- Airline Travel – Limited to tourist or coach class fare, all efforts will be made to identify the most economical flight options available at time of scheduling.
- Use of private automobile for administration of project related requirements may be reimbursed at the current IRS mileage reimbursement rate. (www.irs.gov)
- Local hotel accommodations will be reimbursed at a rate not-to-exceed the GSA lodging rate for Tampa, Florida per night plus sales tax. (www.gsa.gov) Incidentals related to the hotel stay will not be reimbursed.
- Meal expenses will be reimbursed at a rate not-to-exceed the GSA M&IE rate for Tampa, Florida. A maximum of 15% gratuity on meals will be allowed.
- No entertainment expenses will be reimbursed, including, but not limited to, alcoholic beverages, in-room entertainment, registrations, tickets to sporting events or entertainment events, banquet and or client entertainment.
- No reimbursement will be provided for personal expenses of any nature.
- When representing the interest of the City outside of the Lakeland area, reimbursement of reasonable hotel accommodation costs will be provided as determined by the responsible Department Head.

Collection of Back-up Documentation

All consultant expenditures submitted for reimbursement shall be properly documented and approved by the appropriate department head or designated representative managing the agreement. Original receipts must be provided for payment, along with documentation on purpose. The department head or designated representative will be responsible for the collection of this documentation and for communicating with the consultant on issues related to reimbursable costs or backup documentation. It will be the responsibility of the department head or designated representative to obtain the necessary approvals from the City Managers' Office for variances to the policy.

Prior to payment of invoices, the following will be required:

1. Verification that invoice references the correct professional service contract.
2. Verification that the specific contract deliverables have been met and scope of work has been satisfactorily completed.
3. Verification that all consultant reimbursable expenses were incurred in conjunction with specified services rendered and billed at cost.
4. All reimbursable expenses must be submitted with receipts documenting expenses.
5. Verify all expense calculations are correct.

Variance Approval

All variances or modifications to the provisions in this policy must be approved by the City Manager or authorized designee.