

**BOARD OF PUBLIC WORKS AND SAFETY**  
**Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard.*

*Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.*

Date Submitted: 08/13/2014

Requested Meeting Date: 08/18/2014

Confirmed Meeting Date:

Received by:

**Contact Information: Please provide all requested information in the fields below. (Print or Type)**

On Behalf of Organization or Individual: City of Franklin

Name: Lynnette Gray

Telephone: (317) 738-3365

Title or Position: City Legal

E-Mail: lynng@jgmlawfirm.com

Address: 63 E. Court Street

City: Franklin

State IN

ZIP: 46131

**Who will attend the meeting and present the request?**

Name: Lynnette Gray & Travis Underhill

Telephone: (317) 738-3365 (317) 736-3631

Title or Position: City Legal & City of Franklin Engineer

E-Mail: [lynng@jgmlawfirm.com](mailto:lynng@jgmlawfirm.com); [tunderhill@franklin.in.gov](mailto:tunderhill@franklin.in.gov)

**Please describe the purpose or title of your presentation.**

Presentation of Parking Study Proposal & Interlocal Agreement with County to share costs

**Supporting documents: All supporting documents should be submitted with the request form.**

1. Parking Study Proposal by Walker Parking Consultants dated May 29<sup>th</sup>, 2014
2. Interlocal Agreement with Johnson County (to be supplied)
- 3.
- 4.



**WALKER**  
PARKING CONSULTANTS

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Indianapolis, IN 46250

Office: 317.842.6890  
Fax: 317.577.6500  
[www.walkerparking.com](http://www.walkerparking.com)

May 29, 2014  
Updated August 11, 2014

Travis Underhill, P.E.  
Department of Planning & Engineering  
City of Franklin  
70 E. Monroe Street  
Franklin, Indiana 46131

Re: *Proposal for Parking Study*

Dear Mr. Underhill:

Thank you for meeting with me recently to discuss the present and future issues regarding parking in downtown Franklin. Walker Parking Consultants is pleased to submit for your review this proposal for parking consulting services.

The goal of this study is to determine the adequacy (supply vs. demand) of the parking capacity in downtown Franklin today and in the future and to provide options to the city to better manage its parking resources. The information will be used to assist and complement your master planning efforts.

## **PROJECT APPROACH**

Based upon our discussion, we recommend the following phased approach:

- Phase I – Parking Supply/Demand Analysis
- Phase II – Alternatives Analysis

In the first phase, the parking supply/demand analysis will be conducted for the entire study area. The study area is roughly confined to a 20 block area with a boundary of Madison Street to the north, Home Avenue to the east, Wayne Street to the south and Walnut Street to the west. In addition to measuring the overall parking supply and occupancy during a typical day in the downtown area, the analysis will also include measuring parking space turnover in key areas. Current and future conditions will be projected which will pinpoint the actual parking problems in the study area and where potential problems will occur in the future as proposed future developments are brought on-line. This analysis will provide the starting point and baseline from which to develop solutions for mitigating current and future parking problems.

The second phase, Alternatives Analysis, will build upon the knowledge developed in the first phase. This includes actual current parking conditions in the downtown area as well as projected future parking conditions. Alternative solutions for mitigating current

and future parking problems will be developed. The potential solutions will be evaluated and ranked using a weighted-value matrix that will be created mutually with the client. This way, the final selections of preferred alternatives will reflect community parking-related values.

The following scope of services provides a step-by step description of the work we propose to perform for this parking needs assessment.

## **SCOPE OF SERVICES**

### *PHASE 1 – PARKING SUPPLY/DEMAND ANALYSIS:*

1. Conduct a project start-up meeting where the objectives, project understanding, study area, lines of communication, and project schedule would be confirmed;
2. Conduct the following data collection activities:
  - a. Use existing downtown plan data, meeting notes and stakeholder notes;
  - b. An inventory of parking spaces located within the study area;
  - c. Usage study of parking spaces taken during the following time periods: weekdays from 9 a.m. to 3 p.m., and one count after 6 p.m. if needed;
  - d. A license plate survey of selected time restricted spaces to determine the user turnover and duration characteristics;
  - e. Meetings with city representatives, county representatives, and developers to quantify future development plans and the timing of these plans.
3. Review the current mix and distribution of both public and private parking facilities.
4. Develop parking demand model based upon existing parking inventory, observed parking usage, and real estate development plans.
5. Determine current and future parking adequacy by comparing parking demand with available parking supply on a block-by-block basis.
6. Meet with city staff to discuss progress.
7. This Phase will be completed within 30-60 days from authorization to proceed.
8. Two on-site meetings are planned for this phase.

### *PHASE 2 – ALTERNATIVES ANALYSIS*

1. Identify if alternative on- and off-street solutions to meet the needs of the area within reasonable walking distance exist.
2. Review existing vehicular and pedestrian access and circulation patterns for their relationship to existing and proposed parking generators and the parking supply.



3. Determine whether the opportunity for restriping and/or making efficiency improvements exists to increase the parking supply.
4. Determine any possibilities of expanding existing parking facilities to meet area parking needs identified in Task 1.
5. Determine conceptual construction and project costs for each of the alternatives including estimated operational expenses to enable a comparison of the costs of each alternative.
6. Meet with city representatives to discuss findings developed in Task 2.

#### PROFESSIONAL FEE

Walker will perform the work described herein on a lump sum plus reimbursable expense basis in accordance with the attached General Conditions of Agreement. The fee for Phase I and II is \$18,500.00 (excluding customary reimbursable expenses).

Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses. Reimbursable expenses will not exceed \$500, unless authorized by the City.

This proposal is valid for 30 days.

Sincerely,

WALKER PARKING CONSULTANTS

Jeffrey A. Colvin, AICP  
Parking Consultant

Enclosures: *General Conditions of Agreement for Consulting Services*

## **SERVICES**

Walker Parking 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**

~~Prior to commencement of services the CLIENT agrees to make an Initial Payment to WALKER in an amount equal to 20% of the total fee or as stated in the attached letter. This amount will be credited to the last invoice(s) sent to the CLIENT. WALKER will submit monthly invoices based on work completed plus reimbursable expenses. Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses. 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 (1 ½%) 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.