To: Mayor and Council
From: Karl Grenke, Senior Planner
Date: May 23, 2019
Committee of the Whole Date: May 27, 2019
Title: Award of contract for Parking Management and Regulations Study

Recommendation: That Council awards the Phase 2 Parking Study “Parking Management and Regulations Study” to J.L. Richards Consulting Engineers in the amount of $30,954.37 (net of HST Credits)

Purpose: To award the contract for Phase 2 of the Parking Management and Regulations Study for the downtown core.

Background: In response to new and increased development pressures downtown, parking supply and management have been identified as key economic and social issues in the Downtown Core. Concerns raised include shortages for residential and commercial occupancy and out-of-date fees and regulatory provisions. While the Town’s Official Plan and Downtown Revitalization and Waterfront Integration Master Plan do not comprehensively and specifically address downtown parking in great detail, it is nonetheless a service and resource that is essential in order to allow the downtown to develop into the vibrant, active community hub envisioned by both of these documents.

Phase 1 of the Parking Study (Utilization) was prepared by PN Parking Solutions and presented to Council on December 10, 2018 (see report 2018-172). This study undertook a block by block analysis of parking demand and turnover in the Study Area, which corresponded to the Downtown Core as identified in the Official Plan. In general, the results suggested a fairly fluid turnover, with demand being the highest on Beckwith Street. The study focused on daytime and early evening utilization and identified an opportunity to investigate the availability and demand for overnight and residential spaces downtown. While the upcoming reconstruction and revitalization of Beckwith Street provides an obvious synergy and impetus for considering parking in the entire downtown core, this project and process does not directly relate to or depend on the design of the street.

The results of the 2018 utilization study would be used to support this second phase of the parking review, which would lead towards implementable policy and operational changes. In March 2019 Town staff launched an RFQ process for phase 2, seeking quotes from qualified planning and transportation firms.
The RFQ document outlined three basic components to the work to be conducted.

**Parking Management Strategies and Regulations**

- Evaluate pay for parking options, including assessing capital, operating, maintenance and enforcement costs for each.
- Assess best practices for parking rates (if any) and duration, including short and long-term options
- Identify the appropriate allocation of accessible parking spaces (including spaces geared towards pregnant women and young children) and enforcement approaches thereof;
- Anticipate industry changes that affect parking management, including ride sharing.

**Zoning and Cash-in-lieu of Parking Policy**

- Review and recommend appropriate zoning provisions for parking space requirements and sharing thereof to maximize the efficiency of available spaces;
- Review and propose appropriate cash-in-lieu of parking strategy.

**Forecasting Future Supply and Demand**

- Estimate parking demand in response to proposed zoning changes and anticipated future development in downtown core.
- Recommendations for enhancing supply- both commercial and overnight
  - Better use of current available lands;
  - Creating new supply

The deliverables would be considered for implementation in the upcoming comprehensive Zoning By-law review, review of the Parking By-law and also inform operational decisions regarding management and payment.

The Clerk/Director of Corporate Services, Director of Public Works and Senior Planner reviewed submitted bids according to the following criteria, each of which were weighted equally:

1. Content of proposal/project timeline
2. Demonstrated experience, expertise in similar project and qualifications
3. Cost

The Town has budgeted $30,629 for this project this year, including carryover from 2018. The successful bidder would start within the next few weeks, and undertake stakeholder consultation through the summer. A final report is expected to be presented to Council in the fall of 2019.

**Analysis and Options:** The Town received three compliant bids for this project. The J.L. Richards and WSP bids were both close to the allocated budget figure, with the J.L. Richards bid coming in slightly over ($30,954.37) and the WSP bid coming in slightly under at $30,197 (both figures net of HST credits). The third bid from PN Parking Solutions came in at a significantly higher cost. Staff have confidence in the project teams and capabilities in the two lower bids. While considering the roughly $800 difference in cost, staff collectively scored the J.L. Richards submission higher as it was felt that its work plan represented a more thorough investigation of industry practices and a detailed workplan itemizing in significant detail who would be performing which tasks, hours
involved and scheduling. The bid includes two stakeholder consultations and a critical look at the information we have now and identify gaps in that.

**Option #1:** (recommended) Accept the bid from J.L. Richards for $30,954.37 and direct staff to enter into a project contract with the bidder;

**Option #2:** Accept the bid from WSP for $30,197.28 and direct staff to enter into a project contract with the bidder;

**Option #3:** Accept the joint bid from PN Parking Solutions / BA Group for $40,358.02 and direct staff to enter into a project contract with the bidder;

**Option #4:** do not award the project and go back out to market.

**Budget/Financial Implications:** $30,629 has been included in the 2019 budget for this work, which includes capital reserve of $15,000 and $15,629 carried over from 2018.

**Link to Strategic Plan:** (2015-2018 plan)

**Vision Statement**
- Item 3- Creating a healthy community with “Quality of Life” services for residents
- Item 4- Investing in our infrastructure to keep pace with needs
- Item 5- Redeveloping our waterfront and downtown

**Existing Policy:** Official Plan 2034; Zoning By-law 6080-94; Downtown and Waterfront Integration Master Plan; Procurement policy

**Consultations:**
Kerry Costello, Director, Corporate Services, Clerk
Troy Dunlop, Director, Public Works and Utilities
Janet Koziel, Treasurer

**Notes/Action (space for Council Member’s notes):**

Respectfully Submitted:

Karl Grenke RPP, MCIP
Senior Planner

Kerry Costello
Director of Corporate Services

Approved for agenda by CAO:

Malcolm Morris, CMO
Chief Administrative Officer