

CITY OF HIGH POINT

AGENDA ITEM



Title: Professional Services Contract for Parking Deck Structural and Operational Assessments

From: Mark McDonald, Transportation Director

Meeting Date: Monday June 19, 2017

Public Hearing: No

Advertising Date: NA

Advertised By: NA

Attachments: Scope of Work, Fee, Contract and General Conditions

PURPOSE:

Consideration of a contract for professional engineering services with Walker Parking Consultants for structural condition and operational assessments of the City's three parking decks.

BACKGROUND:

The City owns three multilevel parking structures in the downtown area: the Plaza Garage (with 690 spaces); the Broad Street Deck (256 spaces); and the Main Street Deck (252 spaces). These structures were all built between 1975 and 1990, and over the years have required capital maintenance improvements to address various issues associated with weathering, age, and normal wear and tear. The last structural assessments were performed over a decade ago.

Additionally, an operational assessment is long overdue. The current system used for gating, ticketing, scanning, and revenue management runs on DOS-based software that is no longer produced or supported, and the equipment manufacturer is no longer in business.

The Transportation Department has selected Walker Parking to conduct studies that independently address the structural condition and operational needs. Structural findings will be prioritized based on severity and probable repair costs, and categorized into an implementation plan that can be funded over the next three to five years. The operational study will evaluate commercially available parking access and revenue control systems (PARCS) for the off-street garages and on-street parking in the central business district, with recommendations for procurement and assistance with installation and start-up. This will also include the development of a sustainable strategy for future parking management and revenue generation.

BUDGET IMPACT:

The combined fee for the structural condition and operational assessments is \$95,000. Capital funds have been programmed for the studies. The reports with recommendations can be completed in less than six months.

RECOMMENDATION / ACTION REQUESTED:

The Transportation Department requests City Council's consideration and approval of a contract with Walker Parking Consultants for the described professional services.



13860 Ballantyne Corporate Pl
Suite 140
Charlotte NC 28277

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Fax: 888.502.5726
www.walkerparking.com

May 30, 2017

Mr. Mark McDonald, P.E.
Transportation Director
City of High Point
211 S. Hamilton
Room 210
High Point, NC 27260

Re: Parking Consulting Services
PARCS Equipment Replacement
Walker Reference Number: 17CLT004

Dear Mark,

Walker Parking Consultants (Walker) is pleased to offer consulting services to the City of High Point for: 1) the identification and evaluation of various parking control and revenue strategies associated with the four off-street parking locations, 2) evaluation of current utilization of on-street parking and operations assessment.

PROJECT UNDERSTANDING

Walker understands that the City of High Point needs replacement Parking Access and Revenue Control equipment at locations 1, 2 and 4 and would like evaluation options for location #3. Locations 1, 2 and 4 are currently controlled by a Federal APD parking system, and location #3 is an open surface lot which allows access to the rear of local businesses on South Main St.

The City would like Walker to design and procure a PARCS to replace the Federal APD system and offer operational suggestions for Lot 3. The design should include available technologies best suited for the shared usage of daily, monthly and event parkers. The City would also like Walker to evaluate the parking utilization of on-street spaces, and provide operational strategies that are coordinated with off-street parking management recommendations.

PHASE 1: SCOPE OF SERVICES – OFF STREET

TASK 1: PARCS DESIGN

1. Conduct a kick-off meeting on-site to discuss and confirm the goals of the PARCS.
2. Review any drawings and documents provided by the City.

3. Design a PARCS that encompasses the best available technology for the four City locations.
4. Provide a draft memo describing the recommended system including features, functionality, and estimated opinion of costs.
5. Provide final memorandum incorporating the City's review comments.

TASK 2: PARCS PROCUREMENT

1. Provide typical installation drawings of lane layout, Payment Kiosk location, and conduit runs and requirements.
2. Based on City provided feedback regarding Task 1, prepare final performance based PARCS specifications including sections on Equipment Submittals, Design Criteria, Vendor Qualifications, Bid Requirements, Warranty, PCI PA/DSS Compliance, Installation, and Training.
3. Provide the following supplementary documents:
 - a. Instructions to Proposers
 - b. Proposer Price Form
 - c. Specification Compliance Form
4. Recommend and invite likely qualified PARCS vendors to submit proposals.
5. Provide one addendum to answer questions and provide clarification as needed.
6. Evaluate proposals received from vendors, provide written comments and comparative analysis on each vendor's proposal.

TASK 3: INSTALLATION ADMINISTRATION

1. Review vendor submittals.
2. Respond to requests for information.
3. Coordinate installation schedule with other contractors.
4. Conduct final acceptance testing on the equipment.
5. Provide final report on acceptance testing and any punch list items.

PHASE 2: SCOPE OF SERVICES – ON STREET

Task 1: EVALUATION OF INVENTORY

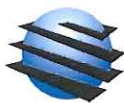
1. During the kick-off meeting, discuss goals for the on-street assessment.
2. Review on-street inventory data provided by The City.
3. Perform independent occupancy and utilization survey (if required).
4. Provide a draft recommendation of operational strategies, including opinion of probable costs.
5. Provide final letter report including any City review comments.

TASK 2: EQUIPMENT PROCUREMENT

1. Based on City-provided feedback regarding Task 1, prepare final performance based equipment specifications including sections on equipment submittals, Design Criteria, Vendor Qualifications, Bid Requirements, Warrantee, PCI DSS Compliance, Installation, and Training.
2. Provide the following supplementary documents:
 - d. Instructions to Proposers
 - e. Proposer Price Form
 - f. Specification Compliance Form
3. Recommend and invite likely qualified PARCS vendors to submit proposals.
4. Provide one addendum to answer questions and provide clarification as needed.
5. Evaluate proposals received from vendors, provide written comments and comparative analysis on each vendor's proposal.

TASK 3: INSTALLATION ADMINISTRATION

1. Review vendor submittals.
2. Respond to requests for information.
3. Coordinate installation schedule with other contractors.
4. Conduct final acceptance testing on the equipment.
5. Provide final report on acceptance testing and any punch list items.



SCHEDULE

We are prepared to start the project beginning with the kick-off meeting within two weeks of receiving written notice to proceed. The two Phases can run concurrently and we anticipate the draft letters for Task 1 of each Phase can be delivered within two weeks after the initial kick-off meeting. Following is a sample project schedule to give you an idea of the procurement process. We estimate a 32-week project for all three tasks (note up to 10 weeks for equipment shipping):

| Sample PARCS Schedule | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|
| Milestone | (WEEK) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | | |
| Kick-off Meeting - Site Visit | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review any drawings and documentation | | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recommendations/Report/Design Concept | | | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Draft Memo for City Review | | | | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Draft PARCS Specifications Package | | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Owner Review | | | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Final PARCS Specifications Package | | | | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RFP released | | | | | | | | X | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pre-bid Meeting/Site Tour | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | | | | | | | |
| Vendor Questions Due | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | | | | | | |
| Addendum/Answers to Questions | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | | | | | | |
| Bids due | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | | | | | |
| Bid Analysis | | | | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | | |
| Finalist Interviews | | | | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | | |
| RFP Awarded | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | | |
| Contract Negotiations | | | | | | | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | |
| Shipping | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | X | | | | | | | |
| Installation | | | | | | | | | | | | | | | | | | | | | | | | | | | X | X | X | X | X | | | | |
| Acceptance Testing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | X | | |
| System to Go Live | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | X | X | | |



PROFESSIONAL FEE

Walker proposes to perform the above listed scope of services in accordance with the attached General Conditions of Agreement for the lump sum fee of \$55,000 as shown in the following table, inclusive of reimbursable expenses per the attached General Conditions of Agreement. Please note that one on-site visit is scheduled for Tasks 1 and three on-site visits are scheduled for Tasks 3.

| Phase/Task | Proposed Fee |
|-------------------------------------|--------------------|
| PHASE 1 – Off-Street | |
| TASK 1: PARCS Design | \$6,400.00 |
| TASK 2: PARCS Procurement | \$11,200.00 |
| TASK 3: Installation Administration | \$10,200.00 |
| PHASE 2 – On-Street | |
| TASK 1: On-Street Assessment | \$7,300.00 |
| TASK 2: Equipment Procurement | \$9,700.00 |
| TASK 3: Installation Administration | \$10,200.00 |
| TOTAL FEE PROPOSED | \$55,000.00 |

We look forward to getting started and working with you!

Sincerely,

WALKER PARKING CONSULTANTS

A handwritten signature in black ink, appearing to read "G. Posluszny".

Geoffrey Posluszny
Parking Consultant

A handwritten signature in black ink, appearing to read "Joey D. Rowland".

Joey D. Rowland, P.E.
Managing Principal

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.

PAYMENT FOR SERVICES

WALKER will submit monthly invoices based on work completed including reimbursable 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 (1½%) per month of any unpaid balance of the.

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.



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May 30, 2017
(Revised May 3, 2017)

Mr. Mark McDonald, P.E.
Transportation Director
City of High Point
211 S. Hamilton
Room 210
High Point, NC

Re: Restoration Consulting Services
Parking Structure Condition Assessment
Walker Reference Number: 17CLT004

Dear Mark:

It was such a pleasure to meet you and your staff in April! We truly appreciated your time in showing us around and discussing your concerns and project goals. Walker is pleased to submit for your review this proposal to perform a Condition Assessment of the three City parking structures.

PROJECT UNDERSTANDING

The City has three parking structures and one surface lot. The structures are generally not very well utilized on a daily basis; however, they are typically full during the two "Market" weeks - one week in April and one week in October where over 75,000 people arrive in High Point for the furniture industry's largest trade show.

All three structures are 25 to 35 years old and have various stages of concrete deterioration. A brief description of each structure is as follows:

- Lot 1 is a four-supported level, cast-in-place post tensioned structure that provides approximately 252 spaces.
- Lot 2 is a four-supported level, precast parking structure that provides approximately 256 spaces.
- Lot 3 is a surface lot area that provides approximately 36 spaces.
- Lot 4 provides approximately 690 spaces and is a four-supported level cast-in-place post-tensioned structure.

Previous repairs have been performed; however, current observed deterioration includes:

- Failed sealant
- Floor slab cracks
- Broken p/t tendons
- Signs of active leaking
- Plugged floor drains
- Miscellaneous locations of concrete deterioration
- Miscellaneous masonry deterioration

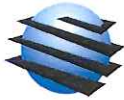
From a structural evaluation perspective, we understand that your goal is to determine the existing condition of each structure, develop repair options, establish a repair implementation plan, and ascertain a better idea of what type of ongoing maintenance might be required in the future.

In an effort to meet your goals, we propose a Level II Condition Assessment that would include a visual assessment of the structures including a limited acoustic survey of the floor slab. Materials' testing such as determining chloride ion content is not required at this time; however, due to the structure age and known deterioration, test well excavations at Lot 4 are recommended to determine the condition of the embedded post-tension reinforcement.

SCOPE OF SERVICES

The following is a description of our scope of services for each parking structure. We propose to include any recommendations for Lot 3 with Lot 4; however, this can be further discussed as we move forward with the project.

1. Review existing documents pertinent to the structure such as original construction drawings, previous repair documents or maintenance information, and any engineering or testing reports as provided by the City of High Point.
2. Perform a one-day site visit at each structure to visually observe and document the physical condition of the structural elements including supported floors and ceilings, walls, beams, and columns. We will also perform general observations of the structure's lighting system, floor drains, and pipes. A limited acoustical impact testing (chain dragging) on selected areas of supported slab will be performed.
3. Limited test well excavations to observe the existing embedded post-tensioning system. This will help define needed necessary repairs and help minimize unforeseen conditions and quantity increases during construction.
4. Prepare a draft report for your review that will include the following:
 - general discussion of our observations and existing deterioration
 - repair recommendations



- opinion of the range of probable costs to perform initial recommended structural repairs and on-going maintenance and structural repairs for a 10 year period.
 - representative photos of the different types of deterioration observed
5. Provide you with an electronic copy of the draft report in .pdf format.
 6. Discuss the draft report with you by telephone to answer any questions you may have and, following that discussion, prepare and submit a final report to you in electronic form.

SCHEDULE

Based on our current workload, we estimate requiring 4 to 6 weeks to complete the proposed scope of work once we receive authorization to proceed.

PROFESSIONAL FEE

Walker proposes performing the above listed scope of services in accordance with the attached General Conditions of Agreement for a lump sum fee including reimbursable expenses as indicated below:

| Structure | Proposed Fee |
|--|---------------------|
| Lot 1 | \$11,500.00 |
| Lot 2 | \$10,500.00 |
| Lot 4 (including Lot 3) | \$15,000.00 |
| Materials Testing at Lot 4 (estimated) | \$3,000.00 |
| TOTAL PROPOSED FEE | \$40,000.00 |



Mr. Mark McDonald
May 30, 2017
Page 4

It is a pleasure to be working with you and the City of High Point. Please feel free to contact me with any questions regarding this proposal. We look forward to getting started.

Sincerely,

WALKER RESTORATION CONSULTANTS

A handwritten signature in blue ink that reads "Leslie Jo Hurwitz".

Leslie Jo Hurwitz, PE
Project Manager

A handwritten signature in blue ink that reads "Joey D. Rowland".

Joey D. Rowland, PE
Managing Principal

LJH:ms

Enclosures: *General Conditions of Agreement for Restoration Services – City of High Point*

AUTHORIZATION

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

City of High Point

Accepted by (Signature): _____

Printed Name: _____

Title: _____

Date: _____

GENERAL CONDITIONS OF AGREEMENT

FOR RESTORATION SERVICES – CITY OF HIGH POINT



PAGE 5 OF 5

SERVICES

Walker Restoration Consultants, as a Division of Walker Parking Consultants/Engineers, Inc. (WALKER) will provide the CLIENT professional services that are limited to the work described in the attached letter. Any additional services requested will be provided at our standard hourly rates or for a mutually agreeable lump sum fee. Professional services are provided solely in accordance with written information and documents supplied by the CLIENT, and our services are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT.

PAYMENT FOR SERVICES

WALKER will submit monthly invoices based on work completed including reimbursable 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, the CLIENT agrees to pay WALKER a monthly late charge of one and one half percent (1½%) per month of any unpaid balance of the invoice.

OWNERSHIP OF DOCUMENTS

All documents prepared or provided by WALKER are and remain the property of WALKER as instruments of service. 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.

STANDARD OF CARE

WALKER will perform the services called for in the attached letter and this agreement in accordance with generally accepted standards of the profession. No other warranty, express or implied, is made. WALKER's liability to CLIENT and all persons providing work or materials to this project as a result of acts, errors or omissions of WALKER 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.

RESTORATION

Inasmuch as the assessment, appraisal, remodeling and/or rehabilitation of an existing building requires that certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the building, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Design Professional harmless from any claim, liability or cost (including reasonable attorneys' fees and costs of defense) for injury or economic loss arising or allegedly arising out of the professional services provided under this Agreement, excepting only those damages, liabilities or costs attributable to the negligence or willful misconduct of the Design Professional

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.