



September 9, 2016

Robert C. Russell, P.E.
Deputy Public Works Director/City Engineer
City of Salinas
201 Lincoln Avenue
Salinas, CA 93901

Re: Professional Services Agreement – Assistance in Implementing Parking Programs

Dear Rob:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this letter agreement (the "Agreement") to the City of Salinas ("Client") for providing consulting services related to implementing a citywide Parking Management Plan and implement parking recommendations from the Vibrancy Plan.

Project Understanding

The City of Salinas is implementing a Parking Management Plan that includes parking recommendations from the Downtown Vibrancy Plan and requests professional consulting services to support these efforts. The City Public Works Department will be:

- Implementing a Parking Management District (PMD) to consolidate parking management and enforcement activities
- Establish a Parking Oversight Committee to provide guidance to the PMD
- Establish a Parking Enterprise Fund so all parking revenues (parking management district fees, fines, parking fees and in-lieu fees) can be used to reinvest in downtown
- Modifying the Zoning Code to strengthen and broaden the shared parking provisions, parking rates and parking reduction credits for TDM
- Rezoning existing parking lots to allow Mixed Use development
- Developing a logical plan for constructing parking garages and redeveloping surface parking.
- Implementing parking in-lieu fees as an option for satisfying parking needs for new development
- Developing a parking revenue estimates

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1. Project Status Meetings

- Kimley-Horn will attend a kick-off meeting with the client to review the project, the scope of work, schedule and budget.
- Kimley-Horn will attend project status/check-in meetings approximately every two weeks (teleconference or in person).

Task 2. Develop Modifications to the Zoning Code

- Refine and broaden shared parking
- Refine downtown parking rates and reduction credits for TDM measures
- Develop a memorandum identifying the proposed changes, along with rationale for these changes. Coordinate with the City's economic analysis consultant. It is assumed that the Planning Department be responsible for making the changes and processing the request through City Council.

Task 3. Technical Advisory Committee Coordination and Establish a Parking Oversight Committee

- Provide support to the City in hosting up to six technical advisory group meeting (City staff from Public Works and Planning) to review and guide the development of the PMP. The committee will be used to refine the parking program's Vision Statement, Guiding Principles, organizational structure and staffing, review cost and revenue projections, and other matters contained in this study.
- Work with City staff to establish the structure, duties and membership of a Parking Oversight Committee.

Task 4. Establish a Parking Enterprise Fund

- Develop a structure for a parking enterprise fund
- Prepare estimates of potential parking revenues, assuming stepped up parking enforcement, fees from structured parking, fees from on-street metered parking (future), fees from monthly parking permits, in-lieu parking contributions, and other sources.
- Develop a mechanism and cost for allowing developments to pay an in-lieu fee rather than providing parking on-site

Task 5. Develop an Implementation Plan for Construction of a Public Parking Structure

- Identify location for the next City parking structure
- Develop a conceptual design including parking supply, access and preliminary project cost estimate
- Identify locations for additional parking structures

Task 6. Update Park + Model

- Collect additional parking data to update the Park + evaluation tool
 - (6 AM to 9 PM, Thursday, Friday and Saturday)
 - On-street
 - City or County owned parking lots
- Land-Use Refinements
 - Coordinate with the City Planning Department to identify uses and intensities for surface parking lots that will be redeveloped
 - Detailed description of employment and retail use
 - Type of use
 - Amount (square footage)
 - Business hours
 - Parking Intensity (Low/Medium/High)
- Develop up to three parking scenarios using the above data and assumptions using Park + Model. These scenarios are likely to include:
 - Updated Base Condition (2016)
 - Parking Pricing Strategy
 - Added Parking Structure and Redevelopment of Surface Parking Lots

Additional Services

Additional services we can provide include, but are not limited to, the following:

- Additional data collection or scenarios evaluated
- Additional meetings
- Purchase of Park + Model (Purchase Options are Attached)

Information Provided By Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

Schedule

We will provide our services as expeditiously as practicable with the goal of meeting the following schedule:

- Tasks 2 is anticipated to be completed within 30 days of notice to proceed (NTP)
- Tasks 3 and 4 are anticipated to be completed within 90 days of NTP
- Tasks 1, 5 and 6 are anticipated to be completed within 180 days of NTP

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1 - 6 on a time and materials basis. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, a separate invoice for such fees, with a ten percent (10%) markup, will be immediately issued to and paid by the Client. A budget for the cost of each task is depicted below:

1. Project Meetings	\$ 7,730
2. TAC/Parking Oversight Committee	\$ 11,260
3. Establish Parking Enterprise Fund	\$ 20,440
4. Develop Modifications to Zoning Code	\$ 14,910
5. Develop Parking Structure Implementation Plan	\$ 11,840
6. Park + Model Updates	\$ 61,150
Total Estimated Fee	\$127,330

Fees will be invoiced monthly based upon the effort performed. Payment will be due within 30 days of your receipt of the invoice.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to City of Salinas.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please provide the following information:

_____ Please email all invoices to _____

_____ Please copy _____

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on your project.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Dave Sorenson', with a long horizontal flourish extending to the right.

By: Dave Sorenson
Senior Vice President
T.E. No 1548

City of Salinas

A Municipality

(Date)

(Print or Type Name and Title)

(Email Address)

_____, Witness

(Print or Type Name)

Official Seal:

Client's Federal Tax ID: _____

Client's Business License No.: _____

Client's Street Address: _____
