

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PUBLIC WORKS DEPARTMENT**

AGENDA ITEM NO. 33

TO: Mayor and City Council

FROM: Thomas G. Wendorf, P.E. Director of Public Works

THROUGH: Terry M. Brechtel, City Manager

COPIES: Melissa Byrne Vossmer; Rebecca Waldman; Andrew Martin; Louis A. Lendman;
Milo D. Nitschke; File

SUBJECT: Parking Demand Study for Downtown San Antonio

DATE: March 13, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance accepts a proposal and awards a multi-funded professional services contract in the amount of \$390,000.00 payable to Carter & Burgess, Inc., a non-MBE firm, and appropriates \$10,000.00 for purchase of required equipment for a total project cost of \$400,000 in connection with the Parking Demand Study for Downtown San Antonio project. The study will, in addition to a detailed update of the 1995 Parking Demand Study, include evaluation of parking demands in the Medical Center Area and development of a traffic model for the Medical Center Area.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

In August 2002, the City issued a Request for Qualifications (RFQ) to engage professional consulting services to update the 1995 Downtown Parking Demand Study. The initial scope focused on two specific downtown areas including the downtown area west of the San Antonio River and the area of the proposed Convention Headquarters Hotel. The scope included determining the demand for parking, identifying the appropriate location(s) for a garage(s), and establishing whether a parking garage(s) could incorporate rental housing units with an aesthetic design that would be financially feasible.

In September 2002, an addendum to the RFQ was issued adding the Medical Center Area to the scope of work. The Medical Center Area scope of work included a parking demand analysis, as well as development of a micro-simulation traffic model to initially assess all modes of transportation needs in the Medical Center Area and provide a base model for continued use into the future.

In October 2002, the City received qualification statements from seven (7) firms. Staff from the departments of Public Works, Asset Management, Finance, Economic Development, and the City Manager's Office evaluated the submittals on December 9, 2002, and interviewed the top three candidate firms. Based on the evaluation of the qualification statements and the interviews, the evaluation team recommended the firm of Carter-Burgess to the Public Works A/E Selection Committee.

Several current issues including Downtown development, efforts of the Medical Center Alliance to provide capital improvements in the area, and the City's proposed 2003 Bond Program make it imperative that this study be conducted and results utilized in the near-term to determine design and funding requirements for potential new parking supply and roadway facility improvements.

POLICY ANALYSIS

Approval of this ordinance and conduct of this study is consistent with the City's policies to maintain an adequate downtown parking supply, assist to further develop the City's medical services industry as a regional asset, and to plan and implement improved transportation infrastructure.

FISCAL IMPACT

This is a one-time capital expenditure within budget and included in the Capital Improvement program Budget. Funds in the amount of \$400,000.00 are available from Certificates of Obligation; \$250,000.00 is from the Traffic Model Project; \$100,000.00 from the Parking Operating Revenue Fund Balance, and the remaining \$50,000.00 is from the Municipal Facilities Improvements Project. The \$400,000.00 will be appropriated as follows:

\$390,000.00 payable to Carter & Burgess, Inc. for engineering expenses

\$ 10,000.00 payable for purchase of equipment (computers, software, and printing equipment)

COORDINATION

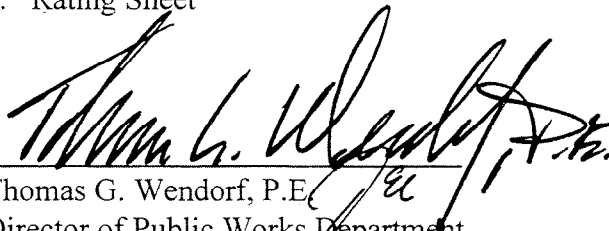
This request has been coordinated with the City Departments of Asset Management, Finance, and Management and Budget, and the private sector groups of the Downtown Alliance and Medical Center Alliance.

SUPPLEMENTARY COMMENTS

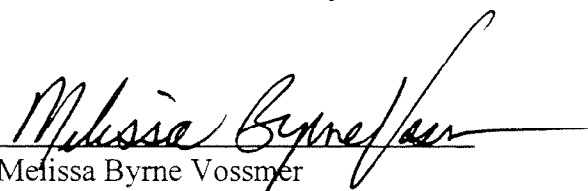
The Discretionary Contracts Disclosure form required by the Ethics Ordinance is attached.

ATTACHMENT

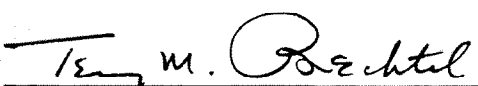
1. Discretionary Contract Disclosure Form
2. Proposal
3. Rating Sheet


Thomas G. Wendorf, P.E.
Director of Public Works Department

3/6/03


Melissa Byrne Vossmer
Assistant City Manager

Approved:


Terry M. Brechtel
City Manager

City of San Antonio Discretionary Contracts Disclosure*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&2

Attach additional sheets if space provided is not sufficient.

State "Not Applicable" for questions that do not apply.

** This form is required to be supplemented in the event there is any change in the information under (1), (2), or (3) below, before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed.*

Disclosure of Parties, Owners, and Closely Related Persons

For the purpose of assisting the City in the enforcement of provisions contained in the City Charter and the Code of Ethics, an individual or business entity seeking a discretionary contract from the City is required to disclose in connection with a proposal for a discretionary contract:

~~(1) the identity of any individual who would be a party to the discretionary contract.~~

Not Applicable

~~(2) the identity of any business entity that would be a party to the discretionary contract.~~

Carter & Burgess, Inc.

911 Central Parkway North, Suite 425
San Antonio, Texas 78232-5052
Phone (210) 494-0088
FAX (210) 494-4525

and the name of:

~~(A) any individual or business entity that would be a subcontractor on the discretionary contract.~~

WHM Transportation Consultants, Inc. (SBE, WBE)
2717 Rio Grande Street
Austin, TX 78705
Phone (512) 473-8343
FAX (512) 473-8237

Ximenes & Associates (SBE, DBE, MBE, WBE)
421 Sixth Street, #1
San Antonio, Texas 78215
Phone (210) 354-2925
FAX: (210) 354-2964

GRAM Traffic Counting, Inc. (SBE, WBE)
12406 Utimer Lane
Austin, TX 78753
Phone (512) 834-7550
FAX (512) 491-6352

Bain Medina Bain, Inc (SBE, WBE)
1026 Central Parkway South
San Antonio, TX 78232
Phone (210) 494-7223
FAX (210) 490-5120

A C Group LLC (SBE, MBE)
5838 Cliffbrier Dr.
San Antonio, TX 78250
Phone: (210) 256-2447
Fax: (210) 509-9680

Business Control Systems, L.P. (AABE, MBE, WBE)
P. O. Box 34442
San Antonio, TX 78239
Phone (210) 946-8701
FAX (210) 946-8701

¹ A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

City of San Antonio Discretionary Contracts Disclosure*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&2

Attach additional sheets if space provided is not sufficient.

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and the name of:

(B) any individual or business entity that is a partner, officer, or partner, or a parent or subsidiary business entity of any individual or business entity who would be a party to the discretionary contract.

Not Applicable

(3) the identity of any lobbyist or public relations firm employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

Not Applicable

Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any current or former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under (1), (2) or (3) above. Indirect contributions by an individual include, but are not limited to, contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through the officers, owners, attorneys, or registered lobbyists of the entity.

To Whom Made:	Amount:	Date of Contribution:
See attached list of contributions.		

City of San Antonio Discretionary Contracts Disclosure*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&2

Attach additional sheets if space provided is not sufficient.

State "Not Applicable" for questions that do not apply.

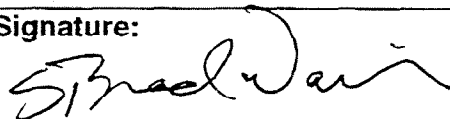
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Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the City shall disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 1 or Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Not Applicable

Signature:



S. Brad Davis, PE
Principal – Vice President

Title:

VICE PRESIDENT

Company:

Carter & Burgess, Inc.

Date:

February 28, 2003

² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

Attachment A

To Whom Made:	Amount	Date of Contribution:
Bobby Perez Campaign	\$1000	January 8, 2001
Bonnie Conner Campaign	\$180	March 9, 2001
Bobby Perez Campaign	\$180	April 12, 2001
Tim Bannwolf Campaign	\$360	April 12, 2001
Toni Moorehouse	\$250	April 16, 2001
Bonnie Conner Campaign	\$500	April 25, 2001
David Carpenter Campaign	\$500	April 25, 2001
Enrique Barrera Campaign	\$500	April 27, 2001
Toni Moorehouse	\$250	May 10, 2001
Carroll Schubert	\$500	May 11, 2001
Toni Moorehouse	\$1000	May 15, 2001
CEC Political Action Committee	\$270	July 18, 2001
David Garcia	\$500	September 19, 2001
David Carpenter	\$1000	March 27, 2002
David Garcia	\$500	June 4, 2002
Toni Moorehouse	\$500	June 10, 2002
Enrique Barrera	\$500	July 17, 2002
Ed Garza	\$150	August 11, 2002
Toni Moorehouse	\$150	August 20, 2002
John Clamp	\$1000	September 20, 2002

PROFESSIONAL SERVICES CONTRACT
CONSULTING SERVICES

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STATE OF TEXAS
COUNTY OF BEXAR
CITY OF SAN ANTONIO

CONTRACT FOR
PARKING DEMAND STUDY FOR DOWNTOWN SAN ANTONIO

This Agreement made and entered into in San Antonio, Bexar County, Texas, between the City of San Antonio, a Municipal Corporation in the State of Texas, hereinafter termed "City" and

Carter & Burgess, Inc.

911 Central Parkway North

San Antonio, TX 78232

hereinafter termed "Consultant", said Agreement being executed by the City pursuant to the City Charter, Ordinances, and Resolutions of the City Council, and by said Consultant for Study services hereinafter set forth in connection with the above designated Project for the City of San Antonio.

I.

The Consultant shall not commence work on this proposed Project until being thoroughly briefed on the scope of the project and notified in writing to proceed. The scope of the project and the Consultant's services required shall be reduced to a written summary and included as a product of this Agreement. Should the scope subsequently change, either the Consultant or the City may request a review of the anticipated services, with an appropriate adjustment in fees.

The Consultant, in consideration for the compensation herein provided, shall render the professional services necessary for the development of the Project to substantial completion.

Where applicable, Consultant shall be represented by a registered professional licensed to practice in the State of Texas at meetings of any official nature concerning the Project, including but not limited to scope meetings and review meetings.

Where applicable, all completed documents submitted for final approval or issuance of a permit shall bear the seal with signature and date adjacent thereto of a registered professional.

II. Scope of Services - Completion Schedule

The scope of services and time period in which such services are to be performed and/or completed by the Consultant is set forth in attachment hereto which is made a part hereof and identified as Exhibit 1.

III. Liquidated Damages

If the Consultant fails to furnish the completed work as herein required, or fails to comply with an attached completion schedule, to the extent Consultant fails to comply, for each day Consultant exceeds the schedule, the Consultant by the execution of this Agreement acknowledges that the City will sustain damages and hereby agrees to forfeit to the City, as liquidated damages and not as a penalty, the amount of \$250.00 per each calendar day.

The Consultant further acknowledges the said amount of liquidated damages is fixed and agreed upon by and between the Consultant and the City because of the impracticality and extreme difficulty of fixing and ascertaining the actual damages the City would in such event sustain, and said amount is agreed to be the amount of damages which the City would sustain and said amount shall be retained by the City. These liquidated damages will be implemented following notification of the City to consultant of said failure to furnish completed work.

The Consultant shall not be liable or responsible for, and there shall be excluded from the computation of the aforesaid periods of time, any delays due to strikes, riots, acts of God, national emergency, acts of the public enemy, governmental restrictions, laws or regulations, or any other causes beyond Consultant's reasonable control. Within thirty (30) days from the occurrence of any event for which time for performance by Consultant shall be significantly extended under this provision, Consultant may give written notice thereof to the City stating the reason for such extension and the actual or estimated time thereof.

IV. Coordination with the City.

- A. The Consultant shall hold periodic conferences with the City or its representatives to the end that the Project as developed shall have the full benefit of the City's experience and knowledge of existing needs and facilities, and be consistent with its current policies and standards. To assist the Consultant in this coordination, the City shall make available for the Consultant's use all existing plans, statistics, computations and other data in its possession relative to this particular Project at no cost to the Consultant. However, any and all such information shall remain the property of the City and shall be returned if so instructed.
- B. The City may be represented by the Director of a City Department and will act on behalf of the City with respect to the work to be performed under this Agreement. A Director shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to materials, equipment, elements and systems pertinent to the Consultant's services.
- C. The City will give prompt written notice to the Consultant whenever the City observes or otherwise becomes aware of any defect in the Consultant's services or any development that affects the scope or timing of the Consultant's services.

D. The City shall furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for the completion of the Project. The Consultant will provide the City reasonable assistance in connection with such approvals and permits such as the furnishing of data compiled by the Consultant pursuant to other provisions of the contract, but shall not be obligated to develop additional data, prepare extensive reports or appear at hearings or the like unless compensated therefor under other provisions of this contract.

V. Compensation

For and in consideration of the services to be rendered by the Consultant in this Agreement, the City shall pay and the Consultant shall receive the fee set forth in attachment hereto which is made a part hereof and identified as Exhibit 2.

VI. Revisions

The Consultant shall make without expense to the City such revisions to reports or other documents as may be required to meet the needs of the City which are within the Scope of the Project, but any revisions, additions, or other modifications made at the City's request which involves extra services and expenses to the Consultant shall be subject to additional compensation to the Consultant for such extra services and expenses.

VII. Ownership of Documents

All documents including original drawings, estimates, specifications, and data, will remain the property of the Consultant as instruments of service. However, it is to be understood that the City shall have free access to all such information with the right to make and retain copies of drawings and all other documents and data. Any reuse without specific written verification or adaptation by Consultant will be at City's sole risk and without liability or legal exposure to the Consultant.

VIII. Termination and/or Suspension of Work

A. Right of Either Party to Terminate

This Agreement may be terminated by either party for substantial failure by the other party to perform (through no fault of the terminating party) in accordance with the terms of this Agreement.

The terminating party must issue a signed, written notice of termination (citing this paragraph) to the other party. Upon receipt of such written notice of termination, the party in receipt shall have a period of ten (10) days to cure any failure to perform under this Agreement. Upon the completion of such ten day period commencing upon receipt of notice of termination, if such party has not cured any failure to perform, such termination shall become effective.

B. Right of City to Terminate

The City of San Antonio reserves the right to terminate this Agreement for reasons other than substantial failure by the Consultant to perform by issuing a signed, written notice of termination (citing this paragraph) which shall take effect on the twentieth day following receipt of said notice.

C. Right of City to Suspend Giving Rise to Right of Consultant to Terminate

The City of San Antonio reserves the right to suspend this Agreement for the convenience of the City by issuing a signed, written notice of suspension (citing this paragraph) which shall outline the reasons for the suspension and the duration of the suspension but in no way will guarantee the total number of days of suspension. Such suspension shall take effect immediately upon receipt of said notice of suspension by the Consultant (effective date of suspension).

The Consultant is hereby given the right to terminate this Agreement in the event such suspension extends for a period in excess of one hundred twenty (120) days. Consultant may exercise this right to terminate by issuing a signed, written notice of termination (citing this paragraph) to the City after the expiration of one hundred twenty (120) days from the effective date of the suspension. Termination (under this paragraph) shall become effective immediately upon receipt of said written notice by the City.

D. Procedures Consultant to follow upon Receipt of Notice of Termination

Upon receipt of a notice of termination and prior to the effective date of termination, unless the notice otherwise directs or Consultant immediately takes action to cure a failure to perform under the cure period set out herein above, Consultant shall immediately begin the phase-out and the discontinuance of all services in connection with the performance of this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement. Within thirty (30) days after receipt of such notice of termination (unless Consultant has successfully cured a failure to perform) the Consultant shall submit a statement showing in detail the services performed under this Agreement prior to the effective date of termination. The City shall have the option to grant an extension to the time period for submittal of such statement.

Copies of all completed or partially completed specifications and reproducibles of all completed or partially completed plans prepared under this Agreement prior to the effective date of termination shall be delivered to the City as a pre-condition to final payment. These documents shall be subject to the restrictions and conditions set forth in VII above.

Upon the above conditions being met, the City shall promptly pay the Consultant that proportion of the prescribed fee which the services actually performed under this Agreement bear to the total services called for under this Agreement, less previous payments of the fee.

Failure of the Consultant to comply with the submittal of the statement and documents as required above shall constitute a waiver by the Consultant of any and all rights or claims to collect monies that Consultant may rightfully be entitled to for services performed under this Agreement.

E. Procedures Consultant to Follow upon Receipt of Notice of Suspension

1. Upon receipt of written notice of suspension, which date shall also be the effective date of the suspension, the Consultant shall, unless the notice otherwise directs, immediately begin to phase-out and discontinue all services in connection with the performance of this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement.

Consultant shall prepare a statement showing in detail the services performed under this Agreement prior to the effective date of suspension.

Copies of all completed or partially completed plans and specifications prepared under this Agreement prior to the effective date of suspension shall be prepared for possible delivery to the City but shall be retained by the Consultant until such time as Consultant may exercise the right to terminate.

2. In the event that Consultant exercises the right to terminate thirty (30) days after the effective suspension date, within thirty (30) days after receipt by the City of Consultant's notice of termination, Consultant shall submit the above referenced statement showing in detail the services performed under this Agreement prior to the effective date of suspension.

Additionally, any documents prepared in association with this Agreement shall be delivered to the City as a pre-condition to final payment.

Upon the above conditions being met, the City shall promptly pay the Consultant that proportion of the prescribed fee which the services actually performed under this Agreement bear to the total services called for under this Agreement, less previous payments of the fee.

The City, as a public entity, has a duty to document the expenditure of public funds. Consultant acknowledges this duty on the part of the City. To this end, Consultant understands that failure of Consultant to substantially comply with the submittal of the statements and documents as required herein shall constitute a waiver by the Consultant of any portion of the fee for which Consultant did not supply such necessary statements and/or documents.

IX. Consultant's Warranty

The Consultant warrants that he has not employed or retained any company or person other than a bona fide employee working solely for the Consultant to solicit or secure this Contract, and that he has not for the purpose of soliciting or securing this Contract paid or agreed to pay any company or person, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach of this warranty, the City shall have the right to terminate this contract under the provisions of VIII above.

X. Equal Employment Opportunity/Minority Business Advocacy

The Consultant agrees not to engage in employment practices which have the effect of discriminating against any employee or applicant for employment; and, will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to their race, color, religion, national origin, sex, age, handicap, or political belief or affiliation. Specifically, the Consultant agrees to abide by all applicable provisions of the Nondiscrimination Clause and the Small Business Economic Development Advocacy Program as contained in the City of San Antonio's current Affirmative Action Plan on file in the City Clerk's Office. In the event non-compliance occurs, the Consultant, upon written notification by the City, will commence compliance procedures within thirty (30) days.

Consultant hereby acknowledges that it is the policy of the City to assist in increasing the competitiveness and qualifications of small ("SBE"), women ("WBE"), handicapped and minority-owned business ("MBE") enterprises in order to afford greater opportunities for obtaining and participating in contracts, related subcontracts, and leases and concessions awarded by City. This policy and its implementation is known as the Small Business Economic Development Advocacy Program (hereinafter referred to as "SBEDA Program").

Where applicable:

Consultant agrees to implement the plan submitted in Consultant's response to City's Request for Interest Statement under the SBEDA Program for Small, Minority and Women-owned Business Participation in this Agreement, thereby meeting the percentages for participation of those groups as submitted therein. Consultant agrees to be in full compliance with this article by meeting the percentages listed in Consultant's Interest Statement no later than 60 days from the date of execution of this Agreement, and to remain in compliance throughout the term of this Agreement. Consultant further agrees to continue to make every effort to utilize businesses for subcontracting and supplying during the duration of this Agreement, as may be approved pursuant to this AGREEMENT, that will meet the percentages submitted in Consultant's Interest Statement. Changes in contract value by changes in work orders, Agreement amendments, or use of contract alternatives, which result in an increase in the value of the Agreement by 10% or greater require the Consultant to increase its use of business enterprises described in this section, if such is necessary to maintain the same percentages as exist in Consultant's Interest Statement. However, the delegation of any duties hereunder by any means must be approved by City as stated herein.

Consultant shall maintain records showing all contracts, subcontracts, and supplier awards to SBE/MBE/WBE's. Consultant shall submit annual reports to City's Department of Economic Development, identifying the above activity and other efforts at increasing SBE/MBE/WBE participation in the Agreement. Further, such records shall be open to inspection by City or its authorized agent at all reasonable times. Should City find that Consultant is not in compliance with this article, City shall give notice of non-compliance to Consultant. Consultant shall have 30 calendar days to correct any and all deficiencies in compliance with this article. Failure to comply with this article and/or to correct any deficiencies within the time allotted shall be considered a material breach of this Agreement and may subject Consultant to any of the penalties listed in City of San Antonio Ordinance No. 77758, at City's option. Further, such failure may be considered a default for which City may terminate this Agreement in accordance with Article VIII, Termination.

Consultant shall appoint a representative of its company to administer and coordinate its efforts to carry out these requirements.

In all events, Consultant shall comply with the City's Small, Business Economic Development Advocacy Program, contained in San Antonio Ordinance No. 77758, and the amendments thereto. Said ordinances are incorporated herein for all purposes, as if fully set forth herein.

It is City's understanding, and this Agreement is made in reliance thereon, that Consultant, in the performance of services required hereunder, will use the subcontractor(s) listed in its response to City's Request for Interest Statement.

Any work or services subcontracted by Consultant shall be by written contract, and unless specific waiver is granted in writing by City, shall be subject by its terms to each and every provision of this Agreement. Compliance by subcontractor with the provisions of said contract shall be the responsibility of Consultant.

City shall in no event be obligated to any third party, including any subcontractor of Consultant, for performance or services or payment of fees.

XI. Assignment or Transfer of Interest

The Consultant shall not assign or transfer Consultant's interest in this Agreement without the written consent of the City.

XII. Insurance requirements

- A. Prior to the commencement of any work under this CONTRACT, CONSULTANT shall furnish a completed Certificate of Insurance to the CITY and City Clerk's Office, which shall be completed by an agent authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon, and which shall furnish and contain all required information referenced or indicated thereon. The CITY shall have no duty to pay or perform under this CONTRACT until such certificate shall have been delivered to the CITY and the City Clerk's Office, and no officer or employee shall have authority to waive this requirement.
- B. The CITY reserves the right to review the insurance requirements of this section during the effective period of this CONTRACT and any extension or renewal hereof and to modify insurance coverage and their limits when deemed necessary and prudent by the CITY's Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Contract, but in no instance will the CITY allow modification whereupon the CITY may incur increased risk.
- C. A CONSULTANT's financial integrity is of interest to the CITY, therefore, subject to CONSULTANT's right to maintain reasonable deductibles in such amounts as are approved by the CITY, CONSULTANT shall obtain and maintain in full force and effect for the duration of this CONTRACT, and any extension hereof, at CONSULTANT's sole expense, insurance coverage written on an occurrence except professional liability basis, by companies authorized and admitted to do business in the State of Texas and rated A – or better by A.M. Best Company and/or otherwise acceptable to the CITY, in the following types and amounts.

1. Workers' Compensation ** Employers' Liability **	Statutory \$1,000,000/\$1,000,000/\$1,000,000
2. Commercial General (Public) Liability Insurance to include coverage for the following: a. Premises operations *b. Independent contractors c. Products/completed operations d. Personal Injury e. Contractual Liability *f. Explosion, collapse, underground *g. Broad form property damage, to include fire legal liability	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage \$50,000

3. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined <u>Single Limit</u> for <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence
4. Professional Liability (Claims Made Form)	\$1,000,000 per claim to pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages by reason of any act, malpractice, error or omission in professional services.
* If Applicable	
** Alternate Plans Must Be Approved by Risk Management	

The CITY shall be entitled, upon request and without expense, to receive copies of the policies and all endorsements thereto as they apply to the limits required by the CITY, and may require the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). CONSULTANT shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to CITY at the address provided in contract provision XV. herein within 10 days of the requested change. CONSULTANT shall pay any costs incurred resulting from said changes.

CONSULTANT agrees that with respect to the above required insurance, all insurance contracts and Certificate(s) of Insurance will contain the following required provisions:

Name the CITY and its officers, employees, and elected representatives as additional insureds as respects operations and activities of, or on behalf of, the named insured performed under contract with the CITY, with the exception of the Workers' compensation and professional liability policies;

Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the CITY is an additional insured shown on the policy;

Workers' compensation and employers' liability policy will provide a waiver of subrogation in favor of the CITY

When there is a cancellation, non-renewal or material change in coverage which is not made pursuant to a request by CITY, CONSULTANT shall notify the CITY of such and shall give such notices not less than thirty (30) days prior to the change, if CONSULTANT knows of said change in advance, or ten (10) days notice after the change, if the CONSULTANT did not know of the change in advance. Such notice must be accompanied by a replacement Certificate of Insurance (SEE provision XV. Notices).

If CONSULTANT fails to maintain the aforementioned insurance, or fails to secure and maintain the aforementioned endorsements, the CITY may obtain such insurance, and deduct and retain the amount of the premiums for such insurance from any sums due under the agreement; however, procuring of said insurance by the CITY is an alternative to other remedies the CITY may have, and is not the exclusive remedy for failure of CONSULTANT to maintain said insurance or secure such endorsement. In addition to any other remedies the CITY may have upon CONSULTANT'S failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the CITY shall have the right to order CONSULTANT to stop

work hereunder, and/or withhold any payment(s) which become due to CONSULTANT hereunder until CONSULTANT demonstrates compliance with the requirements hereof. (Note: This is not applicable to Tenants.)

Nothing herein contained shall be construed as limiting in any way the extent to which CONSULTANT may be held responsible for payments of damages to persons or property resulting from CONSULTANT's or its subcontractors' performance of the work covered under this agreement.

It is agreed that CONSULTANT'S insurance shall be deemed primary with respect to any insurance or self insurance carried by the City of San Antonio for liability arising out of operations under this contract.

XIII. INDEMNIFICATION

- A. CONSULTANT, whose work product is the subject of this AGREEMENT for professional services agrees to INDEMNIFY AND HOLD CITY, ITS ELECTED OFFICIALS, OFFICERS AND EMPLOYEES HARMLESS against any and all claims, lawsuits, judgments, cost, liens, losses, expenses, fees (including attorney's fees and costs of defense), proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal injury (including death), property damage, or other harm for which recovery of damages is sought that may ARISE OUT OF OR BE OCCASIONED OR CAUSED BY CONSULTANT'S NEGLIGENT ACT, ERROR, OR OMISSION OF CONSULTANT, ANY AGENT, OFFICER, DIRECTOR, REPRESENTATIVE, EMPLOYEE, CONSULTANT OR SUBCONSULTANT OF CONSULTANT, AND THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, DIRECTORS AND REPRESENTATIVES while in the exercise of performance of the rights or duties under this AGREEMENT. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT CONSULTANT AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.
- B. CONSULTANT shall advise CITY in writing within 24 hours of any claim or demand against CITY or CONSULTANT known to CONSULTANT related to or arising out of CONSULTANT's activities under this AGREEMENT.
- C. The provisions of this section are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.
- D. Acceptance of final plans by CITY shall not constitute nor be deemed a release of the responsibility and liability of CONSULTANT, its employees, associates, agents or subcontractors for the accuracy and competency of their designs, drawings, specifications or other documents and work; nor shall such acceptance be deemed an assumption of responsibility or liability by CITY for any defect in the designs, drawings, specifications or other documents and work prepared by said CONSULTANT, its employees, subcontractors, and agents.

XIV. Severability

If for any reason, any one or more paragraphs of this contract are held invalid, such judgment shall not affect, impair or invalidate the remaining paragraphs of this contract but shall be confined in its operations to the specific section, sentences, clauses or parts of this contract held invalid and invalidity of any section, sentence, clause or parts of this contract in any one or more instance shall not affect or prejudice in any way the validity of this contract in any other instance.

XV. Notices

Unless otherwise expressly provided elsewhere in this AGREEMENT, any election, notice or communication required or permitted to be given under this AGREEMENT shall be in writing and deemed to have been duly given if and when delivered personally (with receipt acknowledged), or on receipt after mailing the same by certified mail, return receipt request with proper postage prepaid, or three (3) days after mailing the same by first class U.S. mail, postage prepaid (in accordance with the "Mailbox Rule"), or when sent by a national commercial courier service (such as Federal Express or DHL Worldwide Express) for expedited delivery to be confirmed in writing by such courier.

If intended for CITY, to:

City of San Antonio
Department/Client
P.O. Box 839966
San Antonio, Texas 78283-3966

City of San Antonio
City Clerk's Office
P.O. Box 839966
San Antonio, Texas 78283-3966

If intended for CONSULTANT, to:

Carter & Burgess, Inc.
911 Central Parkway North
San Antonio
Texas 78232

XVI. Interest in City Contracts Prohibited

No officer or employee of the City shall have a financial interest, directly or indirectly, in any contract with the City, or shall be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies or service, except on behalf of the City as an officer or employee. This prohibition extends to the City Public Service Board, the City Water Board, and City boards and commissions other than those which are purely advisory.

All Consultants must disclose if they are associated in any manner with a City Official or employee in a business venture or business dealings. Failure to do so will constitute a violation of the City's Ethics Ordinance (#76933). To be "associated" in a business venture or business dealings Includes being in a partnership or joint venture with the officer or employee, having a contract with the officer or employee, being joint owners of a business, owning at least 10% of the stock in a corporation in which a city officer or employee also owns at least 10%, or having an established business relationship as client or customer.

XVII. Entire Agreement

This Agreement represents the entire and integrated Agreement between the City and Consultant and supersedes all prior negotiations, representations, or agreements, either oral or written. This Agreement may be amended only by written instrument signed by both the City and Consultant.

IN WITNESS WHEREOF, the City of San Antonio has lawfully caused these presents to be executed by the hand of the City Manager of said City, and the corporate seal of said City to be hereunto affixed and this instrument to be attested by the City Clerk, and the said Consultant, acting by the hand of Phil Deaton thereunto authorized SR. VICE PRESIDENT, does now sign, execute and deliver this document.

DONE at San Antonio, Texas, on this _____ day of _____, A. D. 20_____.

CITY OF SAN ANTONIO

BY _____

City Manager

CARTER & BURGESS, INC.

BY _____

Official Title

SENIOR VICE PRESIDENT

ATTEST BY:

City Clerk

EXHIBIT 1

SCOPE OF SERVICES – COMPLETION SCHEDULE

General Services

The Consultant shall:

Review the scope of services furnished by the City to ascertain the requirements of the Project and shall review the understanding of such requirements with the City. Provide a preliminary evaluation of the program and the Project budget requirements, each in terms of the other, subject to the limitations such as inflation, competitive market prices, negotiations, etc. Review with the Director alternative approaches to initiation, progression and completion of the Project.

The Consultant shall:

Furnish when necessary all data required by the City for the development of any applications or supporting documents for State or Federal Government permits, grants or planning advances, provided that such data shall not extend beyond that actually developed in the performance of other provisions of this contract.

Prepare detailed specifications, developed as applicable, to the particular project. Advise the Director of any adjustments to previous Statements of Probable Cost indicated by changes in requirements or general market conditions.

The Consultant shall:

Review and take other appropriate action (approve with modifications, reject, etc.) product data and samples, but only for conformance with the concept of the Project and compliance with the information given by the Consultant to the Director. Such action shall be taken with reasonable promptness so as to cause no delay.

Specific Services

The Consultant shall:

Submit a Detailed Update of the 1995 Parking Demand Study

Evaluate Parking demands in the Medical Center Area and
Development of a Traffic Model for the Medical Center Area.

Completion Schedule

The Consultant shall:

Develop and implement a timely work schedule and complete the work accordingly. Such Schedule will be presented to the City within one (1) calendar month or less following notice to proceed.

Present study to the Director at 50% of completion of progress and at 100% completion.

Scope of Services

San Antonio Downtown and Medical Center Parking Demand and Traffic Modeling Study

Overview

This section describes the proposed scope of services for the study.

Carter & Burgess' San Antonio office will be the project office for the proposed parking demand and traffic modeling study. Carter & Burgess personnel assigned to the project include staff in the San Antonio, Austin and Dallas offices. The Carter & Burgess Team includes subconsultant services by the local San Antonio firms of Ximenes and Associates, Inc.; Bain, Medina, Bain, Inc; The AC Group, LTD; and the Austin firms of WHM Transportation Consultants, Inc. and Gram Traffic Counting, Inc.

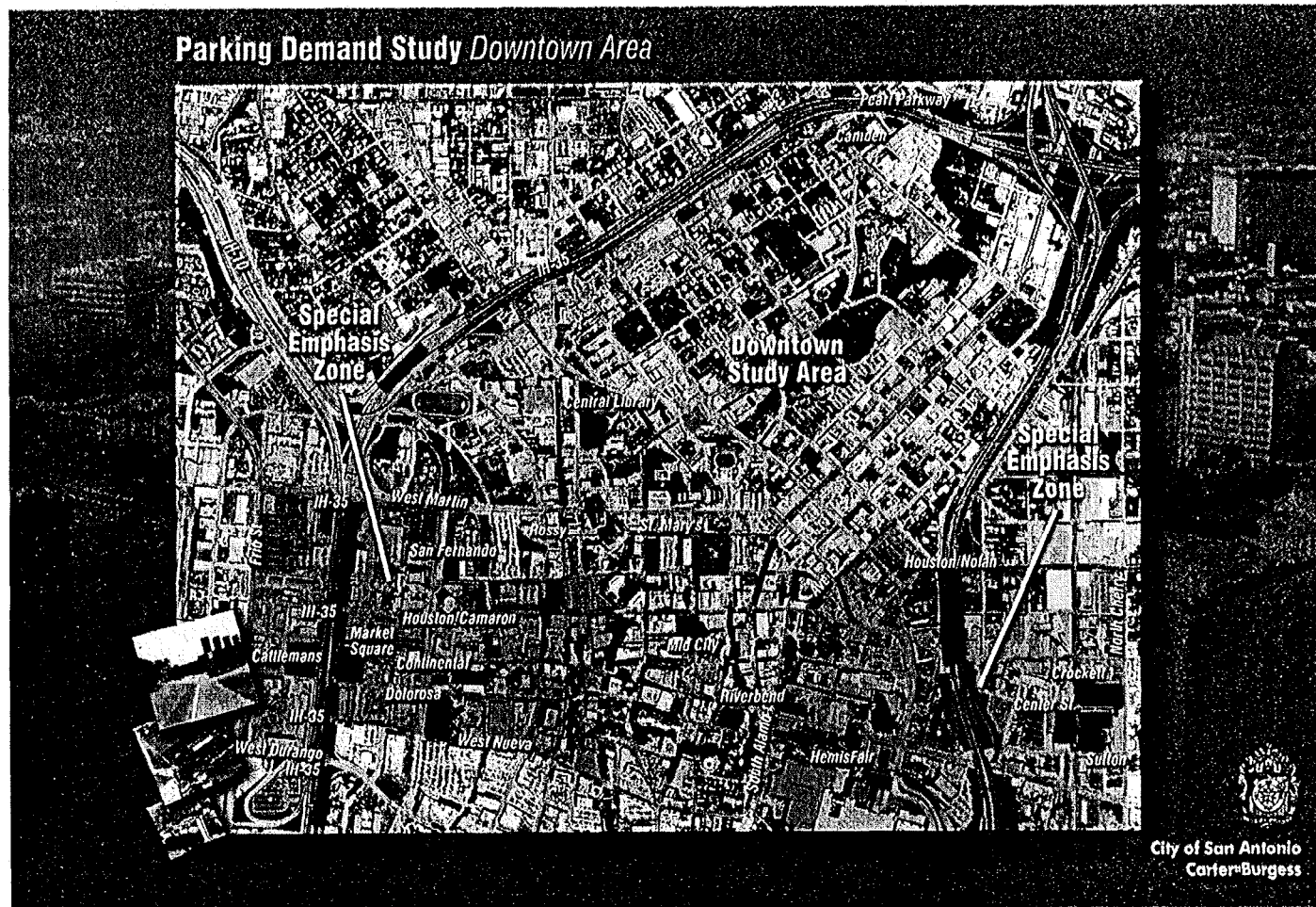
Study Areas

The study will focus on two areas including Downtown San Antonio and the South Texas Medical Center area:

1. The Downtown San Antonio Study Area is shown in **Figure 1**. The Parking Demand Study Area includes two specific emphasis zones for the proposed Convention Center Headquarters Hotel area and the West CBD area. The Convention Center Headquarters Hotel Emphasis Zone is bounded by E. Houston St., IH 37, Montana, Cherry St., E. Durango Blvd., and S. Alamo. The West CBD Emphasis Zone is the area between the San Antonio River and Frio Street, bounded by Pecan and Travis Streets to the north and Nueva Street to the South.
2. The South Texas Medical Center Study Area is shown in **Figure 2**. The Medical Center is located approximately nine (9) miles northwest of Downtown. The Medical Center Study Area is bounded by Huebner Road on the north, IH 10 on the east and Callaghan Road on the south and Babcock Road on the west. The Traffic Modeling Study will address the area bounded by Fredericksburg Road, Huebner Road, Babcock Road, and Louis Pasteur Drive. The intersections of IH 10 with Huebner Road and Medical Drive will also be included in the model area. The Parking Demand Study will place specific emphasis on the area bounded by Hamilton Wolfe Road, Fredericksburg Road, a line southeast of Louis Pasteur Drive, and Babcock Road.

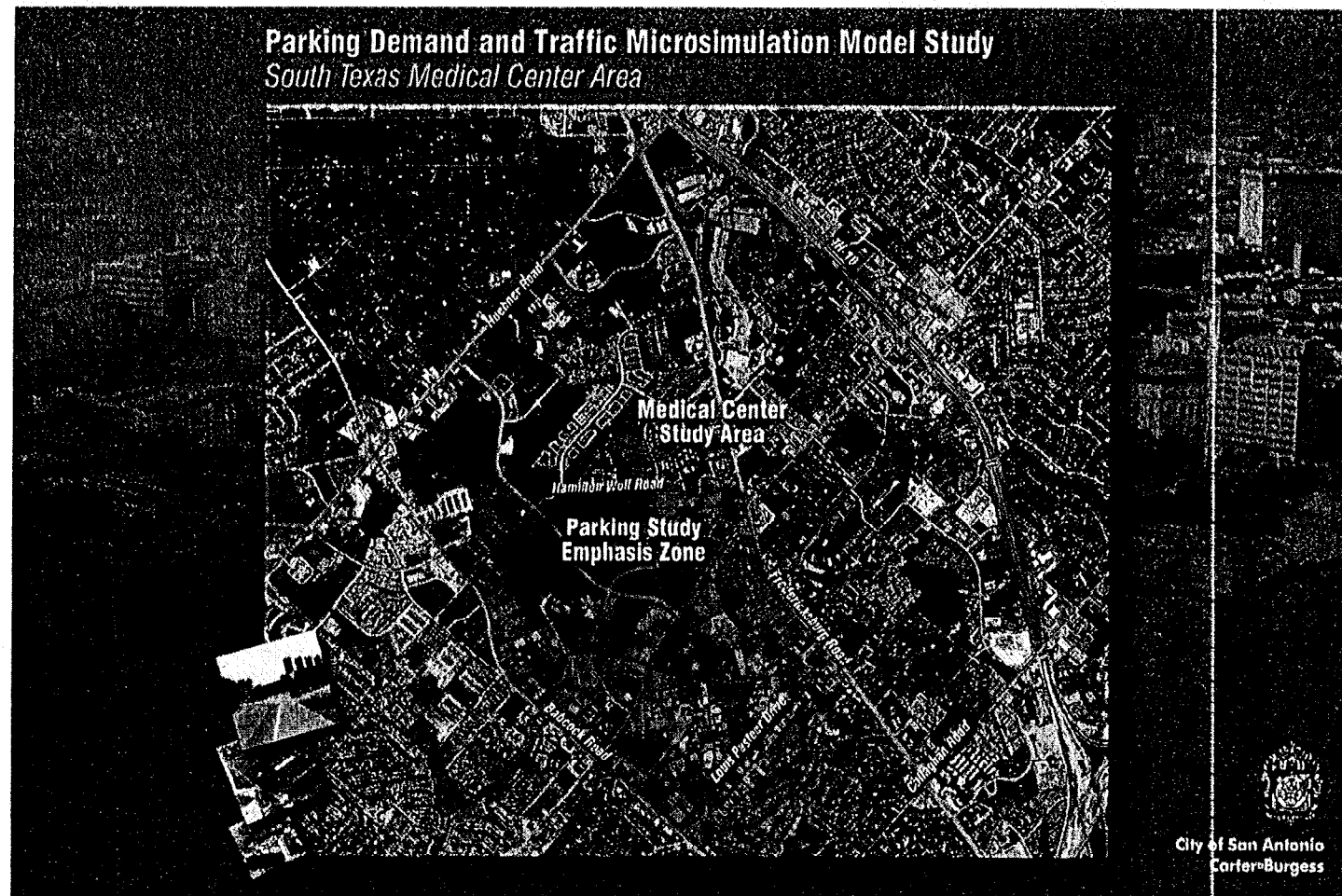
Sub-areas will be delineated within the Downtown and Medical Center Study Areas for purposes of data collection, summarization, analysis and presentation. Sub-area boundaries will be identified during the identification of data needs in Task 3.

FIGURE 1 – DOWNTOWN STUDY AREA



San Antonio Downtown and Medical Center
Parking Demand and Traffic Modeling Study

FIGURE 2 – MEDICAL CENTER STUDY AREA



**San Antonio Downtown and Medical Center
Parking Demand and Traffic Modeling Study**

Project Approach

The technical approach includes the following major components:

- Assessment of current parking demands and needs in San Antonio's Downtown and Medical Center areas, including confirmation of available parking supply and current utilization for existing public and private parking.
- In the Medical Center area, modeling of intersection traffic operations will be performed to determine existing and future levels-of-service and improvement needs. The model will include all modes of circulation, including vehicular, transit, pedestrian, and bicycle. Analysis of the study area will include the traffic impacts of proposed future development by year 2010.
- Public involvement activities will be conducted to provide stakeholders and interested organizations or individuals opportunity to participate in the study, and to make information about the study available to the public.
- Review of existing (2003) and one planned future (2010) land use scenario in the Downtown and Medical Center areas and the estimated impact on parking supply and demands. Results of the on-going Historic Civic Center Space Utilization Study and Downtown Housing Market Study will be considered.
- Use of parking supply/demand analyses to forecast parking needs and improvement options for both areas.
- Site selection evaluation of candidate sites for proposed parking improvements.
- Evaluation of candidate site(s) including traffic access and circulation, utility availability and relocation impacts, and potential joint use options for parking and mixed-use for housing or other uses.
- Development of conceptual designs and development cost estimates for the proposed parking improvement program, including architectural rendering of preliminary concepts.
- Development of financial and implementation plans including a *pro forma* assessment of the economic viability of the proposed parking improvement program.
- Documentation and presentation of study findings and recommendations.

**San Antonio Downtown and Medical Center
Parking Demand and Traffic Modeling Study**

Work Program

Data Requirements and Assistance to Be Provided By the City

The City will provide the following information and assistance to the Consultant:

1. City Project Manager will act as the contact person to receive and provide communications and correspondence generated by or needed by the Consultant.
2. City will coordinate with Carter & Burgess in arranging and scheduling project meeting dates and locations.
3. City will organize and provide support services for project meetings including public notification requirements (if applicable), arranging meeting locations and reproducing handouts.
4. City Departments will provide to Carter & Burgess previous reports, plans, data, and program information available from existing sources needed to conduct the study and prepare the report.
5. City will compile and provide the future land use scenario including anticipated changes by the year 2010 based upon available information from existing sources relating to planned or known development projects anticipated to occur within the next 7 years.
6. City will provide estimates of average building occupancy rates for the Downtown and the Medical Center study area and subareas.
7. City will provide existing and estimated future parking fee rates for city owned/operated public parking facilities.
8. City will provide historical parking utilization and revenue data for existing city owned/operated public parking facilities. Data will be summarized by facility on a monthly and annual basis.
9. City will provide curb utilization inventory for streets in the Downtown Special Emphasis Zones including existing on-street parking spaces and loading zones.
10. City will provide generalized existing land use information for blocks and buildings in the Downtown Special Emphasis Zones.
11. City will provide existing traffic signal timing plans and traffic count data for the Medical Center study area.

Services to Be Performed by the Consultant

The following work program documents the scope of services to be performed by the Carter & Burgess Team for the San Antonio Parking Demand and Traffic Modeling Study. The tasks will be performed in an integrated and coordinated program of services. The work program includes the recommended tasks and requirements for developing the parking and traffic access improvement program for Downtown and the Medical Center.

Task 1 - Project Management

The services will be performed in a cooperative effort involving the Carter & Burgess (C&B)

**San Antonio Downtown and Medical Center
Parking Demand and Traffic Modeling Study**

Team, City staff, and other involved agencies. Carter & Burgess will be the prime consultant and will be responsible for overall project management. The Project Managers for the City and C&B Team will be the key contact persons for receiving communications and correspondence pertaining to the project. The City will assist the C&B Team in coordinating with other agencies and organizations including VIA Metropolitan Transit, the San Antonio Metropolitan Planning Organization (SAMPO), and the stakeholders of Downtown and the Medical Center. Meeting dates and times will be scheduled at times that are mutually convenient for the City and the C&B Team, as well as other participants when appropriate.

- 1.1 Project Kick-Off Meeting** – Following contract approval and receipt of authorization to proceed, the C&B Team will meet with the City's Project Manager and other key staff to conduct a project kick-off meeting, including review of the work program, project schedule, and milestones. Data needs to be provided by the City will be reviewed. Coordination will be established with appropriate City departments, other agencies, and organizations. Agenda items will include program organization, responsibilities and contact information, scope of services, key schedule dates for project meetings, community involvement, and study deliverables.
- 1.2 Progress Briefings** – The C&B Team's Project Manager will provide periodic progress briefings to the City's Project Manager to periodically review the progress and status of the project. Progress briefings will take place on approximately a monthly basis conducted by conference telephone call including the Project Managers for the City and Consultant, and other C-B Team members as needed. C&B will provide an agenda in advance of each briefing and will be responsible for coordinating information from the progress meetings with sub-consultants.
- 1.3 Progress Reports** – Carter & Burgess will submit monthly progress report letters to the City's Project Manager. Progress reports will document the progress and status of the project on a monthly basis, including work activities accomplished and deliverables submitted during the report period, any problems or delays encountered and actions taken or recommended to resolve them (if any), work activities anticipated for the next report period, and the current percent completion by task and for the overall project as of the end of the current report period. Project invoices will be prepared and submitted based upon the percentage completion for the overall project. These meetings will not exceed four (4) person meetings.
- 1.4 Project Coordination and Data Collection Meetings** - The C&B Team will also participate in meetings with the City Public Works, Finance, and City Council. Project meetings with City staff may include discussions with the City's Project Manager and staff representatives such as the Parking Division Manager, Traffic Engineer, Public Works Director, Finance Director, and other departments to review project objectives, obtain existing data, review other plans, and discuss study findings. Key information requirements will include up-to-date land use data, planned development projects, parking utilization data for on-street and off-street spaces, and Parking Division utilization and financial data.

**San Antonio Downtown and Medical Center
Parking Demand and Traffic Modeling Study**

- 1.5 Project Correspondence** – Written correspondence between the C&B Team and the City of San Antonio will be coordinated between the respective Project Managers. The purpose of this process is to establish a clear line of responsibility and minimize the possibility for miscommunication. This process should not be interpreted as restricting the cooperation and contact between members of the C&B Team and City staff.

Deliverables

Carter & Burgess will provide monthly progress reports and prepare summaries of meetings.

Task 2 – Public/Stakeholders Involvement

The Public/Stakeholders Involvement will be a cooperative and coordinated effort between the City of San Antonio and the C&B Team. The purpose of the process is to encourage and receive meaningful participation from stakeholders and citizen groups representing Downtown and the Medical Center, and to obtain their perspective on parking, access, and mobility issues affecting the study areas.

- 2.1 Stakeholders Meetings** – Stakeholders Meetings will be held at key project milestones as part of the Public/Stakeholders Involvement process. The C&B Team will participate in a total of two (2) stakeholder meetings, including one (1) stakeholder meeting downtown and one (1) stakeholder meeting at the Medical Center. Stakeholder meetings will be held separately for the Downtown and Medical Center, but the dates and times will be coordinated to minimize travel costs. Additional Stakeholders Meetings may be included as optional add-ons.

The City will identify stakeholders and invite their participation in the meetings. Stakeholders including neighborhood and citizen groups and business communities for the Downtown and Medical Center areas will be invited to these public meetings to provide their input related to parking, traffic operations, and future development. The C&B Team's primary role in conducting the meetings will be to present and facilitate discussion of the technical work program, including existing conditions, analysis of alternatives, assumptions used, findings, conclusions, and recommendations. The City will be responsible for arranging the location for meetings, notification of invited stakeholders, and public notification (if needed).

- 2.2 Public Meeting/Community Workshop** – The C&B Team will assist the City in conducting one (1) public meeting/community workshop at approximately the midpoint of the study process to provide opportunity for public participation in the Parking Demand and Traffic Modeling Study. The public meeting will be conducted jointly for both Downtown and the Medical Center. The date, time, and location for the meeting will be determined by the City, with concurrence by the C&B Team to select the schedule and location. The C&B Team's primary role in conducting the meetings will be to present and facilitate discussion of the technical work program, including existing conditions, analysis

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Parking Demand and Traffic Modeling Study**

of alternatives, assumptions used, findings, conclusions, and recommendations. The City will be responsible for arranging the location for meeting and public notification.

2.3 Management Team Presentation – The C&B Team will assist the City in preparing a presentation of the draft report for the Parking Demand and Traffic Modeling Study. The City's Project Manager will make the presentation. The C&B Team Project Manager will participate to assist in responding to questions and comments as needed.

2.4 City Council Committee Briefing - The C&B Team will assist the City in preparing a briefing of the draft report for the Parking Demand and Traffic Modeling Study for presentation to a City Council Committee by the City's Project Manager. The C&B Team Project Manager will be present to assist in responding to questions and comments as needed.

Deliverables

The C&B Team will prepare draft invitation letters and public notifications for distribution by the City and will prepare presentations, handout materials, and meeting summaries for use in public meetings held during the project.

Task 3 - Data Collection

The C&B Team will collect and evaluate traffic and parking data as basic input information for the Downtown and Medical Center parking analysis and the Medical Center traffic modeling analysis. Data collection will be comprised of two components: (1) Identifying data needs and preparing a data collection plan, and (2) performing field collection of the needed data.

3.1 Review Available Data - Maximum use will be made of available data and information for this project. Existing information will be obtained, as available, from the City of San Antonio, VIA, SAMPO, and stakeholders in the Downtown and Medical Center areas.

3.2 Identify Needed Data - A variety of data is needed to perform the Parking Demand and Traffic Modeling Study for Downtown and the Medical Center.

Data needs for the Parking Demand Study may include the following types of information:

- Previous traffic and parking studies, master plans, and improvement plans;
- Historic financial data for the existing city parking facilities (off-street lots and garages, and on-street parking meters) summarized by facility and system-wide for monthly and annual periods over the last 5 to 10 years, detailing revenue, expenses (personnel and non-personnel) including operating and maintenance costs, parking enforcement, revenue collection, facility debt service payments, taxes and insurance, and other income or expenditures.
- Historical facility usage (hourly, daily, monthly, special) for existing city parking facilities summarized monthly and annually over the past 5 to 10 years;
- Zoning Ordinance and Zoning Maps for study area
- Planned street and sidewalk improvements in the study areas

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- Future land use scenario including anticipated changes by the year 2010 based upon available information from existing sources relating to planned or known development projects anticipated to occur within the next 7 years
- Estimated average building occupancy rates for the Downtown and the Medical Center study area and subareas
- Historical parking utilization and revenue data for existing city owned/operated public parking facilities summarized by facility on a monthly and annual basis
- Curb space utilization inventory for streets in the Downtown Special Emphasis Zones including existing on-street parking spaces and loading zones
- Generalized existing land use information for blocks and buildings in the Downtown Special Emphasis Zones
- Parking-related Codes and Ordinances (regulations governing parking requirements, curb use, on-street or off-street parking, parking enforcement, etc.)
- Existing and estimated future parking fee rates for city owned/operated public parking facilities
- Available traffic volume counts and forecasts for the study areas
- Information on existing lease agreements and space rental contracts for city parking facilities (rates, duration,
- GIS coverages and any associated data bases (ArcView/ArcMap format on CD-ROM):
 - Base map (block and parcel boundaries, block numbers) for the study areas
 - Other typical base layers (streets, waterways, railroad, etc.)
 - Existing building footprints and parking/paved areas footprints
 - Thoroughfare classification (arterial and collectors) and number of lanes
 - Transit routes and stops, transfer stations
 - Digital aerial photos
 - Zoning districts and other regulatory boundaries
 - Bexar County Central Appraisal District data for type of use and building floor area, summarized by block for the Downtown and Medical Center study areas

Data Needs for the Medical Center Traffic Modeling will also include a variety of data required to develop the traffic model network, provide model-input data, and conduct the microsimulation analysis. This data includes:

- Roadway geometrics of the study area street network
- Peak traffic turning movement counts, including vehicle classification
-
- Traffic signal timing information
- Travel time runs
- On and off-street parking information (from the parking inventory)
- Pedestrian and bicycle traffic at each intersection
- Transit Operations
 - Route
 - Bus travel headways
 - Bus dwell times
 - Bus Stop Locations

**San Antonio Downtown and Medical Center
Parking Demand and Traffic Modeling Study**

- Future expansion of transit operations to include:
 - VIA Bus Rapid Transit
 - Commuter Rail

3.3 Medical Center Traffic Data Collection - Traffic data collection will be accomplished using trained field personnel with previous data collection experience. The C&B Team will prepare a data collection plan to direct and monitor data collection efforts. The plan will identify the data to be collected, number of personnel, and any data collection equipment to be used at each intersection. A detailed field inventory of the area will be completed to capture roadway geometrics, traffic control, and lane assignment. Turning movement counts will be conducted in the 7:00 – 9:00 AM and 4:00 – 6:00 PM peak periods, Tuesdays through Thursdays. After the peak hour is determined based on data collected at signalized intersections, only the four peak 15-minute intervals between each of the hours of 7:00 – 9:00 AM and 4:00 – 6:00 PM will be collected at unsignalized intersections. Traffic data collection will be completed within a one-month period.

There are approximately fifty (39) signalized intersections in the Medical Center Study Area. The C&B Team will collect traffic turning movement counts within the study area in the time periods described above for 39 signalized intersections, , and 30 strategic unsignalized intersections (to be selected during the identification of data needs). Vehicle travel time runs will be collected along 5 key arterials to provide a base measure for calibrating the traffic model.

Traffic data collection efforts will avoid areas of street construction being performed during peak periods. For street/intersection construction that cannot be avoided during the data collection period, established traffic engineering practices will be used to manually adjust the traffic data.

Data collection will be performed on a typical weekday when area schools and universities are in session. No field data will be collected during Spring Break. This will assure the analysis captures the traffic impacts related to the University of Texas Health Science Center student activities.

3.4 Parking Inventory – Downtown - An inventory of existing on-street and off-street (public and private use) parking spaces and facilities will be conducted for the Downtown Study Area. Inventory data will be collected on field data sheets for each block, using aerial photos, field observation, and existing data sources. Data collection for private parking facilities will be contingent on ability to obtain necessary cooperation of the facility owner/manager. The parking inventory data will be entered into Excel spreadsheet format. Inventory data will be summarized for blocks, sub-areas, and area-wide.

The parking space inventory will include the following information for each existing parking facility.

- **On-Street Parking:**

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- Block number and block face,
 - Number of parking spaces,
 - Usage (meters, rates, and time restrictions),
 - Other curb uses (loading, service, transit stops, driveways, etc.), and
 - Number of handicapped spaces.
- **Off-street Parking:**
- Block and facility number,
 - Type of parking (surface lot, parking structure, informal),
 - Number of spaces (hourly, contract, handicapped)
 - Type of facility (public, private),
 -
 - Ingress and egress,
 - Rates (hourly, daily, monthly contract, etc.),
 - Limitations on use (contract, daily, hourly, reserved, etc.) and,
 - Availability for public use after normal business hours.

3.5 Parking Inventory – Medical Center - An inventory of existing on-street and off-street (public and private use) parking spaces and facilities will be conducted for the Parking Study Emphasis Zone within the Medical Center Study Area. The methodology for performing the Medical Center parking inventory will be the same as the Downtown parking inventory.

3.6 Parking Utilization Survey – Downtown - Parking accumulation and occupancy counts will be conducted in the two Downtown Emphasis Zones for the West CBD and Convention Center Headquarters Hotel, as shown in Figure 1. The utilization surveys will include selected public and private off-street parking facilities and selected curb spaces within the two Downtown Emphasis Zones. The selected facilities will be representative of the significant parking facilities in the zones. The utilization counts for the selected facilities will be performed by observing the accumulation of parked vehicles at 10:00 A.M., 2:00 P.M., and 4:00 P.M. on a typical weekday (Tuesday, Wednesday or Thursday). Available utilization data for city parking facilities will be analyzed to establish estimated turnover rates for public parking facilities.

3.7 Parking Utilization Survey – Medical Center - Parking accumulation and occupancy counts will be conducted in the Medical Center Emphasis Zone as shown in Figure 2. The utilization surveys will include selected institutional off-street parking facilities within the Medical Center Parking Study Emphasis Zone. The selected facilities will be representative of the significant parking facilities in the zone. The utilization surveys for surface parking lots and garages will be performed by observing the number of parked vehicles at 10:00 A.M., 2:00 P.M., and 4:00 P.M. on a typical weekday (Tuesday, Wednesday or Thursday).

**San Antonio Downtown and Medical Center
Parking Demand and Traffic Modeling Study**

Deliverables

Carter & Burgess will submit ten (10) copies of data collection results as defined in Task 3. Data that is collected will be summarized in spreadsheet and graphical format.

Task 4 – Evaluate Existing Downtown and Medical Center Parking Surpluses/Deficiencies and Identify Associated Parking Needs

Carter & Burgess will perform an assessment of existing parking conditions within the Downtown and Medical center study areas, including analysis of changes that have occurred since the previous Downtown Parking Study was completed in 1995. This task will describe the existing parking supply/demand balance as well as current City parking policies. The inventory of existing public and private parking supply in both curb spaces and off-street parking facilities will be summarized for blocks and sub-areas within the study areas. Results of the parking utilization surveys will be analyzed to identify the accumulation and turnover in curb and off-street locations.

Parking demands will be determined for sub-areas and for the entire study area, based on locally adjusted demand rates. Parking demands will be calculated based on the existing land use data provided by the City and using estimated generation rates from the parking utilization surveys. Parking generation rates will also consider the ITE *Parking Generation Manual* and procedures in the Urban Land Institute's *Shared Parking Manual*, adjusted for local conditions.

The existing parking supply that was previously determined will be compared with the parking demands for the times of day observed, and for the peak parking demands for blocks and sub-areas. The peak demands will include short-term as well as long-term parking in curb and off-street locations. This will indicate the amount of surplus or deficiency for each block and sub-area. The parking supply/demand model will be formatted in Microsoft Excel software.

Accepted practice in the parking industry is to plan the parking needs in commercial areas to be sufficient for the 30th highest hour each year (or the 85th percentile). Typically, a public off-street parking lot is considered to be at capacity at 85 percent occupancy. When off-street lots or garages are utilized over 85 percent, drivers perceive them as being full, and move on to find another parking facility. However, in the case of on-street parking spaces, a higher parking utilization can be expected and is considered to be at capacity at 90 percent occupancy. These effective parking rates will be used to determine the current and projected parking space needs for each sub-area.

Deliverables

Included in Task 9.

Task 5 – Forecast Future Downtown and Medical Center Parking Surpluses/Deficiencies

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The City and stakeholders will be asked to identify one future land use scenario based on the planned or known future development projects anticipated within the next 7 years. The future scenario should include planned or known future development projects as well as incremental growth in existing parking demands due to other future development that is not currently known but is forecast and consistent with the City's adopted Future Land Use Plan.

The Historic Civic Center Space Utilization Study and Downtown Housing Market Study will be considered to identify anticipated land use changes and potential development. Potential joint use of space for residential uses incorporated above or within the proposed new downtown parking structures will be analyzed based upon housing market information contained in the Downtown Housing Market Study.

Based on the future land use scenario provided by the City and other available data, Carter & Burgess will develop forecasts of the future Downtown and Medical Center parking surpluses/deficiencies. The parking supply/demand spreadsheet model developed for the study areas will be used to project the future parking conditions based upon identified changes in land use and the resulting impacts on existing parking supply and demands.

Deliverables

Included in Task 9.

Task 6 – Evaluate Sites for Potential Downtown and Medical Center Parking Improvements

The C&B Team will evaluate alternatives for the addition of public parking and potential joint uses in the Medical Center and Downtown study areas. Identified parking surpluses/deficiencies in the Convention Center Headquarters Hotel Emphasis Zone will be analyzed to determine the amount of public parking needed in the proposed hotel parking garage. The optimal combination of hotel and public parking will be established based upon evaluation of existing and future parking supply/demand alternatives, functional parking operation efficiency, and financial performance considerations. Three candidate sites will be evaluated in West CBD Emphasis Zone for a proposed municipal parking garage, based upon the identified parking surplus/deficiency. Existing and projected parking surpluses/deficiencies in the Medical Center Parking Emphasis Zone will be analyzed to identify potential alternatives for addressing future parking needs including relationship with transit service improvement plans or alternatives identified by VIA Metropolitan Transit.

The preferred parking improvement alternatives will be recommended based upon results of the analyses. The evaluation criteria will include the following considerations:

- Site area needed for functional facility requirements,
- Traffic impact;
- Motor vehicle access;
- Pedestrian access and circulation;
- Net gain in parking supply;

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- Functional layout;
- Constructability;
- Potential for joint use;
- Proximity to major generators;
- Visual and aesthetic impacts;
- Compatibility with adjacent land uses;
- Appraised land value and ownership (existing city property);
- Environmental impacts; and,
- Alternative uses of the site.

Deliverables

Included in Task 9.

Task 7 – Develop Conceptual Plans and Cost Estimate for Recommended Parking Improvements

Carter & Burgess will develop one conceptual plan for the recommended parking facilities on the preferred sites for the Downtown West CBD Emphasis Zone and for the Medical Center. The preliminary site plans will illustrate the size, location, layout, access, circulation, and potential joint use of the proposed parking improvements. A potential joint use development concept incorporating residential uses within the proposed parking facility will be included as part of the concept plan for downtown parking structure. An appropriately sized graphic of each concept plan will be provided for public display.

Deliverables

Included in Task 9.

Task 8 – Develop Parking Improvement Recommendations and Financial Plan

Carter & Burgess will work with the City staff to develop recommendations on the preferred concept for new parking on the preferred site(s). Improvement recommendations will address potential options for additional surface parking and on-street parking, as well as the proposed new off-street parking structures. The recommendations will consider the identified parking needs and the views of the downtown business community, the public, and the City. The recommendations will include a succinct description of the basis for the study findings and conclusions.

The financial plan will include recommendations on financial mechanisms and a *pro forma* financial statement of expected annual revenues and expenses for the proposed improvements. This will itemize the estimated parking improvement cost including construction, land acquisition (if any), design, construction inspection, financing costs, and a contingency factor. It will also assess operating costs and revenues. A proposed rate structure for the recommended

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parking facilities will be provided by the City based on current rates at similar facilities and including adjustments for future years.

Deliverables

Included in Task 9.

Task 9 – Downtown and Medical Center Parking Study Documentation

Carter & Burgess will prepare and submit the Parking Study Draft Reports for Downtown and the Medical Center. Separate documents will be prepared for Downtown and the Medical Center. The Draft Reports will be submitted for City staff review. The reports will address methodology, findings, recommendations, preferred concept plan, and financial plan. The reports will include an executive summary, text, tables, and illustrations. Detailed data will be provided in a separate technical appendix.

The Draft Reports will be revised based upon review comments received from City staff. The Revised Draft Reports will be prepared and submitted, for presentation to the Management Committee, and City Council as described in Task 2. The review comments provided by the City will be incorporated into the Final Reports.

Deliverables

Draft and Final Parking Study Reports will be submitted for Downtown and the Medical Center. The Consultant will submit ten (10) copies of the Draft Reports. After review of the Draft Reports, one original (for reproduction) and twenty (20) copies of the Final Reports will be prepared and submitted for distribution. Fifty (50) copies of the Executive Summary will be prepared and submitted for distribution. Text and graphic files for the Final Reports will also be provided in Adobe Acrobat PDF format on CD-ROM for use by the City in producing additional copies as needed.

Task 10 – Medical Center Traffic Microsimulation Model Development

The purpose of developing the Medical Center Microsimulation Model is to model intersection operations to determine existing and future levels-of-service and improvement needs. The analysis will consider all modes of circulation, including vehicular, transit, pedestrian, and bicycle. Analysis of the Medical Center Study Area will include the traffic impacts of proposed future development by year 2010.

The C&B Team will use data collected in Task 3 to determine existing access and travel demands on roadway, vehicle, pedestrian, bicycle, and transit elements of the Medical Center transportation system. The traffic access and circulation analysis will result in an assessment of current operations and roadway deficiencies. Transit service and stop locations will be evaluated to determine the impact and relationship of bus operations on traffic and pedestrian movements. The microsimulation model development process will include the following:

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- Development of a microscopic traffic simulation network using VISSIM, to simulate traffic operations for the defined transportation network. The VISSIM model will consist of the following features:
 - Street network with approximately thirty-nine (39) signalized and thirty (30) strategic unsignalized intersections (to be determined based on discussions with the City of San Antonio).
 - Transit network including bus routes, stops etc.
 - Driveway intersections for approximately 5 parking facility driveway intersections (to be determined based on discussions with the City of San Antonio).
 - Pedestrian movements
- Run and calibrate existing model to reflect real life traffic conditions
- Develop a SYNCHRO network comprised of approximately 39 signalized intersections and 30 unsignalized intersections to generate the most efficient and coordinated signal timing and phasing plans for the signalized intersections in the study area.
- Identify operational deficiencies and associated improvement recommendations for a multi-modal network.

The C&B Team will develop a computer model of the street network. This network will include signalized and unsignalized intersections, roadways, and lane configurations. Data input parameters will include signal phasing and timing, turning movement counts, bus operations, pedestrian movement, and intersection and roadway geometry. The C&B Team will submit the model street network to the City for review prior to conducting modeling analysis. VISSIM (unless otherwise specified by the City of San Antonio) will be used to perform one (1) model assignment in analyzing existing conditions.

Output of the computer simulation will characterize the operational performance of the existing street system. The C&B Team, with assistance from the City, will develop Measures of Effectiveness (MOE). MOEs may include average vehicle speed, vehicle stops, vehicle delay, vehicle hours of travel, intersection level of service (LOS), maximum queue length per lane, vehicle miles of travel, emissions, and fuel consumption. This information will be used to establish a base of the existing street traffic operation for the study area.

Deliverables

The C&B Team will submit ten (10) copies of a technical memorandum presenting the analysis results for Task 10.

Task 11 – Forecast of Medical Center Travel Demands and Alternative Model Analyses

In order to assess the impact of the proposed alternative sets of improvements for the Medical Center area, sound travel demand estimates will be developed for the year 2010, incorporating multimodal travel demand conditions and parking facility demands contributing to the need for the study. The C&B Team will coordinate with the City of San Antonio, SAMPO, and Medical Center stakeholders to develop year 2010 travel demand forecasts for the Medical Center area. Using information contained within Trip Generation published by the Institute of Transportation Engineers, the C&B Team will evaluate trip generation estimates for planned or anticipated

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Parking Demand and Traffic Modeling Study**

development identified based on information provided by the City and Medical Center stakeholders. The Team will use the SAMPO TRANPLAN model, making necessary modifications to traffic serial zones assumptions, and incorporating land use changes, parking facility demand increases, geometric features and mode splits for the Medical Center, to develop accurate travel demand estimates. The reasonableness of the forecast estimates will be verified since the forecasting process will be the foundation for identifying potential traffic problems. In addition, local trip generation estimates and historical traffic data will be used to forecast future traffic volumes.

Task 12 – Development and Evaluation of Medical Center Traffic Improvement Alternatives

This task will identify and develop traffic and street improvement alternatives that will address the operational deficiencies identified in the 2010 operational scenarios. Improvements may include roadway/geometric changes, traffic signal system improvements, and transit service improvements. The existing conditions VISSIM model will be used as the basis for evaluating the effect of future demands on the Medical Center street network. One (1) alternative set of improvements will be developed, with the following elements comprising the evaluation process:

- Identification of proposed development/land use changes;
- Trip generation estimates for the proposed development/land use changes;
- Projection of future traffic volumes for the existing street network and using the previously described procedure;
- Coding of future traffic operations into the VISSIM network; and
- Run the future conditions model to identify projected roadway/intersection deficiencies and locations for potential improvements.

The C&B Team will work closely with the City of San Antonio and SAMPO to define the single alternative scenario for analysis. The impact of design year traffic considering the future land use scenario and surrounding roadway network modifications will be identified from the operational analysis with necessary recommendations to improve operations.

Information developed from this evaluation process will be presented in a matrix format. After this process is completed, a list of improvements that provide the best access and mobility improvements will be presented.

After this process is completed, a list of recommendations that meets the mobility needs of the Medical Center area will be developed and documented in report format for submission to the City of San Antonio.

Deliverables

The C&B Team will submit ten (10) copies of a technical memorandum presenting the evaluation of the traffic improvement alternatives.

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Task 13 – Medical Center Traffic Study Documentation

The findings and recommendations of the Medical Center Traffic Modeling Study will be documented in a separate report from the Downtown and Medical Center Parking Study. Separate documents will be prepared since different City departments will be interested in the two components of the study. The report will include an Executive Summary. Findings, assumptions, and methodology used in the study will be explained and documented. A final draft report will be submitted to the City for review.

Deliverables

The C&B Team will submit ten (10) copies of the draft report. After review of the draft report, one original (for reproduction) and twenty (20) copies of the final report will be prepared and submitted for distribution. Fifty (50) copies of the Executive Summary will be prepared and submitted for distribution. Text and graphic files for the Final Report will also be provided in Adobe Acrobat PDF format on CD-ROM for use by the City in producing additional copies as needed.

The existing and future VISSIM model will be provided to the City for future use. This scope does not include software training for City staff.

Project Schedule

The estimated duration of the study is 9 months. This duration includes preparation of the draft study report within approximately 7 months, with review by the City and completion of the final report within an additional 2 months. The key milestones are identified in the following schedule:

<u>TASK</u>	<u>PROJECT MILESTONE</u>	<u>TARGET DATE</u>
1.0	Receipt of Notice to Proceed (NTP)	NTP
1.1	Kick-Off Meeting	Within 2 weeks following NTP
3.2	City provides all existing Data Requirements (see listing on pages 5 and 8)	Within 3 weeks following NTP
3.3	Medical Center Traffic Data Collection	Within 10 weeks following NTP
3.4	Parking Inventory – Downtown	Within 10 weeks following NTP
3.5	Parking Inventory – Medical Center	Within 10 weeks following NTP
3.6	Parking Utilization Survey – Downtown	Within 14 weeks following NTP
3.7	Parking Utilization Survey – Medical Center	Within 14 weeks following NTP
2.1	Stakeholder meetings – Downtown & Medical Center	To Be Determined
2.2	Public Meeting/Community Workshop	To Be Determined
9.0	Downtown and Medical Center Parking Study Documentation:	
	Draft Parking Study Report	7 months following NTP
	Final Parking Study Report	30 days following receipt of city comments
13.0	Medical Center Traffic Study Documentation:	
	Draft Medical Center Traffic Study Report	7 months following NTP
	Final Medical Center Traffic Study Report	30 days following receipt of city comments
2.3	Management Team Presentation	To Be Determined
2.4	City Council Committee Presentation	To Be Determined

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ADDITIONAL SERVICES

The C&B Consultant Team will be available to provide additional services that may be requested by the City. Any additional services will be approved in writing by the City and Consultant, including associated changes to the project schedule and fee amount. Potential additional services include but are not limited to the following options.

OPTION A – Software Training

The C&B Team can provide the following assistance to transfer the traffic simulation model to City staff for future use after project completion:

- Assist City staff in determining necessary upgrades to computer hardware to comply with software needs.
- Provide a total of 40 hours of VISSIM training to City of San Antonio staff. Training will include familiarizing staff with the basics of the VISSIM software package as well as with the model(s) used to simulate traffic operations in the project study area.

Additional Cost: \$8,100.

OPTION B – Development and Analysis of Additional Alternative Sets of Traffic Improvements for Medical Center Area

The C&B Team can analyze more than one alternative for future traffic improvements in the Medical Center study area. Alternatives may include other combinations of roadway/geometric changes, traffic signal system improvements, and transit service improvements. Alternative land use scenarios can also be included.

Additional Cost: Varies depending on scope.

OPTION C – Traffic Modeling for Downtown San Antonio and the Fredericksburg Road Corridor

The C&B Team can provide traffic modeling for the Downtown San Antonio study area and the Fredericksburg Road Corridor linking Downtown to the Medical Center. Options include SYNCHRO, CORSIM and VISSIM models. As part of the Downtown Multimodal Alternatives Analysis for the San Antonio Metropolitan Planning Organization (SAMPO) in 2000, a SYNCHRO traffic model was developed for 118 signalized intersections in two sub-systems in the Downtown area. The SYNCHRO model can be updated and used to analyze Downtown traffic improvement alternatives. Network data can be updated to include changes since the model was developed including intersection geometry and signal timing. Baseline conditions can be updated for 2003 conditions. CORSIM or VISSIM models can be developed for Downtown and/or the Fredericksburg Road Corridor.

Additional Cost: Varies depending on scope.

OPTION D – Additional Meetings

The C&B Team will participate in additional Stakeholder meetings or additional public meetings to provide expanded opportunity for public participation and community involvement in the study.

Additional Cost: \$2,500 per additional meeting for Downtown.

\$4,000 per additional meeting for Medical Center.

Parking Demand and Traffic Modeling Study for Downtown and Medical Center
City of San Antonio, Texas
Project Budget and Cost Proposal (Prepared 2/28/2003)

	Consultant Total		Subconsultant		TOTAL COST
	Hrs	Cost	Hrs	Cost	
Task 1 - Project Management					
1.1 - Kickoff Meeting	16	\$2,169	20	\$2,207	\$4,376
1.2 - Progress Briefings	22	\$2,961	32	\$3,773	\$6,735
1.3 - Progress Reports	18	\$2,376	0	\$0	\$2,376
1.4 - Project Coordination and Data Collection Meetings	12	\$950	60	\$4,335	\$5,325
1.5 - Project Correspondence	6	\$1,056	72	\$7,536	\$8,592
Subtotal - Task 1	76	\$9,552	184	\$17,852	\$27,404
Task 2 - Public/Stakeholders Involvement					
2.1 - Stakeholder Meetings (1 Med Ctr / 1 Downtown)	32	\$3,633	48	\$4,321	\$7,954
2.2 - Management Team Presentations (1)	12	\$1,314	46	\$3,849	\$5,163
2.3 - City Council Committee Briefing (1)	12	\$1,314	20	\$2,207	\$3,521
Subtotal - Task 2	56	\$6,261	114	\$10,377	\$16,638
Task 3 - Data Collection					
3.1 - Review Available Data	20	\$2,033	44	\$3,137	\$5,170
3.2 - Identify Needed Data	26	\$2,285	26	\$2,051	\$4,336
3.3 - Medical Center Traffic Data Collection	0	\$0	36	\$23,433	\$23,433
3.4 - Parking Inventory - Downtown	114	\$7,805	0	\$0	\$7,805
3.5 - Parking Inventory - Medical Center	66	\$4,787	0	\$0	\$4,787
3.6 - Parking Utilization Survey - Downtown	96	\$8,948	0	\$4,950	\$13,898
3.7 - Parking Utilization Survey - Medical Center	70	\$6,353	0	\$4,950	\$11,303
Subtotal - Task 3	392	\$32,210	72	\$39,121	\$71,331
Task 4 - Evaluate Existing Downtown and Medical Center Parking Conditions					
4.1 - Identify Downtown Land Uses	0	\$0	0	\$0	\$0
4.2 - Identify Medical Center Land Uses	0	\$0	0	\$0	\$0
4.3 - Evaluate Downtown Occupancy Rates	0	\$0	0	\$0	\$0
4.4 - Evaluate Medical Center Occupancy Rates	0	\$0	0	\$0	\$0
4.5 - Evaluate Downtown Parking Surpluses/Deficiencies	88	\$8,108	0	\$0	\$8,108
4.6 - Evaluate Medical Center Parking Surpluses/Deficiencies	72	\$7,076	0	\$0	\$7,076
4.7 - Develop Downtown Parking/Land Use Relationships	0	\$0	0	\$0	\$0
4.8 - Develop Medical Center Parking/Land Use Relationships	0	\$0	0	\$0	\$0
Subtotal - Task 4	160	\$15,184	0	\$0	\$15,184
Task 5 - Update Forecast of Future Downtown and Medical Center Parking Demands					
5.1 - Identify Future Downtown Development and Parking Demands	56	\$5,476	0	\$0	\$5,476
5.2 - Identify Future Medical Center Development and Parking Demands	32	\$3,280	0	\$0	\$3,280
5.3 - Forecast Future Downtown Surpluses/Deficiencies	58	\$5,878	0	\$0	\$5,878
5.4 - Forecast Future Medical Center Surpluses/Deficiencies	32	\$3,280	0	\$0	\$3,280
Subtotal - Task 5	178	\$17,915	0	\$0	\$17,915
Task 6 - Evaluate Sites for Downtown and Medical Center Parking Improvements					
6.1 - Downtown Parking Improvements Site Evaluation	74	\$6,881	0	\$0	\$6,881
6.2 - Medical Center Parking Improvements Site Evaluation	44	\$4,623	0	\$0	\$4,623
Subtotal - Task 6	118	\$11,504	0	\$0	\$11,504
Task 7 - Develop Parking Improvement Plans and Cost Estimates					
7.1 - Downtown Parking Improvement Plan and Cost Estimate	134	\$11,938	0	\$0	\$11,938
7.2 - Medical Center Parking Improvement Plan and Cost Estimate	106	\$9,593	0	\$0	\$9,593
Subtotal - Task 7	240	\$21,531	0	\$0	\$21,531
Task 8 - Develop Parking Improvement Financial Plan					
8.1 - Develop Downtown Financial Plan	30	\$3,555	0	\$0	\$3,555
8.2 - Develop Medical Center Financial Plan	22	\$2,499	0	\$0	\$2,499
Subtotal - Task 8	52	\$6,054	0	\$0	\$6,054
Task 9 - Parking Study Documentation					
9.1 - Downtown Parking Study Draft Report	88	\$8,706	0	\$0	\$8,706
9.2 - Medical Center Parking Study Draft Report	66	\$6,365	0	\$0	\$6,365
9.3 - Downtown Parking Study Final Report	64	\$6,128	0	\$0	\$6,128
9.4 - Medical Center Parking Study Final Report	48	\$4,665	0	\$0	\$4,665
Subtotal - Task 9	266	\$25,864	0	\$0	\$25,864
Task 10 - Medical Center Traffic Model Development					
10.1 - Develop VISSIM Model Network	0	\$0	471	\$33,588	\$33,588
10.2 - Calibrate VISSIM Traffic Model	0	\$0	263	\$21,258	\$21,258
10.3 - Develop SYNCRO Model Network	0	\$0	103	\$7,440	\$7,440
10.4 - Develop Intersection Signal Timing and Phasing Plans	0	\$0	48	\$4,218	\$4,218
10.5 - Develop Measures of Effectiveness (MOEs)	0	\$0	122	\$9,123	\$9,123
10.6 - Analyze Existing Conditions Deficiencies and Improvements	0	\$0	52	\$4,828	\$4,828
Subtotal - Task 10	0	\$0	1059	\$80,456	\$80,456
Task 11 - Medical Center Travel Forecasts and Alternative Analysis					
11.1 - Identify Future Development Projections	0	\$0	36	\$3,364	\$3,364
11.2 - Future Projections Using MPO TranPlan Model	0	\$0	139	\$11,234	\$11,234
11.3 - Develop Future Network Alternatives	0	\$0	124	\$9,815	\$9,815
11.4 - Forecast Future Travel Demand for Alternative Scenarios	0	\$0	100	\$9,046	\$9,046
Subtotal - Task 11	0	\$0	399	\$33,458	\$33,458
Task 12 - Evaluate Medical Center Traffic Improvement Alternative					
12.1 - Identify Traffic Operations Alternatives	0	\$0	30	\$3,211	\$3,211
12.2 - Identify Roadway Improvement Alternatives	0	\$0	30	\$3,211	\$3,211
12.3 - Identify Transit Service Alternatives	8	\$948	30	\$3,211	\$4,159
12.4 - Identify Future Scenario Deficiencies and Options	0	\$0	50	\$5,009	\$5,009
12.5 - Analyze Alternative Improvement Scenario No 3	0	\$0	136	\$10,052	\$10,052
12.6 - Develop Evaluation Matrix and Evaluate Alternatives	0	\$0	62	\$5,699	\$5,699
12.7 - Develop Measures of Effectiveness (MOEs)	0	\$0	67	\$5,896	\$5,896
Subtotal - Task 12	8	\$948	405	\$36,287	\$37,235
Task 13 - Medical Center Traffic Study Documentation					
13.1 - Medical Center Traffic Study Draft Report	0	\$0	136	\$9,948	\$9,948
13.2 - Medical Center Traffic Study Final Report	0	\$0	68	\$4,986	\$4,986
Subtotal - Task 13	0	\$0	204	\$14,934	\$14,934
TOTAL LABOR HOURS & COST	1494	\$147,023	2437	\$232,484	\$379,508
Reimbursable Direct Expenses					
Air Travel (Round Trips)	0	\$2,800	0	\$0	\$2,800
Auto Rental (\$50 per day including fuel)	0	\$350	0	\$0	\$350
Mileage (\$0.345 per mi.)	0	\$0	0	\$2,618	\$2,618
Lodging (\$75 per room night)	0	\$0	0	\$0	\$0
Travel Meals (\$25 per person day)	0	\$350	0	\$375	\$725
Printing (lump sum estimate)	0	\$0	0	\$4,000	\$4,000
Subtotal - Reimbursable Expenses	0	\$3,500	0	\$6,993	\$10,493
TOTAL PROJECT COST		\$150,523		\$239,477	\$390,000

NOTES: Hourly costs include direct labor, overhead, and profit. Direct labor rates are based upon current salaries for each personnel category.
Subconsultant costs are based on hourly fees including direct labor, overhead and profit. Reimbursable direct expenses are based upon current prevailing costs for travel and other project expenses.

EXHIBIT 2

COMPENSATION FOR PROFESSIONAL SERVICES

Professional Consulting Services	\$390,000.00
Purchase of required equipment	\$ 10,000.00
Total	\$400,000.00

The following items will be provided by Carter & Burgess, Inc.

- Detailed update of the 1995 Downtown Parking Demand Study to include the downtown area west of the San Antonio River and the proposed Convention Headquarters Hotel
- Determine the demand for parking
- Identify the Appropriate location(s) for garage(s)
- Establish whether parking garage(s) could incorporate rental housing units with an aesthetic design financially feasible.
- Medical Center Area
- Parking demand analysis
- Development of a micro-simulation traffic model to initially assess all modes of transportation and provide a base model for continued use into the future.

