

CONSENT AGENDA  
ITEM NO. 40

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

**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, Assistant City Manager; Christopher J. Brady, Assistant City Manager; Erik Walsh, Assistant to the City Manager; Rebecca Waldman, Director, Department of Asset Management; File

**SUBJECT:** Downtown and Medical Center Parking and Traffic Modeling Study, and the HemisFair Park Master plan

**DATE:** December 18, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance amends a professional services contract with Carter & Burgess, Inc. to provide additional services associated with the Downtown and Medical Center Parking and Traffic Modeling Study, and the HemisFair Park Master Plan in an amount of \$15,000 to be funded from the Parking Operating Fund, and the Hotel/Motel Fund.

Staff recommends approval of this ordinance.

**BACKGROUND**

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 scope, which was focused on two specific downtown areas to include the downtown area west of the San Antonio River and the area of the proposed Convention Headquarters Hotel, included 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 firms. Staff from departments of Public Works, Asset Management, Finance, Economic Development, and the City Manager's Office evaluated the submittals and on December 9, 2002, 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. Ordinance No. 97331 on March 13, 2003 awarded Carter & Burgess, Inc. \$390,000 for the Parking Demand Study. This amendment will bring the total of this contract to \$405,000.

This ordinance provides for two additional community/stakeholder meetings for Downtown and the Medical Center, in order to review the study's final draft. The purpose of this process is to continue encouraging and receiving meaningful participation from stakeholders and citizen groups representing Downtown and the Medical Center, and to obtain their perspective on parking access, traffic operations, and future development issues affecting the study areas. Upon completion of the meetings, staff will bring the final recommendations of the Parking Demand Study and Traffic Model to City Council in March 2004.

The original scheduled meeting date of November 19, 2003, is extended to January 14-15, 2004. This schedule is consistent with dates acceptable to the Medical Center Foundation and requested by the Downtown Alliance.

Additionally, this ordinance authorizes Carter & Burgess, Inc. to provide technical support and analysis related to accessibility, transportation, parking, and linkage issues associated with the HemisFair Park Master Plan effort. The planning effort will largely be conducted with staff resources and available financial and operation data as the basis for the analysis.

### **POLICY ANALYSIS**

Approval of this ordinance is a continuation of City Council policy to encourage citizen input as part of the Downtown and Medical Center Parking and Traffic Modeling Study, and support to the current efforts to develop a Master Plan for the HemisFair Park Area.

### **FISCAL IMPACT**

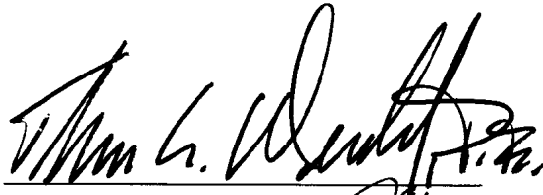
Funds in the amount of \$15,000 are available from the Parking Operating Fund (\$5,000), and from the Hotel/Motel Fund (\$10,000) and authorized payable to Carter & Burgess, Inc.


### **COORDINATION**

This agenda item 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 and Foundation


**SUPPLEMENTARY COMMENTS**

The required Discretionary Contracts Disclosure Form is attached.

 12/21/03  
Thomas G. Wendorf, P.E.  
Director of Public Works

  
Melissa Byrne Vossmer  
Assistant City Manager

Approved:

  
Terry M. Brechtel  
City Manager

November 15, 2003

Mr. Jason E. Cosby, P.E.  
Assistant Director of Public Works  
City of San Antonio  
Post Office Box 839966  
San Antonio, Texas 78283-3966

RE: San Antonio Downtown and Medical Center Parking and Traffic Modeling Study

Dear Mr. Cosby:

We are requesting approval of an amendment to our contractual agreement for the Downtown and Medical Center Parking Demand and Traffic Modeling Study, to incorporate changes to the project schedule and total fee amount. A revised project schedule showing the proposed new project timeline is included in **Attachment 1**. The proposed amendment includes the following changes that were discussed in the Progress Review meetings held on October 2 and November 15, 2003:

1. **Draft Reports Submittal: December 5, 2003** - Completion of the draft reports for the Downtown and Medical Center Parking Study and the Medical Center Traffic Modeling Study is scheduled 8 weeks following the October 7 receipt of data required from the City (see justification in next paragraph). The Draft Report submittals for the Downtown Parking Demand Study and the Medical Center Parking Demand and Traffic Modeling study are extended 5 weeks, from October 31 to December 5, 2003. There is no cost associated with this change.
2. **Second Round of Two Stakeholder Meetings: January 14-15, 2004** - The second round of community/stakeholder meetings for Downtown and the Medical Center will be conducted as two (2) separate meetings, including one for Downtown and one for the Medical Center. Another Stakeholder Meeting is being added for the Medical Center Parking Study, in addition to the one remaining meeting for the Downtown. The original scheduled meeting date of November 19, 2003, is extended to January 14-15, 2004. This schedule is consistent with dates acceptable to the Medical Center Foundation and requested by the Downtown Alliance. The cost for adding another community/stakeholder meeting will be \$5,000, including:

Meeting Facilitation by Ximenes & Associates (including design of flyers, meeting room arrangement and layout, handouts, staffing, and meeting report)	\$2,500
Presentation by Carter & Burgess (including preparation of slides presentation, displays, and staffing)	\$2,500
Total Cost	<u>\$5,000</u>

3. **Final Reports Submittal: February 16, 2004** - The Final Reports submittal is scheduled four weeks after the public meetings and three weeks after receipt of the City's review comments. The City's final review comments on the draft reports will be due not later

than January 23, 2004. The final report submittals for the Downtown Parking Demand Study and the Medical Center Parking Demand and Traffic Modeling study are extended 6 weeks, from December 31, 2003, to February 16, 2004. There is not cost associated with this change.

4. **HemisFair Park Master Plan Transportation/Parking Analysis** – Carter & Burgess will perform a Transportation/Parking for the HemisFair Park Master Plan to provide staff with technical support and analysis related to transportation/parking/linkage issues (to include pedestrians) associated with the HemisFair Park Master Plan. The scope of services for the analysis is provided in **Attachment 2**. The added cost for the Transportation/Parking Analysis will be \$10,000.

The total Contract fee amount will be increased by **\$15,000** (including \$10,000 for the HemisFair Park Analysis, and \$5,000 for the additional Medical Center Stakeholder meeting) bringing the revised total project cost to \$405,000. The original scope also includes consultant participation in Management Team Review and a City Council presentation.

The justification for these changes is based on the following factors:

- Receipt of required existing conditions information provided by the City was delayed for 17 days, from April 24 until May 13, 2003, as noted in the attached letter dated May 16, 2003,
  - Curb utilization inventory for streets in the Downtown Special Emphasis Zones including existing on-street parking spaces and loading zones.
  - Inventory of generalized existing land use information for blocks and buildings in the Downtown Special Emphasis Zones.
- 5. Receipt of future land use changes for Downtown and Medical Center and transportation improvement alternatives for Medical Center provided by the City was delayed for approximately 65 days, from August 1 until October 7, 2003, 2003.
- 6. Additional comments from approximately 35 Downtown stakeholders collected by the Downtown Alliance subsequent to the Downtown Stakeholders meeting on June 27, 2003, were received on September 25, 2003.
- 7. The Parking System Operating Cost Benchmarking Study and the HemisFair Park Master Plan Transportation/Parking Analysis were requested by the City of San Antonio as Additional Services for the Parking Demand and Traffic Modeling Study.

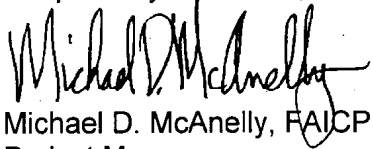
The combined delay encountered for these data requirements is approximately 82 days. For contractual purposes, we are notifying you that our scheduled completion dates for the other project milestones will be offset by approximately 37 days. The scheduled submittal dates for the proposed contractual amendment are consistent with these adjustments. The proposed schedule adjustment allows for the 5-weeks extended completion of the draft report. The meeting dates for Downtown and the Medical Center will be rescheduled to mid-January, to avoid having the meetings during the holiday season when it would be difficult to obtain meaningful public involvement. The proposed meetings on dates in January are acceptable to the Downtown Alliance and the Medical Foundation.

Should further information is needed, please contact us. If the proposed changes are acceptable, an Amendatory Agreement will be executed between the City and Carter &

Mr. Jason E. Cosby, P.E.  
November 15, 2003  
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Burgess. We appreciate the opportunity to provide professional services to the City of San Antonio for this important project.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael D. McAnelly". The signature is fluid and cursive, with the first name "Michael" being more prominent.

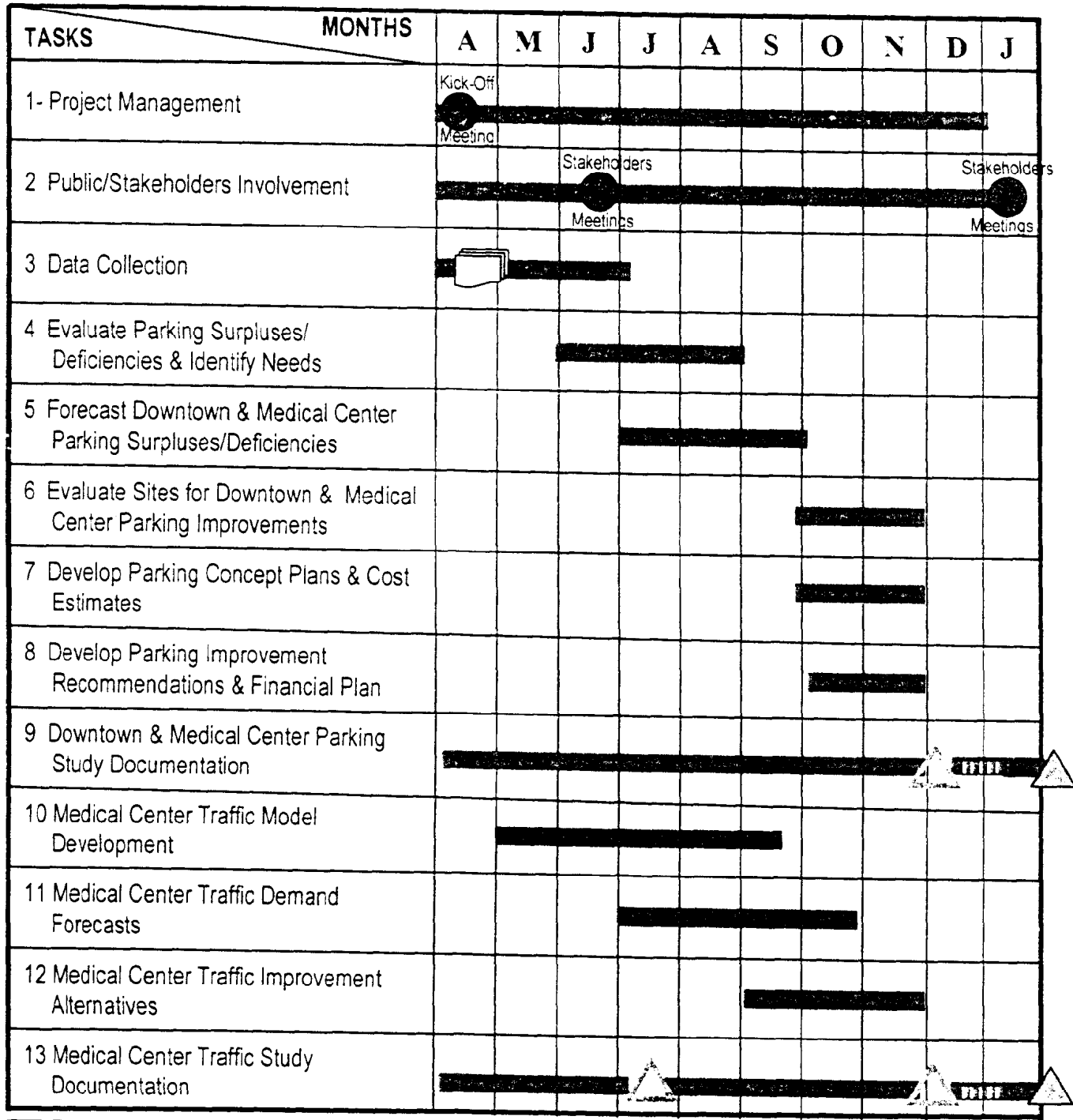
Michael D. McAnelly, FAICP  
Project Manager

Attachment 1: Revised Project Schedule

Attachment 2: Parking Operations Benchmarking Study Scope of Services

CC: Mr. Brad Davis, P.E.  
Ms. Heidi Ross, P.E.

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



## Project Schedule

Revised 11-15-03

## ATTACHMENT 2

### **City of San Antonio Public Works Parking Division Operating Cost Benchmarking Scope of Services**

Carter & Burgess will perform a benchmarking study of operations costs for the City of San Antonio's municipal parking system. The benchmarking study will include the City's existing multilevel parking structures and surface parking lots located in downtown San Antonio. Two major objectives will comprise the essential elements of the study:

- A cost analysis of current parking operations, and
- A cost comparison of the City of San Antonio parking operations with those of selected public, private, and publicly-owned/private-operated facilities.

Carter & Burgess will use the Department's available financial and operation data as the basis for the analysis. In consultation with Department management, Carter & Burgess will prepare estimates for unavailable data.

#### **TASK 1**

##### *Data Collection*

The project team will collect the following data:

- Budgeted and actual expenditures for the last five years
- Capital expenditures
- Debt Service schedules for outstanding bond issues
- Fee schedules by facility
- Fee units/volume by facility for the last three years
- Previous cost analyses and other studies
- Facility capacity

#### **TASK 2**

##### *Cost Analysis*

The project team will determine direct and indirect operating costs for the each garage and parking lot. In a multi-program organization, all costs can be divided into two different types: direct and indirect. Direct costs are those that are clearly and easily attributable to a specific program. Indirect costs are those that are not easily identifiable with a specific program, but which may be necessary to the operation of the program. The indirect costs are shared among programs and, in some cases, among functions.

The cost analysis will document the total costs of operating parking facilities by considering all direct and indirect costs. Costs typically include:

- Labor cost
- Maintenance cost
- Management and supervisory cost
- Insurance and risk management cost
- Capital cost, and
- Debt service
- Overhead and support services cost
- Indirect cost



The results of the cost analysis will be compared with the benchmark costs of other similar parking facilities.

### TASK 3

#### *Benchmarking*

The project team will benchmark the operating costs of other parking facilities as available, such as:

- Other selected publicly owned and operated parking facilities
- Privately owned and operated parking facilities
- Publicly owned and privately operated parking facilities

### TASK 4

#### *Comparative Analysis*

The analysis will present the costs by type of comparative facility. Similarities and differences in parking operations will be described. The comparative analysis will include comparisons of:

- Operating costs
- Operating hours
- Type of facility
- Facility capacities
- Facility volumes
- Operating policies that affect costs
- Operating standards that affect costs
- Operating similarities
- Operating gaps

### TASK 5

#### *Study Findings, Documentation, and Coordination*

Preparation of the study will include coordination with City officials and staff. Two work sessions with City staff are included in development of the study. The study findings and conclusions will be documented in a Preliminary Draft Report and submitted for review by City staff. Review comments received will be incorporated and the Draft Report will be submitted to the City. The Final Report will be submitted following receipt of comments on the draft report and approval by the City. Carter & Burgess will participate in presenting the study results to the Management Team and to City Council.

### PROJECT SCHEDULE

Work on the benchmarking study will begin following receipt of notice to proceed from the City. The Draft will be submitted to the City within 120 days. The Final Report will be submitted within 30 days after receipt of comments.

## 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**<sup>1</sup> that would be a party to the discretionary contract:

Carter & Burgess, Inc.

and the name of:

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

Ximenes & Associates

WHM Transportation Consultants, Inc.

and the name of:

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

None.

<sup>1</sup> 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.

- (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.

None.

### 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.

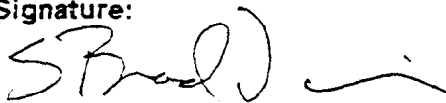
To Whom Made:	Amount:	Date of Contribution:
Mayor Ed Garza	\$500.00	April 21, 2003
Councilman Enrique Barrera	\$500.00	April 21, 2003
Councilman Julian Castro	\$500.00	April 21, 2003
Councilman Carroll Schubert	\$500.00	April 21, 2003
Councilwoman Moorehouse	\$750.00	April 21, 2003
Roger Flores, Jr.	\$500.00	May 1, 2003
David Carpenter	\$1000.00	March 27, 2002
David Garcia	\$500.00	June 4, 2002
Toni Moorehouse	\$500.00	June 10, 2002
Enrique Barrera	\$500.00	July 17, 2002
Ed Garza	\$150.00	August 11, 2002
CEC Political Action Committee	\$270.00	July 18, 2001
David Garcia	\$500.00	September 19, 2001

### 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 question<sup>2</sup> as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

None

Signature:



Title:

VICE PRESIDENT

Company:

Carter & Burgess, Inc.

Date:

November 21, 2003

<sup>2</sup> 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.