



AGENDA BILL

Agenda Subject: Selection of On Call Parking & Mobility Consultant Services		Date: September 14, 2020
Staff Contact: Matt Edmond, Director Parking & Mobility Kathy Wanner, Contracts Specialist	Attachments: A. Resolution No. 1671 B. Request for Qualifications C. Consultant’s Proposal	
Action Requested: Approve the ranking of the RFQ: Parking & Mobility Consulting Services and authorize the Executive Director to negotiate and enter into a five year, non-exclusive Professional Services Agreement with Kimley-Horn Associates, Inc. for on-call parking consulting services.		

BACKGROUND:

The Agency has, for the past fifteen years, retained a nationally recognized on-call parking consultant to assist with planning and management of the \$24 million dollar downtown public parking system operated by CCDC. The Agency last conducted an RFQ process in 2015, selecting Kimley-Horn Associates for a five-year term. The on call contract expired earlier this year.

Agency staff prepared a Scope of Services outlining potential future requests, ranging from general advisory to project specific that may be anticipated in the next five years. High priority projects that the Agency has in mind for which professional assistance is needed include:

- Long-term preservation of parking garages as important assets
- Parking Operator selection assistance
- Parking Access & Revenue Control System (PARCS) equipment selection and procurement
- Parking Supply & Demand Analysis
- Annual Rate Analysis
- Development of future mobility hubs

Request for Qualifications

Agency staff prepared a Request for Qualifications (RFQ) that outlined the basic qualifications, desired professional experience, and a set of criteria which would be used to evaluate expertise available from regionally and nationally recognized professional parking consultants. The Agency

also distributed to a list of eleven parking consultants known to staff or whose names were recommended by colleagues in professional parking organizations, posted on CCDC's website, and sent to a list of companies who circulate RFQs to consulting firms.

Seven (7) firms submitted responses by the due date and time of August 18, 2020. The firms are listed below in alphabetical order:

Desman, Inc.
Kimley-Horn Associates
Rich & Associates
The Parking Consultants
Walker Consultants
Walker P. Moore
WGI

Evaluation Process

An evaluation panel consisting of Agency Staff and representatives from our major transportation & parking partners, was established. Members were:

Linsey Hartke: BSU, Parking & Transportation
Zach Piepmeyer: Boise City Planning & Development Services
Craig Croner: Boise City Parking Services
Kaite Justice: Valley Regional Transit | City GO
Matt Edmond: Assistant Parking & Facilities Director
Max Clark: Parking & Facilities Director

The panel evaluated the responses based on the information submitted and how it best related to the qualifications and professional experience of each firm. After studying the written submittals, the evaluation panel elected to interview the top three firms. Upon completion of hour-long virtual interviews, and deliberation amongst the panel members, the rank ordering of the respondents was:

1. Kimley-Horn Associates, Inc.
2. Walker Consultants
3. DESMAN, Inc.

The evaluation panel compared the finalist candidates on criteria including a candidate presentation; continuity planning; knowledge of or experience with emerging trends and technology in parking, accessibility considerations, non-traditional parking planning, university-municipal partnerships, mobility planning in car-centric communities; and proximity to Boise and/or local office presence. While the evaluation panel found all three firms to be well-qualified to provide the required services for the next five years, it found Kimley-Horn Associates (KHA) as the best-qualified candidate across all criteria considered, including the initial responses and the finalist interviews.

KHA's involvement with research/writing on national mobility trends, their focus on downtown mobility policy; their addition of Portland consultant Rick Williams & Associates; work with mountain west and cities of Boise's caliber including Boulder, CO and Missoula, MT; and their company succession planning also played an integral part in their selection.

FISCAL NOTES:

The professional service agreement shall define the terms of the contractual relationship between the Agency and the chosen firm. Individual task orders, as needed, will define the scope of work and fees.

STAFF RECOMMENDATION:

Adopt Resolution No. 1671 approving the ranking for the RFQ Parking & Mobility Consulting Services; and authorize the Executive Director to negotiate and execute a five-year, non-exclusive Professional Service Agreement with Kimley-Horn Associates, Inc. for on-call parking consulting services.

Suggested Motion:

I move adoption of Resolution No. 1671 approving the ranking for the RFQ Parking & Mobility Consulting Services; and authorize the Executive Director to negotiate and enter into a five year, non-exclusive Professional Service Agreement with Kimley-Horn Associates, Inc. for on-call parking consultant services.

Attachment A

Resolution No. 1671

RESOLUTION NO. 1671

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, APPROVING THE RANKING FOR THE AGENCY'S REQUEST FOR QUALIFICATIONS – PARKING & MOBILITY CONSULTING SERVICES; AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE THE PROFESSIONAL SERVICES AGREEMENT FOR THE CONSULTING SERVICES BASED ON THE RANKING AND TO THEREAFTER EXECUTE THE PROFESSIONAL SERVICES AGREEMENT, AND ANY OTHER NECESSARY DOCUMENTS OR AGREEMENTS, SUBJECT TO CERTAIN CONTINGENCIES; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION is made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, and the Local Economic Development Act, as amended and supplemented, Chapter 29, Title 50, Idaho Code (collectively, the "Act"), as a duly created and functioning urban renewal agency for Boise City, Idaho (hereinafter referred to as the "Agency").

WHEREAS, the Act and the Downtown Urban Renewal Plans provide for the Agency to retain and engage technical experts, professional services, and planning services; and,

WHEREAS, the Agency complies with various provisions of the Idaho Code as may be applicable to the Agency for the selection of services; and,

WHEREAS, as a matter of fairness and transparency, Agency has, by policy, provided for certain competitive selection processes for professional consulting and planning services retained by the Agency; and,

WHEREAS, the Agency owns and operates the ParkBOI public parking system ("ParkBOI") which includes seven parking garages with 3,395 spaces, in part as a significant investment in implementing the Downtown Urban Renewal Plans and in the vitality of downtown Boise; and,

WHEREAS, the Agency regards ParkBOI as an important asset which requires planning for its long term preservation and operation; and,

WHEREAS, the Agency regards the following issues as deserving attention over the next five years: revisiting the vision and mission for ParkBOI; revisiting the long term strategic plan for ParkBOI; reassessing the rate structure used for ParkBOI; and evaluating alternative models for how to manage and operate ParkBOI; and,

WHEREAS, the Agency is in need of professional expertise on a variety of current and future issues related to parking & mobility, including: evaluating how to better utilize the current supply of downtown public parking; evaluating how to better coordinate on-street parking (managed by Boise City) with off-street parking (owned by private parties and the Agency);

exploring innovative and cost-effective ways to expand the public parking supply; analyzing future parking demands and assessing what role the Agency should play in this endeavor; exploring how public-private partnerships could contribute to the parking supply; and exploring if the current and future parking demand could be reduced through traffic demand management (TDM) and other initiatives; and,

WHEREAS, the Agency has made a practice of retaining a professional parking consultant on an on-call, non-exclusive basis since 2003 and finds it is in need of professional parking consulting services to address the issues set forth above; and,

WHEREAS, the Agency issued a Request for Qualifications for Professional Parking & Mobility Consultant Services ("RFQ") on July 31, 2020, and published notice of the RFQ on July 31 and August 7, 2020, in the *Idaho Statesman* newspaper; and,

WHEREAS, as a result of the RFQ, the Agency received seven (7) Statements of Qualifications ("SOQ") by the published deadline; and,

WHEREAS, the Agency convened an evaluation panel consisting of representatives from Boise State University (BSU), Boise City, and CityGo, which are the Agency's major transportation and parking partners, and the Agency's Parking & Mobility Director and Assistant Parking & Mobility Director ("Evaluation Panel") to review the SOQs submitted by the Respondents; and,

WHEREAS, the Evaluation Panel examined the SOQs and thereafter conducted interviews with the three (3) top ranked firms; and,

WHEREAS, the Evaluation Panel has recommended that the Respondents be ranked as follows:

1. Kimley-Horn Associates, Inc.
2. Walker Consultants
3. Desman, Inc.

WHEREAS, the Evaluation Panel's scoring showed that Kimley-Horn Associates, Inc., was the best qualified proposer because:

- Knowledge of or experience with emerging trends and technology in parking
- Experience and knowledge of non-traditional parking planning, mobility planning in car-centric communities, and accessibility considerations
- Extensive Agency knowledge and an investment in the community with local presence

WHEREAS, for these reasons, Agency is recommending that the Agency Board approve the ranking; and,

WHEREAS, the Agency Board of Commissioners finds it in the best public interest to approve the ranking for its RFQ – Parking & Mobility Consulting Services and to authorize the Agency's Executive Director to negotiate and enter into a five year, non-exclusive Professional Services Agreement for on-call parking consultant services.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2: That the Agency Board affirms the following ranking for the RFQ – Parking & Mobility Consulting Services:

1. Kimley-Horn Associates, Inc.
2. Walker Consultants, Inc.
3. Desman, Inc.

Section 3: That the Agency Board authorizes the Agency's Executive Director to negotiate a five-year, non-exclusive Professional Services Agreement with the top-ranked proposer, Kimley-Horn Associates, Inc., and in the event an agreement cannot be reached, that the Executive Director is authorized to negotiate the agreement with the next ranked proposer.

Section 4: That the Agency Board authorizes the Agency Executive Director, upon successful negotiations, to finalize, sign, and enter into the Professional Services Agreement consistent with the Agency Board's stated instructions at its September 14, 2020, Agency Board Meeting, and further authorizes the Agency Executive Director to execute all necessary documents required to implement the actions contemplated by the Agreement, subject to representations by Agency legal counsel that all necessary conditions have occurred.

Section 5: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Urban Renewal Agency of Boise City, Idaho, on September 14, 2020. Signed by the Chair of the Agency Board of Commissioners and attested by the Secretary to the Agency Board of Commissioners on September 14, 2020.

URBAN RENEWAL AGENCY OF BOISE CITY

DocuSigned by:
Dana Zuckerman
By: EC5DBD8CD4444E9
Dana Zuckerman, Chair

ATTEST:

DocuSigned by:
Lauren McLean
By: D233C7C9F8A44C3
Lauren McLean, Secretary

Attachment B

Request for Qualifications – Issued July 24, 2020



REQUEST FOR QUALIFICATIONS PARKING & MOBILITY CONSULTANT SERVICES

Issue Date: July 24, 2020
Statement of Qualifications Due: August 18, 2020 by 3:00 p.m. local time

Capital City Development Corporation (CCDC), the urban renewal agency for the city of Boise, is seeking Statements of Qualifications from regionally or nationally recognized professional parking & mobility consultants to supply on-call services to CCDC under a multi-year non-exclusive agreement.

INTRODUCTION

Capital City Development Corporation (CCDC or Agency) is a public redevelopment agency serving as a catalyst for quality private development through urban design, economic development and infrastructure investment. It also helps the community thrive in a sustainable economy where an exceptional built environment and excellent business opportunities are in perfect balance. CCDC ignites diverse economic growth, builds vibrant urban centers, and promotes healthy community design through economic development, infrastructure, mobility, place making and special projects.

CCDC owns and operates ParkBOI, downtown Boise's public parking system, which consists of seven public parking garages totaling 3,395 parking spaces (*see attached map*). The system accommodates nearly one million visitors annually who come to Boise's downtown to work, shop, and play.

All seven garages are mixed use facilities attached to restaurants, retail businesses, commercial offices, hotels, or condominiums. All garages accommodate contract/monthly parkers, hourly/transient customers and attendees to special events. ParkBOI Garages are open all day, every day.

CCDC views ParkBOI as a key economic development tool supporting urban density development and creation of a walkable, attractive pedestrian environment in downtown Boise as an alternative to surface parking lots.

CCDC's parking spaces are part of over 18,000 spaces in downtown Boise. The City of Boise operates approximately 3,000 on-street parking meters. The remaining 15,000 spaces are privately-owned spaces in garages or surface parking lots, some of which are available to non-tenant customers.

CCDC is responsible for strategic planning for ParkBOI, operating and maintaining the parking garages, capital reinvestment, setting rates, coordinating with Boise City's on-street parking

system, working with various agencies and stakeholders on parking issues, and assessing the need for future public parking facilities.

CCDC is seeking Statements of Qualifications (“SOQ”) from regionally or nationally recognized professional parking & mobility consultants to supply on-call services to CCDC under a multi-year, non-exclusive professional services agreement. The selected firm(s) are not guaranteed work nor compensation during the term of the contract.

PROJECT DESCRIPTION AND SCOPE OF WORK

BACKGROUND

Public parking in downtown Boise is supplied by:

- on-street spaces located in Ada County Highway District (ACHD) rights-of-way and managed by Boise City.
- ParkBOI parking garages owned and operated by CCDC.
- Private parking lots and garages where members of the general public are permitted to park for a fee.

Financing the Garages

CCDC has two main sources of revenue: an allocation of property taxes generated by increases in property tax value in each of its urban renewal districts (referred to in Idaho as “Revenue Allocation”) and revenues from ParkBOI.

All of the garages in ParkBOI were originally constructed by the issuance of bonds. As of 2020, only Capitol & Myrtle Garage and 11th & Front Garage have bonds outstanding. These outstanding bonds will be retired on or before the sunset date for the district where they are located. Typically, revenue from each garage covers the cost of operations and maintenance and a portion of the garage’s debt payment. Property tax increment pays for the remainder of the debt payment.

Parking Overlay Districts

Downtown Boise has a three-tiered set of parking overlay districts: P-1 eliminates parking requirements for private development; P-2 and P-3 have reduced parking requirements. ParkBOI is in effect supplying parking that private development would otherwise be required to build, which has encouraged higher intensity, urban-style development.

ParkBOI Role in Urban, Mixed-Use Development

All garages in the ParkBOI system are part of a mixed use development on the block where the garage is located and most garages are in a condominium form of ownership. Parking levels are condominium units owned by CCDC and the structure and elevator and stair towers are common area. Table 1 describes the private developments associated with each of these garages and the linkages between the developments and CCDC. Because of these linkages, CCDC has put a high priority on long term maintenance of the garages because it is critical that they remain standing as long as the adjacent private development remains.

Table 1: Private Mixed-Use Developments Associated with ParkBOI Garages			
Parking Garage	# of Spaces	Associated Developments	Linkages
10 th & Front ⁽¹⁾ Built 1978	543	Hotel 43 Chandler's Restaurant	Parking agreement with CCDC allows hotel to reserve spaces. An optional valet service is provided by a private vendor.
Capitol & Main ⁽²⁾ Built 1988	495	Chase Tower – residential & office condominiums. Main + Marketplace Retail Building. Privately owned street level retail in condo spaces on first & second levels of garage.	Chase Tower condo owners have reserved parking spaces in garage; tower is connected to parking level where reserved parking spaces located. Garage provides public parking that can be used for residents' overflow parking and guest parking, and for retail customers (for fee).
9 th & Main ⁽²⁾ Built 1990	386	Eighth & Main Building -- Privately owned street level retail in condo spaces on second floor of garage.	17-story office building uses garage ramping to access four parking levels in office tower. Garage provides public parking that can be used by office tower's tenants and customers, and for retail customers (for fee).
Capitol & Front ⁽²⁾ Built 1998	216	CenturyLink Arena Grove Hotel & Condominiums	Garage, arena, and hotel built as one structure. Garage ramp provides access to arena floor and hotel docks. Parking agreement with CCDC allows hotel to reserve spaces. Storage lockers for residential condo owners are in parking garage. Garage provides public parking that can be used for residents' overflow parking and guest parking (for fee). Garage may be sold to private interests in 2020.
9 th & Front ⁽²⁾ Built 2000	572	Boise Centre Aspen Lofts Condominiums BoDo Retail Development	Primary parking facility for attendees to Boise Centre events. Aspen Lofts uses garage ramping to access parking levels in residential tower. Garage provides public parking that can be used for residents' overflow parking and guest parking (for fee). Fire exiting from retail building into garage.

Table 1 (continued)			
Parking Garage	# of Spaces	Associated Developments	Linkages
Capitol & Myrtle ⁽²⁾ Built 2005	343	Hampton Inn & Suites BoDo Retail Development Edwards Cinema	Garage and hotel built as one structure; hotel on top of garage. Hotel is linked to parking levels. Parking agreement with CCDC allows hotel to reserve spaces. Garage provides public parking for retail customers (for fee). CCDC has agreement with the Edwards Cinema re: parking validations.
11 th & Front ⁽²⁾ Built 2016	828	Pioneer Crossing Boise Metro Chamber of Commerce Hilton Garden Inn First Interstate Office Building	Garage and chamber of commerce offices built as one structure. Garage is joint-owned by CCDC and BVA, with CCDC owning 250 spaces and BVA owning the rest. Parking agreement allows hotel to reserve spaces. Garage provides public parking for office tenants, hotel, and retail customers (for fee).
<p>(1) 10th & Front Garage and Hotel 43 are in the same block but are situated on their own individual parcels. There are agreements between the two owners re: hotel's ability to reserve parking spaces in the garage for guests and hotel signage on the garage.</p> <p>(2) Each of these garages is part of a condominium association that includes private development and a variety of linkages between CCDC and the other owners in the association.</p>			

Long Term Planning & Capital Reinvestment

CCDC has typically retained a parking & mobility consultant and structural engineer to:

- Develop a long term reinvestment and major maintenance program for the garages.
- Conduct parking rate studies; recommend adjustments to rate schedules.
- Assess parking supply and demand in downtown Boise.
- Evaluate if new public parking facilities are needed and to make recommendations on how to meet and manage future demands for public parking.

CCDC's RFQ for parking & mobility consultant services is a continuation of this practice. Engineering consulting will be sought via a separate RFQ.

Operating & Maintaining the ParkBOI Garages

Since 1988, CCDC has hired a private parking operator to operate and perform routine maintenance on its parking garages. The Car Park is CCDC's current parking operator.

High Priority Issues for CCDC

- Selecting a parking operator through a RFQ/RFP process.
- Revisiting the vision and mission for ParkBOI.
- Long-term preservation of the parking garages as important assets.
- Selecting a new Parking Access and Revenue Control System (PARCS) through a RFQ/RFP process.
- Updating the long-term strategic plan for the parking system.
- Conducting an annual rate analysis in conjunction with the annual budgeting process.
- Conducting a parking supply-demand analysis for Downtown Boise (typically done every 3-5 years).
- Participating in International Parking Institute's Framework on Sustainability and the Green Parking Council's Green Garage Certification Program.
- Identifying what alternative models exist for the day-to-day operation of ParkBOI.
- Improving coordination between the on-street parking system and the off-street public parking systems.
- Achieving better utilization of the existing inventory of public parking.
- Evaluating what part CCDC should play in addressing future demands for public parking.
- Exploring if innovative partnerships with private and other public entities could be forged to supply public parking.
- Exploring if the demand for public parking can be lessened through Transportation Demand Management (TDM) and other initiatives.
- Analyzing options for what happens to ParkBOI as the urban renewal districts sunset.

POTENTIAL SCOPE OF SERVICES ("Scope of Services" or "Scope")

The anticipated Scope of Services will range from general advisory consulting to specific projects and products including but not limited to the tasks and questions noted below:

Long Term Planning, Investment, Management & Coordination

- Updating the strategic plan, including re-examining the purpose and revisiting the current vision and mission statement for ParkBOI, with CCDC and stakeholders.
- Reviewing and analyzing current plans, policies and practices used to manage ParkBOI, and recommending improvements.
- Conducting cost – benefit analyses of various policy options such as building and selling garages, operating a garage system with agency staff vs. hiring a private company, etc.
- Identifying and analyzing different models for the ownership and management of the ParkBOI system, including options that address when the urban renewal districts sunset.
- Preparing/updating a parking management plan for ParkBOI.
- Identifying ways ParkBOI plans, policies, practices and rate structures could be revised to address parking issues facing downtown service workers, residential developers and residents living in downtown.
- Developing recommendations re: short, medium and long term investments needed in parking garages as they move through their life cycle to preserve these CCDC assets.
- Re-examining CCDC's current major maintenance program for ParkBOI and determining if revisions are needed.

- Analyzing whether disposition of garage(s) would allow investment in more effective ways to deliver public parking than owning garage(s) outright.
- Identifying effective strategies for coordinating on-street public parking (managed by Boise City) and off street public parking (owned and operated by CCDC), including case studies from other communities.

Parking Garage Design & Equipment

- Evaluating designs for future parking facilities.
- Evaluating parking access and revenue control systems (PARCS) equipment needs and creating equipment specifications.
- Serving as the Owner's representative in testing and evaluating if work of PARCS manufacturers, suppliers and installers meets specifications.
- Evaluating, conducting cost-benefit analyses, and recommending technological upgrades to parking garage systems.
- Identifying ways CCDC could implement recommendations from International Parking Institute's (IPI) Framework on Sustainability and Green Parking Council's (GPC) Green Garage Certification Program that offer the best prospects for success.

System Operations & Customer Satisfaction

- Examining alternatives to contracting with a private firm to manage ParkBOI.
- Identifying methods for obtaining feedback from parking customers and stakeholders and measuring satisfaction levels and trends.
- Designing and implementing methods to measure current level of satisfaction with parking options and operations in downtown Boise.
- Developing and testing methods for increasing customer / stakeholder satisfaction.
- Analyzing the cost and customer service trade-offs when use of technology is increased and staffing decreased in garage operations.
- Developing ways to communicate and enforce parking garage rules that keep the customer relationship positive.
- Evaluating garage signage and wayfinding, and making recommendations for improvement.

Parking Supply & Demand; Rates

- Preparing parking supply/demand and parking rate studies.
- Advising CCDC on how to structure rates to achieve management objectives and shape customer usage of the garages.
- Analyzing how the existing public and private parking inventories could be more effectively utilized.
- Creating decision-making tools for analyzing under what conditions CCDC should invest in more public parking. Identifying what financing options exist to increase the supply of public parking.

- Generating innovative ideas on how to supply public parking that do not require public investment.
- Identifying alternatives to the historic practice of building CCDC-owned public parking garages.
- Identifying innovative ideas and case studies exist re: use of public-private and public-public partnerships to increase the public parking supply.
- Identifying and analyzing what strategies exist to lower parking demand.
- Researching alternatives that exist in environments similar to downtown Boise to decrease the need to add public parking.
- Developing Transportation Demand Management (TDM) strategies and garage modifications that would encourage use of TDM initiatives.

Other

- Organizing and conducting community engagement processes, including public meetings, stakeholder interviews, customer surveys, forums, and expert panels on parking issues.
- Facilitating meetings with elected and appointed boards, government agencies and stakeholder groups; making presentations to decision makers.
- Providing case studies from other communities related to the various issues that would be instructive to CCDC.
- Work with the City of Boise, ACHD, Boise State University (BSU) and others on parking-related issues that are require collaboration.

Services are typically requested well in advance, but some assignments may require a rapid response.

Compensation to Selected Respondent will be based on the types of personnel required for the work, the complexity of the work, the time required to complete the work, and the Selected Respondent's rates as negotiated and included in the professional services contract (sample attached). For this RFQ, please do not submit rate schedules. Payment is typically based on hourly rates and reimbursable expenses.

GENERAL CONDITIONS OF THIS RFQ

2.1 Intent of RFQ

It is the intent of CCDC to run a qualification based selection process to select a firm capable of providing the parking & mobility consulting services outlined within this RFQ.

2.2 Reserved Rights

CCDC reserves the right to act in the public best interest and in furtherance of the purposes of the Idaho Code Title 50, Chapter 20 (Idaho Urban Renewal Law) and Idaho Code Title 67, Chapter 28 (Purchasing by Political Subdivisions). CCDC reserves the right to waive any formalities or defects as to form, procedure, or content with respect to its Request for Qualifications and any irregularities in the submittals received, to request additional data and information from any and all Respondents, to reject any submissions based on real or apparent conflict of interest, to reject any submissions containing inaccurate or misleading information, to reject all submittals, and to accept the submittal that is in the best interest of CCDC and the

public. The issuance of this RFQ and the receipt and evaluation of submittals does not obligate CCDC to select a firm nor award a contract. CCDC may in its discretion cancel, postpone, or amend this RFQ at any time without liability.

2.3 Public Records

CCDC is a public agency. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Act, Chapter 1, Title 74, Idaho Code. The Public Records Act contains certain exemptions – one of which that is potentially applicable to part of your response is an exemption for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy.

If any Respondent claims any part of a submittal is exempt from disclosure under the Idaho Public Records Act, the Respondent must: 1.) Indicate by marking the pertinent document “CONFIDENTIAL”; and 2.) Include the specific basis for the position that it be treated as exempt from disclosure. Marking the entire proposal as “Confidential” is not in accordance with Idaho Public Records Act and will not be honored.

CCDC, to the extent allowed by law and in accordance with these Instructions, will honor a nondisclosure designation. By claiming materials to be exempt from disclosure under the Idaho Public Records Act, Respondent expressly agrees to defend, indemnify, and hold CCDC harmless from any claim or suit arising from CCDC’s refusal to disclose such materials pursuant to the Respondent’s designation. Any questions regarding the applicability of the Public Records Act should be addressed to your own legal counsel prior to submission.

SUBMISSION PROCESS

3.1 Proposal Information

The CCDC offices are closed as we do our part to help slow the spread of the COVID-19 virus. Please follow these instructions for submitting a proposal.

PROPOSAL DEADLINE is 3:00 p.m. local time, August 18, 2020

The proposal must be submitted electronically by email to: bids@ccdcboise.com

Please include this subject line on the email:

“RFQ SUBMITTAL: PARKING & MOBILITY CONSULTANT SERVICES”

All required submittal documents must be signed and dated and must be submitted via email either in one PDF or a separate PDF of each required document. Late or incomplete submittals will not be accepted; CCDC takes no responsibility for submittals received late or incomplete in any way. Respondent assumes full responsibility for the timely submittal of all proposal documents via the email process.

Respondent will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of CCDC and will not be returned.

3.3 Forms to be Submitted

Respondents must submit a pdf of the following completed forms via email by the due date and time:

- RFQ Submittal Cover Sheet – Attached to this RFQ as Exhibit A
- RFQ Waiver and Release – Attached to this RFQ as Exhibit B
- ONE (1) signed SOQ proposal

Failure to submit all requested information may render any submittal unresponsive.

3.4 Addenda

In the event it becomes necessary to revise any part of this RFQ, addenda will be issued. It is the Respondent's responsibility to check for addenda prior to submitting the SOQ. Failure to do so may result in the proposal being declared non-responsive. No addenda will be issued fewer than four (4) business days before the proposal deadline unless the deadline is extended. Proposer shall indicate within their cover letter acknowledgement of any addenda which they have incorporated into their submittal.

3.5 Modification or Withdrawal of Submittal

A submittal may be modified or withdrawn by the Respondent prior to the submission deadline set forth in this RFQ. After the submission deadline, the submittal shall remain in effect for a minimum of 90 days for evaluation purposes.

REQUIRED CONTENT, EVALUATION, AND SELECTION

4.1 Required Submission Format

To be considered responsive to this RFQ and to facilitate evaluations, the Statement of Qualifications (SOQ) shall be organized per the outline given below. The submittal should be clear and concise, with an emphasis placed on specific desired experience and qualifications of the people who will actually perform the services. CCDC does not require nor desire elaborate brochures and other representations beyond that which is sufficient to present the information requested in this RFQ.

OUTLINE TO FOLLOW:

- A. RFQ Submittal Cover Sheet (Exhibit A)**
- B. RFQ Waiver and Release (Exhibit B)**
- C. Signed Letter of Interest (Cover Letter)** One page, double sided, maximum limit.
- D. Detailed Proposal**

Evidence of Firm's Ability to Perform Services.

Proposals are to be limited to five (5) pages, double sided (10-page total). The 5-page limit does not include the RFQ Submittal Cover Sheet, RFQ Waiver and Release Form,

Letter of Interest (cover letter), tabs, or appendices. Detailed Proposal must be organized with the following information:

ORGANIZATION QUALIFICATIONS

Outline your organization's relevant experience on the scope of work required for this project, including firm's history, size, relevant office locations, resources, philosophy of service, and project management techniques and methods. Describe how your firm meets the requirements outlined in the Scope of Services section.

PERSONNEL QUALIFICATIONS

Describe the personnel, including Project Manager, and project team you are proposing most likely to supply parking & mobility consulting services to CCDC; include an organization chart of proposed staff, including specific sub-consultants, if any. Include each staff member's title, likely role on the project team, professional licenses, certifications, office location, and years of employment at Respondent's firm.

PROJECT EXPERIENCE

Submit up to five (5) projects which Respondent views as particularly relevant to the types of services desired by this RFQ; include a detailed description explaining how each project exemplifies the desired requirements and experience. At least one (1) project should be from public agency clients other than CCDC. Include information that demonstrates schedule and budget compliance. For each project mentioned, include the name, title, email address, and phone number of a person (preferably the client's project manager) who can be contacted regarding performance on the project.

E. Appendix

Resumes: Provide resumes of key personnel that will work directly with or on CCDC projects. Resumes shall not exceed 2 pages per person.

4.2 Evaluation and Selection Process

In determining the best qualified Respondent, CCDC will consider all acceptable proposals on a basis consistent with this RFQ. SOQs will be evaluated based on the responses and qualifications submitted, including the following factors:

- Organizations Qualifications (30%)
- Personnel Qualifications (30%)
- Project Experience (30%)
- Office/Key Personnel Locations/Accessibility to Boise (10%)

CCDC will create an Evaluation Team to evaluate the SOQs and provide a selection recommendation to the CCDC Board of Commissioners. Before a Respondent is selected, CCDC may conduct reference investigations. CCDC may or may not conduct interviews in order to evaluate the performance record, the ability of the Respondent to perform the work, and the quality of the service being offered. By submitting an SOQ, the Respondent authorizes CCDC to conduct reference investigations and interviews as needed where the Respondents will be evaluated based on the information described in this RFQ.

4.3 Qualification Based Selection

CCDC staff will recommend to the CCDC Board of Commissioners which Respondent should be selected for the Parking & Mobility Consultant Services. Final selection is made by the CCDC Board of Commissioners.

It is the Respondent's responsibility to conform to all applicable federal, state, and local statutes or other applicable legal requirements. The information provided herein is intended to assist Respondents in meeting applicable requirements but is not exhaustive, and CCDC will not be responsible for any failure by any Respondent to meet applicable requirements.

CCDC will not pay costs incurred by Respondents in responding to this RFQ. CCDC may in its discretion cancel this process at any time prior to execution of a contract without liability.

4.4 Questions

Direct questions to: Kathy Wanner, CCDC Contracts Specialist
(208) 391-7304 or kwanner@ccdcboise.com

EXHIBITS TO THIS RFQ:

- A: RFQ Submittal Cover Sheet
- B: RFQ Waiver and Release
- C: Map of Parking Garage Locations
- D. Sample Agreement

EXHIBIT A

SUBMITTAL COVER SHEET
(REQUIRED FOR SUBMISSION)

RFQ: PARKING & MOBILITY CONSULTANT

TO: Capital City Development Corporation
Attn: Kathy Wanner, Contracts Specialist
121 N. 9th Street, Suite 501
Boise, Idaho 83702

FROM:

Company Name: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Company officer responsible to CCDC for services contemplated by this RFQ:

SIGNATURE: **X** _____

Print Name and Title: _____

EXHIBIT B

REQUIRED WAIVER & RELEASE (REQUIRED FOR SUBMISSION)

The undersigned has read this release and fully accepts the Capital City Development Corporation's ("CCDC") discretion and non-liability as stipulated herein, and expressly for, but not limited to, CCDC's decision to proceed with a selection process in response to the Request for Qualifications (RFQ) for Parking & Mobility Consultants.

A. Discretion of CCDC: The firm or individual submitting a response to the this RFQ ("Respondent") agrees that CCDC has the right, in its sole discretion and judgment for whatever reason it deems appropriate to, at any time unless contrary to applicable state law to:

- 1) Modify or suspend any and all aspects of the process seeking responses and making any decisions concerning the parking & mobility consultant services RFQ.
- 2) Obtain further information from any person, entity, or group, including, but not limited to any Respondent, and to ascertain the depth of Respondent's capability and experience for supplying parking & mobility services as described in this RFQ and in any and all other respects to meet with and consult with any Respondent or any other person, entity, or group;
- 3) Waive any formalities or defects as to form, procedure, or content with respect to CCDC's RFQ to select a parking & mobility consultant and any response by any Respondent thereto;
- 4) Accept or reject any sealed Submission received in response to the RFQ, including any sealed Submission submitted by the undersigned; or select any one Submission over another in accordance with the selection criteria; and
- 5) Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of Submission.

B. Non-Liability of CCDC

- 1) The undersigned agrees that CCDC shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of CCDC as identified above.
- 2) The undersigned, including all team members, have carefully and thoroughly reviewed the RFQ and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

SIGNATURE: **X** _____

Print Name and Title: _____

Name of Firm: _____

Date: _____



PARKBOI

PUBLIC PARKING GARAGES

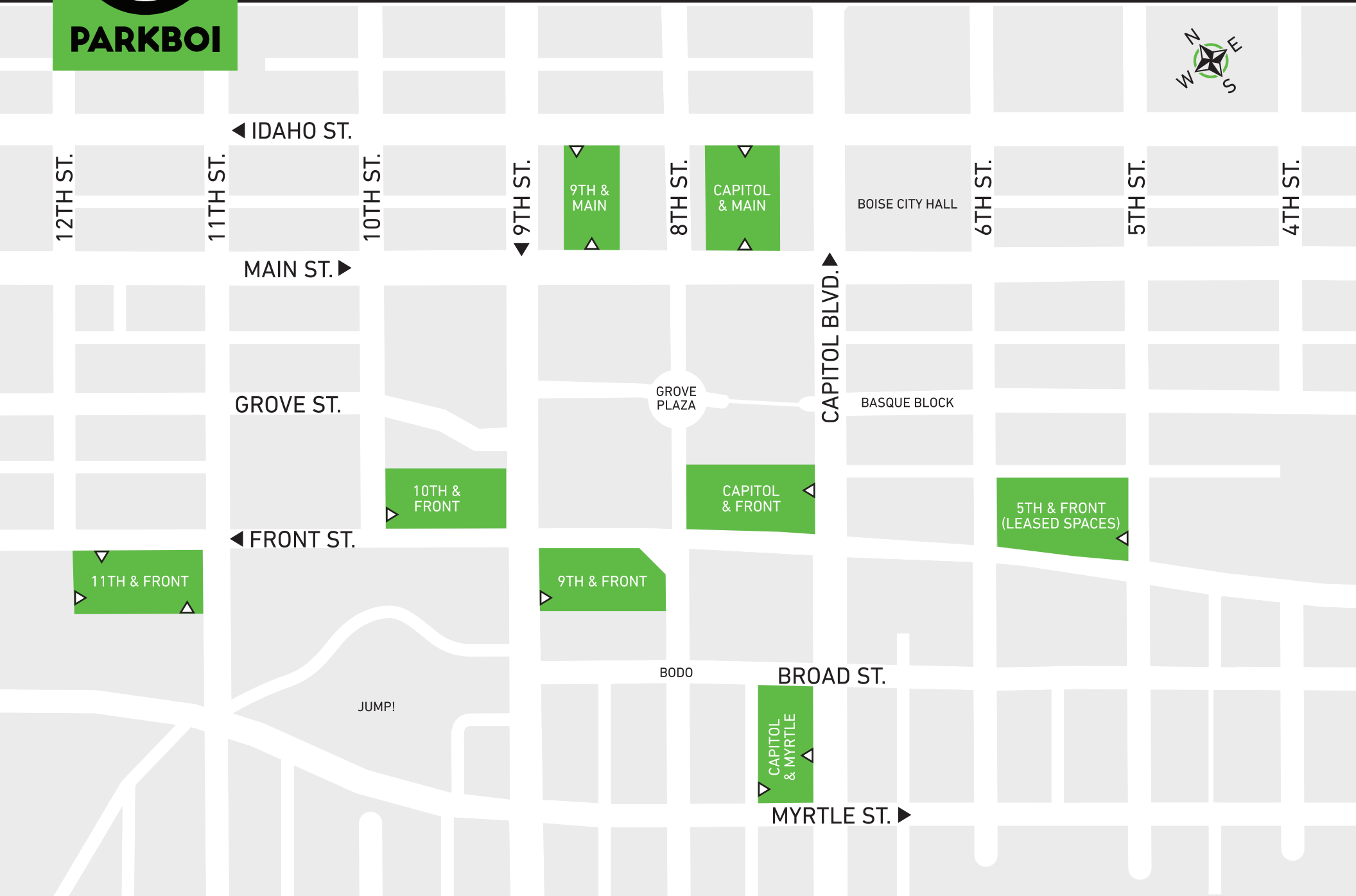


EXHIBIT D

**[NAME OF FIRM]****ON-CALL PROFESSIONAL SERVICES AGREEMENT**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the Urban Renewal Agency of the City of Boise, also known as Capital City Development Corporation, an independent public body, corporate and politic, exercising governmental functions and powers and organized and existing under the Idaho Urban Renewal Law of the State of Idaho, title 50, chapter 20, Idaho Code, and the Local Economic Development Act, title 50, chapter 29, Idaho Code ("CCDC"), and [NAME OF FIRM], [Form of Organization] ("CONSULTANT"). CCDC and CONSULTANT may hereinafter collectively be referred to as the "Parties" and individually as a "Party."

RECITALS

- A. CCDC has an ongoing need for nonexclusive on-call professional services related to parking & mobility to be defined by individual Task Orders which will set forth Specific Services, Time of Performance, and Payment.
- B. CONSULTANT is specially licensed, trained, experienced, and competent to perform such services and has agreed to provide such services under the terms and conditions described herein.
- C. CCDC desires to retain CONSULTANT to provide professional services on a non-exclusive, on-call basis. As a public agency, CCDC reserves all rights to seek services from other consultants through any procedure deemed to be in the best interests of CCDC and in compliance with any applicable law, rule, or regulation.
- D. CONSULTANT acknowledges that this agreement is non-exclusive and that CCDC is not warranting that it will issue any Task Orders to CONSULTANT during the term of the Agreement. Concurrently with this Agreement, CCDC may enter into on-call agreements with other consultants that provide similar or identical services.
- E. The Parties acknowledge and understand that nothing in this Agreement precludes CONSULTANT from responding to any Requests for Qualifications or Proposals for any additional services or work products contemplated by CCDC or any other public agency.

NOW, THEREFORE, in consideration of the above Recitals, which are incorporated into this Agreement; the mutual covenants contained herein; and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

AGREEMENT

1. **SCOPE OF SERVICES.** Upon execution of this On-Call Agreement and any associated Task Orders, CONSULTANT shall perform and furnish to CCDC all services listed in any corresponding Task Order(s) incorporated herein by this reference, together with any amendments that may be agreed to in writing by the Parties.
2. **EFFECTIVE DATE.** The effective date of this Agreement ("Effective Date") shall be the date on which this Agreement was signed by the last of the Parties to execute it.
3. **TERM OF AGREEMENT.** This Agreement shall begin on the Effective Date and shall expire on **September 30, 20XX**.
4. **TASK ORDERS.** Services to be performed under this Agreement shall commence upon CCDC issuing a written Task Order for services and/or work product. Services shall be performed at the CONSULTANT'S place of business unless otherwise specified. The form of the Task Order shall be similar to Exhibit B (attached) and shall include a complete description of the particular services or work products to be provided by CONSULTANT and set a not-to-exceed limit for CONSULTANT charges. The Task Order shall specify the schedule for completion and deliverables and shall specify the amount and method of payment to CONSULTANT. Issuance of a Task Order signed by CCDC shall serve as a notice to proceed unless otherwise stated in the Task Order.
5. **PAYMENT.**
 - (a) Method of Payment. CCDC agrees to pay CONSULTANT for services rendered under this Agreement based on the method of payment specified in the Task Order.
 - (b) Hourly rates. CONSULTANT shall perform services at the hourly rates set forth in the rates schedule attached as Exhibit A. CONSULTANT may request an adjustment in hourly rates during the term of this contract. Any adjustment in hourly rates shall be approved by CCDC in writing.
 - (c) Reimbursable Expenses. Reimbursable expenses may include general out-of-pocket expenses, such as long-distance telephone charges, copying expenses, overnight or standard mailing expenses, travel-related expenses and the like, and shall be billed to CCDC at the actual cost to CONSULTANT with no mark-up. The Task Order shall specify if reimbursable expenses are included in or in addition to any not-to-exceed limit set for CONSULTANT charges.
 - (d) NOTICE REQUIRED PRIOR TO OVERAGES. CONSULTANT must notify CCDC if CONSULTANT anticipates that costs for the Scope of Services will exceed the not-to-exceed limit set for an individual Task Order issued under this Agreement. CCDC will determine in its sole judgment if an amendment to the not-to-exceed limit is appropriate. Any amendment must be approved by CCDC in writing prior to the CONSULTANT incurring costs in excess of the not-to-exceed limit.
 - (e) Invoices. Monthly invoices shall be submitted to CCDC at the address for Notification listed herein or by email to accounting@ccdcboise.com. Each invoice

shall be in a format acceptable to CCDC and shall specify charges as they relate to the tasks of the Task Order and the assigned purchase order number (PO#). Each invoice also shall specify current billing and previous payments, with a total of costs incurred and payments made to date. For Task Orders using time and reimbursable expenses as a basis for payment, CONSULTANT shall provide time and expense records to CCDC with monthly invoices submitted for payment.

- (f) Payment of Invoices. All invoices shall be paid by CCDC within thirty (30) days of receipt of invoice, subject to Correction of Deficiencies, herein set forth, and Termination provisions set forth below. Disputes of any invoiced amounts must be sent to CONSULTANT in writing within five (5) business days of billing.

6. CONSULTANT RESPONSIBILITIES. CONSULTANT assumes all responsibility for production and delivery of all materials and services detailed in this Agreement and Task Orders, whether or not the CONSULTANT is the manufacturer or producer of the materials or services. CONSULTANT shall supply, at CONSULTANT's sole expense, all equipment, tools, materials and/or supplies to accomplish the services specified in the Task Orders. Further, CONSULTANT will be the sole point of contact on contractual matters, including payment of charges resulting from the use or purchase of items selected.

7. CONSULTANT WARRANTY. CONSULTANT represents that it possesses the requisite skill, knowledge, and experience necessary to perform the services under this Agreement. CONSULTANT warrants that its services under this Agreement shall be performed in a professional manner consistent with the professional skill and care ordinarily provided by parking & mobility professionals practicing in the same or similar locality under the same or similar circumstances, and that all services and products shall be of a high grade, nature, and quality.

8. CONSULTANT RELIANCE. CONSULTANT shall be entitled to rely on the accuracy and completeness of any information furnished by CCDC, except in such circumstances that CONSULTANT should, in the exercise of reasonable care, consistent with the professional skill and care ordinarily provided by consultants practicing under the same or similar circumstances, know the information to be incorrect, unreliable or incomplete. CONSULTANT shall provide prompt notice to CCDC if CONSULTANT becomes aware of any errors, omissions, or inconsistencies in such information.

9. CORRECTING DEFICIENCIES. If a service or work product subject to a specific invoice does not meet the requirements of this Agreement as CCDC may reasonably determine, CCDC shall notify CONSULTANT in writing and identify specific deficiencies in the service or work product that do not meet the requirements. CONSULTANT shall have ten (10) business days to correct or modify the service or work product to comply with the requirements of the Agreement as set forth in the CCDC's written notice. If CCDC again reasonably determines the services or work product fails to meet the requirements, CCDC may withhold payment until deficiencies have been corrected to CCDC's reasonable satisfaction or may terminate this Agreement for cause as set forth in this Agreement.

10. RIGHT OF CONTROL. CCDC agrees that it will have no right to control or direct the details, manner, or means by which CONSULTANT accomplishes the results of the services performed hereunder. CONSULTANT has no obligation to work any particular hours or days or any particular number of hours or days. CONSULTANT agrees, however, that its other contracts and services shall not interfere with the performance of the services outlined by this Agreement.

CCDC agrees to coordinate project schedules, respective commencements, and deadlines with CONSULTANT as needed.

11. PROPRIETARY RIGHTS. All documents, reports, and any other data developed by CONSULTANT for CCDC in the performance of this Agreement, whether finished or not finished, shall become the property of CCDC, shall be forwarded to CCDC at its request, and may be used by CCDC as it sees fit. CCDC agrees that if it uses products prepared by CONSULTANT for purposes other than those intended in this Agreement, it does so at its sole risk and it agrees to hold CONSULTANT harmless therefrom.

12. CONFIDENTIALITY. The Parties acknowledge that the existence and the terms of this Agreement and any oral or written information exchanged between the Parties in connection with the preparation and performance of this Agreement are regarded as confidential information. Each Party shall maintain confidentiality of all such confidential information and, without obtaining the written consent of the other Party, it shall not disclose any relevant confidential information to any third parties, except for the information that: a.) is or will be in the public domain (other than through the receiving Party's unauthorized disclosure); b.) is under the obligation to be disclosed pursuant to the applicable laws or regulations or orders of the court or other government authorities; or c.) is required to be disclosed by any Party to its own officers, board members, legal counsels, or financial advisors regarding the transaction contemplated hereunder, provided that such officers, board members, legal counsels, or financial advisors shall be bound by the confidentiality obligations similar to those set forth in this Section. Disclosure of any confidential information by the staff members or agencies hired by any Party shall be deemed disclosure of such confidential information by such Party, which Party shall be held liable for breach of this Agreement. This Section shall survive the termination of this Agreement for any reason.

13. RELATIONSHIP OF PARTIES. CONSULTANT is an independent contractor and is not an officer, employee, servant, or agent of CCDC. CCDC shall determine the services and work products to be done by CONSULTANT, but CONSULTANT shall determine the legal means by which it accomplishes the services and work projects specified by CCDC. This Agreement shall not be construed to create any employer-employee relationship between CCDC and CONSULTANT. CONSULTANT shall not be entitled to any benefits provided by CCDC to employees.

14. FEDERAL, STATE, AND LOCAL PAYROLL TAXES. Neither federal, state, or local income taxes nor payroll taxes of any kind shall be withheld and paid by CCDC on behalf of CONSULTANT or the employees of CONSULTANT. CONSULTANT shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

15. DISCRIMINATION PROHIBITED. In performing the services required by this Agreement, CONSULTANT shall not discriminate against any person on the basis of age, race or ancestry, color, national origin, disability or handicap, creed or religion, sex, sexual orientation, gender identity, gender expression, or marital status. Violation of this section shall constitute a material breach of this Agreement and be deemed grounds for cancellation, termination, or suspension of the Agreement by CCDC, in whole or in part, and may result in ineligibility to perform additional services for CCDC.

16. ACCESS TO RECORDS AND AUDITS. CONSULTANT shall maintain complete and accurate records with respect to costs incurred and manpower expended under this Agreement. All such records shall be maintained according to generally accepted accounting principles, shall

be clearly identified, and shall be readily accessible. Upon request, such records shall be available for review by CCDC representatives for three (3) years after final payment.

17. SUBCONSULTANTS. CONSULTANT may propose the use of subconsultants ("SUBCONSULTANTS") for performance of a particular aspect of the services. CCDC shall have the right to approve the use of SUBCONSULTANTS and the amount and method of SUBCONSULTANTS' compensation prior to commencement of any services by SUBCONSULTANTS, and such approval shall be in writing. CCDC shall also determine whether the selection of SUBCONSULTANTS should be made through any required selection process or through a selection process CCDC deems in its best interest. CCDC shall have the right to approve any change in the use of SUBCONSULTANTS. Such changes in SUBCONSULTANTS shall be approved by CCDC in writing and shall not affect the amount of payment stated in the Agreement unless specifically authorized by CCDC in writing. CCDC shall have no liability to SUBCONSULTANTS and CONSULTANT shall be responsible for services performed or work product produced by the SUBCONSULTANTS and payment to SUBCONSULTANTS.

18. COORDINATION WITH OTHER CONSULTANTS. CONSULTANT recognizes that CCDC has or may enter into agreements with other consultants. Upon request, CONSULTANT agrees to coordinate with and work in conjunction with other Consultants when the need arises.

19. INDEMNIFICATION. CONSULTANT agrees to indemnify, defend, and hold harmless CCDC and its officers, agents, and employees from and against all claims, losses, actions, or judgments for damages or injury to persons or property, including attorney fees, arising from any negligent or tortious acts or omissions of CONSULTANT, its employees, or subconsultants. In case any action or proceeding is brought against CCDC or its officers, agents, or employees by reason of negligent or tortious acts or omissions of CONSULTANT, its employees, or subconsultants, CONSULTANT, upon written notice from CCDC, shall resist or defend such action or proceeding at CONSULTANT's expense.

20. INSURANCE. Prior to commencing services under this Agreement, CONSULTANT shall obtain at its sole cost and expense, and thereafter maintain for the term of this Agreement, at least the minimum insurance coverages set forth below. All insurance coverage shall be written on an occurrence basis and provided by a company or companies which are authorized to do business in Idaho. CONSULTANT shall provide to CCDC proof of insurance coverage before commencing its performance as herein provided, and shall require insurer to notify CCDC a minimum of ten (10) days prior to cancellation of said policy or policies.

- (a) Worker's compensation as required by applicable law or regulation. If worker's compensation insurance is not required under the circumstances, CONSULTANT shall provide proof to CCDC that such coverage is not required.
- (b) Employer's liability insurance in the minimum amount required by applicable law or regulation.
- (c) Commercial general liability insurance policy with minimum coverage of \$1,000,000 per occurrence, and a minimum aggregate policy limit of \$2,000,000. The commercial general liability insurance policy shall name CCDC as an Additional Insured and protect its officers, agents, and employees from and against any and all claims, losses, actions, and judgments for damages or injury to persons

or property arising out of or in connection with the CONSULTANT's negligence during the performance of this Agreement.

- (d) Professional liability insurance with minimum limits of liability of \$1,000,000 per occurrence and \$1,000,000 aggregate.

21. DEFAULT AND TERMINATION.

- (a) FOR CAUSE. If through any cause CONSULTANT shall fail to perform any of the covenants or conditions of this Agreement or fails to fulfill its obligations in compliance with the schedule under this Agreement, and CONSULTANT does not cure such defects in performance within ten (10) days after receipt of written notice, CCDC shall thereupon have the right to terminate this Agreement. Upon termination for cause, CONSULTANT shall be paid an amount for the actual services satisfactorily performed in accordance with this Agreement through the default date. CONSULTANT shall provide CCDC all work products generated prior to date of termination.
- (b) TERMINATION FOR CONVENIENCE OF CCDC. CCDC may terminate this Agreement for its convenience at any time, for any reason, upon giving ten (10) business days written notice. If this Agreement is terminated by CCDC for convenience, CONSULTANT shall be paid an amount for the actual services satisfactorily performed to the date of termination. Consultant shall also provide CCDC all work products of consulting generated to date of termination. Notwithstanding any other provision in this Agreement, CCDC may terminate this Agreement immediately if CONSULTANT becomes insolvent or voluntarily or involuntarily bankrupt, or if a receiver or other liquidating officer is appointed for substantially all of the business of the CONSULTANT or if CONSULTANT makes an assignment for the benefit of creditors.

22. DISPUTES. In the event that a dispute arises between CCDC and the CONSULTANT regarding application or interpretation of any provision of this Agreement, the aggrieved Party shall promptly notify the other Party to this Agreement of the dispute within ten (10) days after such dispute arises. If the Parties shall have failed to resolve the dispute within thirty (30) days after delivery of such notice, the Parties may first endeavor to settle the dispute in an amicable manner by mediation. If the Parties elect to mediate their dispute, the Parties will select a mediator by mutual agreement and agree to each pay half of the mediator's costs and fees. The mediation will take place in Boise, Idaho, unless otherwise agreed by the Parties in writing. Should the Parties be unable to resolve the dispute to their mutual satisfaction within thirty (30) days after such completion of mediation, each Party shall have the right to pursue any rights or remedies it may have at law or in equity. If the Parties do not mutually agree to mediate the dispute, either Party may pursue any rights or remedies it may have at law.

23. ATTORNEY FEES. Should any litigation be commenced between the Parties hereto concerning this Agreement and the services rendered hereunder, the prevailing Party shall be entitled, in addition to any other relief as may be granted, to costs and reasonable attorneys' fees as determined by a court of competent jurisdiction. This provision shall be deemed to be a separate contract between the Parties and shall survive any default, termination, or forfeiture of this Agreement.

24. NONWAIVER. Failure of either Party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

25. NOTICES. Any and all notices required to be given by either of the Parties hereto, unless otherwise stated in this Agreement shall be in writing and be deemed communicated when delivered in person, by courier, or mailed in the United States mail, certified, return receipt requested, addresses as follows:

To CCDC:

John Brunelle, Executive Director
Capital City Development Corporation
121 N. 9th Street, Suite 501
Boise, Idaho 83702
#208-384-4264
jbrunelle@ccdcb Boise.com

To CONSULTANT:

Consultant's Project Manager
Consultant Name
Address
City / State / Zip
Telephone #
Email

Telephone numbers and e-mail addresses are for convenience and not to be used for notices required to be in writing. Informal notices and communication may be delivered in person or by telephone, mail, courier, e-mail, or fax. Either Party may, by written notice, change the contact information listed above.

26. GENERAL ADMINISTRATION AND MANAGEMENT. The Executive Director of CCDC or his/her designee shall be CCDC's representative and shall oversee and approve all services to be performed, coordinate all communications, review and approve all invoices, and carry out any and all tasks as may be required of CCDC under this Agreement.

27. TIME IS OF THE ESSENCE. Time is of the essence for each and every provision of this Agreement and will be strictly followed by the Parties.

28. ENTIRE AGREEMENT. This Agreement, along with any and all Exhibits, attached hereto and incorporated herein by reference, contains the entire Agreement of the Parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith. This Agreement covers services or work products CONSULTANT has not completed, but does not cover services or work products that have been completed and CCDC has paid CONSULTANT'S fee. All waivers of the provisions of this Agreement must be in writing and signed by the Parties.

29. AMENDMENTS. This Agreement may be amended only in writing, upon mutual agreement of both CCDC and CONSULTANT.

30. ASSIGNMENT. It is expressly agreed and understood by the Parties hereto that CONSULTANT shall not have the right to assign, transfer, hypothecate, or sell any of its rights under this Agreement except upon the prior express written consent of CCDC.

31. COUNTERPARTS. This Agreement may be executed in any number of counterparts. Such counterparts shall be deemed to be original instruments. Counterparts together shall constitute one (1) agreement.

32. GOVERNING LAW. Any dispute under this Agreement, or related to this Agreement, shall be decided in accordance with the laws of the State of Idaho.

33. SEVERABILITY. If any part of this Agreement is held unenforceable, the remaining portions of the Agreement will nevertheless remain in full force and effect.

34. SUCCESSORS IN INTEREST. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties hereby, and their respective successors and assigns.

35. THIRD PARTY BENEFICIARIES. CCDC and CONSULTANT are the only Parties to this Agreement. The Parties do not intend that any non-party or third party will have any rights whatsoever under this Agreement.

END OF AGREEMENT | *Signatures appear on the following page.*

IN WITNESS WHEREOF, CCDC and CONSULTANT have executed this Agreement with an effective date as of the last date written below.

CAPITAL CITY DEVELOPMENT CORP.

CONSULTANT:

Name of Consultant

John Brunelle, Executive Director

Name & Title of Contract Signer

Date: _____

Date: _____

EXHIBITS

- A. CONSULTANT'S Hourly Rate Schedule
- B. Sample Task Order Form

EXHIBIT A

**Consultant's Rate Schedule
(1 page)**

SAMPLE

EXHIBIT B

**Sample Task Order Form
(3 pages)**

SAMPLE



[NAME OF FIRM]
ON-CALL PROFESSIONAL SERVICES AGREEMENT

TASK ORDER [20-00(Sequential #)]

*CONSULTANT: Use the Project Name and **PO# xxxxxx** number on all project-related invoices.*

TO: [Consultant's Project Manager]
[Title]
[Firm Name] ("CONSULTANT")
[Address]
[Telephone #]
[Email Address]

FROM: [CCDC Project Manager]
[Title]
Capital City Development Corporation ("CCDC")
121 N. 9th Street, Suite 501
Boise, ID 83702
208-384-4264
[Email Address]

ORIGINAL AGREEMENT: On-Call Professional Services ("Agreement")

AGREEMENT DATE: [Date]

TASK ORDER DATE: _____ [fill in after signed; use last date signed]

TASK ORDER AMOUNT: \$ [Amount]

1. **PROJECT NAME:** [Name of Project]

2. **PROJECT DESCRIPTION**
CCDC desires to engage CONSULTANT to ...

3. **SERVICES TO BE PERFORMED**
CONSULTANT shall perform the services described in CONSULTANT's proposal dated [date], attached as Exhibit A ("Scope of Services" or "Scope"). CONSULTANT shall not incur charges for the Scope of Services in excess of the not-to-exceed amount for this

Task Order without prior written approval from CCDC. CCDC's signature on this Task Order serves as a Notice to Proceed.

4. SUBCONSULTANT(S) (if applicable)

CONSULTANT intends to hire [name of subconsultant] as a subconsultant to assist with the performance of the Scope of Services. CCDC approves [name of subconsultant] ("SUBCONSULTANT") as a subconsultant on this Task Order. Payment for SUBCONSULTANT's services shall be as stated under Section 5 below.

5. PAYMENT

- (a) Amount and Method of Payment. The total amount paid for this Task Order shall be an amount not to exceed [DOLLAR AMOUNT IN WORDS] (\$ amount in numbers). CCDC shall pay CONSULTANT for the Scope of Services performed under this Task Order based on hours expended on the Scope at the agreed upon hourly rate(s).
- (b) Reimbursable Expenses. Payment for reimbursable expenses shall be included in the not-to-exceed limit of [\$amount in numbers, if applicable].
- (c) Subconsultants. Payment to SUBCONSULTANT is included in the not-to-exceed amount of [\$amount in numbers] for this Task Order. CONSULTANT shall assume responsibility for the amount and schedule of payments to the SUBCONSULTANT
- (d) NOTICE REQUIRED PRIOR TO OVERAGES. CONSULTANT must notify CCDC if CONSULTANT anticipates that costs for the Scope of Services will exceed the not-to-exceed limit set for this Task Order.

6. SCHEDULE

CONSULTANT shall begin work upon execution of this Task Order and work diligently toward completion of the Scope of Services, with such completion no later than [Date].

7. DELIVERABLES / COPIES OF PRODUCTS

CONSULTANT shall provide CCDC with ...

8. CONTRACT TERMS

Terms of the On-Call Professional Services Agreement shall apply to the services performed and work products created under this Task Order.

End of Task Order | Signatures appear on the following page.

IN WITNESS WHEREOF, CCDC and CONSULTANT have executed this Task Order as of the date last written below.

CAPITAL CITY DEVELOPMENT CORP.

CONSULTANT
[NAME OF FIRM]

SAMPLE TASK ORDER FORM
Do not sign

John Brunelle, Executive Director

SAMPLE TASK ORDER FORM
Do not sign

NAME & TITLE OF CONTRACT SIGNER

Date: _____

Date: _____

EXHIBITS

- A: Consultant’s Proposal dated <insert date>
- B: Hourly Rates; Reimbursable Expense Rates *(if applicable)*

Budget Info / For Office Use	
Fund/District	
Account	
Activity Code	
PO #	
Completion Date	
Task Order Term	

Attachment C

Consultant's Submitted Proposal

Prepared for:



Prepared by:

Kimley»Horn

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES**

AUGUST 18, 2020

A. RFQ SUBMITTAL COVER SHEET (EXHIBIT A)

EXHIBIT A

**SUBMITTAL COVER SHEET
(REQUIRED FOR SUBMISSION)**

RFQ: PARKING & MOBILITY CONSULTANT

TO: Capital City Development Corporation
Attn: Kathy Wanner, Contracts Specialist
121 N. 9th Street, Suite 501
Boise, Idaho 83702

FROM:

Company Name: Kimley-Horn and Associates, Inc.

Mailing Address: 7740 N. 16th Street, Suite 300, Phoenix, AZ, 85020

Physical Address: 7740 N. 16th Street, Suite 300, Phoenix, AZ, 85020

Telephone: 602.906.1100 **Fax:** 602.944.7423

E-mail Address: brian.smalkoski@kimley-horn.com

Company officer responsible to CCDC for services contemplated by this RFQ:

SIGNATURE: **X** 

Print Name and Title: Brian Smalkoski, P.E., AICP, PTP, PTOE, Vice President/Authorized Signer

B. RFQ WAIVER AND RELEASE (EXHIBIT B)

EXHIBIT B

REQUIRED WAIVER & RELEASE (REQUIRED FOR SUBMISSION)

The undersigned has read this release and fully accepts the Capital City Development Corporation's ("CCDC") discretion and non-liability as stipulated herein, and expressly for, but not limited to, CCDC's decision to proceed with a selection process in response to the Request for Qualifications (RFQ) for Parking & Mobility Consultants.

A. Discretion of CCDC: The firm or individual submitting a response to the this RFQ ("Respondent") agrees that CCDC has the right, in its sole discretion and judgment for whatever reason it deems appropriate to, at any time unless contrary to applicable state law to:

- 1) Modify or suspend any and all aspects of the process seeking responses and making any decisions concerning the parking & mobility consultant services RFQ.
- 2) Obtain further information from any person, entity, or group, including, but not limited to any Respondent, and to ascertain the depth of Respondent's capability and experience for supplying parking & mobility services as described in this RFQ and in any and all other respects to meet with and consult with any Respondent or any other person, entity, or group;
- 3) Waive any formalities or defects as to form, procedure, or content with respect to CCDC's RFQ to select a parking & mobility consultant and any response by any Respondent thereto;
- 4) Accept or reject any sealed Submission received in response to the RFQ, including any sealed Submission submitted by the undersigned; or select any one Submission over another in accordance with the selection criteria; and
- 5) Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of Submission.

B. Non-Liability of CCDC

- 1) The undersigned agrees that CCDC shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of CCDC as identified above.
- 2) The undersigned, including all team members, have carefully and thoroughly reviewed the RFQ and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

SIGNATURE:

X 

Print Name and Title: Brian Smalkoski, P.E., AICP, PTP, PTOE, Vice President/Authorized Signer

Name of Firm: Kimley-Horn and Associates, Inc.

Date: August 12, 2020

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****C. SIGNED LETTER OF INTEREST (COVER LETTER)**

August 18, 2020

Capital City Development Corporation
 Attn: Kathy Wanner, Contracts Specialist
 121 N. 9th Street, Suite 501
 Boise, ID 83702

Kimley-Horn
 950 Bannock Street, Suite 1100
 Boise, ID 83702
 208.297.2885

RE: Statement of Qualifications for Parking & Mobility Consultant Services

Dear Ms. Wanner and Members of the Selection Committee,

Kimley-Horn has assembled a highly-qualified and enthusiastic team to consult with the Capital City Development Corporation (CCDC) and downtown Boise stakeholders to assess the future of the public parking system in Boise and other technical assessments that may be required. Our Statement of Qualifications (SOQ) identifies the Kimley-Horn team and summarizes how our broad base of experience and industry-leading professionals will benefit CCDC on this important contract. Our specialized team brings you the following strengths that make us an ideal partner for the CCDC:

Unmatched Multidisciplinary Resources Combined with Local Knowledge

As one of the country's premier planning and design consulting firms, Kimley-Horn has many disciplines but only one expertise: making our clients successful. Since 1967, Kimley-Horn has provided comprehensive consulting services to clients nationwide. Our stellar staff deliver outcomes you can depend on and we utilize the industry's strongest techniques and technologies. You get a convenient one-stop-shop for engineering and planning services that will streamline consultant coordination and communication. With more than 90 offices and over 4,200 employees and experts from coast to coast, Kimley-Horn is your go-to consultant for:

- Parking
- Place Making
- Traffic Engineering
- Transportation Planning
- Sustainable Design
- Urban Design
- Electrical Engineering
- Energy Services
- Environmental Services
- Forensics
- Intelligent Transportation Systems (ITS)
- Land Development
- Mobility Planning
- Security Systems
- Transit Planning and Design
- Electric Vehicle Charging
- Wireless Communications
- Landscape Architecture
- Pavement Management

An industry leader in parking and mobility, Kimley-Horn is at the forefront of the planning and engineering industry for developing and implementing comprehensive parking plans and programs as a key tool to support community and economic development. Whether your project involves public infrastructure or private development, we understand your challenges. **Our engineers, planners, and parking professionals work to develop insightful solutions to your toughest problems with a solid commitment to deliver value that exceeds your expectations.**

Proposed Project Manager, L. Dennis Burns, CAPP has been working in Boise and with CCDC since 2004. As the project manager for the multiple prior CCDC Parking Consulting On-Calls (both with Kimley-Horn and his previous consulting firm), Dennis has extensive knowledge of CCDC's history and the evolution CCDC's mission and programs. This in-depth knowledge of CCDC will be valuable as CCDC transitions to a new Parking and Facilities Director with Max Clark's retirement. **We are also very excited to have opened our new Boise office in 2020, meaning we are closer than ever.** Local Boise office leader **Tim Nicholson, P.E.** (previously with Ada County Highway District [ACHD]) has extensive local knowledge and will serve as our CCDC local liaison.

A Strategic Approach

Kimley-Horn looks beyond the typical parking study to help communities understand that parking solutions should be much more than the temporary warehousing of vehicles. Our strategic approach to parking includes a thorough assessment that evaluates every facet of parking and mobility management programs—from organization and leadership, to leveraging technology, to parking management best practices, to transportation demand management (TDM). **Simply put, we provide solutions that benefit not only the parking system but the community as a whole.**

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****Innovative Solutions**

Our team brings unique and innovative solutions to our clients that help answer critical questions and move the parking and mobility systems forward. In doing so, we consistently create value for our clients. **Kimley-Horn's industry leaders offer a balanced, proven approach to assessing your parking issues.** This begins with Project Manager, L. Dennis Burns, CAPP, who is a national expert on strategic parking and transportation planning. **Dennis offers over 30 years of experience in parking consulting and management and has specialized in downtowns and urban environments for the past 15 years.** He served on the board of the International Downtown Association and was recently elected to the International Parking and Mobility Institute's (IPMI) Board of Directors. In addition to a veteran project manager, our team includes several other highly-experienced parking and planning professionals. **The Kimley-Horn team includes experts in parking technology, parking facility design, transportation planning/TDM, and parking facility restoration.**

The Kimley-Horn team also has in-house expertise in a wide range of related fields, as listed on page 1 of this cover letter. In addition to our in-house capabilities, we have further strengthened our team by engaging **Rick Williams Consulting (RWC)**. The RWC team brings to the table demonstrated expertise forming and managing Transportation Management Associations (TMAs), including hands-on experience building benefits districts, exploring innovative partnerships, executing shared parking agreements, and developing and implementing funding mechanisms for TDM. Rick Williams, Owen Ronchelli, and Pete Collins have all served as executive directors of TMAs (Lloyd and South Waterfront in Portland), and directly shaped the formation of the CEID and NW Districts in Portland. Rick Williams also has experience managing garages and creating the SmartPark program in Portland, OR. **This type of experience could prove helpful particularly for the last three "high priority" items listed on page 5 of the Request for Qualifications (RFQ) as they begin to look forward to next steps:**

- » Exploring if innovative partnerships with private and other public entities could be forged to supply public parking
- » Exploring if the demand for public parking can be lessened through TDM and other initiatives
- » Analyzing options for what happens to ParkBOI as the urban renewal districts sunset

We look forward to the opportunity to work with you and your staff to assist in ongoing parking strategic planning and consulting assignments. **Kimley-Horn is well-positioned in terms of staff, resources, and proximity to be a strong partner to CCDC throughout this contract.** If you need additional information or have any questions, please contact L. Dennis Burns directly at 602.906.1125, via mobile phone at 480.290.5274, or via email at dennis.burns@kimley-horn.com.

Sincerely,

KIMLEY-HORN



L. Dennis Burns, CAPP

Project Manager/Regional Vice President



Tim P. Nicholson, P.E.

Contract Manager/Local Liaison

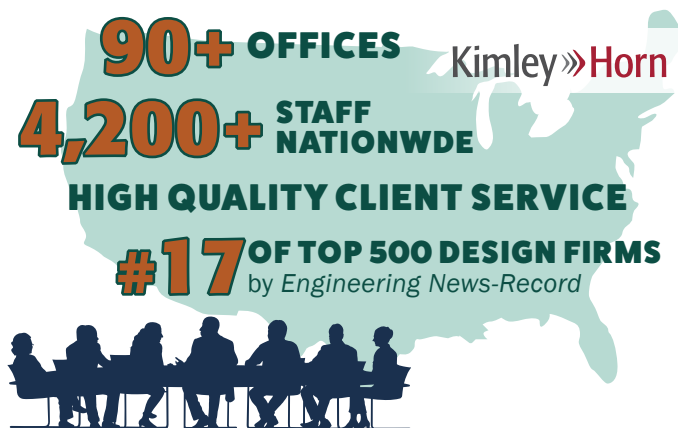
Kimley-Horn acknowledges Addendum #1 issued on August 10, 2020. We affirm all addenda changes have been addressed in our SOQ, as applicable.



Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****D. DETAILED PROPOSAL****Organization Qualifications**

Kimley-Horn is home to over 100 parking experts, many of which will work with CCDC on this contract. In the matrix on page 4, you can see exactly how our team is structured to address each area of the scope, and learn about our key team members' relevant experience in their respective resumes in the Appendix.

Since 1967, we have been meeting and exceeding the planning, program development, demand projection, and design/construction needs of a wide variety of parking owners and operators. Our parking professionals collaborate closely with Kimley-Horn's planners and engineers, enabling us to offer our clients an impressive depth of understanding and resources.



Beyond our parking capabilities, Kimley-Horn is a full-service engineering and planning firm composed of civil, structural, electrical, and roadway engineers, transportation planners, environmental professionals, and construction phase experts. Kimley-Horn's structure allows us to create highly-specialized teams, pulling resources and staff from multiple locations. **Kimley-Horn is able to bring you the resources of a large national firm combined with the understanding of a small local organization from our recently-opened Boise, ID office.** Our proposed team is identified in the organization chart on page 5.

Kimley-Horn's Philosophy

"We have no reason to exist except to serve our clients." – Ed Vick, Kimley-Horn Co-Founder

The core elements of Kimley-Horn's philosophy are expressed in our mission statement:

Kimley-Horn is a business-based consulting practice, operated with integrity and dedicated to providing timely, quality professional services in a profitable manner—thus meeting the needs of our clients and satisfying the professional and financial objectives of our employees and owners.

Our primary goals are to meet our clients' consulting needs; to develop an outstanding staff; to provide a positive work environment; and to maintain our professional reputation while being a well-managed and profitable firm that provides a high level of benefits to its staff.

Kimley-Horn is performance-based and results-oriented.

We have high expectations, reflected in our strong performance in all areas of our business. Our practice is goal-oriented because we believe you have to know where you're going to get there. We establish specific annual goals for job starts, revenues, time utilization, and expenses. We intend not only to meet our goals, but also to exceed them.

Every employee plays a key role in our ability to achieve these common goals, and we emphasize teamwork as the best way to achieve success. It is through the efforts, ideas, and initiative of every employee that Kimley-Horn is able to meet today's challenges and take advantage of the opportunities of the future.

At Kimley-Horn, we grow practice builders—individuals who seek out opportunities and establish themselves and the firm in a new or existing service area. Practice builders focus their efforts on solving problems for our clients. **Practice building is the foundation of our success and integrates leadership, technical, marketing, and business skills.**

Accessibility to Boise

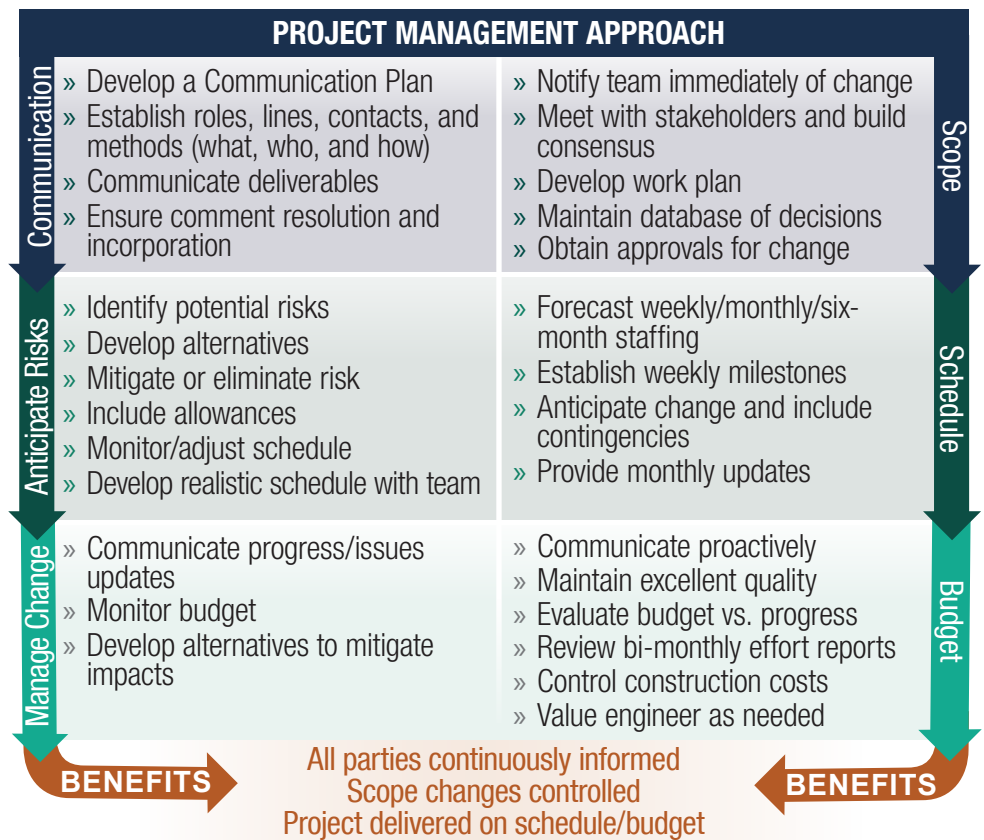
*Kimley-Horn has recently opened a local Boise office, meaning we are closer than ever before and accessible to CCDC. **Contract Manager/Local Liaison Tim Nicholson, P.E. is based out of our Boise office and will work one-on-one with CCDC and serve as a close resource for any immediate needs.***

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****Project Management Techniques and Methods**

The first step in ensuring the success of any project is the selection of the contract manager. **For this contract, Project Manager L. Dennis Burns, CAPP will serve not only as project manager, but also as technical manager for many of the services.** He is known for being highly responsive, an industry “thought leader,” and an effective communicator of parking issues to the public and agencies.

The next step in the successful management of a project is proactive communication with you, our client. **One significant advantage that Kimley-Horn offers is Dennis’ in-depth knowledge of CCDC’s mission and operational processes.** Dennis has been working with CCDC for well over a decade on various projects, predating his employment at Kimley-Horn. As Max Clark transitions into retirement, Dennis’ knowledge of CCDC’s history and evolving urban revitalization and parking/mobility strategies will provide a level of continuity and connection to previous planning work that will benefit the agency and the community at large.

We understand that on-call projects are often fast-paced and the level of effort required to complete them may be as varied as the projects themselves. As you can see in the graphic above, we have outlined our project management approach. This detailed approach allows us to stay on top of each project and deliver quality work. **Kimley-Horn has technical experts in a wide range of related disciplines.** Dennis will evaluate each task order request from CCDC and recommend the staff resources that will provide CCDC with the latest technical expertise to accomplish the desired project goals. In the matrix on page 4, you can see how our team members individually meet the requirements of the scope of services.



Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****High Priority Issues and Kimley-Horn's Responses**

We understand CCDC has a number of high priority issues concerning this contract. In the table on the following page, we have noted how our team is positioned to address these areas of focus based on our collective expertise as a firm and team.

High Priority Issues for CCDC		Kimley-Horn Responses
1	Selecting a parking operator through a RFQ/RFP process.	Project manager Dennis Burns has assisted CCDC through this process twice in the past 12 years and brings lessons learned and local expertise.
2	Revisiting the vision and mission for ParkBOI.	Since 2004, Dennis has assisted CCDC in updating the CCDC's mission and vision related to parking and mobility as part of parking management plan updates and strategic plan development.
3	Long-term preservation of the parking garages as important assets.	Kimley-Horn has dedicated parking maintenance and restoration engineers assigned to address this issue as needed.
4	Selecting a new Parking Access and Revenue Control System (PARCS) through a RFQ/RFP process.	Kimley-Horn has dedicated parking technology experts assigned to address this issue as needed.
5	Updating the long-term strategic plan for the parking system.	Dennis authored CCDC's most recent Parking and Mobility Strategic Plan and he looks forward to updating this important document in the future.
6	Conducting an annual rate analysis in conjunction with the annual budgeting process.	Dennis has completed parking rate analyses for CCDC and many other communities in the past.
7	Conducting a parking supply-demand analysis for Downtown Boise (typically done every 3-5 years).	Dennis has completed several parking supply/demand assessments for CCDC over the years.
8	Participating in International Parking Institute's Framework on Sustainability and the Green Parking Council's Green Garage Certification Program.	As a member of the IPMI Board, Dennis is deeply invested in IPMI's sustainability initiatives and David Taxman, P.E. was added to our team specifically to address this issue. David is ParkSmart certified and participated in the program's creation.
9	Identifying what alternative models exist for the day-to-day operation of ParkBOI.	Dennis' background in operations and parking program organizational options, plus Nick Mazzenga's knowledge of the latest parking technology, bring value to this issue.
10	Improving coordination between the on-street parking system and the off-street public parking systems.	Dennis has a positive working relationship with the City of Boise's on-street program staff and has promoted ongoing collaboration between the CCDC and the City for a number of years.
11	Achieving better utilization of the existing inventory of public parking.	Dennis maintains a robust collection of parking management best practices, many of which can be used to address this issue.
12	Evaluating what part CCDC should play in addressing future demands for public parking.	Dennis is considered a national expert on future trends related to the impacts of autonomous vehicles and the evolving use of shared mobility options as they relate to future parking demand.
13	Exploring if innovative partnerships with private and other public entities could be forged to supply public parking.	Dennis has done extensive work evaluating public private partnerships and parking system monetization, including several published articles and whitepapers on this issue.
14	Exploring if the demand for public parking can be lessened through Transportation Demand Management (TDM) and other initiatives.	Dennis and other team members have extensive expertise in the TDM arena (including specialized expertise from our subconsultant Rick Williams Consulting) making this an area of strength for our team.
15	Analyzing options for what happens to ParkBOI as the urban renewal districts sunset.	This will likely be an important issue to "get out in front of" during the next five-year term. Dennis' expertise in program strategic planning and organizational development will be valuable for this issue.

Potential Scope of Services Matrix

The following matrix showcases the relevant skills and experience of each proposed team member related to the specific scope of services outlined in the RFQ.

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES**

Potential Scope of Services	Kimley-Horn Team										RWC	
	Prime Consultant										Subconsultant	
	D. Burns T. Nicholson	A. Koller	L. Tabor	J. Simpson	N. Mazzenga	D. Taxman	C. Herrick	B. Henderson	B. Crowther	R. Williams	W. Reynolds	
Kimley-Horn/RWC Team Members	Project Manager	Contract Manager	Curb Management	Public Outreach/TDM	TOD/TDM	Technology	Parking/Finance	Parking Design	Restoration	Transportation Planning	Transportation Alternatives Support	Transportation Alternatives Support
Long Term Planning, Investment, Management and Coordination	●	●	●	●	●	●	●	●	●	●	●	●
Parking Garage Design and Equipment	●			●	●	●	●	●	●			
System Operations and Customer Satisfaction	●	●		●	●	●	●	●	●	●	●	●
Parking Supply and Demand; Rates	●	●		●	●	●	●	●	●	●	●	●
Other												
Organizing and conducting community engagement processes (public meetings, stakeholder interviews, customer surveys, forums, and expert panels on parking issue)	●	●	●									
Facilitating meetings with elected and appointed boards, government agencies, and stakeholder groups; making presentations to decision makers	●	●	●									
Providing case studies from other communities related to the various issues that would be instructive to CCDC	●	●	●	●	●	●	●	●	●	●	●	●
Work with the City, ACHD, Boise State University (BSU) and others on parking related issues that are require collaboration	●	●	●	●	●	●	●	●	●	●	●	●

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****Personnel Qualifications**

The Kimley-Horn team organization chart below shows the names and titles for all full-time team members who will serve CCDC on this contract. Following the organization chart are brief biographies on each key team member who will work directly with CCDC. Further information on key team members, including project experience, can be found in their respective resumes in the Appendix section.



Project Manager
L. Dennis Burns, CAPP

Contract Manager/Local Liaison
Tim Nicholson, P.E.

Public Outreach Specialist

Leslie Tabor

Design/Structural Specialist

Christine Herrick, P.E.

Parking and Mobility Technology Specialist

Nick Mazzenga, P.E.

Transportation Demand Management Specialist

Jeremiah Simpson

Leslie Tabor

Parking Supply/Demand Specialist

Leslie Tabor

Jeremiah Simpson

Adria Koller, AICP

David Taxman, P.E.

Curb Management Specialist

Adria Koller, AICP

Transit-Oriented Development Specialist

Jeremiah Simpson

Finance and Green Garage Certification

David Taxman, P.E.

Transportation Planning

Brent Crowther, P.E., PTOE, RSP₁

Restoration

Ben Henderson, P.E., S.E.

Rick Williams Consulting¹
Transportation Alternatives Support

Rick Williams

William Reynolds, P.E., AICP

Additional In-House Services

Transportation Master Planning

Bicycle/Pedestrian Planning

Complete Streets

Downtown Master Planning

Urban Planning

Transportation Demand Management

Transit-Oriented Development

Mobility Hubs

Transportation Services

Landscape Architecture

Civil Engineering

Traffic Modeling

Intelligent Transportation Systems (ITS)

Connected/Autonomous Vehicles

Electric Vehicle Services

Pavement/Asset Management

1. Subconsultant Key Team Members

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****L. Dennis Burns, CAPP | Role: Project Manager**

Years with Kimley-Horn/Total Years: 11/36

Office Location: Phoenix, AZ Title: Associate/Regional Vice President

Professional Credentials:

- B.A., Humanities/Psychology, University of North Carolina, Charlotte
- Certified Administrator of Public Parking (CAPP), IPMI/University of Virginia
- IPMI-Accredited Parking Organization (IPMI-AP0) Site Reviewer

Dennis serves as Kimley-Horn's primary contact for this project. **He is a nationally-recognized parking expert with over 36 years of parking consulting and management experience with hands-on parking management experience in municipal, university, healthcare, and airport environments.** His direct parking management experience allows him to understand functional and operations issues from the customer's perspective. In the past 15 years, Dennis has focused on municipal parking programs and business district development as an area of special expertise. He has led national research and analysis efforts in the areas of parking system organizational development, parking as an economic development strategy, parking system strategic planning, parking and transportation program integration, and parking system branding/marketing. Dennis has extensive expertise in the development and operation of transportation systems to complement parking operations, as well as TDM strategies designed to reduce overall parking demand. Dennis' specific expertise is in parking master planning and operations consulting including urban planning studies, feasibility studies, supply/demand analyses, shared parking analyses, parking revenue control and operational audits, and parking program organization. He has worked throughout the country on many downtown parking studies and plans including Boise, ID; Lincoln, NE; Atlanta, GA; Boulder and Fort Collins, CO; Cedar Rapids, IA; Dallas, TX; and Missoula, MT. Prior to joining Kimley-Horn, Dennis was the Senior Vice President of Studies and Operations Consulting for Carl Walker, Inc. for 12 years.

**Tim Nicholson, P.E. | Role: Contract Manager/Local Liaison**

Years with Kimley-Horn/Total Years: <1/20

Office Location: Boise, ID Title: Civil Professional

Professional Credentials:

- Professional Engineer (P.E.) in ID (#13314)
- B.S., Civil Engineering Specializing in Construction Management, Virginia Tech

Tim has over 20 years of experience serving the civil engineering and construction industry. **Prior to joining Kimley-Horn, Tim served the Ada County Highway District (ACHD) for more than eight years in roles including Construction Coordinator, Development Review Supervisor, Maintenance Manager, and most recently, Deputy Director of Maintenance.** For ACHD, Tim regularly evaluated civil engineering plans and reports, managed the Safe Sidewalk Program and Developers Cooperative budgets, coordinated and administered Developer Cooperative capital projects, and resolved public concerns and questions on developer and utility-driven projects. Prior to his time with ACHD, Tim managed the Cole to Broadway widening project on Interstate 84. Tim also maintains experience designing roads, infrastructure, subdivisions, and creating models for sanitary sewer, water, and storm sewer systems.

**Jeremiah Simpson | Role: Parking/TDM/Transit-Oriented Development Specialist**

Years with Kimley-Horn/Total Years: <1/18

Office Location: Denver, CO Title: Parking Consultant

Professional Credentials:

- B.A., English, University of California, Davis

Jeremiah is an experienced planning professional with 18 years of consulting experience specializing in parking and multimodal planning for both public- and private-sector clients. Working in several high growth markets in the mountain region, Jeremiah has established himself as an expert in certain niches including transit-oriented development (TOD), TDM, urban infill projects, downtown parking management and policy studies, and parking system financial feasibility analysis.

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****Leslie Tabor | Role: Parking/Public Outreach/TDM Specialist**

Years with Kimley-Horn/Total Years: 1/4

Office Location: Phoenix, AZ Title: Parking Planner

Professional Credentials:

- M.S., Library and Information Science, Syracuse University
- B.A., English, Oklahoma Baptist University
- IPMI-APO Site Reviewer

Leslie is an experienced parking and public involvement professional with diverse project and program experience. She focuses on parking planning and community engagement for public, private, and university clients and is passionate about effective project communication. A former librarian, Leslie enjoys researching current trends and finding creative solutions to challenges. Her strengths lie in project management and working with people, particularly in public meetings and small group stakeholder sessions. Leslie's unique perspective allows her to keep her eye on the big picture while making sure the details are taken care of.

**Christine Herrick, P.E. | Role: Design/Structural Specialist**

Years with Kimley-Horn/Total Years: 8/8

Office Location: Salt Lake City, UT Title: Structural Engineer

Professional Credentials:

- P.E. in UT and NC
- M.S., Civil Engineering, Virginia Polytechnic Institute and State University
- B.S., Civil Engineering, North Carolina State University

Christine has eight years of experience in the design and restoration of parking structures for numerous municipalities, private developers, and higher education institutions nationwide. These structures include standalone garages, parking within mixed-use buildings, and fully-integrated facilities. Her expertise includes designing new parking facilities and evaluating and rehabilitating existing structures. Christine's design and rehabilitation projects encompass a broad scope of structural types, including reinforced concrete, precast prestressed concrete, and post-tensioned concrete.

**Nick Mazzenga, P.E. | Role: Parking and Mobility Technology Specialist**

Years with Kimley-Horn/Total Years: 12/12

Office Location: Richmond, VA Title: Parking Technology Consultant

Professional Credentials:

- P.E. in VA
- M.S., Civil Engineering, University of Virginia
- B.S., Civil Engineering, Virginia Military Institute

Nick is one of Kimley-Horn's top parking technology consultants with 12 years of experience as a researcher and engineer in state and regional transit and traffic management systems, transportation communication systems, traveler information systems, concept of operations development, and systems engineering. He is well versed in the latest parking system technological developments and prepares detailed technical specifications for parking access and revenue control systems. In addition, he has extensive experience with advanced simulation modeling of transit and pedestrian networks.

**Adria Koller, AICP | Role: Parking/Curb Management Specialist**

Years with Kimley-Horn/Total Years: 12/12

Office Location: Tucson, AZ Title: Parking Planner

Professional Credentials:

- American Institute of Certified Planners (AICP) (#025363)
- M.S., Urban Planning, University of Arizona
- B.S., Environmental Design, University at Buffalo

Adria has 12 years of experience and possesses a unique understanding of the interplay and access-related issues between

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES**

the travel realm and the built environment. Her ability to understand the technical components of parking and transportation systems with her land use planning background enable her to improve management practices and supporting policies to optimize parking and transportation systems. Adria's experience includes preparing parking management plans in both municipal and university settings, evaluating parking behaviors using geospatial analysis, developing curb lane management programs, performing bicycle and pedestrian safety analysis, evaluating policies and ordinances, leading numerous data collection and analysis efforts, and developing Park+ models for campuses and municipalities.


David Taxman, P.E. | Role: Parking Specialist/Finance and Green Garage Certification
Years with Kimley-Horn/Total Years: 2/15
Office Location: Fort Lauderdale, FL
Title: Parking Consultant
Professional Credentials:

- P.E. in FL
- M.A., Real Estate, University of Illinois
- B.S., Civil Engineering, University of Wisconsin

David is a parking consultant with 15 years of parking planning and design experience. He has worked on parking garage design projects across the country for a wide variety of clients, including private sector, municipalities, healthcare, universities, and ports. David was among the first professionals in the industry to attain Parksmart Advisor certification and has since led trainings to certify others. He has been published in trade magazines on topics such as parking issues, TDM, and privatization. David has spoken at a number of events hosted by organizations such as the IPMI, the National Parking Association (NPA), the Big Ten Parking Conference, the Parking Association of Virginia (PAV), the Florida Parking and Transportation Association (FPTA), and Urban Land Institute (ULI).


Rick Williams (RWC) | Role: Transportation Alternatives Support
Years with RWC/Total Years: 5/25
Office Location: Portland, OR
Title: President
Professional Credentials:

- M.A., Sociology, Portland State University
- B.S., Sociology, Portland State University
- B.S., Administration of Justice, Portland State University

Rick has over 25 years of extensive experience in parking management and parking development across the Northwest, in dozens of communities. He is currently implementing parking management plans for Everett, Olympia, and Vancouver, WA; Bozeman, MT; and Portland and Bend, OR to name a few. Since 1995, Rick has also consulted for public and private clients on the siting, construction, design, and operational planning of numerous parking facilities (garages/lots). Over the years Rick has created comprehensive parking and/or TDM plans for nearly 100 cities.

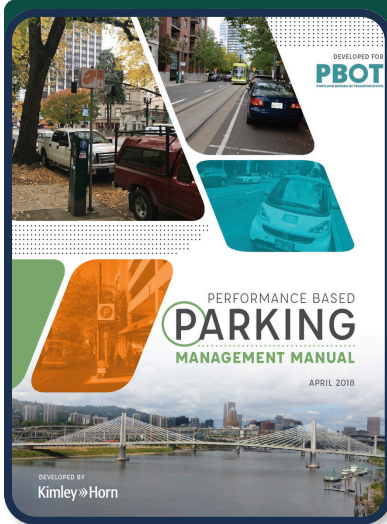

William Reynolds, P.E., AICP, PTP (RWC) | Role: Transportation Alternatives Support
Years with RWC/Total Years: 2/12
Office Location: Portland, OR
Title: Strategic Partner
Professional Credentials:

- P.E. in OR, WA, and MN
- American Institute of Certified Planners (AICP)
- Professional Transportation Planner (PTP)
- M.S., Civil Engineering, North Carolina State University
- B.S., Environmental Science, Duke University
- B.S., Earth and Ocean Science, Duke University

William has more than 12 years of experience in parking management, TDM, and traffic operations across the Northwest and Midwest. Within the last five years, William has supported 20+ communities in developing comprehensive parking management and TDM plans, including Portland, OR; Hood River, OR; Jackson, WY; and Estes Park, CO to name a few. As a subconsultant to Kimley-Horn, William worked with L. Dennis Burns and his team on a Parking Master Plan for the City of Phoenix, AZ.

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****Project Experience**

We have included the following relevant projects that showcase our extensive experience working with municipalities to achieve their parking goals from strategies, to demand management, to planning, and more. We encourage you to reach out to the respective client references to learn more about how working with Kimley-Horn means you can ***Expect More and Experience Better.***

**City of Portland, Performance-Based Parking Management Program, Portland, OR**

CLIENT: Chris Armes, Parking Operations Division, Portland Bureau of Transportation, chris.ames@portlandoregon.gov, 503.823.7051

BUDGET: Total fee was \$202,745.00 including \$43,000.00 in City of Portland-requested contingency funds (not all of which were used).

SCHEDULE: Completed on schedule; original schedule was extended by the City to allow time for more community feedback.

The City of Portland selected Kimley-Horn to lead the development of an innovative and comprehensive city-wide performance-based Parking Management Manual. The manual focuses on defining guidelines for managing the public on-street and garage system parking based on data-driven decisions and best management practices, including establishing a process to implement performance-based pricing. The manual also will act as an operations guide for the management and integration of the on-street public parking system and the Smart Park garages to meet identified performance goals.

**Missoula Parking Commission, Strategic Plan and Parking Station Assessment, Missoula, MT**

CLIENT: Tiffany Brander, Parking Director, Missoula Parking Commission, tbrander@ci.missoula.mt.us, 406.552.6243

BUDGET: Parking Strategic Plan - \$75,000.00; Parking Pay Station Study and Specifications - \$50,330.00

SCHEDULE: Both projects were completed on schedule. Schedule for the Parking Strategic Plan was approximately six months; Schedule for the Parking Pay Station Study and Specifications was approximately four months.

Kimley-Horn has an active on-call services contract with the Missoula Parking Commission (MPC) to assist with the implementation of their Parking Strategic Plan (including evaluation of new parking technologies), which Kimley-Horn developed as part of a larger downtown master planning project a few years prior. The overarching goal of the downtown master plan was to enhance the downtown experience through economic land use and development plans for the community. The parking planning work identified practical recommendations and parking management best practices to further advance the City's parking and transportation programs. The scope of work comprised a supply/demand study and current parking program assessment; retail parking strategy to complement a "retail hot-spot" concept, including a future parking needs assessment; and a parking strategic plan. The project required extensive community engagement to develop strategies to guide downtown development and parking needs for the next 20 years.

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****City of Boulder, Access Management and Parking Strategies (AMPS), Boulder, CO**

CLIENT: Cris Jones, Deputy Director, Community Vitality Department, City of Boulder, jonesc@bouldercolorado.gov, 303.413.7302

BUDGET: \$263,266.00 (AMPS Project Phases I and II, including expenses)

SCHEDULE: Completed on schedule. Per our contract with the City the following schedule terms were provided: "The Consultants' services are anticipated to be provided over the course of two years, occurring between January 2014 and May 2016."

Kimley-Horn evaluated the parking and transportation system within Boulder and helped define a new approach to parking management. This new parking management approach focuses on accessibility, promotes alternative transportation, and enhances a pedestrian-oriented community experience. The Kimley-Horn team helped define new practices and policies related to TDM, communication, signage, vehicular demand reduction, and overall parking management strategies.

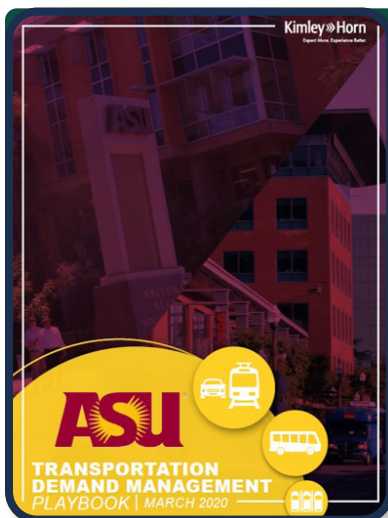
**City of Edmond, Downtown Edmond Parking Plan, Edmond, OK**

CLIENT: Ken Bryan, AICP, Long Range Planner, City of Edmond, Ken.Bryan@edmondok.com, 405.359.4742

BUDGET: \$99,962.00

SCHEDULE: Completed on schedule, six months from Notice to Proceed (NTP).

The City of Edmond selected Kimley-Horn to assess their downtown parking and provide recommendations for a renewed approach to parking management, focusing on future growth and the continuing development of downtown Edmond as a destination for locals and visitors. The Kimley-Horn team, including an advisory panel of parking experts, created a parking plan that focuses on the establishment of a downtown management organization (DMO) to aid in introducing and implementing best practices and strategies over time, enhancements to wayfinding, pedestrian safety, ideas for integrating micromobility, and planning for a regional transit hub.

**Arizona State University, Transportation Demand Management Playbook, Tempe, AZ**

CLIENT: J.C. Porter, CAPP, Assistant Director for Commuter Services, Arizona State University Parking and Transit Services, J.Porter@asu.edu, 480.965.8157

BUDGET: \$93,200.00

SCHEDULE: Originally six months, but due to the unexpected departure of Kimley-Horn's project manager, the project was delayed about two months beyond the original schedule.

After completing the 2017 Arizona State University (ASU) Parking and Transportation Master Plan, ASU and Kimley-Horn focused on practical, actionable steps to fully integrate TDM strategies into the University's transportation and parking program. The resulting "Playbook" lays out phased steps to incentivize driver behavior changes to decrease single occupancy vehicle (SOV) trips, create engaging TDM marketing strategies for the University, and raise awareness of the TDM menu of options that ASU will be providing, all while supporting the University's overarching sustainability goals. The resulting Playbook is a practical guide to defining and implementing progressive TDM strategies at ASU.

E. APPENDIX - RESUMES**Dennis Burns, CAPP | Role: Project Manager****Years with Kimley-Horn/Total Years: 11/36****Office Location: Phoenix AZ****Title: Associate/Regional Vice President****Professional Credentials:**

- B.A., Humanities/Psychology, University of North Carolina, Charlotte
- CAPP, IPMI/University of Virginia

Professional Affiliations:

- PMI-APO Site Reviewer
- IPMI, Member/Board of Directors
- Pacific and Intermountain Parking and Transportation Association, Member

Dennis Burns, CAPP, will serve as the Kimley-Horn project manager for this contract. **He is a nationally-recognized parking expert with over 36 years of parking consulting and management experience and has served as principal-in-charge and/or project manager on over 400 parking studies.** Dennis' direct parking management experience allows him to understand functional and operations issues from the customer's perspective. **In the past 15 years, he has focused on municipal parking programs and business district development as an area of special expertise.** Dennis has led national research and analysis efforts in the areas of parking system organizational development, parking as an economic development strategy, parking system strategic planning, parking and transportation program integration, and parking system branding/marketing. He has extensive expertise in the development and operation of transportation systems to complement parking operations, as well as TDM strategies designed to reduce overall parking demand. Dennis' specific expertise is in parking master planning and operations consulting including urban planning studies, feasibility studies, supply/demand analyses, shared parking analyses, parking revenue control and operational audits, and parking program organization. He has worked throughout the country on many downtown parking studies and plans including Boise, ID; Lincoln, NE; Atlanta, GA; Boulder and Fort Collins, CO; Cedar Rapids, IA; Dallas, TX; and Missoula, MT. Prior to joining Kimley-Horn, Dennis was the Senior Vice President of Studies and Operations Consulting for Carl Walker, Inc. for 12 years.

Relevant Experience**CCDC, Boise Parking Consultant On-Call, Boise, ID — Project Manager**

In 2015, Kimley-Horn was selected to provide CCDC with on-call consulting services for parking and transportation. Dennis was project manager on the following on-call project tasks: parking garage design guidelines, a supply/demand study, a pedestrian safety in parking environments study, garage functional design review, and a parking management plan update. However, the largest task from the previous five-year on-call was a parking and mobility strategic plan.

The overall goal of this parking and mobility master plan project was to redefine the mission and purpose of the public parking system in Downtown Boise. Over the years, the downtown environment had changed dramatically and the original mission of the parking system needed to evolve to address both current and future community needs as they related to supporting the parking and economic development needs of Downtown Boise. The process needed to be sensitive to the local market and acceptable to the community, but also ensure long-range system integrity and be consistent with expectations of system performance.

The outcome of this successful study was a community-endorsed parking and mobility strategic plan, with numerous dimensions and new policy direction designed to align the public parking program with the community's larger strategic and economic development goals.

Dennis Burns, CAPP (continued)

City of Aurora, Parking and Mobility Enterprise System Business Plan, Aurora, CO — Principal-in-Charge

The City of Aurora selected Kimley-Horn to prepare a formal business plan for an Aurora Parking and Mobility Enterprise System. The City of Aurora spans nearly 154 miles across three counties and is expecting to see a significant change in development around nine new light rail stations serving the greater Denver region. Kimley-Horn worked closely with the City to create a new organization within the City government to specifically address parking management, funding, enforcement, marketing, branding, maintenance, long-term repairs, and future parking infrastructure. Kimley-Horn created a Business Plan, complete with vision, mission statement, projection of future needs, marketing and branding strategies, and a financial summary, to help establish guidelines for the new Parking and Mobility Enterprise System. Additionally, our team assisted in preparing a Request for Proposal (RFP) for implementing the business plan and an RFP for managing the enterprise system. The project included robust public outreach to begin the community education component of the parking program. We also developed our Park+ modeling application for the station areas to predict how parking demands related to transit and new development would impact the surrounding community.

City of Boulder, Access Management and Parking Strategies (AMPS), Boulder, CO — Project Manager

Kimley-Horn evaluated the parking and transportation system within Boulder and helped define a new approach to parking management. This new parking management approach focuses on accessibility, promotes alternative transportation, and enhances a pedestrian-oriented community experience. The Kimley-Horn team helped define new practices and policies related to TDM, communication, signage, vehicular demand reduction, and overall parking management strategies.

Missoula Parking Commission, Strategic Plan and Parking Station Assessment, Missoula, MT — Project Manager

Kimley-Horn has an active on-call services contract with the Missoula Parking Commission (MPC) to assist with the implementation of their Parking Strategic Plan (including evaluation of new parking technologies), which Kimley-Horn developed as part of a larger downtown master planning project a few years prior. The overarching goal of the downtown master plan was to enhance the downtown experience through economic land use and development plans for the community. The parking planning work identified practical recommendations and parking management best practices to further advance the City's parking and transportation programs. The scope of work comprised a supply/demand study and current parking program assessment; retail parking strategy to complement a "retail hot-spot" concept, including future parking needs assessment; and a parking strategic plan. The project required extensive community engagement to develop strategies to guide downtown development and parking needs for the next 20 years.

Additionally, Kimley-Horn upgraded the City's on-and off-street parking technology and provided the associated project planning services, including the development of equipment specifications, assistance with the procurement process, and final acceptance testing.

*"What adds immeasurably to Dennis' value and sets him apart from other talented and capable people in the field is his **generosity** in sharing his **time and knowledge** with his clients and colleagues and his ability to form collegial relationships. Dennis values his clients' and colleagues insights, knowledge, and experience, which creates an atmosphere of comfort and openness. This in turn fosters collaboration and increases the likelihood of **innovative** and **excellent project outcomes**." – Melinda Anderson, CAPP, Director, Parking Management, Medical University of South Carolina*



Tim Nicholson, P.E. | Role: Contract Manager/Local Liaison

Years with Kimley-Horn/Total Years: <1/21

Office Location: Boise, ID

Title: Civil Professional

Professional Credentials:

- P.E. in ID (#13314)
- B.S., Civil Engineering Specializing in Construction Management, Virginia Tech

Tim has over 21 years of experience serving in the civil engineering and construction industry. **Prior to joining Kimley-Horn, he spent over eight years with the Ada County Highway District (ACHD) where he led a team of professionals whose responsibility was the preservation of over 5,100 lane miles of pavement within Ada county.** For ACHD, Tim regularly evaluated civil engineering plans and reports, managed the Safe Sidewalk Program and Developers Cooperative budgets, coordinated and administered Developer Cooperative capital projects, and resolved public concerns and questions on developer and utility driven projects. He has experience in leadership and field construction practices for roadway, bridge, and facility maintenance projects. Tim is adept at balancing his client's visions and expectations with a project's efficiency and cost-effectiveness.

Relevant Experience

Franklin and Cloverdale Intersection, Boise, ID — Project Engineer*

This was a Federal Aid project consisting of addition of multiple lanes to all four legs of the intersection in Boise, ID. New pedestrian facilities (sidewalks and ramps) were constructed, the storm drain system improved, new traffic signals installed, and the intersection was paved with concrete. Services provided included Federal Aid construction, inspection and documentation, pavement rehabilitation and reconstruction, sidewalks, Americans with Disabilities Act (ADA) pedestrian facilities, and utility coordination .

City of Mesa, Broadway Road from Mesa Drive to Stapley Drive (Lesueur to Spur), Mesa, AZ — Project Engineer

Kimley-Horn prepared the planning and design of new 12-inch and 20-inch water pipelines within a complex and congested corridor of Broadway Road between Lesueur and Spur (1.2 miles). This roadway segment consists of numerous aging existing utilities (City water, gas, and sewer), as well as several private utilities (telephone, fiber, and power), which limit corridors for new City water infrastructure. The project included development and evaluation of pipeline alignments, with consideration for clearance from other utilities; construction sequencing; traffic control; and adjacent property owner impacts.

Town of Gilbert, Power Road Water Line System, Gilbert, AZ — Project Engineer

Kimley-Horn is currently preparing a waterline design for the Town of Gilbert. The proposed 16-inch waterline will begin at the intersection of Power Road and Los Altos Road and extend to the intersection of Power Road and Pecos Road by connecting into an existing 16" waterline. The proposed line will then connect in again at the intersection of Pecos Road and South Swan Court and extend to the Town of Gilbert's Public Safety Training Facility. The purpose of this project is to provide enough pressure to the Public Safety Training facility. Kimley-Horn gathered data, coordinated with utilities, prepared preliminary alternatives that identified proposed improvements, easement coordination, right-of-way (ROW) coordination, and preliminary costs.

** = Prior to joining Kimley-Horn*



Leslie Tabor | Role: Parking/Public Outreach/TDM Specialist

Years with Kimley-Horn/Total Years: 1/4

Office Location: Phoenix, AZ Title: Parking Planner

Professional Credentials:

- M.S., Library and Information Science, Syracuse University
- B.A., English, Oklahoma Baptist University
- IPMI-APO Site Reviewer

Professional Affiliations:

- IPMI, Member
- Project Management Institute (PMI), Member
- IPMI Media Relations Task Force, Member

Leslie is an experienced parking and public involvement professional with diverse project and program experience. She focuses on parking planning and community engagement for public, private, and university clients and is passionate about effective project communication. A former librarian, Leslie enjoys researching current trends and finding creative solutions to challenges. Her strengths lie in project management and working with people—she is comfortable in both public meetings and small group stakeholder sessions. **Leslie's unique perspective allows her to keep her eye on the big picture while making sure the details are taken care of.**

Relevant Experience

Arizona State University, Transportation Demand Management Playbook, Phoenix, AZ — Deputy Project Manager

After completing the 2017 Arizona State University (ASU) Parking and Transportation Master Plan, ASU and Kimley-Horn focused on practical, actionable steps to fully integrate TDM strategies into the University's transportation and parking program. The resulting Playbook lays out phased steps to incentivize driver behavior changes to decrease single occupancy vehicle (SOV) trips, create engaging TDM marketing strategies for the University, and raise awareness of the TDM menu of options that ASU will be providing, all while supporting the University's overarching sustainability goals. The resulting Playbook is a practical guide to defining and implementing progressive TDM strategies at ASU.

City of Edmond, Downtown Area Parking Plan, Edmond, OK — Parking Planner

The City of Edmond selected Kimley-Horn to assess their downtown parking and provide recommendations for a renewed approach to parking management, focusing on future growth and the continuing development of downtown Edmond as a destination for locals and visitors. The Kimley-Horn team, including an advisory panel of parking experts, created a parking plan that focuses on the establishment of a downtown management organization (DMO) to aid in introducing and implementing best practices and strategies over time, enhancements to wayfinding, pedestrian safety, ideas for integrating micromobility, and planning for a regional transit hub.

IPMI Mobility Hubs Presentation, IPMI Annual Conference 2020 (Virtual) — Presenter

In June of 2020, Leslie collaborated with L. Dennis Burns and client Josh Kavanagh (Parking and Transportation Director for University of California – San Diego) to present on the emerging best practice of mobility hubs.



Christine Herrick, P.E. | Role: Design/Structural Specialist

Years with Kimley-Horn/Total Years: 8/8

Office Location: Salt Lake City, UT

Title: Structural Engineer

Professional Credentials:

- P.E. in UT and NC
- M.S., Civil Engineering, Virginia Polytechnic Institute and State University
- B.S., Civil Engineering, North Carolina State University

Professional Affiliations:

- American Society of Civil Engineers (ASCE), Past President – Eastern Branch
- UTAH CREW Events Committee, Chair
- Salt Lake City Downtown Alliance Committee, Member
- Urban Land Institute (ULI), Urban Plan Volunteer

Christine has eight years of experience in the design and restoration of parking structures for numerous municipalities, private developers, and higher education institutions nationwide. These structures include stand-alone garages, parking within mixed-use buildings, and fully-integrated facilities. Her expertise includes designing new parking facilities and evaluating and rehabilitating existing structures. **Christine's design and rehabilitation projects encompass a broad scope of structural types, including reinforced concrete, precast prestressed concrete, and post-tensioned concrete.**

Relevant Experience

Richmark Companies LLC, Cityscape Apartments Parking Structure Rehabilitation, Salt Lake City, UT — Structural Engineer

Kimley-Horn was contracted by Richmark Companies, LLC to assist with the rehabilitation of the parking structure and addition of an outdoor dog park for Cityscape Apartments in Salt Lake City, UT. The parking structure consists of two parking levels and 176 parking stalls and was constructed using post-tensioned CIP structural system. Specific tasks provided by Kimley-Horn include condition assessments for the parking structure, construction documents for the concept design of an outdoor amenity deck, structural modifications to the shear wall for pedestrian access to the stairs, as well as circulation patterns and hardscape/surface treatments. Other tasks included structural engineering services, landscape architecture design, site inspections, coordination with stakeholders for permits, and construction administration services.

Norfolk Citywide Parking Facilities IDIQ, Norfolk, VA — Structural Engineer

Since 2013, Kimley-Horn has provided on-call parking facility services—planning, design, maintenance, restoration, and technology—to the City of Norfolk's parking system. The City's system consists of nearly 20,000 parking spaces in 16 garages, 10 lots, and approximately 600 on-street metered spaces that provide hourly, daily, and monthly parking. Our services have included condition assessments, maintenance plans, parking planning, operational analysis, parking studies, functional design, lighting analysis, and assisting the City in reviewing various projects/proposals received by the City related to parking.

City of Durham, Morgan Rigsbee Parking Garage, Durham, NC — Structural Engineer

Kimley-Horn provided civil engineering, landscape architecture, structural engineering, and parking design services for an \$18.5 million mixed-use parking garage for the City of Durham. Kimley-Horn also completed a preliminary feasibility study for this garage in 2016. The 665-space garage includes up to 20,000 square feet in commercial/retail space, including new offices for the City of Durham Parking administrator. The facility helps to fill an immediate need for parking in Downtown Durham and serve as a gateway for visitors in the downtown core.

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****Adria Koller, AICP | Role: Parking/Curb Management Specialist**

Years with Kimley-Horn/Total Years: 12/12

Office Location: Tucson, AZ

Title: Parking Planner

Professional Credentials:

- American Institute of Certified Planners (AICP) (#025363)
- M.S., Urban Planning, University of Arizona
- B.S., Environmental Design, University at Buffalo

Professional Affiliations:

- American Planning Association (APA), Member
- IPMI, Member
- Pacific Intermountain Parking and Transportation Association (PIPTA), Member

With 12 years of experience in parking and transportation management planning, Adria possesses a unique understanding of the interplay and access-related issues between the travel realm and the built environment. Her ability to understand the technical components of parking and transportation systems with her land use planning background enable her to improve management practices and supporting policies to optimize parking and transportation systems. Adria's experience includes preparing parking management plans in both municipal and university settings, evaluating parking behaviors using geospatial analysis, developing curb lane management programs, performing bicycle and pedestrian safety analysis, evaluating policies and ordinances, leading numerous data collection and analysis efforts, and developing Park+ models for campuses and municipalities. **With a focus on mobility and access, Adria aims to develop parking management strategies for all uses and users, improving options for motorists, pedestrians, bicyclists, and alternative vehicle operators.**

Relevant Experience**City of Minneapolis, Curb Lane Management Framework, Minneapolis, MN
— Project Planner**

Kimley-Horn is assisting the City of Minneapolis with the development of a curb lane management strategic framework, which will be an educational document used to promote the curb lane management activities within the community. The intended audience for this effort is local business owners, employers, residents, employees, and visitors. The intent of the document is to provide guidance related to the management of on-street parking, commercial loading, and transit operations, as well as provide marketing opportunities for the City to promote their programs and build buy-in for the ongoing management of parking.

**Seattle DOT, Commercial Vehicle Loading Zone (CVLZ) Study, Seattle, WA
— Project Manager**

Kimley-Horn is currently working with the City of Seattle to evaluate CVLZ monetization strategies and technology to manage transactions, usage, and collect data to drive future policy. Currently, commercial vehicle drivers often park improperly, including in on-street parking spaces and in excess of time limits in commercial vehicle spaces, and the City has no means of tracking CVLZ permit usage. The study evaluated usage data (occupancy and duration) for loading zones and defined analytics and trends for a variety of loading zone types and vehicle types. This data was used to define pilot strategies for managing loading zones and converting from an annual paid permit to a usage-based transaction platform. The intent of the pilot is to help delivery drivers make better decisions on when and how to utilize loading zones, discourage loading zone abuse, and promote better data collection to support ongoing policy development. The outcomes of the study included phased technology recommendations, pilot testing strategies, and recommendations for rolling out, managing, modifying, and communicating pilot tests and long-term strategies.



Nick Mazzenga, P.E. | Role: Parking and Mobility Technology Specialist

Years with Kimley-Horn/Total Years: 12/12

Office Location: Richmond, VA

Title: Parking Technology Consultant

Professional Credentials:

- P.E. in VA
- M.S., Civil Engineering, University of Virginia
- B.S., Civil Engineering, Virginia Military Institute

Professional Affiliations:

- IPMI, Member
- Eno Transportation Foundation Fellow

Nick has 12 years of experience as a researcher and engineer in state and regional transit and traffic management systems, transportation communication systems, traveler information systems, concept of operations development, and systems engineering. In addition, Nick has extensive experience with advanced simulation modeling of transit and pedestrian networks. He has authored several publications on the topic of advanced traffic management systems, presented in many national and local conferences on related topics, and is an active participant in regional and national-level ITS conferences. Nick has experience overseeing complex transportation and technology projects between multiple entities within a municipality. Most recently, Nick brought together the complex network architecture requirements of the Arlington County Information Technology Department with the county's Transportation Department to design the county's next generation fiber-optic network. Consensus building was key and Nick worked with multiple stakeholders within the county to develop a network that would benefit the county as a whole.

Relevant Experience

City of Oxford, Parking Management and Consulting Services, Oxford, MS — Project Engineer

The City of Oxford is constructing a new parking garage in their downtown core area and selected Kimley-Horn to evaluate improvements to various components of the parking management and transportation system. Services include conducting a parking facility demand analysis and a parking facility economic feasibility analysis, developing a parking master plan, and conducting a parking rate analysis. Nick developed design plans, specifications, and a RFP for the City of Oxford, Mississippi's newest 400-space garage that serves students and faculty from the University of Mississippi and residents and visitors to the City. He worked closely with the industry to develop the first-of-its kind gateless garage for the City. Nick and the rest of the Kimley-Horn team are developing strategies to manage parking, improve communications and wayfinding, leverage existing and new technologies, review traffic impacts, consider maintenance improvements, and provide bid phase services for procuring a gateless PARCS for the new garage.

City of Fredericksburg, Downtown Signal Modifications, Fredericksburg, VA — Project Engineer

Kimley-Horn worked with the City of Fredericksburg to upgrade five signals in historic downtown Fredericksburg. The signals were upgraded with modern features such as illuminated street name signage, decorative poles and mast arms, and 360-degree video detection. The project included the design of pavement markings, signage, relocation of overhead utilities, and preparation of bid documents including special provisions. Pedestrian safety was improved with upgraded ADA-compliant curb ramps, improved crosswalks, pedestrian pushbuttons, pedestrian signal heads, and increased intersection lighting.

City of Seattle, Restricted Parking Zone Policy Review, Seattle, WA — Project Engineer

Researched and developed commercial vehicle loading zone technologies and policies for the City of Seattle. He evaluated loading zone data, facilitated vendor/technology discussions, and prepared a technical memorandum that laid out a phased approach to pilot and deploy a new commercial vehicle loading zone permitting and enforcement system.



Jeremiah Simpson | Role: Parking/TDM/Transit-Oriented Development Specialist

Years with Kimley-Horn/Total Years: <1/18

Office Location: Denver, CO

Title: Parking Consultant

Professional Credentials:

- B.A., English, University of California, Davis

Professional Affiliations:

- ULI Colorado Chapter, Member
- National Association of Industrial and Office Properties (NAIOP), Member
- PIPTA, Member

Jeremiah is an experienced planning professional with 18 years of consulting experience specializing in parking and multimodal planning for both public- and private-sector clients. He began his career in 2001 performing parking studies in the Los Angeles region, and has been based out of Denver since 2005. Several of Jeremiah's high-profile projects include the Parking and TDM Plan for the ongoing redevelopment at the National Western Stock Show, and a Parking Pricing Technical Assessment for Denver's Regional Transit District (RTD) to look at the potential impacts of expanding their paid parking program to include most park-and-ride users. **Working in several high-growth markets in the mountain region, Jeremiah has established himself as an expert in certain niches including TOD, TDM, urban infill projects, downtown parking management and policy studies, and parking system financial feasibility analysis.** He is an active participant and speaker at many events for the ULI Colorado Chapter as well as NAIOP, PIPTA, and several other industry organizations.

Relevant Experience

City of Golden, Comprehensive Parking Plan, Golden, CO – Project Manager*

This study included a comprehensive evaluation of downtown Golden's public parking system and adjacent residential permit zones. Several new development projects were evaluated along with the health and function of the in-leu fee program as a mechanism to support additional in-fill. Several parking management programs were adopted in response to this study including a pilot program for downtown pay parking kiosks and modifications to time limits and other restrictions. The goal for the analysis was to ensure that future public parking infrastructure was used efficiently and balanced appropriately with the pedestrian-friendly character of the downtown.

City of Wichita, Parking and Multimodal Plan, Wichita, KS – Project Manager*

This comprehensive planning document evaluated parking supply/demand, policy, future development, and multimodal connectivity for a nearly 200-block study area in downtown Wichita. Several city agencies, the public, and neighborhood stakeholder groups were heavily involved in the planning effort. The study included several significant policy, management, technology, and infrastructure recommendations including options to consolidate the city's parking and mobility functions into a single department and to improve the oversight and long-term fiscal outlook for the program.

City of Denver, National Western Center Parking and TDM Plan, Denver, CO – Project Manager*

This study was commissioned by the City of Denver as a follow-up to the Master Plan, looking more closely at the parking and transportation needs associated with the 10-year proposed build-out of the National Western Center property. Due to the complexity of the site, the study evaluated a wide range of multimodal access options for large events, concurrent events, and day-to-day activities, along with the stock show. The study contained several dozen recommendations ranging from on- and off-site infrastructure needs, to bus and shuttle operations, mobility hubs, management of TNC (Uber/Lyft) pick-up and drop-off zones, integrated parking guidance signage and wayfinding, internal site circulation, and truck and trailer staging and loading needs.

** = Prior to joining Kimley-Horn*



David Taxman, P.E. | Role: Parking Specialist/Finance and Green Garage Certification

Years with Kimley-Horn/Total Years: 2/15

Office Location: Fort Lauderdale, FL

Title: Parking Consultant

Professional Credentials:

- P.E. in FL
- M.A., Real Estate, University of Illinois
- B.S., Civil Engineering, University of Wisconsin

Professional Affiliations:

- IPMI, Member
- Florida Parking and Transportation Association (FPTA), Member

David has 15 years of parking planning and transportation engineering experience. He has been a passionate advocate for reform in parking planning practices, spearheading efforts to include TDM and mobility best practices. **He was among the first in the parking industry to attain certification as a Parksmart Advisor and has led trainings for certifying others. He has published articles on parking issues, TDM, and privatization in several industry magazines, including Parking Today, Parking, and Government Finance Review.** David has also spoken at events hosted by the IPMI, the National Parking Association (NPA), Institute of Transportation Engineers, the Big Ten Parking Conference, FPTA, and ULI. He has led parking studies for municipalities, universities, hospitals, private development, and other institutions. His expertise in parking planning includes supply and demand studies, operations and management, financial feasibility studies, parking policy, technology review and specification, shared parking studies, parking privatization, and functional design of parking facilities. David's practice includes parking consulting across the nation and internationally.

Relevant Experience

City of Phoenix, Park Central Mall Garage Feasibility Study, Phoenix, AZ — Project Engineer

Kimley-Horn was engaged by the City of Phoenix to perform a parking feasibility study for the Park Central Community Facilities District (District) for the proposed Park Central Garage at Park Central Mall. There are plans for the District to help finance the proposed 2,001-space garage as part of a public-private partnership. The garage plans to support multiple users, including the proposed Creighton Health Sciences Building, a proposed multifamily apartment building, existing office space, the existing Dignity Health administrative building, a proposed hotel, and visitors to the mall. The financial analysis included understanding future lease agreements, existing parking demand, market rates, event activity, proposed parking operations, and the shared parking demand from the multitude of users. The study determined the projected revenue, maintenance/operating expenses, and debt service to calculate the projected annual net profits/losses over a 10-year period. This financial analysis was applied for bond financing of the garage.

Downtown Redevelopment Plan Area Parking Study, Clearwater, FL — Project Manager

David led the Kimley-Horn team in completing a comprehensive parking study of Downtown Clearwater. The project included an evaluation of current and future parking needs, identification and analysis of alternative parking supply solutions, site feasibility analysis of potential garage locations, parking operations and management improvements, and an implementation program. The study analyzed the impact of the proposed Imagine Clearwater bayfront project that would displace almost 700 spaces and the impact on parking of large Downtown events at the bayfront. The study identified how private parking resources could be activated to help support both existing and future demand. Parking improvements were suggested to support economic development, and create a more customer-friendly, efficient, and sustainable parking system.

Statement of Qualifications for **PARKING & MOBILITY CONSULTANT SERVICES****Rick Williams (RWC) | Transportation Alternatives Support**

Years with RWC/Total Years: 5/25

Office Location: Portland, OR

Title: President

Professional Credentials:

- M.A., Sociology, Portland State University
- B.S., Administration of Justice, Portland State University
- B.S., Sociology, Portland State University

Rick has over 25 years of extensive experience in parking management and parking development across the Northwest, in dozens of communities. He is currently implementing parking management plans for Everett, Olympia; and Vancouver, WA; Bozeman, MT; and Portland and Bend, OR to name a few. Since 1995, Rick has also consulted for public and private clients on the siting, construction, design and operational planning of numerous parking facilities (garages/lots). **Over the years Rick has created comprehensive parking and/or transportation demand management plans for nearly 100 cities.**

In Portland, OR Rick was responsible for creating the nationally recognized “*SmartPark*” parking system which unified, standardized, and distinguished the City’s seven garage system as the premier parking choice in downtown Portland.

Rick also served as contract Executive Director of *Go Lloyd* for 20 years, retiring in 2014. *Go Lloyd* is a private, non-profit business association providing parking management, transit, bike, ride sharing, and outreach programs to 185 Lloyd District-based businesses and property owners. *Go Lloyd*’s focus is on parking management, transit, bicycle and pedestrian programs, as well as marketing and communications.

Relevant Experience

- Downtown Parking Study and Plan, Everett, WA
- Downtown Parking Solutions Study, Hillsboro, OR
- King County Metro, Right Sized Parking Project, King County, WA
- Kaiser Permanente, Sunnyside/Interstate Campus TDM Plans, WA
- Strategic Assessment of Downtown Parking (Constraints, Operations and Technology), Kirkland, WA,
- Downtown Specific Plan Area/Parking Management Plan, Laguna Beach, CA
- Metropolitan Transportation Commission, Reforming Parking Policies to Support Smart Growth, Oakland, CA
- Downtown Parking Management Strategy and Plan, Milwaukie, OR
- Portland Development Commission, Central City Parking Development Feasibility Study, Portland, OR
- Zidell, Code Allowance & Demand Revenue Forecast, Portland, OR
- Portland Community College, Five Campus Parking and TDM Plan, Portland, OR
- Downtown Parking Program – Operational and Programmatic Review, Redwood City, CA
- Downtown Parking Activity Update and Smart Meter Demonstration Plan, Spokane, WA



William Reynolds, P.E., AICP, PTP (RWC) | Transportation Alternatives Support

Years with RWC/Total Years: 2/12

Office Location: Portland, OR

Title: Strategic Partner

Professional Credentials:

- P.E. in OR, WA, and MN
- American Institute of Certified Planners (AICP)
- Professional Transportation Planner (PTP)
- M.S., Civil Engineering, North Carolina State University
- B.S., Environmental Science, Duke University
- B.S., Earth and Ocean Science, Duke University

William is a former Kimley-Horn employee and has more than 12 years of experience in parking management, TDM, and traffic operations across the Northwest and Midwest. **Within the last five years, William has supported 20+ communities in developing comprehensive parking management and TDM plans, including Portland and Hood River, OR; Jackson, WY; and Estes Park, CO to name a few.** Dennis and William collaborate often and as a subconsultant to Kimley-Horn, William worked with Dennis on the development of Portland's 2018 Parking Management Manual and is currently working with City to collect data to inform the first round of performance-based pricing recommendations.

William brings experience working with clients to identify anticipated traffic impacts and parking demands associated with development projects and developing cost-effective travel demand management strategies. **He possesses extensive knowledge of national best practices to create innovative, tailored transportation plans.**

Relevant Experience

- Downtown Parking Program Audit, Corvallis, OR
- Downtown Parking Management Plan, Estes Park, CO
- Downtown Parking Study and Plan, Hood River, OR
- Downtown Parking and Mobility Management Plan, Jackson, WY
- Travel Behavior Survey, Oregon City, OR
- Central Eastside Industrial Council, Parking Master Plan, Portland, OR
- Portland Bureau of Transportation, NW Portland Parking Data Collection and Analysis, Portland, OR
- Portland Bureau of Transportation, Performance-Based Parking Management Manual, Portland, OR
- University of Nevada, Las Vegas, UNLV Campus Parking Master Plan, Las Vegas, NV
- University of Montana, Parking Management Plan, Missoula, MT
- Vancouver Historic Trust, Historic Trust Parking Study, Vancouver, WA