



City of Culver City

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Staff Report

File #: 22-568, **Version:** 1

Item #: C-4.

CC - Approval of a Three-Year Agreement, with Two One-Year Extensions, with Walker Consultants to Provide On-Call Parking Consulting Services in an Amount Not-to-Exceed \$100,000 Annually.

Meeting Date: January 24, 2022

Contact Person/Dept: Todd Tipton, CDD/Economic Development
Phone Number: (310) 253-5783

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☐

Attachments: Yes ☐ No ☒

Commission Action Required: Yes ☐ No ☒
Commission Name:

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/20/2022), (E-mail) Downtown Business Association (01/20/2022);

Department Approval: Sol Blumenfeld, Community Development Director (01/10/2022)

RECOMMENDATION

Staff recommends the City Council approve a three-year agreement, with two one-year extensions, with Walker Consultants (Walker) to provide on-call parking consulting services in an amount not-to-exceed \$100,000 annually.

BACKGROUND

The City's parking facilities consist of approximately 2,200 off-street parking spaces located in parking structures and surface lots ("Facilities"). The Facilities include the City Hall, Ince, Cardiff and Watseka parking structures as well as:

- 9415 Venice Boulevard
- 3825 Canfield Avenue
- 10401 Virginia Avenue
- 3757 Robertson Boulevard

- 3727 Robertson Boulevard
- 3715 Robertson Boulevard
- Parcel B subterranean garage
- Washington/Centinela Market Hall garage (to be constructed).

The City relies on parking professionals to consult on a variety of parking operation matters. Walker has been working with the City since 2016 and its agreement recently expired.

In September 2021, a Request for Qualifications (RFQ) was issued for on-call parking consultant services.

On September 27, 2021, the City Council authorized a three-month extension to Walker's agreement so Walker could continue work that began prior to the agreement's expiration. The work related to a structural investigation, the Request for Proposal for parking facilities management services, Ince parking office construction, and Demand Pricing/ Rate schedule to fund capital improvements to the Ince, Cardiff, and Watseka parking structures.

DISCUSSION

The RFQ sought a parking consultant with the ability to:

- Prepare planning and feasibility studies related to parking supply/demand; alternatives to increase parking capacity/reduce parking demand; evaluation of site feasibility, shuttle bus analyses, transit-oriented developments, operations, wayfinding/pedestrian travel, parking equipment including parking guidance systems, on-street parking, and shared parking among other things.
- Provide parking facility financial planning services including market and financial studies of existing and prospective parking facilities and the evaluation of various financing methods.
- Recommend how and when technological enhancements related to access and revenue control equipment, facility management, etc., should be implemented.
- Recommend improvements related to staffing and work assignments, employee training, business assistance, parking enforcement and parking operating procedures/policies/audits.
- Conduct compliance audits.
- Review operator budgets and financial procedures.
- Prepare operator Request for Proposals; review parking operator proposals and select parking operators.
- Provide design services from schematic design through construction documents including architectural, structural, electrical, mechanical, and plumbing.

- Review and make recommendations related to parking rates and how they are structured.
- Provide structural, electrical and mechanical engineering services.
- Provide construction management services.
- Provide consultation services related to new systems and retrofits of existing systems relating to lighting, passive security, signage, durability engineering, functional design, parking access and revenue control equipment, accessibility, and access and circulation design.
- Provide comprehensive evaluations of existing parking facilities including capital improvement plans for facility restoration, recommended measures to protect against corrosion.
- Perform structural investigations, seismic retrofits, and condition appraisals.

The City received five responses to the RFQ from qualified firms. Of the five respondents, staff recommends entering into an agreement with Walker due to its ability to provide the required services, its proposed cost and its familiarity with Culver City.

Walker was established in 1965 and is 100 percent employee owned. In addition to being a leader in the parking consultant field, Walker is also one of the largest providers of restoration and building envelope services in the industry. The City recently contracted with Walker to prepare a restoration/maintenance plan for the Ivy Substation.

FISCAL ANALYSIS

The cost of services specified in Walker's response to the RFQ over the five-year period is \$500,000 (\$100,000 per year five years, assuming the two one-year extensions are approved). There are sufficient funds of \$100,000 in the FY 2021/2022 Adopted Budget (Account # 47555100.619800) to fund Walker's services. Funding for the remainder of the agreement will be incorporated into future annual budgets.

ATTACHMENTS

None.

MOTIONS

That the City Council:

1. Approve a three-year agreement, with two one-year extensions, with Walker Consultants to provide on-call parking consulting services in an amount not-to-exceed \$100,000 annually.

2. Authorize the City Attorney to review/prepare the necessary documents.
3. Authorize the City Manager to execute such documents on behalf of the City.