



Legislation Text

File #: ID-267-17, **Version:** 1

Body

Department of Finance - Division of Procurement & Contracts

Reference: *Award of Formal Solicitation for City of Brighton Parking Management Plan*

To: Mayor Richard N. McLean and Members of City Council

Through: Clint Blackhurst, Acting City Manager

Prepared By: Pam Roeding, Procurement & Contracts Manager

Through: Ryan Johnson, Executive Director of Urban Renewal, Kimberly Dall, Director of Streets and Fleet, Holly Prather, Director of Community Development

CC: Jean Starr, Finance Director

Date Prepared: July 20, 2017

PURPOSE

Requesting City Council approval of a formal proposal for the City of Brighton Parking Management Plan Project to the lowest most responsive and responsible proposer, and approving the resolution giving the Mayor authority to sign the contract. Municipal Code Section 3.08.090, “. . . All bids and proposals in excess of \$50,000 shall be awarded through formal written procedures by the City Council.”

BACKGROUND

Brighton’s downtown has seen exponential interest/activity in the last few years. Currently, the City does not have a tool to help regulate, plan for, pay for or project out the parking needs over the next ten plus years. This project is a collaboration between the Brighton Urban Renewal Authority (BURA) and the City of Brighton (COB) (Community Development, Streets, and Finance Departments). A letter documenting each entities’ agreement regarding project management, responsibilities for procurement, payment of consultant, billing for reimbursement, and other cooperation considerations will be completed and signed by each entity prior to issuance of the notice to proceed.

Formal Proposals were requested from qualified firms for the City of Brighton Parking Management Plan Project.

A Mandatory Pre-Conference was conducted with three firms attending. Formal proposals were received on May 30, 2017 at 10:00 AM.

Proposals were received from the following (2) firms:

- Kimley-Horn and Associates Inc.
- Walker Parking Consultants

Representatives from both firms were invited to interview with the project team comprised of members from the Brighton Urban Renewal Authority (B), Community Development, Streets and Fleet and Procurement and Contracts.

FINANCIAL IMPACT

Sufficient funding was approved in the 2017 budget of each entity for their portion of the total project cost (\$50,000 2017 COB Community Development budget and \$27,450 2017 BURA budget.)

The City Council resolution awarding this contract amends the City of Brighton 2017 adopted budget for the receipt of reimbursement from the Brighton Urban Renewal Authority of \$27,450 and for the expenditure of \$27,450 for consultant expense. Thus, the proposal from Walker Parking Consultants of **\$77,450.00** for the City of Brighton Parking Management Plan Project will be within the budgeted amount for the project.

If approved, BURA Commissioners will also be asked to approve the reimbursement to the City of Brighton for this contract, since the total project cost exceeds the threshold to approve administratively.

The City will bill BURA on a prorate basis as payments are made to Walker Parking Consultants during the term of this engagement.

STAFF RECOMMENDATION

The Finance Department, in working with BURA, Community Development, and the Streets and Fleet Department and completing the review and evaluation of this proposal, the recommendation is to award to the firm having the requisite expertise and experience to perform the required services of Walker Parking Consultants, in the amount of a total not to exceed Seventy Seven Thousand Four Hundred Fifty Dollars (\$77,450.00).

Walker Parking Consultants is in good standing with the State of Colorado.

OPTIONS FOR COUNCIL CONSIDERATION

- Approval as presented
- Reject
- Require new proposals be prepared

ATTACHMENTS

- Resolution
- Evaluation Matrix
- Presentation