



AGENDA MEMORANDUM

Corpus Christi Tax Increment Reinvestment Zone #3 Meeting July 26, 2016

DATE: July 8, 2016

TO: President and Honorable Board Members,
Corpus Christi Tax Increment Reinvestment Zone #3

THROUGH: Margie C. Rose, City Manager

FROM: Alyssa M. Barrera, Business Liaison
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Parking Management Study and Strategic Plan

CAPTION:

Motion to approve an agreement with Walker Parking Consultants in the amount of \$99,947.50 for the completion of a Parking Management Study and Strategic Plan for Downtown Corpus Christi and authorizing the City Manager or designee to execute the agreement.

PURPOSE:

The purpose of this item is to approve a contract to begin the Parking Management Study and Strategic Plan for Downtown Corpus Christi, as outlined in the Tax Increment Reinvestment Zone #3 (TIRZ #3) Project Plan.

BACKGROUND AND FINDINGS:

The 2015 Amended Project & Financing Plan includes the Parking Management Study and Strategic Plan as one of five administrative undertakings necessary for unlocking development in the TIRZ. Request for Proposal (RFP) Event No. 108 PARKING MANAGEMENT STUDY & STRATEGIC PLAN was issued on April 11, 2016. The RFP was advertised, posted on the City's Supplier Portal and issued.

An evaluation team comprised of the Business Liaison, Executive Director of the DMD, Assistant City Attorney, Parking Meter Supervisor, Senior City Planner, and City Traffic Engineer, reviewed the proposals and scored each according to the criteria above. A Senior Buyer of the City's Purchasing Division participated in an advisory capacity and did not participate in scoring the proposals.

Three proposals were received and evaluated across three major criteria: Technical Proposal, Interview, Timeline/Schedule of Work and Fee proposal. The team evaluated three proposals based on the following criteria and weighting scale:

- Compliance with Administrative Requirements Pass/Fail
- Technical Proposal – 60 points
- Interview – 15 points

- Timeline/ Schedule of Work – 15 points
- Fee Proposal – 10 points

The team met on multiple occasions to review the responses, based on minimum requirements and other criterion outlines in the RFP. On June 16th the evaluation team selected two firms to move forward into a shortlist and invited the two firms for interviews.

On June 28th open sealed envelopes from the top two firms and finalized scores. Based on overall scoring, Walker Parking Consultants (“Walker”) was the overall firm to have the highest score. The evaluation team was unanimous in its recommendation that a contract award be offered to Walker Parking Consultants.

ALTERNATIVES:

The Board could decide not to approve this contract.

OTHER CONSIDERATIONS:

N/A

CONFORMITY TO CITY POLICY:

Conforms with the Tax Code and City Charter.

EMERGENCY / NON-EMERGENCY:

Not Applicable

DEPARTMENTAL CLEARANCES:

Development Services, Parking Control, Traffic Engineering and Downtown Management District participated in the RFP process.

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2015-2016	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$1,600,000.00		
Encumbered / Expended Amount		\$92,800.00		
This item		\$99,947.50		
BALANCE		\$1,407,252.50		

RECOMMENDATION:

Staff recommends approving contract as presented.

LIST OF SUPPORTING DOCUMENTS:

Agreement - Parking Management Study and Strategic Plan for Downtown Corpus Christi
 Exhibit A – Parking Management Study and Strategic Plan RFP
 Exhibit B – Proposers Response for Parking Management Study and Strategic Plan