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(Sent via email to: [arlenem@cctexas.com](mailto:arlenem@cctexas.com))

Ms. Arlene Medrano, MPA  
Office of Business Liaison  
City Manager's Office  
City of Corpus Christi  
1201 Leopard Street  
Corpus Christi, Texas 78401

*Re: Proposal for Planning Services  
Review and Recommendation of On-Street Parking Meter Request for Proposal  
City of Corpus Christi, Texas*

Dear Arlene:

Walker Consultants is pleased to submit for your review our proposal to review your sample request for proposals for an on-street parking meter request for proposal. The following outlines our understanding of this revised scope of work, proposed schedule, fee, and general conditions of agreement for consideration and discussion.

## PROJECT UNDERSTANDING

On July 26, 2016 the Corpus Christi Tax Increment Investment Zone No. 3 (the "TIRZ #3") authorized a contract for services between the City of Corpus Christi (City), as an agent of TIRZ #3 and Walker Consultants (Walker) for a Parking Management Study and Strategic Plan for Downtown Corpus Christi. The scope of services for this agreement was completed in December 2016 with a final presentation to City Council in January 2017.

Subsequent to the execution of this original agreement and scope of services, the City engaged the additional services of Walker in April 2017 to prepare a refined strategic plan, lead an expanded stakeholder meeting, and present the refined plan to the TIRZ #3 Board by the summer of 2017. After developing a refined plan in April, Walker met with the Parking Advisory Committee, business owners, and stakeholder representatives of the Downtown Management District in May to solicit feedback and establish consent for the plan. The final task under this agreement required Walker to present the plan to TIRZ #3 and City Council for adoption.

As a result of a spring special election for the Mayor and City Council positions, the adoption of the refined plan was postponed for future TIRZ #3 and City Council agenda approval. Ultimately, the plan was adopted without the need for a final presentation from Walker in late 2017.



At present, the City seeks to move forward with a Walker recommendation of the Strategic Implementation Plan involving the procurement and installation of new parking meter technology, adding to, and replacing the on-street metered spaces controlled by the technology-dated single-spaced parking meters. To initiate this recommendation, the City has asked Walker to review sample requests for proposals (RFP) with the goal of developing an appropriate parking meter RFP for vendor solicitation purposes.

The City intends to use the remaining unused authorized funds from the \$13,480 additional service agreement (dated April 6, 2017) to compensate Walker for the initial effort to review and recommend an appropriate technical scope for the parking meter RFP. To assist with this initiative, Walker has prepared the following scope of services.

### SCOPE OF SERVICES

1. Conduct a teleconference with City representatives to confirm the RFP objectives, review project goals, discuss timeline of activities and update the project schedule.
2. Review up to three (3) sample parking meter RFPs and consolidate pertinent technical specifications into a draft document for use by the City's Purchasing Department. The draft document will be used to incorporate the specification language into a comprehensive City of Corpus Christi RFP.
3. Prepare and issue a draft document in MS Word for review by City staff.
4. Consider comments received regarding the draft document, finalize the document and issue to the City.

### SCHEDULE

Walker is prepared to commence work upon receiving written notice to proceed. A draft document should be available within 2 to 3 weeks of completing the project kickoff teleconference and receiving the sample RFPs from the City.



**PROFESSIONAL FEE**

Walker proposes to perform the Scope of Services described above for the remaining lump sum fee of **Four Thousand Forty-Four Dollars (\$4,044)** including all reimbursable expenses in accordance with the attached General Conditions of Agreement. No onsite meetings are included in this scope of services. Any additional meetings or services requested and approved by the City will be billed at our standard hourly consultant rates.

Walker is committed to fully understanding your requirements for this project. If this proposal does not meet your requirements, we ask that you please bring it to our attention so that we can revise our scope of services to better address your specific requirements.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in blue ink, appearing to read "Jim Corbett", is written over a light blue circular background.

Jim Corbett, CAPP  
Consultant

Enclosures      General Conditions of Agreement for Consulting Services

**AUTHORIZATION**

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

**CITY OF CORPUS CHRISTI**

Accepted by (Signature) \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## SERVICES

Walker Consultants (“Walker”) will provide the CLIENT professional services that are limited to the work described in the attached letter (“the services”). Any additional services requested will be provided at our standard hourly rates or for a mutually agreed lump sum fee. The services are provided solely in accordance with written information and documents supplied by the CLIENT, and are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT. No third-party beneficiary is contemplated. All documents prepared or provided by WALKER are its instruments of service, and any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker’s specific written consent will be at CLIENT’s sole risk.

## PAYMENT FOR SERVICES

Walker will submit monthly invoices based on work completed. Payment is due upon receipt of invoice. If for any reason the CLIENT does not deliver payment to WALKER within thirty (30) days of date of invoice, Walker may, at its option, suspend or withhold services. The CLIENT agrees to pay Walker a monthly late charge of one and one-half percent (1½%) per month of any unpaid balance of the invoice.

## STANDARD OF CARE

Walker will perform the services in accordance with generally accepted standards of the profession using applicable building codes in effect at time of execution of this Agreement. Walker’s liability caused by its acts, errors or omissions shall be limited to the fee or \$10,000, whichever is greater.

Any estimates or projections provided by Walker will be premised in part upon assumptions provided by the CLIENT. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

## PERIOD OF SERVICE

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.