



**Calvin, Giordano & Associates, Inc.**  
EXCEPTIONAL SOLUTIONS

September 26, 2014

Mr. James Bouquet, City Engineer  
City of Key West  
3132 Flagler Avenue  
Key West, FL 33040

Dear Mr. Bouquet,

We are pleased to submit our fee proposals to conduct a parking garage study for Old Town, consistent with the approved General Engineering Services contract, dated Nov. 7, 2012, as follows:

- Proposal for 1 design study for each of the 3 different sites identified by City Staff with reduced meeting, totaling \$85,000.00.

In an effort to explore opportunities to reduce the fees, we have been in contact with City Staff and preliminarily reviewed gathered data that may have had an impact on this project, including historic parking meter data and existing inventoried of surface lot parking spaces. Unfortunately, the data provided by the City will not provide a complete assessment of the actual parking demands of the City. One important element that cannot be accounted for by the data provided is the number of cars parked past the meter expiration which is critical in establishing the actual parking demand and occupancy rates. Additionally, some of the data is outdated or incomplete. For these reasons, it is our recommendation that a traffic inventory be conducted, as the available data does not merit the elimination of the parking inventory analysis component included in these proposals. As a rule of thumb, parking garage studies should target an 85-90% occupancy rates, and without accurate data there is a risk to either over- or under-estimate the parking demands for the parking garages in question, thus predisposing the results to have inaccuracies and to be inefficient.

Please do not hesitate to let us know if you have any comments or further questions.

Thank you.

Shelley Eichner, AICP  
Senior Vice President

Building Code Services  
Coastal Engineering  
Code Enforcement  
Construction Engineering & Inspection  
Construction Services  
Contract Government  
Data Technologies & Development  
Emergency Management Services  
Engineering  
Governmental Services  
Indoor Air Quality  
Landscape Architecture & Environmental Services  
Municipal Engineering Planning  
Public Administration  
Redevelopment & Urban Design  
Renewable Energy  
Resort Development  
Surveying & Mapping  
Transportation Planning & Traffic Engineering  
Utility & Community Maintenance Services  
Water Resources Management

1800 Eller Drive, Suite 600  
Fort Lauderdale, FL 33316  
Phone: 954.921.7781  
Fax: 954.921.8807

[www.cgasolutions.com](http://www.cgasolutions.com)



## Additional Services Agreement

**DATE:** September 26, 2014  
**RE:** Key West Old Town Parking Garage - Alternate  
**CLIENT:** City of Key West  
3132 Flagler Avenue  
Key West, FL 33040  
**ATTENTION:** Mr. James Bouquet  
**CGA NO.:** 14-7011

Due to the client's request for work consistent with the approved General Engineering Services contract, dated Nov 7, 2012, CGA proposes the following scope of work:

### I. Professional Services

#### A. SEE ATTACHED SCHEDULE A FOR TASK BREAKDOWN

COST OF THESE SERVICES PER DISCIPLINE (Refer to Attached Schedule B for Cost Breakdown by Task)		
<b>I</b>	<b>Professional Engineering Services</b>	
	<b>A Professional Civil Engineering Services</b>	<b>\$7,105.00</b>
	<b>B Professional Traffic Engineering Services</b>	<b>\$31,050.00</b>
<b>II</b>	<b>Conceptual Parking and Site Design Services</b>	<b>\$46,922.00</b>
<b>TOTAL</b>		<b>\$85,000.00</b>

### AUTHORIZATION

**Kindly sign and return this authorization at your earliest convenience.  
Calvin, Giordano & Associates, Inc.  
will proceed upon receipt of authorization..**

By: \_\_\_\_\_

Mr. James Bouquet  
City Engineer

Date: \_\_\_\_\_

By: Shelley Eichner

Shelley Eichner, AICP  
Senior Vice President

Date: 9/26/14

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**KEY WEST OLD TOWN PARKING GARAGE  
SCHEDULE "A" - SCOPE OF SERVICES  
CAPACITY AND SITING PARKING STUDY, CITY OF KEY WEST, FLORIDA**

**CONSULTING SERVICES SPECIFIC TO THIS PROPOSAL**

**PART 1 – INITIAL PROJECT SERVICES**

**1.0** Project Kick-Off Meeting: The CGA project team will attend one (1) kickoff meeting with the appropriate City representatives to introduce key team members to the City Staff and review available planning and reference documents defining the Project Scope. Preliminary project goals, schedule, budget, and quality control will be discussed.

**PART 2 - PARKING NEEDS DATA BENCHMARKING**

*The parking needs analysis will be conducted for each study area (defined as within a ¼-mile, 5-minute walk), as previously identified by City staff.*

**2.1** Analysis of Current Parking Conditions

**2.1.1** Quantify the parking needs based on the City's existing land use and zoning ordinance for a needs-comparison analysis

**2.1.2** Quantify and qualify the amount of parking that services the study area

**2.1.3** Develop occupancy and turn-over parking rates

**2.1.3.1** Collect available data from the City's master meters that may provide historical utilization and revenue data for the majority of the publicly provided on- and off-street parking

**2.1.3.2** Conduct occupancy counts of parking in each area for a 2-day time period, which will provide actual utilization of the parking for benchmarking a demand model at their peak use depending on land use types.

**2.1.3.3** Quantify the need for parking through the use of surveys and the collection of other information that may provide relevant characteristics (drive and park rates, average length of stay, trip frequency etc.)

**2.1.4** Develop an anticipated parking count needs for the specific area

**2.1.5** Conduct traffic counts for the specific area

**2.2** Analysis of Supplemental Land-use parking requirements

**2.3** Qualitative urban analysis of existing conditions of each proposed parking location

**2.3.1** Develop benefits analysis of parking location

**2.3.2** Inventory street facades and architectural characteristics along adjacent properties to ascertain historical and contextual design qualities

**2.3.3** Develop site design and facility programmatic metrics for each unique site

**PART 3 – FUTURE CONDITIONS TRAFFIC ANALYSIS**

*The traffic analysis will be developed for each project site, as previously identified by City staff.*

**3.1** Conduct a trip generation analysis for each site accounting for changes in land use based on anticipated rezoning or redevelopment envisioned or planned by the City.

**3.2** Conduct a future parking needs analysis based on future zoning ordinances

**3.3** Conduct a future parking needs analysis based on historical occupancy and turn-over rates

**3.4** Conduct a comparison of provided parking and future needs assessment to analyze deficiencies and discrepancies

- 3.5** Conduct an analysis of projected impacts on traffic flows and patterns for each site
- 3.6** Attend one (1) meeting with City Staff to review and discuss results and findings of Parts 2 and 3

#### **PART 4 - SCENARIO STUDIES**

*The scenario studies will be developed for each project site, as previously identified by City staff.*

- 4.1** Develop planning site plans, identifying zoning and regulatory constraints applicable to each site including anticipated site drainage requirements and constraints, based on aerial photographs and some field verification – no formal survey will be performed
- 4.2** Develop one (1) schematic building floor plan layout option for each site with an emphasis on maximizing opportunities for the provision of parking (structural design considerations will not be included)
- 4.3** Develop a scenario site plan for each site, identifying opportunities for ground-use utilization and urban engagement
- 4.4** Develop street frontage schematic primary elevations for each site
- 4.5** Prepare preliminary opinion of cost estimates for each site, including site design opportunities

#### **PART 5 - COMPARATIVE ANALYSES, FINAL REPORT AND PRESENTATION TO CITY COMMISSION**

*The comparative analyses will be developed for each project site, as previously identified by City staff.*

- 5.1** Prepare an analysis of the pros and cons of each design option
- 5.2** Prepare a final report of all the components of the project and provide to City Staff for review and comment (1 minor revision is included).
- 5.3** Prepare an executive summary and PowerPoint presentation for distribution to City Commission
- 5.4** Attend one (1) meeting City Commission meeting to present the findings and recommendations of the report



**SCHEDULE B**  
**SUMMARY OF COSTS FOR CONSULTING SERVICES BY TASK**  
**CAPACITY AND SITING PARKING STUDY, CITY OF KEY WEST, FLORIDA**

DESCRIPTION	TYPE	LABOR FEES
<b>PART 1 – INITIAL PROJECT SERVICES</b>		
1.1 – Project Kick-off Meeting	Lump Sum	\$3,080.00
<b>PART 1 SUB-TOTAL</b>		<b>\$3,080.00</b>
<b>PART 2 – PARKING NEEDS DATA BENCHMARKING</b>		
2.1 – Analysis of Current Parking Conditions		
2.1.1 – Land-use and Zoning Parking Needs Analysis	Lump Sum	\$1,000.00
2.1.2 – Existing Parking counts	Lump Sum	\$1,000.00
2.1.3 – Develop occupancy and turn-over parking rates		
2.1.3.1 – Collect available data from the City's master meters	Lump Sum	\$800.00
2.1.3.2 – Conduct occupancy counts	Lump Sum	\$11,100.00
2.1.3.3 – Parking needs-analysis though the use of surveys	Lump Sum	\$2,000.00
2.1.4 – Develop an anticipated parking count needs	Lump Sum	\$1,000.00
2.1.5 – Conduct traffic counts for the specific area	Lump Sum	\$1,000.00
2.2 – Analysis of Supplemental Land-use parking requirements	Lump Sum	\$500.00
2.3 – Qualitative urban analysis		
2.3.1 – Develop benefits analysis of parking location	Lump Sum	\$1,470.00
2.3.2 – Inventory street facades and architectural characteristics	Lump Sum	\$690.00
2.3.3 – Develop site design and facility programmatic metrics	Lump Sum	\$690.00
<b>PART 2 SUB-TOTAL</b>		<b>\$21,250.00</b>
<b>PART 3 – FUTURE CONDITIONS TRAFFIC ANALYSIS</b>		
3.1 – Trip generation analysis	Lump Sum	\$950.00
3.2 – Future parking needs analysis - future zoning ordinances	Lump Sum	\$1,000.00
3.3 – Future parking needs analysis - occupancy and turn-over rates	Lump Sum	\$1,000.00
3.4 – Comparison for deficiencies and discrepancies	Lump Sum	\$900.00
3.5 – Analysis of projected impacts on traffic flows and patterns	Lump Sum	\$1,000.00
3.6 – Attend one (1) meeting with City Staff	Lump Sum	\$1,920.00
<b>PART 3 SUB-TOTAL</b>		<b>\$6,770.00</b>
<b>PART 4 – SCENARIO STUDIES</b>		
4.1 – Planning site plans, identifying zoning and regulatory constraints	Lump Sum	\$5,560.00
4.2 – 1 schematic building floor plan layout options for each site	Lump Sum	\$9,355.00
4.3 – Scenario site plan for each layout option	Lump Sum	\$1,500.00
4.4 – Schematic primary elevations	Lump Sum	\$9,150.00
4.5 – Preliminary opinion of cost estimates	Lump Sum	\$7,200.00
<b>PART 4 SUB-TOTAL</b>		<b>\$32,765.00</b>
<b>PART5 – COMPARATIVE ANALYSES, PRESENTATION AND FINAL REPORT</b>		
5.1 – Analysis of the pros and cons of each design option	Lump Sum	\$2,725.00
5.2 – Final report draft and revision	Lump Sum	\$10,922.50
5.3 – Executive summary and PowerPoint presentation	Lump Sum	\$3,965.00
5.4 – Attend one (1) meeting City Commission meeting	Lump Sum	\$3,522.50
<b>PART 5 SUB-TOTAL</b>		<b>\$21,135.00</b>
<b>FEES TOTAL</b>		<b>\$85,000.00</b>

Traffic Engineer (II)		Engineer Project Manager		Landscape Architect/Urbanist		Clerical		Sub-Consultant Traffic Counts		Sub-Consultant Architect	
Rate	\$125.00	Rate	\$145.00	Rate	\$115.00	Rate	\$75.00	Rate	Lump Sum	Rate	Lump Sum
Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees	Hrs	Fees
8	\$1,000.00	8	\$1,160.00	8	\$920.00						
8	\$1,000.00	8	\$1,160.00	8	\$920.00						
8	\$1,000.00										
8	\$1,000.00										
6.4	\$800.00										
16	\$2,000.00							LS	\$11,100.00		
8	\$1,000.00										
4	\$500.00							LS	\$1,000.00		
		3	\$435.00	9	\$1,035.00						
			\$0.00	6	\$690.00						
			\$0.00	6	\$690.00						
50.4	\$6,300.00	3	\$435.00	21	\$2,415.00			LS	\$12,100.00		
7.6	\$950.00										
8	\$1,000.00										
8	\$1,000.00										
7.2	\$900.00										
8	\$1,000.00										
8	\$1,000.00			8	\$920.00						
46.8	\$5,850.00			8	\$920.00						
		7	\$1,015.00	15	\$1,725.00					LS	\$2,820.00
		3	\$435.00	4	\$460.00					LS	\$8,460.00
		4	\$580.00	8	\$920.00						
				6	\$690.00					LS	\$8,460.00
		6	\$870.00	6	\$690.00					LS	\$5,640.00
		20	\$2,900.00	39	\$4,485.00					LS	\$25,380.00
8	\$1,000.00			15	\$1,725.00						
24	\$3,000.00	8	\$1,160.00	32	\$3,680.00	3.5	\$262.50			LS	\$2,820.00
6.4	\$800.00	2	\$290.00	24	\$2,760.00	1.54	\$115.00				
8	\$1,000.00	8	\$1,160.00	8	\$920.00	3.5	\$262.50			LS	\$180.00
38.4	\$5,800.00	18	\$2,610.00	64	\$9,085.00	8.54	\$640.00			LS	\$3,000.00
143.6	\$18,950.00	49	\$7,105.00	140	\$17,825.00	8.54	\$640.00	LS	\$12,100.00	LS	\$28,380.00