

# CITY OF PRINCE RUPERT

## REPORT TO COUNCIL

DATE: April 17<sup>th</sup>, 2007

FROM: Douglas Jay, Corporate Administrator

SUBJECT: **PARKING ADVISORY TASK FORCE – CONTRACT FOR  
PARKING STUDY & ANALYSIS**

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### **RECOMMENDATION:**

**That the recommendation from the Parking Advisory Task Force be approved and that *Boulevard Transportation Group* be contracted to provide the parking study and analysis.**

### **REASON FOR REPORT:**

The Parking Advisory Task Force has issued a Request For Proposals, RFP, for a parking & transportation consultant and have reviewed the submissions and have made a recommendation to retain *Boulevard Transportation Group*.

### **BACKGROUND:**

Council established the Parking Advisory Task Force with the authority to consider matters pertaining to parking within the defined areas of the Cow Bay Development Area and the downtown core. The Task Force recently issued an RFP in an effort to procure the services of a parking and transportation consultant to analyse the parking situation in the defined areas and to make recommendations on improvements to parking in the community.

At the close of the RFP process, the Task Force received 7 submissions. The Task Force established an ad-hoc, evaluation committee, consisting of the majority of the Task Force, to review the submissions, shortlist the submissions and interview the shortlist. The evaluation committee short-listed to three submissions/consultants and then interviewed the three. Upon further analysis, the evaluation committee recommended to the full Task Force, that it request Council to retain the services of *Boulevard Transportation Group*.

The General Manager of Engineering and Public Works, Mr. Bob Thompson, also reviewed the short-listed submissions independently, and arrived at the same conclusion as the Task Force.

The Chair of the Parking Advisory Task Force and a member of the ad-hoc evaluation committee will be on hand to answer any questions that Council may have with the recommendation.

If Council supports the recommendation, then the next step will be for the staff to notify the consultants and Task Force, and then begin making arrangements for *Boulevard Transportation Group* to start their work.

The benefit to both the Parking Advisory Task Force and the City is that the parking consultants will be able to provide an independent review of the parking situation in the community, within the defined areas, and then make recommendations on improvements. Unlike some of the other submissions received, this particular consulting firm specializes in parking and transportation issues, including the deployment of transportation demand management (TDM) techniques and similar parking related issues as opposed to being more road and transportation oriented. The methodology proposed by the consultants allows for:

- Orientation Meeting
- Background review
- Parking survey
- Stakeholder consultation & interviews
- Review of Best Practices
- An interim report
- Develop Strategies & Recommendations
- Open house
- Presentation to Committee
- Refine Strategies
- Present the report to Council with the Task Force.

#### **COSTS & BUDGET IMPACTS:**

The estimated cost of retaining Boulevard Transportation Group is approximately \$28,500 and has been included in the 2007 budget. This budget includes provision for a public open house session and an additional presentation to Mayor and Council on their final report.

#### **CONCLUSION:**

**That Council consider the report, review with the Task Force Chair and the staff as needed, and then approve the recommendation to engage the services of Boulevard Transportation Group.**

Reviewed by City Manager

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Douglas Jay  
Corporate Administrator

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Gord Howie

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Bob Thompson  
GM Engineering & Public Works

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Jim Bruce  
Acting Chief Financial Officer

Attachment:

- Minutes – Parking Advisory Task Force (April 17<sup>th</sup>, 2007)
- Submission – Boulevard Transportation Group