



**CITY OF ALBANY
DOWNTOWN PARKING MANAGEMENT PLAN
SCOPE SUMMARY**

May 15, 2019

PROJECT ROLE

The City of Albany is seeking assistance to measure, manage and develop policy and implementation of parking management strategies for its downtown parking system. RWC staff will provide individualized assistance, coordination, research and data collection services and client/stakeholder facilitation for the Tasks outlined below. This engagement would result in a detailed Downtown Parking Management Plan presented in a near, mid and long-term format. The goal is to provide the highest degree of efficiency and benefit to the City of Albany in a manner that is timely and cost effective. The term of the engagement is proposed to be one year.

Specific RWC tasks are provided below.

TASKS

1. Project Kick Off and Background Review

This would involve a meeting between affected Albany staff and the RWC senior project staff. The meeting would be held via conference to minimize travel costs by the consultant team. Topics would include:

- On-going project communications.
- Finalizing study boundaries
- Targeted data collection day or days.
- Project goals, expectations and desired outcomes.
- Schedule
- Scope adjustments.

2. Data Collection – Utilization and Occupancy Counts

RWC will catalogue all parking within the defined study area and complete a full occupancy and utilization study. RWC will measure 100% of the on-street supply and a statistically valid sample of off-street facilities by size, type and geographic location, if a 100% sample of off-street is not possible. The budget allows for two days of data collection.

- Complete an in-field inventory of all on and off-street parking within the approved study area. This includes all public and private off-street parking facilities.
- Design intuitive and efficient survey routes allowing data collectors to complete their routes in a timely manner and ensure accurate hourly data collection.
- Develop a package of surveyor templates and route maps. All data collection worksheets will include City GIS block face identification and space numbers.
- Submit survey templates and route map package to City's project manager for review.

- Recruit and train surveyor crews. As necessary, surveyors will be recruited, organized, and trained by project team staff. The length of the 'workday' data collection, up to 10 hours (9:00 AM to 7:00 PM), collecting data in each hour. When in the field, the crews will be overseen by supervisors with years of data collection oversight experience.
- Data in the approved study area(s) will be collected in a turnover style format (e.g., **full license plate numbers**) to ensure that all required utilization metrics are accurately captured.
- Survey supervisors will periodically relieve surveyors to walk routes, collect and validate data, and make any corrections or notes for quality assurance.
- Compile all data into Excel based database in preparation for analysis (data entry).
- Field supervisors will proof dataset looking for anomalies and make any corrections necessary to ensure a contiguous and accurate data set. High quality data is the highest priority.

3. Data Entry and Analysis

All collected data will be entered into an RWC database and comprehensively analyzed. A summary data report will be developed and provided to the City and stakeholders for review.

Derive the following on-street parking system evaluation metrics (for study area):

- Occupancy – hourly utilization patterns
- Hourly occupancy – by type of stalls
- Turnover – a measure of stall utilization efficiency
- Peak demand periods - identify areas of surplus and deficit
- Average length of stay combined and by stall type
- Percentage of violations combined and by stall type
- Unique vehicle trips
- Vehicles re-parking
- Permit usage - displayed permits by hour, by stall type (if applicable)
- Create hourly occupancy bar graphs
- Design graphs and maps highlighting turnover patterns
- Recommendations for on-street stall reformatting.
- Generate GIS-based heat maps displaying hourly occupancy by block face.
- Provide project manager with draft and final data summary reports for review.

4. Parking Management Plan

RWC will utilize data findings from Task 3 and input from stakeholders (Task 5) to develop a draft and final Downtown Parking Management Plan. Plan strategies will be provided in a near, mid and long-term implementation framework, with associated action steps. Discussion and review of the impacts of future development will also be explored (this could be in a "white paper" format). Where possible, costs for strategy implementation will also be provided.

5. Outreach, Stakeholder Engagement and Facilitation

RWC will provide time and presentation materials for up to 5 meetings with stakeholders, committees and the public. Topics and formats for such meetings will need to be developed with the City. Meetings could include:

- Stakeholder Committee Meetings
- Draft reports put up on City website
- Public Open House(s)
- City Council/City Commission(s)
- Downtown Association, Chamber of Commerce, City Council/URD presentations
- Other as determined by City

SCHEDULE

The Consultant will work with the City to establish a reasonable schedule for completion of tasks. It is assumed that all project tasks can be completed in a timeframe of no more than 12 months from notice to proceed.

- February/March: Assemble Parking Inventory (all on and off-street parking)
- April/May/June: Guiding Principles, Guiding Principles, review of existing operations.
- May/June: Data Collection
- June/July: Data Analysis, initial public outreach
- July/August: Strategy Development, continuing public outreach:
- September/October/November: Draft and Final reports and meetings