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WalkerConsultants.com

July 15, 2022

Mr. Jeramy Russell  
Planning and Zoning Administrator  
**City of Deadwood**  
108 Sherman Street  
Deadwood, SD 57732

*Re: Proposal for Planning Services  
City of Deadwood Parking Study  
Deadwood, South Dakota*

Dear Mr. Russell:

Walker Consultants (Walker) is pleased to submit this proposal for parking consulting services to the City of Deadwood (City, Client) related to a parking study. Included herein is our understanding of this project and our proposed scope of services, schedule, fee, and general conditions of agreement. We appreciate and thank you for the opportunity to propose on this assignment.

## Project Understanding

The City of Deadwood has approximately 1,600 parking spaces across nine (9) surface parking lots and one (1) parking garage. The City experiences regular tourist traffic throughout the year, including larger festivals and events like the Days of '76, Kool Deadwood Nites, and the Sturgis Motorcycle Rally, which bring a significant number of visitors. The City is interested in understanding weekday and weekend use of existing parking facilities, to inform the siting and sizing of a potential new public parking garage.

Based on this understanding, Walker proposes the following scope of services:

## Scope of Services

1. In collaboration with the Client and appropriate project personnel, identify the study area and facilities for evaluation.
2. Collect and summarize existing parking inventories of all public off-street parking facilities within the study area.

3. Complete parking occupancy (demand) counts on five (5) separate days, including three (3) weekdays and two (2) weekend days. Walker will engage FMG Engineering of Rapid City to perform on-site counts as follows:
  - a. Typical Week Counts: For three (3) of the count days, up to four (4) separate counts will be completed throughout in all public off-street parking facilities in the study area at 10am, 1pm, 3pm and 7pm.
  - b. Busy Weekday Count: For one (1) of the count days, up to four (4) separate counts will be completed throughout in all public off-street parking facilities in the study area at 10am, 1pm, 3pm and 7pm.
  - c. Peak Event Count: On one (1) count day, up to (1) count will be completed to capture peak conditions at a time to be determined.

*Note that specific count days and times will be determined in collaboration with Client and appropriate project personnel.*

4. Summarize existing conditions and key findings from data collection in figures, tables, maps, and narratives in PowerPoint for project discussion and collaboration. Special attention will be paid to identifying and displaying and summarizing parking hotspots and space surplus and deficit within the area under current conditions, and relative to specific user groups, if possible.
5. Compare observations relative to three City-identified potential public parking garage sites: Sherman Street Lot, Welcome Center Lot and Miller Street Lot.
6. Facilitate a virtual working meeting with City and project personnel to review findings and establish the project's path forward. This meeting will shape the understanding of project needs and potential recommendations.
7. Based on collaboration with the Client, develop a draft parking study memorandum. The deliverable will include a summary of the process, results, and key findings, as well as strategic recommendations.
8. Consider comments received from the Client and develop and issue the final memorandum in PDF format.

## Schedule

Walker can commence work on the Scope of Services immediately upon receiving a written notice to proceed or a fully executed professional services agreement. Subject to City approval, we anticipate counts to be performed at multiple intervals on July 19, 21, 23 for typical week conditions, at multiple intervals July 26 for busy weekday conditions, and for a single interval on July 29 at 1pm for peak event conditions.

A draft deliverable can be completed within three (3) weeks after completing data collection. Final deliverables can typically be provided within two weeks of receiving Client comments on draft deliverables. Draft deliverables will be considered final if no Client comments are received within 30 days of draft issuance date.

## Professional Fee

Walker proposes to perform the scope of work described within this proposal for a total lump sum fee of \$22,500. The proposed fee includes reasonable project-related reimbursable expenses consistent with the Scope of Services and in accordance with the attached General Conditions of Agreement.

## Terms and Conditions

The fees quoted herein shall remain firm for 30 days from receipt of this proposal. All services will be performed according to the terms and conditions of the attached General Conditions of Agreement for Consulting Services.

We thank you for the opportunity to assist you with this exciting project and look forward to providing the City of Deadwood with the high level of responsiveness and professionalism expected from Walker. Please review this proposal and let me know if you have any questions, or request changes.

Sincerely,

**WALKER CONSULTANTS**



Carl L. Schneeman  
Managing Principal



Kevin White, AICP, CAPP  
Parking and Mobility 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 Deadwood

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

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

Title \_\_\_\_\_

Date \_\_\_\_\_

## General Conditions of Agreement for Consulting Services

### 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

Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses. 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 (1.5%) 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.