



BUSINESS OF THE CITY COUNCIL CITY OF MERCER ISLAND

AB 5915
July 20, 2021
Regular Business

AGENDA BILL INFORMATION

TITLE:	Town Center Parking Study Scope of Work	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	1. Confirm the study goals; 2. Approve the scope of work as discussed; and 3. Select two or three City Councilmembers to serve on the consultant selection committee.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Public Works
STAFF:	Jason Kintner, Chief of Operations Ed Holmes, Chief of Police Jeff Thomas, Interim Community Planning & Development Director Sarah Bluvias, Economic Development Coordinator
COUNCIL LIAISON:	n/a
EXHIBITS:	1. Outcomes of May 18 Project Scope Matrix Exercise 2. Draft Study Goals & Scope for Town Center Parking Study
CITY COUNCIL PRIORITY:	3. Implement an economic development program.

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ 80,000
APPROPRIATION REQUIRED	\$ 0

SUMMARY

On May 18, 2021, the City Council participated in a project scoping discussion to provide input and inform the development of the Request for Proposals (RFP) for a Town Center Parking Study ([AB 5872](#)). Tonight, staff ask the City Council to confirm the goals of the study, approve the scope of work, and select two or three Councilmembers to serve on the consultant selection committee.

PARKING STUDY GOALS AND SCOPE OF WORK

At the May City Council meeting, staff facilitated a discussion and matrix exercise (Exhibit 1) to articulate the Council's priorities for the parking study and to identify the areas of analysis to include in the scope of work. Staff used the results to draft the following goals for the study:

1. Create a parking program that activates Town Center, supports small businesses, and enhances the Town Center visitor experience.
2. Ensure Mercer Island residents have priority access to public transportation.
3. Determine if on-site commercial parking and multi-family residential parking are adequately supplied and utilized. Identify options for increasing and/or regulating their use.

The draft scope of work also outlines the five key areas of analysis that the City Council prioritized for the parking study:

- Parking Supply
- Parking Usage
- Parking Regulations
- Parking Management
- Wayfinding

Additionally, staff recommend adding a sixth key area of analysis, Town Center Activations. This area of analysis is proposed to explore opportunities for repurposing parking for small business activities, such as outdoor dining, and updates to municipal code needed to permanently enable those opportunities. See Exhibit 2 for a draft of the complete scope of work that will be included in the RFP.

CONSULTANT SELECTION PROCESS

In addition to providing input on the study goals and scope, staff recommend that representatives from the City Council participate in the consultant selection process. Staff conferred with City Council leadership and agreed that two or three Councilmembers should be selected to serve on the consultant selection committee. Staff advised Mayor Wong to solicit interest from Councilmembers in participating in this process prior to tonight's meeting. If no Councilmembers expressed interest, staff recommend the following process for selecting these committee members tonight:

1. Open the floor for nominations. Any Councilmember may nominate a candidate; no second is needed.
2. Once there are no further nominations, the Mayor declares nominations closed.
3. The Mayor will appoint the two or three nominees to the consultant selection committee and call for a motion to confirm the appointment.
4. If more than three nominations are made, the Mayor and Deputy Mayor will discuss nominations outside of the meeting and return on August 31 to make the final appointments.

NEXT STEPS

Upon approval of the scope of work, staff will finalize the RFP and release it for submissions. The proposed timeline for consultant selection and contracting is the following:

- August 2: Release RFP
- September 7: Proposals due by 3pm PST
- October 2021: Consultant interviews
- October 19: City Council approves consultant selection and awards the contract
- November 2021: Execute contract
- December 2021: Project Kick-off

Staff anticipate that the project will complete by the end of 2022.

RECOMMENDATION

1. Confirm the study goals;
2. Approve the scope of work as discussed; and
3. Select two or three Councilmembers to serve on the consultant selection committee.