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February 20, 2018

Sarah Hanzel, AICP
Long Range Planner III
City of Rapid City
Community Development Department
Division of Long Range Planning
300 Sixth Street
Rapid City, SD 57701

*Re: Proposal for Additional Services
Public Meeting for the Downtown Parking Study and Strategic Plan
Rapid City, South Dakota*

Dear Sarah:

Thank you for reaching out last week to discuss the above-referenced *Downtown Parking Study and Strategic Plan* for Rapid City. Per our discussion, I understand that you and the City are interested in having two consultant team members (myself and J.J. Folsom from P.U.M.A.) attend and facilitate a public meeting, with the support of City staff, on March 15 at the Alex Johnson Hotel. The goal of this meeting is to present and discuss implementation strategies and recommendations from the Plan and to encourage positive public feedback on the strategies.

The following is a brief outline of our proposed tasks and costs. This work would be completed per the terms of our previous professional services agreement, executed July 3, 2017. We are requesting that the City authorize additional services on a lump sum fee basis to cover this meeting, which is in addition to our original scope.

PROPOSED ADDITIONAL SERVICES

1. Prior to the meeting, develop a draft program and presentation materials to summarize Plan findings and recommendations and facilitate positive discussion and feedback.
2. Review the presentation materials with City staff and make changes as needed.
3. Prepare and print any necessary meeting materials including (but not limited to) sign-in sheets, PowerPoint slides, handouts presentation boards, feedback comment cards, and/or interactive materials. We would request the City's assistance with the following logistics: meeting location and coordination, advertising, projector and screen, easels (for display boards), and refreshments (as needed)
4. Attend the meeting on March 15 and present the materials. Assist with set-up and tear down.
5. Provide a summary write-up of comments and feedback received from the public.
6. Attend a follow-up debrief call with the City and discuss a strategy to present all findings to City Council.
7. Discuss and recommend next steps toward implementation of the Plan.



The program will be geared toward presenting the current downtown parking challenges in a concise fashion, and highlighting the ways in which the proposed Plan strategies will lead to positive outcomes for the community. The consultant team will highlight the ways in which public feedback helped to shape the recommendations in the Plan and may share several case studies from cities that have adopted a similar approach to parking management and pricing.

ADDITIONAL SERVICES FEE

We propose to complete the above-listed services on a lump sum fee basis, equal to nine thousand dollars (\$9,000), which includes expenses for travel and lodging, sub-consultant fees, materials, etc. as outlined below:

Walker Consultants Fees (prep, presentation travel, open house) = \$5,100 (labor) + \$900 (expenses) = \$6,000
J.J. Folsom (P.U.M.A.) Fees = \$2,100 (labor) + \$900 (expenses) = \$3,000

All other terms and conditions (other than the scope, fee, and meeting date referenced in this letter) will be accordance with our prior professional services agreement with the City of Rapid City, executed July 3, 2017.

Please feel free to contact me with any questions or changes to the proposal. We look forward to working with you to present our findings to the community.

Sincerely,

WALKER CONSULTANTS

Jeremiah J. Simpson
Senior Consultant

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 RAPID CITY

Accepted by (Signature) Ken R. Young
Printed Name Ken R. Young
Title Community Development Director
Date 2/23/18