



County of Santa Cruz

GENERAL SERVICES DEPARTMENT

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073

(831) 454-2210 FAX: (831) 454-2710 TDD: (831) 454-2123

BOB WATSON, DIRECTOR

November 14, 2001

Agenda: December 4, 2001

Board of Supervisors
701 Ocean Street
Santa Cruz, CA 95060

Government Center Parking Study Contract

Dear Members of the Board:


During budget hearings as part of the Plant Acquisition budget, your Board approved funding for a Government Center parking lot redesign/security upgrade study. General Services Department staff has been seeking the services of a qualified consultant to conduct a study for improving the parking, circulation, accessibility, security and safety in the lots associated with the Government Center complex. The primary objective of the study is to comprehensively research the various issues surrounding parking at the Government Center and to provide both short and long term recommendations with preliminary cost estimates for improvements that specifically address the deficiencies of the present circumstances.

Following the issuance of a Request for Qualification to various transportation consultants in the area, General Services staff interviewed the respondents. After completing these interviews and after checking references, staff is recommending that the County contract with Fehr and Peers Associates Inc., headquartered in Lafayette, CA to conduct the study. This firm had previously worked on the County's Emeline campus study and several pedestrian and bicycle master plans for local government jurisdictions. Contract negotiations with the firm representatives have resulted in a not to exceed contract price of \$40,340; the contract deliverables include the information to meet the County's project objectives and allow us to develop both administrative policy and future projects. Funding for this project was approved by your Board and is available in the Plant Acquisition budget (Index 191050, Sub object 6610) for the current budget year.

It is therefore **RECOMMENDED** that your Board authorize the General Services Department to enter into the attached agreement with Fehr and Peers Associates, Inc. for the Government Center parking study in a not to exceed amount of \$40,340.

Page two/Government Center Parking Study Contract
Agenda: December 4,2001

Very truly yours,



Bob Watson
Director

RECOMMENDED:



Susan Mauriello
County Administrative Officer

Attachments: ADM29
Independent Contractor Agreement

cc: Auditor-Controller
County Administrative Office
Fehr and Peers Associates, Inc

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: General Services (Department)
BY: [Signature] (Signature) 11-21-01 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One) Expenditure Agreement [X] Revenue Agreement []

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.

- 1. Said agreement is between the County of Santa Cruz (Department/Agency) and Fehrs & Peers Associates, Inc., 604 Mission St., 4th floor, San Francisco CA 94105 (Name/Address)
2. The agreement will provide Parking circulation study at 701 Ocean Street

3. Period of the agreement is from Board approval to June 30, 2002

4. Anticipated Cost is \$ 40,340.00 [] Fixed [] Monthly Rate [] Annual Rate [] Not to Exceed

Remarks: This agreement is needed as this work can be performed most expeditiously by contract.

5. Detail: [] On Continuing Agreements List for FY - Page CC- Contract No: OR [X] 1st Time Agreement
[] Section II No Board letter required, will be listed under Item 8
[] Section III Board letter required
[] Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 191050/Q10059 (Index) 6610 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and have been encumbered. Contract NO: 12651
are not available and will be encumbered. By: P. Silbaugh Date: 11-21-01
Auditor-Controller Deputy

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize General Services Dept (Dept/Agency Head) to execute on behalf of the County of Santa Cruz (Department/Agency)
Date: 11-28-01 By: [Signature] County Administrative Office

Distribution: Board of Supervisors - White State of California
Auditor Controller - Canary County of Santa Cruz
Auditor-Controller - Pink I, ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Office by an order duly entered in the minutes of said Board on 20
ADM - 29 (8/01) Title I, Section 300 Proc Man By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY
Table with columns: CO, Document No., JE Amount, Lines, H/TL, Keyed By, Date, TC, Auditor Description, Amount, Index, Sub object, User Code

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INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this 20th day of November, 2001, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and Fehr & Peers Associates Inc., hereinafter called CONTRACTOR. The parties agree as follows:

1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the following results: to perform a parking and circulation study at the 701 Ocean St. complex and Water Street parking lots in Santa Cruz for the County of Santa Cruz General Services Department.

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows: Payment not to exceed \$40,340.00, processed for payment in full after project completion, receipt of invoice, and approval of project manager.

3. TERM. The term of this contract shall be: November 20, 2001 through June 30, 2002.

4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving thirty (30) days written notice to the other party.

5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage from each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here / .

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here _____

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by the CONTRACTOR is not a material **part** of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here ____/____.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$_____ combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY ____/____.

B. Other Insurance Provisions

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

(3) All required insurance policies shall be endorsed to contain the following clause: "This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

Santa Cruz County
General Services Department
Attn: Nancy Carr Gordon
701 Ocean Street, Room 330
Santa Cruz, CA 95060

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

Santa Cruz County
 General Services Department
 Attn: Nancy Carr Gordon
 701 Ocean Street, Room 330
 Santa Cruz, CA 95060

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employees fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTORS solicitation of goods and services, Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) The CONTRACTOR shall furnish COUNTY Affirmative Action Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority/Women/Disabled Business Enterprises.

(3) In the event of the CONTRACTOR'S non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

(4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. To be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NONASSIGNMENT. CONTRACTOR shall not assign the Agreement without the prior written consent of the COUNTY.

10. ACKNOWLEDGMENT. CONTRACTOR shall acknowledge in all reports and literature that the Santa Cruz County Board of Supervisor has provided funding to the CONTRACTOR.

11. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

12. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

13. ATTACHMENTS. This Agreement includes the following attachments:

Attachment A – Proposal dated 11/20/01 re: **701** Ocean Street Parking Circulation Study

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. CONTRACTOR

4. COUNTY OF SANTA CRUZ

By: _____
SIGNED

By: _____
SIGNED

PRINTED

PRINTED

Address: _____

Telephone: _____

Email: _____

2. APPROVED AS TO INSURANCE:

Janet McKinley 11-21-2001
Risk Management

3. APPROVED AS TO FORM:

Kim E. Baskett
County Counsel, Asst. 11-21-2001

DISTRIBUTION:

- General Services Department
- Auditor-Controller
- Risk Management
- Fehr & Peers Associates, Inc

ACORD CERTIFICATE OF LIABILITY INSURANCE

0045

ICA

DATE (MM/DD/YY)
LISLA 1 09/25/01

PRODUCER
ISU INSURANCE SERVICES
PUIFORD AGENCY
1518-A MOFFET ST.
SALINAS, CA 93905

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

RECEIVED
2001 SEP 26 PM 2:37

COMPANIES AFFORDING COVERAGE

INSURED
Fehr Engineering Company, Inc.
17615 Moro Road
Prunedale, CA 93907

- COMPANY A American Motorists Insurance
- COMPANY B
- COMPANY C
- COMPANY D

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR OWNER'S & CONTRACTOR'S PROT	7RS770516-06	09/15/01	09/15/02	GENERAL AGGREGATE \$2,000,000
					PRODUCTS - COMP/OP AGG \$2,000,000
					PERSONAL & ADV INJURY \$1,000,000
					EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (Any one fire) \$300,000
					MED EXP (Any one person) \$10,000
A	AU: <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	7RS770516-06	09/15/01	09/15/02	COMBINED SINGLE LIMIT \$1,000,000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE \$
	GA: <input type="checkbox"/> GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN AUTO ONLY: \$
					EACH ACCIDENT \$
					AGGREGATE \$
	EX: <input type="checkbox"/> EXCESS LIABILITY UMBRELLA FORM OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$
					AGGREGATE \$
					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER \$
					EL EACH ACCIDENT \$
					EL DISEASE - POLICY LIMIT \$
					EL DISEASE - EA EMPLOYEE \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS
JOB: COUNTY OF SANTA CRUZ GENERAL SERVICES DEPT - FIRE ALARM

CERTIFICATE HOLDER 012 SANTA CRUZ GENERAL SERVICES DEPARTMENT ATTN: PAUL CRAWFORD 701 OCEAN STREET, ROOM 330 SANTA CRUZ CA 95060-4073	Additional Insured CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>K. Bell</i>
--	--



0046

604 Mission Street, 4th Floor
San Francisco, CA 94105

415 369-0425 • Fax 415 369-0426
www.fehrandpeers.com

November 20, 2001

Ms. Nancy Carr Gordon
Deputy Director of General Services
County of Santa Cruz
701 Ocean Street, Room 330
Santa Cruz, CA 95060

Subject: Proposal for 701 Ocean Street - Parking and Circulation Study

Dear Ms. Gordon:

Fehr & Peers Associates, Inc. is pleased to submit this proposal to perform a parking and circulation study at the 701 Ocean Street complex and Water Street parking lots in Santa Cruz. The attached work scope (Exhibit A) outlines our plan for evaluating existing conditions, developing improvement alternatives and preparing conceptual plans and cost estimates for selected improvements. This project will be carried out in a manner similar to the Emeline Campus Traffic and Pedestrian Circulation Plan, including on-site surveys, data collection and analysis, identification of recommended improvements, and preparation and presentation of final results.

Fehr & Peers Associates can complete this project for a fixed fee of \$40,340. Please see Exhibit B for a detailed cost estimate. The attached cost estimate includes costs for specific tasks. You may use this data to estimate the project fee if the scope is reduced.

We look forward to working with you on this project. If you have any questions or comments, please contact Colin Burgett or Matthew Ridgway at (415) 369-0425.

Sincerely,

FEHR & PEERS ASSOCIATES, INC.

A handwritten signature in black ink that reads 'Colin Burgett (For)'. The signature is written in a cursive, flowing style.

Matthew D. Ridgway, AICP
Senior Associate

1017-0041



EXHIBIT A

SCOPE OF SERVICES County of Santa Cruz – 701 Ocean Street Parking and Circulation Study

Fehr & Peers Associates, Inc. has prepared this work scope to aid the County of Santa Cruz in making parking and circulation improvements at 701 Ocean Street complex and the Water street parking lots. The scope consists of efforts to do the following:

- Gather and analyze information on existing parking conditions and parking patterns at and in the areas surrounding 701 Ocean Street complex and the Water street parking lots, including an analysis of short-term visitor parking, jurors parking, long-term employee parking, parking for persons with disabilities, fleet vehicles (including the Sheriff's vehicles) and bicycle parking;
- Gather and analyze information on motor vehicle, bicycle and pedestrian circulation patterns, including the path of travel for individuals with disabilities,
- Gather and analyze information on existing methods and locations of deliveries to the County buildings;
- Gather and analyze information on security for County vehicles;
- Develop and present recommendations for improving vehicular, bicycle and pedestrian circulation and safety, vehicular and bicycle parking, ADA compliance, security for County vehicles and an improved delivery system;
- Prepare conceptual plans and estimates for selected project improvements; and
- Document and present findings and final recommendations.

Fehr & Peers Associates will present several improvement alternatives with varying levels of anticipated construction costs and ask the County to confirm that our recommendations are consistent with County expectations for the project. In addition, we will ask the County to select a set of improvements for more detailed development for inclusion in the final report.

We welcome input from the County of Santa Cruz on this scope with the understanding that as the scope is refined, budget changes may also be in order.

Task #1: Gather and Analyze Data

Stakeholders' Meeting

Fehr & Peers Associates will meet with staff representatives from selected County of Santa Cruz departments, such as General Services, CAO, the Sheriff's Office and the Courts, to



identify concerns and issues at 701 Ocean Street. The stakeholders' meeting would be scheduled on a normal business day and would begin with a brief presentation and explanation of the project.

Following the presentation, attendees will be asked to comment on:

- Parking Locations and Major Circulation Routes
- Parking and Vehicle Circulation Deficiencies
- Parking and Vehicle Circulation Improvements
- Bicycle and Pedestrian Circulation Deficiencies and Improvements
- ADA Issues
- Security Issues
- Parking Policies
- Parking Costs

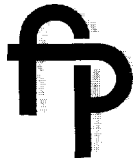
Deliverable: Fehr & Peers Associates would produce a summary describing the meeting and the input received. The summary would employ graphics to the maximum extent possible.

Meeting(s): One stakeholders' meeting with key County staff representatives at 701 Ocean Street.

Data Collection and Analysis

Fehr & Peers Associates will visit the campus to observe motor vehicle and bicycle parking conditions, delivery system characteristics and vehicular, pedestrian, and bicycle circulation patterns at the 701 Ocean Street complex and the Water street parking lots.. Motor vehicle parking data will include an inventory of parking by type (i.e. short-term, long-term, County employees, jurors, fleet, visitors, etc.) and length of stay within the 701 Ocean Street complex, the adjacent Jail Parking Lot and within a two-block area from the campus on the far side of Ocean Street. In addition to identifying the number of spaces provided in these areas, we will gather occupancy and duration data by conducting hourly observations of parking between the hours of 6:30 AM and 6:30 PM.

For circulation observations, we will focus our field time at locations with reported safety concerns and design inadequacies. Observations will include photographs, vehicle counts, and pedestrian travel paths. In addition, we will confirm pertinent existing site features that could affect the design process.



Fehr and Peers Associates will also conduct survey interviews of County employees and visitors as they enter the building throughout the day at key entrances. Survey respondents will be asked to describe their mode of travel to the County complex (i.e., drive alone, carpool, bus, bicycle, walk, etc.), motor vehicle or bicycle parking location (either on or off-site), indicate the route they took to walk from their parking space into the building, state their reason for visiting the County and estimate their planned length of stay. The survey interviews will be conducted throughout the day for two consecutive days to be determined in conjunction with the General Services Department.

It is difficult to identify the amount of time necessary to collect adequate field data. We have assumed in our detailed estimate (see Exhibit B) that six individuals will spend two days on site (6:30 AM to 6:30 PM), which will include three staff members conducting the survey interviews and three staff members collecting parking information and other data. This will include three Fehr and Peers Associates employees and three subconsultants retained by Fehr & Peers Associates to assist in the data collection effort.

In addition to the fieldwork specified above, Fehr & Peers expects that more detailed circulation data will be necessary in some areas. We have budgeted for vehicle counts at up to five critical locations to be performed during the AM and PM peak periods.

Fehr & Peers Associates will also work with County staff to obtain recent accident records (1998 through 2001) for 701 Ocean Street complex and the Water street parking lots and the immediate vicinity. This data will be compiled and analyzed to identify locations with high incidence of accidents, frequent accident types, and key accident trends.

Task #2: Develop Circulation Improvements and Policy Recommendations

Using data and observations conducted in the previous task, Fehr & Peers Associates will develop an initial set of recommended improvements. The following key goals are envisioned for the recommended improvements:

- Increasing the supply of parking through physical improvements or policy changes;
- Improving circulation and safety for vehicles, pedestrians and bicycles;
- Improving access for individuals with disabilities;
- Providing enhanced security for County vehicles;
- Improving the method of deliveries to the County building; and
- Improving access and aesthetics to complex entry.

The improvements will be focused on the following three areas serving 701 Ocean Street:



- Main parking lot
- Courthouse parking lot
- Parking lot adjacent to the Main Jail

We anticipate that the initial set of recommended physical improvements for each area will fall into the following categories:

- Improvements within existing curb lines,
- Improvements that affect existing curb lines and landscaping, and
- Improvements that involve complete reconfiguration of the parking areas.

Additionally, Fehr & Peers Associates will present initial policy recommendations that could help to reduce the demand for parking at 701 Ocean Street, such as:

- Increasing the supply of short-term parking spaces;
- Decentralization of County services;
- Providing additional carpool parking;
- Parking for County employees;
- E-commerce applications; and
- Other measures.

We will present text descriptions of these improvements and policy recommendations to the County for review. The intent of this review is to make sure our proposed improvements and recommendations are consistent with County expectations and to allow the County to determine which improvements and/or policy recommendations to pursue with more detailed conceptual plans and cost estimates.

After selection of a set of desired improvements, Fehr & Peers Associates will develop conceptual plans and cost estimates. We expect that these plans will be scale drawings (1" = 40') in an AutoCAD format. The cost estimates will include order-of-magnitude costs for the improvements recommended.

Fehr & Peers Associates has allocated 112 hours for the development of conceptual improvement plans and estimate. As a result, the level of detail of these improvement plans and estimate will be dependent on the number and complexity of the improvements.

Deliverable: Fehr & Peers Associates will produce an Administrative Draft Report (five copies) documenting the workshop, surveys, the data collection and analysis, and the preliminary plans and cost estimate for recommended improvements.

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Meeting(s): One meeting with County staff to present the Administrative Draft Report and to receive any comments.

Task #3: Prepare Final Report and Present Results

As a final task, Fehr & Peers Associates will make final revisions to the Administrative Draft Report and present the results of the study to County staff and/or Board of Supervisors.

Deliverables: Fehr & Peers Associates will produce a Final Report (10 copies and a reproducible original) that will contain revisions based on comments from the County on the Administrative Draft Report.

Meeting(s): One meeting with County staff and/or Board of Supervisors to present the final results of the study.

EXHIBIT B
Detailed Cost Estimate
County of Santa Cruz - 701 Ocean Street, Parking and Circulation Study

Fehr & Peers Associates

	Hourly Billing Rates		Senior Associate		Senior Planner	Engineer	CADD Support	Intern	Total Person Hours	Direct Expenses	Tasks Costs	Percent of Project
	\$140	\$100	\$75	\$75	\$50							
Task 1 - Gather and Analyze Data												
- Stakeholders' Meeting	8	8	0	0	0	6	0	22	\$100	\$2,470	6%	
- Surveys	4	32	0	0	54	2	0	92	\$250	\$6,860	17%	
- Data Collection and Analysis	16	30	0	0	30	4	0	80	\$5,000	\$12,040	30%	
Task 2 - Develop Circulation Improvements	24	40	32	0	0	16	0	112	\$300	\$11,260	28%	
Task 3 - Prepare and Present Results	24	24	8	0	0	16	0	72	\$150	\$7,710	19%	
Total Hours	76	134	40	84	378							
Total Cost Per Person	\$10,640	\$13,400	\$3,000	\$4,200								
Total Other Direct Expenses						\$5,800						
TOTAL PROJECT COST											\$40,340	100%