

RESOLUTION NO. 8889-R31

A RESOLUTION  
APPROVING AND AUTHORIZING THE EXECUTION OF A CONTRACT  
BETWEEN MAIN STREET ASSOCIATES AND THE CITY OF URBANA, ILLINOIS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That a Contract by and between the City of Urbana, Illinois, and Main Street Associates for architectural, engineering and planning services to perform the 1989 update of the 1981 Downtown Urbana Parking Study, in the form of the copy of said Contract attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

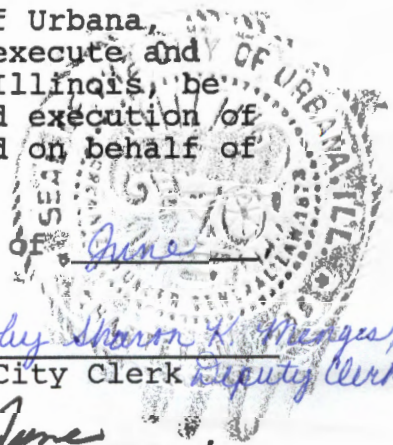
Section 2. That the Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to said execution of said Contract as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED by the City Council this 19<sup>th</sup> day of June, 1989.

Ruth S. Brookens by Sharon K. Manges,  
Ruth S. Brookens, City Clerk Deputy Clerk

APPROVED by the Mayor this 30<sup>th</sup> day of June, 1989.

Jeffrey T. Markland  
Jeffrey T. Markland, Mayor



THIS IS THE ATTACHMENT WHICH IS REFERRED TO IN  
RESOLUTION NO. 8889-R31 AND IS INCORPORATED  
THEREIN BY REFERENCE.

*Ruth S. Brookens by Sharon K. Menges,*  
Ruth S. Brookens, City Clerk Deputy Clerk

*June 29, 1989*  
Date \_\_\_\_\_

# MAIN STREET ASSOCIATES

ARCHITECTS • ENGINEERS • PLANNERS • SURVEYORS

POST OFFICE BOX 755

URBANA, ILLINOIS 61801-0755

June 7, 1989

Mr. Jim Darling  
Director of Public Works  
City of Urbana  
P.O. Box 219  
Urbana, IL 61801

RE: Proposal for Architectural, Engineering and Planning Services to Perform the 1989 Update of the 1981 Downtown Urbana Parking Study, City of Urbana, Champaign County, Illinois

Dear Jim:

In response to your request we are pleased to submit the following proposal for professional architectural, engineering and planning services to perform the 1989 update of the 1981 Downtown Urbana Parking Study. This updated parking study is intended to address the immediate and long term parking needs of downtown Urbana.

It is anticipated that a preliminary report will be available to the City of Urbana staff approximately 60 days after our receipt of authorization to proceed, so long as the information to be provided by the City Staff and the survey information to be obtained is available in a timely fashion as discussed. The work outlined in this scope of services will be completed by the consultant within 90 days (by approximately October 1, 1989) provided information to be obtained from others is made available in a timely fashion.

The City of Urbana, as Owner and MAIN STREET ASSOCIATES (a joint venture of Berns, Clancy and Associates, P.C. and Smith, Burgett and Associates), as consultant, agree as follows:

## SCOPE OF SERVICES

### Phase I. Update the Downtown Urbana Parking Supply:

- A. The study area will be defined as the area bounded by University Avenue, California Street, Maple Avenue, and Central Avenue - Birch Street.
- B. A downtown parking inventory of on-street and municipal parking spaces was conducted in June, 1988 for the five Federal Court House sites. The information gathered in this June, 1988 effort roughly covers the proposed study area boundary. The information gathered in June, 1988 will be briefly updated and utilized in this proposed project.

### A JOINT VENTURE OF:

SMITH, BURGETT + ASSOCIATES • (217) 367-8409

BERNS, CLANCY AND ASSOCIATES, P.C. • (217) 384-1144

Mr. Jim Darling  
Proposal/Downtown Urbana  
Parking Survey  
June 7, 1989  
Page 2

- C. Municipal parking lot and space changes since 1981 will be identified by the City Staff. Some of the municipal lots that have been noted to have changed are the library lot, the City parking deck, and the re-configuration of Lots 1, 2, and 11.
- D. The Consultant will contact private business that use private parking to determine the number of available private parking spaces in the project area.
- E. The consultant will obtain statistics regarding parking space renters versus parking space meter users from the City staff. If the City staff has generated any parking lot usage survey information providing information on the peak parking demand, lots, time of day, or turnover rate, etc., it will be provided to the consultant. The Consultant shall compile this data and assimilate it for use in further phases of this work.
- F. The consultant will compile all the data available on the existing parking supply within the project area. The current parking supply will be summarized and compared to the supply identified in the 1981 study to identify major changes and to document accomplishment of goals proposed in the 1981 study.
- G. An aerial photographic representation will be developed for the City parking supply. Unless additional authorization is provided, the existing aerial photographic base sheets will be utilized (April 8, 1987 photography).

The estimated engineering fees for Phase I - Update the Downtown Urbana Parking Supply are as follows:

4 hours for a Professional Engineer at \$70 per hour =	\$ 280
10 hours for a Project Engineer at \$48 per hour =	\$ 480
30 hours for a Traffic Engineer at \$30 per hour =	\$ 900
40 hours for a Draftsperson at \$30 per hour =	\$1,200
8 hours for a Clerk/Typist at \$20 per hour =	\$ 160

Based upon the outline above, we estimate that the Phase I - Update of the Downtown Urbana Parking Supply will entail engineering fees of approximately \$3,100, plus expenses of approximately \$500. If new, updated aerial photography and enlargements are desired by the City of Urbana, the costs for preparation of those aerial photo base sheets will be an extra.

**Phase II. Update the Downtown Urbana Parking Demand:**

- A. The original employee demand from the 1981 study will be reviewed by the consultant, and major users shall be identified. The consultant will conduct a limited survey of the major users to update the 1981 information, and will survey new users to the area since 1981.
- B. A parking demand survey form will be prepared by the consultant to update the parking demand data. The City will mail or deliver the survey to all other businesses or other establishments generating parking demands.
- C. The consultant will report on existing parking demand based on the surveys and will identify potential future parking demand based on the surveys and discussion with City staff.
- D. A review of the 1981 non-major users will be conducted by the consultant to determine if they are still in the same general locations. However, besides the survey mailed to businesses by the City in the area, no new field survey information on non-major users will be collected by the consultant.
- E. The parking demand locations will be identified and the consultant will determine shifts which have occurred since 1981.
- F. The City staff and the consultant will work together to identify and solve particular parking concerns and to develop planning and design parameters including parking impacts of potential zoning changes as a result of the downtown to campus study within the study area. A number of recent developments and proposed developments bring concerns as to the available parking and the parking demand they will generate. A number of these concerns mentioned at this time are the following projects or developments: Federal Courthouse, School District, Leal Park area, Timpone lot potential, County jurors and employee parking, Carle Health Maintenance Care (HMO), City Building Complex, Huey's Building, Harry Gill, and Thomas Bruno, etc.
- G. An aerial photographic representation will be developed of the City parking demand for a 20-year projection using the aerial photography and enlargements from Phase I.

Mr. Jim Darling  
Proposal/Downtown Urbana  
Parking Survey  
June 7, 1989  
Page 4

The estimated engineering fees for Phase II - Update the Downtown Parking Demand are as follows:

5 hours for a Professional Engineer at \$70 per hour =	\$ 350
25 hours for a Project Engineer at \$48 per hour =	\$1,200
50 hours for a Traffic Engineer at \$30 per hour =	\$1,500
40 hours for a Draftsperson/Technician at \$30 per hour =	\$1,200
10 hours for a Clerk/Typist at \$20 per hour =	\$ 200

Based upon the outline above, we estimate that the Phase II - Update of the Downtown Urbana Parking Demand will entail engineering fees of approximately \$4,500, plus expenses of approximately \$500.

### Phase III. Proposed Alternative Solutions

- A. Based on the findings of the supply and demand research, the proposed parking facility locations and corresponding potential number of needed spaces will be identified. The City has identified specific locations to satisfy future parking needs that are to be considered as part of the solution. Planning horizons of 1, 10, and 20 years will be considered.
- B. A preliminary cost/benefit analysis will be conducted for the various alternatives considered.
- C. The supply and demand curve will be updated from the original 1981 report.
- D. A City Council presentation will be made of Downtown Urbana Parking Supply and Demand study results, and twenty (20) copies of the finished document will be provided to the City.
- E. An aerial photographic overlay representation will be developed for the alternatives suggested to serve the parking demands projected utilizing the aerial photography and enlargements from Phase I.

The estimated engineering fees for Phase III - Proposed Alternative Solutions are as follows:

10 hours for a Professional Engineer at \$70 per hour =	\$ 700
30 hours for a Project Engineer at \$48 per hour =	\$1,440
50 hours for a Traffic Engineer at \$30 per hour =	\$1,500
20 hours for a Draftsperson at \$30 per hour =	\$ 600
15 hours for a Clerk/Typist at \$20 per hour =	\$ 300

Mr. Jim Darling  
Proposal/Downtown Urbana  
Parking Survey  
June 7, 1989  
Page 5

Based upon the outline above, we estimate that Phase III - Proposed Alternative Solutions will entail engineering fees of approximately \$4,600, plus expenses of approximately \$400. In addition, subconsultant fees to Walker Parking Consultants are anticipated to entail approximately \$1,000.

#### **Phase IV     Impacts to Existing Parking Structure**

- A.     Based on anticipated modifications to the existing parking structure as preliminarily indicated in the Phase III work, the Consultant will work with City staff to perform or develop the following:
1.     Review column design loading for any code changes that would effect extensions.
  2.     Review of the condition of the existing precast tees anticipating additions to the structure.
  3.     A concept of sequencing construction for the period of the project.
  4.     Report on construction alternatives (cast-in-place versus precast) and resultant impacts on use of the structure.
  5.     Review of the economics of scale for going to 1 or 2 additional levels of the structure.
  6.     Analysis of feasibility and preliminary cost estimates for conversion of a portion of the ground floor level to quality office space.
  7.     A preliminary estimate of total project costs for construction of the proposed improvements to the existing parking structure including design, bidding, construction management and construction costs.
  8.     Address other miscellaneous concerns including snow removal, need for second exit lane, upper level connection to Masonic Building and upper level connection to the Court House.
- B.     An evaluation of the ability of each alternate to keep the first floor open during construction versus other temporary parking alternatives.

Mr. Jim Darling  
Proposal/Downtown Urbana  
Parking Survey  
June 7, 1989  
Page 6

The estimated architectural fees for Phase IV - Impacts to Existing Parking Structure are as follows:

12 hours for a Principal Architect at \$70 per hour	=	\$ 840
40 hours for a Project Architect at \$48 per hour	=	\$1,920
20 hours for a Draftsperson at \$30 per hour	=	\$ 600
8 hours for a Clerk/Typist at \$20 per hour	=	\$ 160
Parking Structure Consultant	=	\$6,400

Based upon the outline above, we estimate that Phase IV - Impact to Existing Parking Structure will entail Architectural fees of approximately \$10,000 including subconsultant Walker Parking Consultants plus expenses of approximately \$350.

#### PHASE V Public Information Services

- A. The Consultant will assist the City in some or all of the public information efforts deemed appropriate for this project. At a minimum, the Consultant will participate in a kick-off meeting with local merchants, DUPC and the Chamber of Commerce; an update near the end of the project; and various status reports to the Council or committee members. The materials to be prepared for public information will be determined in consultation with City staff. The actual fees and expenses necessary for this public information effort will be billed to the City in accordance with our standard charge rates but a preliminary estimate for budgetary purposes is provided.

The preliminary estimated engineering and architectural fees for Phase V - Public Information Services are as follows:

20 hours for a Professional Engineer at \$70 per hour	=	\$1,400
10 hours for a Project Engineer at \$48 per hour	=	\$ 480
10 hours for a Draftsperson at \$30 per hour	=	\$ 300
10 hours for a Clerk/Typist at \$20 per hour	=	\$ 200
10 hours for an Architect at \$70 per hour	=	\$ 700

Based upon the outline above, we estimate that Phase V - Public Information Services will entail consulting fees of approximately \$3,100, plus expenses of approximately \$200.



Mr. Jim Darling  
Proposal/Downtown Urbana  
Parking Survey  
June 7, 1989  
Page 7

**SUMMARY OF FEES FOR  
ARCHITECTURAL AND ENGINEERING SERVICES  
FOR THE 1989 UPDATE  
OF THE  
1981 DOWNTOWN URBANA PARKING STUDY**

	<b>PHASE</b>	<b>FEES</b>	<b>EXPENSES</b>
I	Parking Supply	\$ 3,100	\$ 500
II	Parking Demand	\$ 4,500	\$ 500
III	Alternative Solutions	\$ 4,600	\$1,400
IV	Existing Structure Impacts	\$10,000	\$ 350
V	Public Information Services	\$ 3,100	\$ 200

The estimated fees for engineering services for Phases I, II, III, IV and V described under this agreement are approximately \$25,300 with a "Not-to-Exceed" value of \$28,000 for fees, plus expenses of approximately \$2,950.

**GENERAL CONSIDERATIONS**

**MAIN STREET ASSOCIATES** is a joint venture of Berns, Clancy and Associates, P.C. and Smith, Burgett and Associates. As the consultant to the City of Urbana for the outlined scope of services, It is further agreed that:

1. We will perform the above professional services for the exclusive benefit and at the specific direction of Mr. James Darling, Director of Public Works for the City of Urbana or his designated representative.
2. You now have no contract with any other professional engineer or architect for the performance of the specific services outlined above and that any previous contracts are terminated and the previous work will be provided to us.

Mr. Jim Darling  
Proposal/Downtown Urbana  
Parking Survey  
June 7, 1989  
Page 8

3. You shall be obligated to pay Main Street Associates a fee for the services, which fee shall be determined in accordance with the attached Hourly Rate Schedule and the scope of services referenced in this agreement, subject to the "Not-to-Exceed" limitation for fees as set forth above.
4. You shall pay Main Street Associates all sums due under this agreement as invoiced by Main Street Associates for satisfactorily completed services when invoiced. If payment, exclusive of a ten percent retainage (due and payable upon satisfactory completion of all work), is not made within 30 days of the date of the invoice, you shall be obligated to pay Main Street Associates an additional late payment charge equal to one and one-half percent (1-1/2 %) of the invoice amount for each month payment is not made.
5. Main Street Associates will respect the confidentiality of the subject work and related documents and will not divulge that information to any other party without the expressed written consent of the City of Urbana.
6. All original engineering and surveying notes, drawings and other working papers are and shall remain the property of Main Street Associates. The City of Urbana is entitled to perpetual access to original files and will be provided reproducible copies of originals, as well as copies at the actual cost to make such reproductions.
7. The City of Urbana will provide all information as outlined in the scope of services in a timely fashion.
8. This proposal and scope of services are the entire agreement of the parties. Any representations, bids, proposals, whether oral or in writing, are merged into this contract.
9. The Consultant shall provide qualified personnel to perform all phases of the work. This Project will be under the direct personal supervision and control of a Registered Professional Engineer or Registered Architect/Principal of the firms that make up the **MAIN STREET ASSOCIATES** joint venture. Delbert R. Smith will be in general charge of the architectural aspects of the project, particularly in regard to matters dealing with the existing parking structure. Thomas B. Berns will be in general charge of the engineering aspects of the Project, particularly in regard to communications, document review and office work. Chris Billing will be assigned as the Project Engineer for the Project. In that capacity he will oversee the day-to-day performance of the authorized engineering services.

Mr. Jim Darling  
Proposal/Downtown Urbana  
Parking Survey  
June 7, 1989  
Page 9

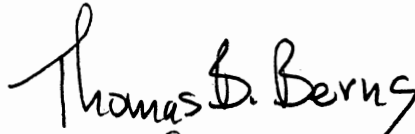
10. The City of Urbana shall assist the Consultant by placing at his disposal, all available information pertinent to the Project, including previous reports, records, drawings, maps and other data which may be useful to the Consultant in the preparation of preliminary studies, comprehensive reports, and performance of the Project.
11. The City of Urbana shall promptly examine all studies, reports, sketches, estimates, drawings, specifications, proposals, and other documents presented by the Consultant and render in writing, when required, decisions pertaining thereto within a reasonable time as not to delay the work of the Consultant.
12. The Consultant shall maintain such insurance as will protect him from claims under the Workman's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his work. The consultant shall provide Certificates of Insurance to the City unless it is already on file with the City of Urbana.
13. The City of Urbana and the Consultant agree that the following documents are made a part of this proposal:
  - a. Hourly Rate Schedule for Professional Engineering, Architectural and Planning Services dated June 1, 1989 (current schedule). Revisions are not anticipated until January 1, 1990.
14. Provisions for compensation for the Consultant's services are agreed to in anticipation of the orderly and continuous progress of the Project. If the authorized consulting services cannot be completed by September 30, 1989 for reasons beyond the Consultant's control, the various rates of compensation shall be subject to renegotiation. The City's signing of this agreement shall be considered authorization for the Consultant to proceed with the authorized engineering services. The consultant will proceed with additional services only after receiving authorization from the City of Urbana.

Mr. Jim Darling  
Proposal/Downtown Urbana  
Parking Survey  
June 7, 1989  
Page 10

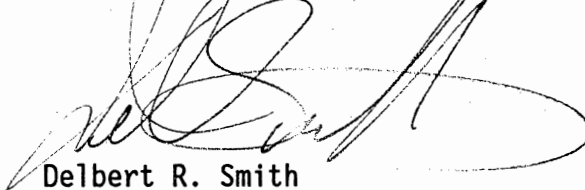
We appreciate this opportunity to submit this proposal to you and we look forward to hearing from you in the very near future. If you find the above proposal acceptable, please sign in the space provided below and return a copy of this proposal to us as our formal authorization to proceed as indicated. If you have any questions or comments, please contact us at any time.

Respectfully submitted,

MAIN STREET ASSOCIATES

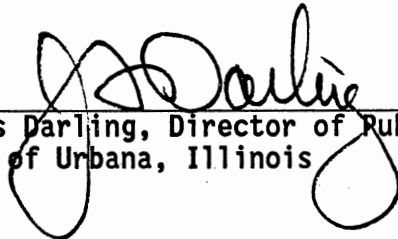


Thomas B. Berns, Joint-Venture Administrator  
President, Berns, Clancy and Associates, P.C.



Delbert R. Smith  
President, Smith, Burgett + Associates

**APPROVAL:**



James Darling, Director of Public Works  
City of Urbana, Illinois

6-22-89

Date

CB:dbj  
enc.  
871PPCU.64C

# MAIN STREET ASSOCIATES

ARCHITECTS • ENGINEERS • PLANNERS • SURVEYORS  
POST OFFICE BOX 755  
URBANA, ILLINOIS 61801-0755

June 1, 1989

## HOURLY RATE SCHEDULE FOR PROFESSIONAL ENGINEERING, LAND SURVEYING, MAPPING AND PLANNING SERVICES

FEES WILL BE CHARGED IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

### CLASSIFICATION

PRINCIPAL OF FIRM, PREPARATION & TESTIMONY AS EXPERT WITNESS . . .	\$100
PRINCIPAL OF FIRM, ENGINEER (GRADE 6) . . . . .	70
PRINCIPAL OF FIRM, ARCHITECT (GRADE 6) . . . . .	70
SENIOR ENGINEER, SURVEYOR, OR PLANNER (GRADE 5) . . . . .	60
PROJECT ENGINEER, SURVEYOR, OR PLANNER (GRADE 4) . . . . .	48
PROJECT ARCHITECT . . . . .	48
FIELD ENGINEER, SURVEYOR, OR PLANNER GRADE (3) . . . . .	42
STAFF ENGINEER, SURVEYOR, OR PLANNER GRADE (2) . . . . .	34
JUNIOR ENGINEER, SURVEYOR, OR PLANNER (GRADE 1) . . . . .	30
SENIOR DESIGN TECHNICIAN (GRADE 5) . . . . .	32
SENIOR DESIGN TECHNICIAN (GRADE 4) . . . . .	30
DESIGN TECHNICIAN (GRADE 3) . . . . .	28
TECHNICIAN (GRADE 2) . . . . .	24
JUNIOR TECHNICIAN (GRADE 1) . . . . .	20
SENIOR DESIGN DRAFTSPERSON (GRADE 5) . . . . .	32
SENIOR DESIGN DRAFTSPERSON (GRADE 4) . . . . .	30
DESIGN DRAFTSPERSON (GRADE 3) . . . . .	28
DRAFTSPERSON (GRADE 2) . . . . .	24
JUNIOR DRAFTSPERSON (GRADE 1) . . . . .	20
SENIOR CONSTRUCTION RESIDENT OBSERVER . . . . .	32
CONSTRUCTION OBSERVER . . . . .	26
JUNIOR CONSTRUCTION OBSERVER . . . . .	24
CLERK-TYPIST (WITH WORK PROCESSOR) . . . . .	20
<hr/>	
AUTO MILEAGE . . . . .	0.35/MILE
WOOD STAKE . . . . .	0.40/EACH
STEEL SURVEY MONUMENT WITH CAP . . . . .	2.00/EACH
CONCRETE SURVEY MONUMENT WITH CAP . . . . .	25.00/EACH
STEEL FENCE POST . . . . .	2.00/EACH
PHOTOCOPY . . . . .	0.15 EACH
BLUELINE/BLACKLINE DIAZO PRINT . . . . .	0.25/S.F.

TRAVEL TIME TO AND FROM OUR OFFICE DURING THE NORMAL WORKING DAY AND TRAVEL TIME BEYOND THE NORMAL WORKING DAY WILL BE CHARGED IN ACCORDANCE WITH THE FOREGOING RATES. ALL SUBCONTRACTORS (SOIL INVESTIGATION, MATERIALS TESTING, ETC.) ENGAGED BY US ON BEHALF OF THIS PROJECT WILL BE BILLED AT COST PLUS TEN PERCENT (10%). ALL OTHER OUT-OF-POCKET EXPENSES INCURRED IN CONNECTION WITH THIS PROJECT WILL BE BILLED AT COST PLUS (10%). THESE EXPENSES MAY INCLUDE TRAVEL, SUBSISTENCE (WHEN APPLICABLE), TELEPHONE CHARGES, REPRODUCTIONS, POSTAGE, SHIPPING CHARGES, TENTAL EQUIPMENT (INCLUDING REPAIR), ETC. REVISIONS TO THIS HOURLY RATE SCHEDULE ARE NOT ANTICIPATED UNTIL SEPTEMBER OF 1989.

### A JOINT VENTURE OF:

SMITH, BURGETT + ASSOCIATES • (217) 367-8409  
BERNS, CLANCY AND ASSOCIATES, P.C. • (217) 384-1144