



707 Sable Oaks Drive, Suite 30
South Portland, Maine 04106
207.772.2515

July 28, 2016

Mr. Nathan Poore
Town Manager
Town of Falmouth
271 Falmouth Road
Falmouth, ME 04105

RE: Proposal for Town Landing Parking Evaluation
Falmouth, Maine

Dear Nathan,

Per your request, Gorrill Palmer (GP) is pleased to provide this proposal to complete an objective review of the Town Landing, local roads in the neighborhood, Underwood Park and surrounding parking areas. As discussed, this evaluation would provide guidance to the Town to fully understand the demand for on street and off street parking in this area.

Project Understanding

The parking area and dock at the terminus of Town Landing Road is currently resident parking only with no time limit other than not overnight. Based on my own observations and in discussing it with one of the Rangers who observes the parking and writes parking tickets, it gets extremely busy, especially on the weekends. To supplement this parking, there are approximately five parking spaces mid-way up the hill with no resident restrictions, as well as a Town parking area across from the Town Landing Market. This Town parking area provides primarily residential parking with six parking spaces for resident or non-resident; however, based on my conversations with the Ranger, the unrestricted parking spaces frequently are occupied by residents as well. There are also some spaces located in the Town Parking area for those vehicles that have a boat trailer. Parallel parking (room for approximately eight vehicles) is allowed on the southern side of Mariner Lane, to the north of Town Landing Road.

As you and I discussed, this evaluation would be a joint effort utilizing Town staff when available and appropriate to help reduce the cost. In addition to reducing cost, often staff has an institutional knowledge or background of the situation which would aid in the evaluation. For instance, the Town already has full time on-site Rangers that patrol the area for parking purposes that could be critical for a project such as this.

Based on our understanding of the project, we offer the following Scope of Services.

Scope of Services:

1. Develop a parking inventory and observation sheet that can be used by both GP and the Rangers in documenting parked vehicles within the parking areas. The details of the sheet will need to be discussed but would be expected to be completed a few times a day by the Rangers at the two Town parking areas and five parking spots on the Town Landing Road, with spot checks by GP on all the parking lots including Mariner Lane and lot adjacent to Underwood Park. The Ranger's inventories would be done on a daily basis, and GP would expect to complete spot checks



approximately four times between now and Labor Day weekend (inclusive). It is important to start collecting this data as soon as possible since we are midway through peak boating season.

2. GP would conduct a random survey of the users at the two Town parking areas on a Saturday, no earlier than August 13, when the weather is expected to be nice and usage high.
3. We will work with the Town on survey questions that the Town can then send to the boat owners that use Town Landing. This could provide information on how they currently park and an indication as to if additional parking were available would they use it.
4. Review how many parking tickets were given out at the Town parking areas from Memorial Day to Labor Day and an identification of the violation.
5. Obtain the latest three year crash history and identify any high crash locations, pedestrian crashes, bicycle crashes, heavy vehicle crashes. This will potentially identify any crash issues in the immediate area.
6. Review and provide evaluation on the pedestrian accommodations for the area. Our initial concern is that there are no adequate pedestrian accommodations to walk from the satellite parking area to the Landing. If additional satellite parking is provided, will this increase the need for pedestrian accommodations?
7. Review and evaluate the circulation of the Landing parking area and boat launch.
8. Data Collection Summary and Recommendations – Once all the data has been collected and evaluated, GP will provide a written summary identifying the methodology and results of the data collection and what the results are indicating.
9. Meetings: We would expect to have up to two public meetings, two staff meetings, and one meeting with the Rangers. Of the two public meetings, we would expect one to be held immediately after our initial data collection and no earlier than September 15, 2016. This meeting will allow GP and town officials to listen and get feedback on the existing parking situation and their thoughts about any ideas for enhanced parking opportunities.

Of the two staff meetings, we would expect one within the next week to establish the data collection process and procedures. We would expect the second meeting to take place after the data collection is complete, analyzed and preliminary recommendations have been formed. This would take place prior to the last public meeting.

Fee

Gorrill Palmer proposes to provide the above Scope of Services for a fixed fee of \$6,250 plus expenses (such as mileage, printing etc.).

The first phase of the project will include all tasks described in #1 and one of the two staff meetings described in #9. The fee for this first phase of the project will include a fixed fee of \$2,500.

The second phase of the project will commence after August 8 pending Town Council action at their meeting on August 8.



Schedule

GP will start Phase I immediately upon receipt of the signed proposal. Data collection will be done between now and Labor Day.

All remaining work (Phase 2) will begin after August 8. A summary of the data collection methodology and results will be provided within two weeks after Labor Day. However, there are many factors outside Gorrill Palmer's control which may affect our ability to complete the services to be provided under this Agreement. Gorrill Palmer will perform these services with reasonable diligence and expediency consistent with sound professional practices.

The services provided as part of this proposal would be conducted in accordance with the Town's revised standard form contract which is attached.

We have provided a signature block below if you are prepared to authorize us to proceed with the services outlined in this letter. A signed copy of this letter, returned by email, is sufficient for us to commence work.

Sincerely,

Gorrill Palmer

Randy Dunton, P.E., PTOE
Senior Engineer

Authorization to Proceed

 8/2/2016
Authorized Signature Date

Alton Palmer, P.E.
Principal