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DATE: October 13, 2022  
TO: Sarah Cheesebro  
CLIENT: City of East Lansing, MI  
RE: Proposed Scope and Fee

525 Avis Drive, Suite 1  
Ann Arbor, MI 48108  
734.663.1070  
walkerconsultants.com

FROM: Philip Baron  
PROJECT NAME: East Lansing Parking Master Plan Update  
SENT: Electronically

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### PROPOSAL REVISIONS

As requested, Walker reviewed the proposed scope of services and fee in reference to the RFP No. FY2023-01. The following modifications are reflected in the revised scope and fee:

1. Task 1.1 – Data Collection & Opportunities  
In place of Walker staff, the City will perform parking occupancy counts and provide Walker with the data in Excel format.  
Result: Task 1.1 labor hours reduced by 18 hours, resulting in a fee reduction of \$3,410.
2. Task 1.4 – Community Stakeholder Meetings  
Walker proposed three (3) stakeholder meetings in East Lansing. In place of the three stakeholder (3) meetings, Walker will meet once (1) with the parking committee.  
Result: Task 1.4 labor hours reduced by 22 hours, resulting in a fee reduction of \$4,835.
3. Reimbursable Expenses  
The changes to Task 1.1 and Task 1.4, result in a reduction in estimated reimbursable expenses associated with the travel, lodging, and meals.  
Result: Reimbursable expenses reduced by \$1,755 (\$3,670 to \$1,915)

### SUMMARY

Walker’s proposed fee is revised to \$54,500 from \$64,500. The proposed adjustments to the scope of services reflects a labor reduction of 40 hours and reduction to the reimbursable expense budget.

The revised budget and fee breakdown is provided in Table 1, on Page 2.



**Table 1: Proposed Project Fee Revision**

POSITION	Day-To-Day Project Consultants			Technical Advisors			TOTALS
	Project Manager	Senior Consultant	Consultant	Technology	Mobility	Higher Ed	
	Philip Baron	Jim Corbett	Andrew Baglini	Erik Nelson	Chrissy Mancini Nichols	David Lieb	
<b>PERSONNEL</b>							
<b>Hourly Rate (2022 Billing Rates)</b>	\$265.00	\$250.00	\$180.00	\$255.00	\$255.00	\$255.00	
<b>Hours:</b>							
Project Administration, Management, Meetings	8	8	4	2	1	1	24
<b>Task 1.0 - Current Utilization and Discovery</b>							
<b>Task 1.1 - Data Collection &amp; Opportunities Improvements</b>	<b>6</b>	<b>8</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>29</b>
Task 1.2 - Comparable City and Parking System Analysis	1	0	4	0	0	0	5
Task 1.3 - Community Downtown Parking Survey	1	1	8	0	0	0	10
<b>Task 1.4 - Community Stakeholder Meetings</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
Task 1.5 - Recommended Analytics & Key Performance Indicators	2	2	0	0	0	0	4
<b>Task 2.0 - Parking System and Technology Improvements</b>							
Task 2.1 - Access and Signage Improvements	1	3	6	1	0	0	11
Task 2.2 - Operation, Policy, Code Improvements	4	32	2	0	0	2	40
Task 2.3 - Technology Improvements	2	2	0	14	0	0	18
Task 2.4 - Capital Improvements	1	8	0	1	0	0	10
<b>Task 3.0 - Micro-Mobility Assessment</b>							
Task 3.1- Micro-Mobility Policy Review & Recommendations	4	2	0	0	8	0	14
Task 3.2 - Curb Management Policy Review & Recommendations	2	2	0	0	8	0	12
<b>Task 4.0 - Budgetary Assessment</b>							
Task 4.1 - Pricing Policy & Debt Service Review	2	6	2	0	0	0	10
Task 4.2 - Capital Improvement Plan Review & Recommendations	2	4	0	1	1	1	9
<b>Task 5.0 - Presentation of Parking System Master Plan Update FY23</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>Total Hours</b>	<b>41</b>	<b>86</b>	<b>50</b>	<b>20</b>	<b>18</b>	<b>6</b>	<b>221</b>
<b>Fees:</b>							
Project Administration, Management, Meetings	\$2,120	\$2,000	\$720	\$510	\$255	\$255	\$5,860
<b>Task 1.0 - Current Utilization and Discovery</b>							
Task 1.1 - Data Collection & Opportunities Improvements	\$1,590	\$2,000	\$2,160	\$255	\$0	\$510	\$6,515
Task 1.2 - Comparable City and Parking System Analysis	\$265	\$0	\$720	\$0	\$0	\$0	\$985
Task 1.3 - Community Downtown Parking Survey	\$265	\$250	\$1,440	\$0	\$0	\$0	\$1,955
Task 1.4 - Community Stakeholder Meetings	\$265	\$1,000	\$720	\$0	\$0	\$0	\$1,985
Task 1.5 - Recommended Analytics & Key Performance Indicators	\$530	\$500	\$0	\$0	\$0	\$0	\$1,030
<b>Task 2.0 - Parking System and Technology Improvements</b>							
Task 2.1 - Access and Signage Improvements	\$265	\$750	\$1,080	\$255	\$0	\$0	\$2,350
Task 2.2 - Operation, Policy, Code Improvements	\$1,060	\$8,000	\$360	\$0	\$0	\$510	\$9,930
Task 2.3 - Technology Improvements	\$530	\$500	\$0	\$3,570	\$0	\$0	\$4,600
Task 2.4 - Capital Improvements	\$265	\$2,000	\$0	\$255	\$0	\$0	\$2,520
<b>Task 3.0 - Micro-Mobility Assessment</b>							
Task 3.1- Micro-Mobility Policy Review & Recommendations	\$1,060	\$500	\$0	\$0	\$2,040	\$0	\$3,600
Task 3.2 - Curb Management Policy Review & Recommendations	\$530	\$500	\$0	\$0	\$2,040	\$0	\$3,070
<b>Task 4.0 - Budgetary Assessment</b>							
Task 4.1 - Pricing Policy & Debt Service Review	\$530	\$1,500	\$360	\$0	\$0	\$0	\$2,390
Task 4.2 - Capital Improvement Plan Review & Recommendations	\$530	\$1,000	\$0	\$255	\$255	\$255	\$2,295
<b>Task 5.0 - Presentation of Parking System Master Plan Update FY23</b>	<b>\$1,060</b>	<b>\$1,000</b>	<b>\$1,440</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,500</b>
<b>Total Fee</b>	<b>\$10,865</b>	<b>\$21,500</b>	<b>\$9,000</b>	<b>\$5,100</b>	<b>\$4,590</b>	<b>\$1,530</b>	<b>\$52,585</b>
<b>TOTAL FEES FOR SERVICES =</b>							<b>\$52,585</b>
<b>REIMBURSABLE EXPENSES:</b>							
Airfare	2 flights @	\$ 390.00	/Trip =	\$ 780.00	x billing rate	1.00	= \$ 780.00
Hotel	3 nights @	\$ 225.00	/Night =	\$ 675.00	x billing rate	1.00	= \$ 675.00
Meals	6 days @	\$ 50.00	/Day =	\$ 300.00	x billing rate	1.00	= \$ 300.00
Ground Transportation (Mileage Expense)	8 days @	\$ 20.00	/Day =	\$ 160.00	x billing rate	1.00	= \$ 160.00
<b>TOTAL REIMBURSABLE COSTS =</b>							<b>\$1,915</b>
<b>TOTAL PROPOSED COST OF ENGAGEMENT =</b>							<b>\$54,500</b>