

TO:	CHAIR AND MEMBERS FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING ON MAY 28, 2012
FROM:	MARTIN HAYWARD CITY TREASURER, CHIEF FINANCIAL OFFICER
SUBJECT:	2011 DOWNTOWN PARKING STUDY UPDATE

RECOMMENDATION

It is the recommendation of the City Treasurer, Chief Financial Officer that MMM Group **CONTINUE TO BE RETAINED** to provide an update on the Downtown London Parking Study, at a total budget of \$140,000. The Source of Financing for this project is attached as Appendix A.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Finance and Administration Committee, October 19, 2011 – Proposed Parking Garage – Competitive Bid Process.

BACKGROUND

In October, 2011 Municipal Council directed Civic Administration to update the City's long-term parking plan and associated studies, including the financial plan associated therewith.

At the same time, Civic Administration was directed to commence negotiations with Tricar Group for the lease of a parking garage at King Street and Ridout Street and to also obtain an appraisal and prepare a business plan with respect to this opportunity.

Since MMM Group had prepared the initial Downtown London Parking Study in 2006, they were engaged to update this plan. In addition to the update of this plan, they were engaged to review and comment on the Tricar parking garage and prepare a business plan/case report for the proposed development which considers the historical supply and demand data and further analysis for London Transit Commission by Dillon (2006).

Because of the additional work required for the Tricar project and the ongoing work on the Downtown Parking Study and Strategy, MMM has advised that the budget for this is now \$140,000.

In accordance with the City of London Procurement of Goods and Services Policy, Section 15.0 states:

15.0 Appointment of Professional Consulting Services

15.1 General

a. Senior management staff will be involved in the selection process for Professional Consulting Services. Specifically, Division Managers are to be involved with all projects, and Directors and the Executive Director as appropriate for high-profile projects of increasing complexity or expense.

b. Under no circumstances shall an extension or expansion of a consulting engagement preclude the required approvals. This includes splitting the project or scope of work into multiple phases or sections. City Council has sole authority to approve and award contracts greater than \$100,000.

c. If a consulting engagement that has been awarded administratively then exceeds the approval threshold of \$100,000, the Executive Director shall immediately prepare a report to City Council providing a status update and requesting approval to proceed (if applicable).

Since the accumulated estimated budget is now \$140,000, Council approval is required to continue to engage the services of MMM Group.

RECOMMENDED BY:
Martin Hayward City Treasurer, Chief Financial Officer

Att.