



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Cassey Ogden  
**DATE:** April 2, 2024

### **SUBJECT**

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a Professional Services Agreement with Nelson/Nygaard Consulting Associates, Inc., for a Citywide Parking Study for the Engineering Department as set forth in the contract; providing for the expenditure of funds therefor; and providing an effective date (RFP 8360 – Professional Services Agreement for Citywide Parking Study awarded to Nelson/Nygaard Consulting Associates, Inc., in the not-to-exceed amount of \$109,967.00).

### **STRATEGIC ALIGNMENT**

This action supports Key Focus Area: Enhance Infrastructure and Mobility.

### **INFORMATION/BACKGROUND**

The City of Denton is currently updating its' Downtown Master Plan and is completing a comprehensive study of Downtown Parking as part of the overall Downtown Master Plan. This Citywide Parking study will be completed in conjunction with the Downtown Parking study and will make overall recommendations for the City as a whole as it relates to parking policies and regulations, enforcement practices, planning and engineering standards, and loading zones.

The City receives numerous complaints and requests from residents and businesses regarding "No Parking" signage on residential streets, around the University of North Texas (UNT) and Texas Woman's University (TWU) campuses; receives requests for new commercial loading zones in the Downtown and Fry Street areas; and receives complaints about personal vehicles and commercial truck storage alongside city and Texas Department of Transportation (TxDOT) roadways.

As a result, the City has decided to review its current policies and receive input and recommendations from a consultant on best practices to improve overall parking around the City.

Requests for Proposals was sent to 945 prospective suppliers, including 35 Denton firms, of this item. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. Three (3) proposals were received and evaluated based upon published criteria including quality and feasibility of the proposed project method and approach, relevant project experience, qualifications of proposed team, and price. Best and Final Offers (BAFO) were requested from the top firm. Based upon this evaluation, Nelson/Nygaard Consulting Associates, Inc. was ranked the highest and determined to be the best value for the City.

## **RECOMMENDATION**

Award a contract with Nelson/Nygaard Consulting Associates, Inc., for a Citywide Parking Study for the Engineering Department, in a not-to-exceed amount of \$109,967.

## **PRINCIPAL PLACE OF BUSINESS**

Nelson/Nygaard Consulting Associates, Inc.  
Austin, TX

## **ESTIMATED SCHEDULE OF PROJECT**

This project will be started upon approval with a completion date by September 2024.

## **FISCAL INFORMATION**

These services will be funded from Citywide Parking Lot Study account 250135469. Requisition #164286 has been entered into the Purchasing software system in the amount of \$109,967. The budgeted amount for this item is \$109,967.

## **EXHIBITS**

Exhibit 1: Agenda Information Sheet  
Exhibit 2: Pricing Evaluation  
Exhibit 3: Ordinance and Contract

Respectfully submitted:  
Lori Hewell, 940-349-7100  
Purchasing Manager

For information concerning this acquisition, contact: Brett Bourgeois, 940-349-8952.

Legal point of contact: Marcella Lunn at 940-349-8333.