

HUMBOLDT STATE UNIVERSITY

Parking & Commuter Services

Parking & Transportation Committee Meeting

November 16, 2016

Members Present:

T. Ferdolage, D. Peterson, M. King, C. Anderson, T. Fleming, R. Romero, J. Schineller, D. Nakamura

Staff Members Present

K. Paddock, Celina Ferreira

Review & Approve Meeting Notes:

October 7, 2016 meeting notes approved as written.

Review Proposed Carpool Program

A handout was distributed at the last meeting describing the proposed revisions to the carpool program. Traci met with the president about the implementation of this new program and let me know that we plan on having it up and running by the beginning of the spring semester. The group agreed that we should move forward with the proposed program. Parking & Commuter Services will begin working on marketing materials and signage.

G14/15 Parking Lot Project

Traci gave a brief overview of the location of the parking lots. The Request for Proposal was published for design services. The committee has previously seen this proposal. A corresponding Request for Proposal was also issued for Site Survey & Geotechnical investigation. This is required for this type of project. Proposals are expected back the first week of December.

a. Review Proposed Project Teams

A draft of the project teams was distributed to the group for review. The Project Advisory Team will consist of the clients and/or the primary users who will be directly affected by the project. This group will provide input during the planning and design process. This team is not designed to have construction expertise. They will be reviewing the layout and will be looking at it from a programmatic perspective.

The Technical Advisory Team will consist of staff from Facilities Management (Construction, Planning & Design, and Parking Services). This team will advise Planning & Design through the design and bidding process, review design documents, consult with the Project Advisory Team and with Construction Management during the construction phase.

Update on RFP for Parking & Commuter Services Feasibility/Demand Study

This Request for Proposal should be issued within the next week or two. It is fully written but Traci is going over it and double checking the documents. More research is also being done on appropriate firms that do this type of work. We always advertise the RFP's on the Contracts and Procurement website but Traci mentioned that she has found that directly reaching out to consultants gets us more proposals than advertising alone.

Review & Update Parking & Commuter Services Five Year Business Plan

The group will be working updating this plan to keep it current. By year four, a major rewrite will need to be done. Every year the current year's budget and Goals will be updated.