



BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

Monica Tibbits-Nutt, MPO Chair | Secretary and CEO, Massachusetts Department of Transportation
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WORK PROGRAM

LAB AND MUNICIPAL PARKING STUDY—PHASE II

FEBRUARY 15, 2024

Proposed Motion

The Boston Region Metropolitan Planning Organization (MPO) votes to approve this work program.

Project Identification

Unified Planning Work Program (UPWP) Classification

Boston Region MPO Planning Studies and Technical Analyses

Project Number 14001

Client

Boston Region MPO

Project Supervisors

Principal: Rosemary McCarron

Manager: Sophie Fox

Funding Source

MPO Planning Contract and MPO §5303 Contract 123114

Schedule and Budget

Schedule: Seven months after work commences

Budget: \$45,000

Schedule and budget details are shown in Exhibits 1 and 2, respectively.

Relationship to MPO Goals

The Boston Region MPO elected to fund this study with its federally allocated metropolitan planning funds during federal fiscal year (FFY) 2024. The work completed through this study will address the following goal area(s) established in the MPO's

Long-Range Transportation Plan: equity, access and connectivity, clean air and healthy communities, and mobility and reliability.

Background

The Boston region is experiencing a boom in laboratory and life sciences development. The life sciences industry in the region is not only growing in terms of its workforce and the number of new developments, but it has begun to spread from longstanding centers such as Kendall Square in Cambridge to a diverse set of areas across the region. The Metropolitan Area Planning Council (MAPC) and Central Transportation Planning Staff (CTPS) have heard from numerous stakeholders, especially municipal planners, across the region that there is a need for rigorous research to determine parameters for parking regulation for such developments. In FFY 2023, CTPS and MAPC collaborated on the Lab and Municipal Parking Study Phase I, a research study to assess regional parking supply and utilization at commercial and mixed-use developments, with a particular focus on lab and life science facilities. MAPC and CTPS will expand upon this work by collecting parking supply and utilization data at lab and life science facilities across the region.

Objective(s)

1. *Objective 1:* Use the information gathered and materials drafted in Phase I of the study to measure the actual parking supply and utilization at lab and life sciences facilities and explore what factors influence parking utilization. Continue to collaborate with stakeholders to ensure that a diverse range of locations are being represented.
2. *Objective 2:* Synthesize the results of the data collection and analysis into a series of recommendations that can help developers, municipal planners, and policymakers determine appropriate parking supply.

Work Description

Task 1 Pilot Data Collection

CTPS and MAPC will schedule and perform pilot data collection at three or more lab properties in the Boston region. This will involve collaborating with property developers, property managers, transportation management associations, municipal planners, and others.

Subtask 1.1 Pilot Online Property Manager Survey

CTPS will send out an online survey created in Phase I to property managers of a limited number of lab facilities. The purpose of this survey is to gather detailed information about the characteristics of the property and its tenants, the types of parking available at the site, the observed parking utilization patterns, and

Transportation Demand Management (TDM) strategies that have been implemented.

Subtask 1.2 Pilot On-Site Data Collection

After the property manager surveys are completed, data collectors will collect parking counts at the chosen properties. The time of day and day of week will be chosen based on the information provided by the property managers.

Subtask 1.3 Refine Data Collection Methodology

Based on the results from the online surveys, the on-site parking counts, and reports from the data collectors, the data collection methodology will be adjusted and refined in preparation for large-scale data collection.

Products of Task 1

Pilot data collection results

Revised data collection materials/strategies

Task 2 Data Collection

Subtask 2.1 Distribute Property Manager Survey

The online survey will be distributed widely to property managers throughout the Boston region. The results from the survey will not only be instrumental in the culminating analysis, but also will be useful in determining lab locations for on-site data collection.

Subtask 2.2 Select On-Site Data Collection Locations

Labs will be chosen for data collection that are of varying size, in a wide range of locations, and with varying access to public transportation. The selected locations will be a subset of the online survey participants.

Subtask 2.3 Collect On-Site Data

Data collectors will be sent into the field to conduct parking counts. In addition to the number of occupied parking spots at each location, they will record the different types of parking spots provided and the different types of vehicles present.

Products of Task 2

Completed property manager surveys

Completed data collection sheets

Task 3 Analysis of Data

Once CTPS has completed the online surveys and on-site data collection, staff will perform two analyses. These analyses will be based off the work done for MAPC's [Perfect Fit Parking Study](#).

Subtask 3.1 Descriptive Statistics

CTPS will produce descriptive summary statistics of the data collected. These statistics may include parking supply per property/tenant, parking utilization, the relationship between these variables, as well as data broken down by municipality or transit access.

Subtask 3.2 Utilization Modeling

For the second analysis, CTPS will work to determine which variables most strongly influence parking utilization. Factors that will be explored include those about the building and its tenants, the surrounding environment, transit accessibility and TDM strategies, and parking supply.

Product of Task 3

Completed data analysis

Task 4 Document Production

CTPS will produce a technical memorandum that summarizes the results of the analysis and provides recommendations for stakeholders to reference when determining parking provision at lab and life science facilities. The findings will be presented to the MPO board and will be made publicly available.

Product of Task 4

Technical memorandum

Exhibit 1
ESTIMATED SCHEDULE
Lab and Municipal Parking- Phase II

Task	Month						
	1	2	3	4	5	6	7
1. Pilot Data Collection	A						
2. Data Collection		B					
3. Analysis of Data				C			
4. Document Production						D	

Products/Milestones

- A: Pilot Data Collection Results & Revised Data Collection Materials/Strategies
- B: Completed Property Manager Surveys/Completed Data Collection Sheets
- C: Completed Data Analysis
- D: Technical Memorandum

Exhibit 2
ESTIMATED COST
Lab and Municipal Parking- Phase II

Direct Salary and Overhead	\$44,900
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Task	Person-Weeks by Pay Grade					Direct Salary	Overhead (120.3%)	Total Cost
	G-8	G-6	G-2	G-1	Total			
1. Pilot Data Collection	0.1	0.9	0.1	0.3	1.4	\$1,807	\$2,173	\$3,980
2. Data Collection	0.1	1.1	0.2	5.9	7.3	\$6,978	\$8,394	\$15,372
3. Analysis of Data	0.1	6.0	0.0	0.0	6.1	\$8,602	\$10,348	\$18,949
4. Document Production	0.1	2.0	0.0	0.0	2.1	\$2,996	\$3,604	\$6,599
Total	0.3	10.0	0.3	6.2	16.8	\$20,382	\$24,519	\$44,900

Other Direct Costs	\$100
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Travel	\$100
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TOTAL COST	\$45,000
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Funding

MPO Planning Contract #123114
MPO §5303 Planning Contract #123114

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A complaint form and additional information can be obtained by contacting the MPO or at http://www.bostonmpo.org/mpo_non_discrimination. To request this information in a different language or in an accessible format, please contact

Title VI Specialist
Boston Region MPO
10 Park Plaza, Suite 2150
Boston, MA 02116
civilrights@ctps.org

By Telephone:

857.702.3700 (voice)

For people with hearing or speaking difficulties, connect through the state MassRelay service:

- **Relay Using TTY or Hearing Carry-over:** 800.439.2370
- **Relay Using Voice Carry-over:** 866.887.6619
- **Relay Using Text to Speech:** 866.645.9870

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