

Downtown Parking Study

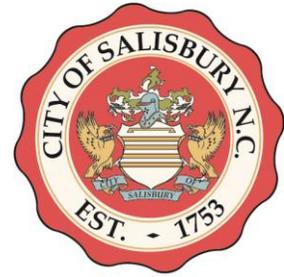
City of Salisbury



Request for Qualifications
915-2019

September 26, 2018

City of Salisbury, North Carolina



www.salisburync.gov

Engineering Department
PO Box 479
Salisbury, NC 28145-0479

CITY OF SALISBURY DOWNTOWN PARKING STUDY REQUEST FOR QUALIFICATIONS (RFQ)

Introduction and Scope of Work

The City of Salisbury Engineering Department seeks an experienced consultant to study parking utilization and recommend future parking needs in downtown. Our goal is to understand current parking demand, potential future demand and implement recommendations to best meet our parking needs as perceived by visitors, businesses, employees and by prospective investors seeking to improve and develop downtown properties. The consultant will also evaluate our parking management system to determine what, if any, changes are recommended to improve our current practices. The City continues to experience growth and development in downtown, including the development of upper floor residential units. An overall parking plan and strategy is needed to complement the revitalization of downtown to ensure our continued success and to stay ahead of parking demand.

The project study area is shown on the map below.



In addition to parking utilization and future needs analysis, the City desires to examine our systems to manage parking resources. The City of Salisbury Police Department employs a part-time parking enforcement officer. The City desires the consultant to evaluate our current parking management practices and make recommendations for improvements where warranted.

Our objectives are to study parking space utilization and parking demand by the various current and future user groups (employees, visitors etc.); to identify needs and opportunities in relation to recognized standards or similar communities and to develop recommended strategies to ensure adequate and accessible parking, directional signage and information/marketing materials and to ensure that we efficiently manage our parking resources. The consultant shall interview/survey downtown employers and employees, merchants, interest groups and downtown residents to evaluate parking needs and sample various options for optimizing the utilization of public parking spaces for visitors/customers.

The report summarizing study findings and recommendations shall be prepared in draft form for City and public reviews and a final version delivered to the City Engineering Department in 3 hard copies. Electronic PDF copies and original MS Word versions of all draft and final submissions shall be required.

Response Submission Requirements

Responses from interested consultants must be received at the City of Salisbury's Engineering Department no later than **2:00 pm on Wednesday, October 24, 2018**.

The City and Downtown Salisbury, Inc. will be responsible for screening responses, and will make the final decision regarding selection of a consultant. The project and budget will be managed by the City of Salisbury Engineering Department. We anticipate an award in November 2018.

By the submission deadline, respondents shall submit, by e-mail PDF attachment or PDF format files on CD:

- 1- A cover letter expressing the consultant /firm's interest in the project, and identification of the specific individual(s) who will perform the work.
- 2- The expected approach to be taken toward completion of the project and specific deliverables.
- 3- A description of the capabilities and experience of the personnel who would work on this project and summary of why the consultant is well-qualified to conduct this work.
- 4- Confirmation that the consultant can perform the work and their projected schedule for completing the work.
- 6- Optional – additional recommended work elements not covered in this RFQ.
- 7- A list of at least three references with email and telephone contact information.

8- Copy of, or web link to, prior parking studies done by the consultant, examples of graphics and GIS maps produced and any other information illustrating the respondent's qualifications for performing the work outlined in this RFP.

Submissions (items 1-7 above) should be no more than twelve (12) pages in length. Item 8 above can be provided on additional pages.

General Information

Period of Performance. Work associated with this project will commence as soon as possible after contract award and must be completed by a timeframe agreed to in the final negotiated services contract.

Evaluation. The criteria to be used in evaluation of the proposals will include:

1. Clarity of the response, understanding of the project objectives and responsiveness to the work program (20%).
2. The respondent's experience and qualifications to perform the requested service (20%).
3. The respondent's approach to the project, scheduling and budgeting of time to accomplish a complete final draft (20%).
4. The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the City staff, downtown businesses and various interest groups (20%).
5. Deliverables (20%).

No Assignment. The successful consultant will be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract or its rights, title, or interest therein or its power to execute such contract to any other person, company, or corporation without prior written consent and approval by the City of Salisbury.

Ownership of Material. All rights, titles to and ownership of the data, material, and documentation resulting from this project and/or prepared for the City pursuant to this RFQ shall remain exclusively with the City of Salisbury except that consultants may reserve the right to preserve the integrity of deliverables so that they are not misrepresented or misused.

Access to and Retention of Records. In addition to terms stated elsewhere in the RFQ, the City shall have access, upon demand, to any books, documents, papers, electronic documents and GIS layers produced by the consultant, which are directly pertinent to this contract, for the purposes of making audit examinations, excerpts, copies and transcriptions. All records must be maintained in compliance with North Carolina law.

Selection. The City reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ as is in its best interest. This solicitation in no way obligates the City to award a contract. The City shall select a consultant and award a professional services contract to the prospective consultant whose response will be most advantageous to the City. The successful consultant will be required to sign a contract with the City in which they accept responsibility for the performance of services as stated in their proposal. The selected consultant also agrees to remain in compliance with all applicable federal, state and local laws.

Please submit an electronic copy of your proposal to:

Wendy Brindle, PE, City Engineer
wbrin@salisburync.gov

City of Salisbury
Engineering Department
PO Box 479
Salisbury, NC 28145-0479

Submissions are due by 2 pm on Wednesday, October 24, 2018.