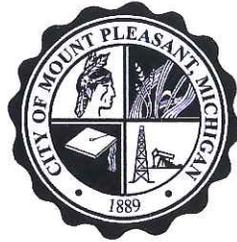


City of Mt. Pleasant



Request for Proposal Residential Neighborhood Parking Study Issued July 9, 2012

DEADLINE—1:30 PM TUESDAY, AUGUST 7, 2012

CONTACT: Brian Kench, Building Official
320 West Broadway Street
Mt. Pleasant, MI 48858
Phone (989) 779-5301 Fax (989) 773-6791
Email: bkench@mt-pleasant.org

City of Mt. Pleasant, Michigan
BID PROPOSAL

Residential Neighborhood Parking Study

TO: Office of the City Clerk
City Hall

BID DATE: August 7, 2012

320 W. Broadway Street
Mt. Pleasant, MI 48858

TIME: 1:30 p.m.

All bids shall be submitted in a sealed envelope, plainly marked "Residential Neighborhood Parking Study – August 7, 2012."

The City of Mt. Pleasant is seeking proposals from qualified consulting firms interested in performing a Neighborhood Parking Analysis, in the neighborhoods adjacent to Central Michigan University campus (CMU). The goal of the study is to determine what, if any, changes are necessary to on-street parking regulations in order to ensure:

- A balance in addressing the needs of the residents, the institution and the students.
- Owner-occupied neighborhoods are not experiencing increased parking by students, faculty and staff.
- A reasonable amount of on-street parking is available for residents and their guests.
- Increased use in designated parking areas, including metered parking locations.
- That sufficient travel lanes are maintained for general circulation, non-motorized transportation, public safety access and, municipal and institutional operations.
- Economics of retrofitting streets to provide short term return on investment.
- That on-street metered parking is located in appropriate areas adjacent to Campus.

Parking Study Area:

Refer to the attached map of target area.

Study area may be modified or differentiated into smaller neighborhood districts with similar parking characteristics which may influence which strategy, or combination of strategies, may be appropriate in that particular area.

Anticipated Components of Study:

1. Analysis of Existing Parking Conditions
 - a. Survey existing on-street parking supply
 - b. Survey existing off-street parking available on Central Michigan University campus
 - c. Document occupancy/availability of existing on-street/off-street parking during measurable "peak" periods (times, days, seasons) and off-peak periods

- d. Differentiate to extent possible, on-street resident parking from non-resident parking
- e. Review existing transit services and ridership effects on parking
- 2. Project Future Institutional Parking Demand to 2020
 - a. Student data (full and part-time, on and off campus residency) and employment data
 - b. CMU Master Plan
- 3. Evaluate Existing Parking Regulations
- 4. Develop Parking Management Strategies by Neighborhood District, which may include one or more of the following:
 - a. Additional enforcement
 - b. Time limited parking zones during demand periods
 - c. Additional metered parking
 - d. Utilizing existing street width for additional on-street parking
 - e. Alternative payment at metered site to promote their use
 - f. Resident only parking permits (free or fee; number per household)
 - g. Combination of time limits and permits
 - h. Park and Ride lots for off-campus students
 - i. Other strategies (*parking structures not under consideration*)
- 5. Result of Public Input - *Landlords, owner occupants and residents/tenants*
- 6. Evaluate impacts to the stakeholders
- 7. Develop procedure for considering future parking changes

Timing of analysis:

Selection of a consultant and scope of contract will be developed from information provided in RFQ response.

Consultant Responses Due: August 7, 2012 (1 pm)
 Scope of work and contract approval August 27, 2012

Analysis proposed to include fall 2012 and fall 2013 semester data. Report is to be completed by August 15, 2013. *Note: Last regular class day of spring semester at Central Michigan University is May 4, 2013.*

Qualifications:

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the firm. The resumes of key personnel assigned to the project, along with a list of their responsibilities within the project to be included. In addition, related experience during the last ten (10) years should be provided (*include the name of the community, contact person, and phone number*).

Project Cost and Contract

The City desires a professional services contract with a not-to-exceed fee for the required services. The contract will provide for monthly billing on a time and materials basis for the services provided. In addition, the contract will include language to allow the project to be terminated by joint agreement of the owners with full compensation being made to the consultant for expenses incurred and work completed to termination date.

Insurance Requirements

Successful firms shall not begin any work under any contract until it has obtained the required insurance, and the City of Mt. Pleasant has approved such insurance. The successful firm shall not allow any sub consultant to commence work on its contract until all similar insurance required of the consultant has been so obtained and approved. Insurance requirements include:

- Workers Compensation Insurance, including Employers Liability Coverage, shall be provided in accordance with all applicable statutes of the State of Michigan.
- Commercial General Liability Insurance on an "*occurrence basis*" with limits of liability not less than \$3,000,000 per occurrence and or aggregate combined single limit, personal injury, bodily injury and property damage.
- Professional Liability Insurance for the life of the contract with limits of liability not less than \$5,000,000 per occurrence and/or aggregate combined single limits, and errors and omission.

Supplementary Information Attached:

Zoning Ordinance/Map
Study Area Map
Metered Parking Map
Restricted On-street Parking Map

Document Library: www.mt-pleasant.org

Deliverables

At the close of the project, the selected consultant will provide an electronic copy of the updated Residential Neighborhood Parking Study, suitable for reproduction and twelve (12) original copies of the finished plan. The electronic files shall include editable documents in a Microsoft Word format, along with electronic copies of maps and other exhibits.

Submittal Instructions

To be considered, twelve (12) copies of the completed proposal must be submitted in a sealed envelope, clearly marked: REQUEST FOR PROPOSALS -RESIDENTIAL NEIGHBORHOOD PARKING STUDY and received by 1:30 p.m. on August 7, 2012 by mail or hand delivery to:

City Clerk's Office
City of Mt. Pleasant
320 W. Broadway

Mt. Pleasant, MI 48858

Proposals arriving after the date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by giving written notice to the City Clerk before the stated proposal opening time. Questions regarding the proposal may be directed by email to:

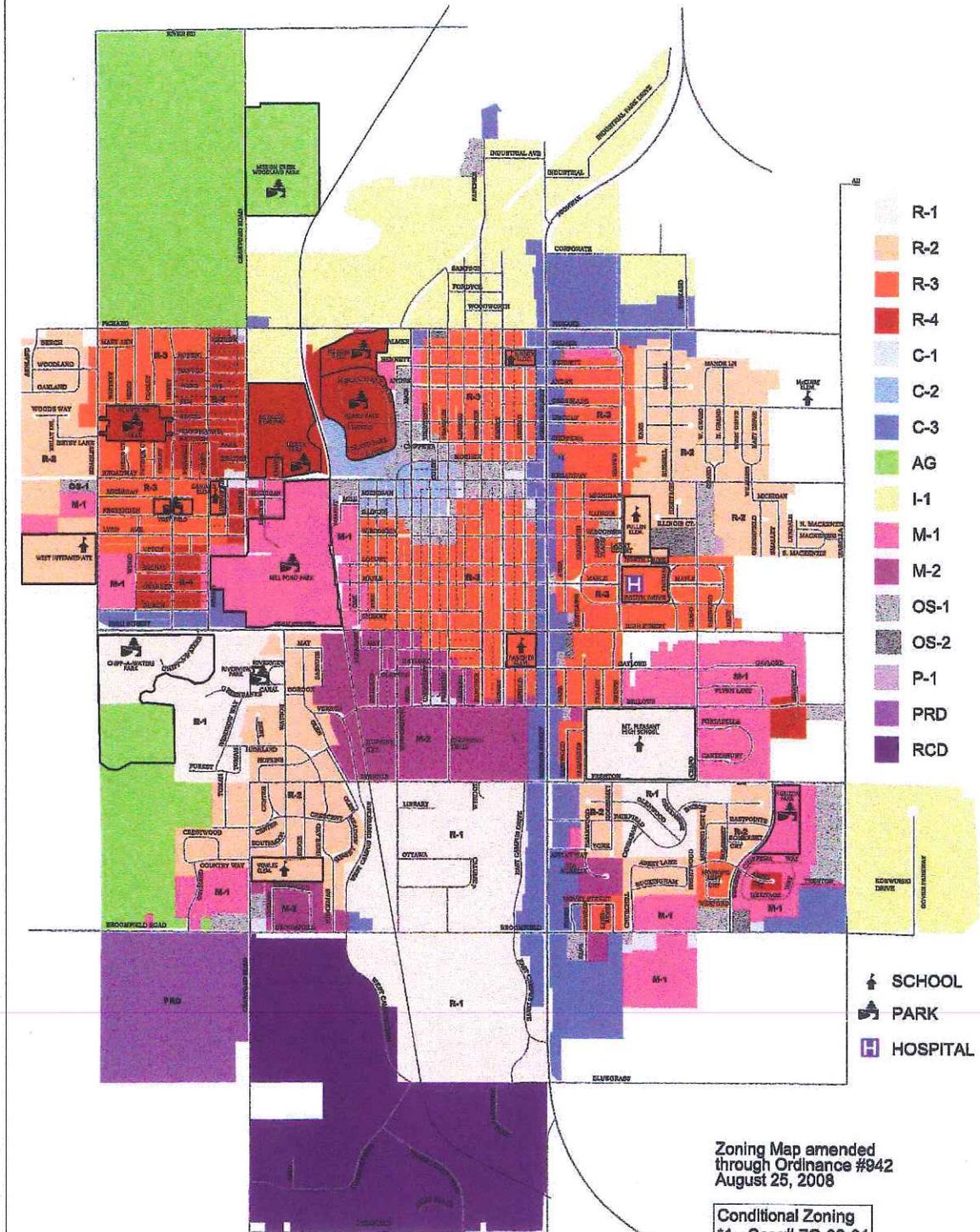
Brian Kench, Building Official
Department of Building Safety
City of Mt. Pleasant
Email: bkench@mt-pleasant.org

Questions must be received by July 20, 2012. Answers will be posted as they are received on the City's website at www.mt-pleasant.org for the benefit of all interested firms. It is the responsibility of the interested firms to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

Reservations

The City reserves the right to accept any proposal, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals.

City of Mt. Pleasant Zoning Map



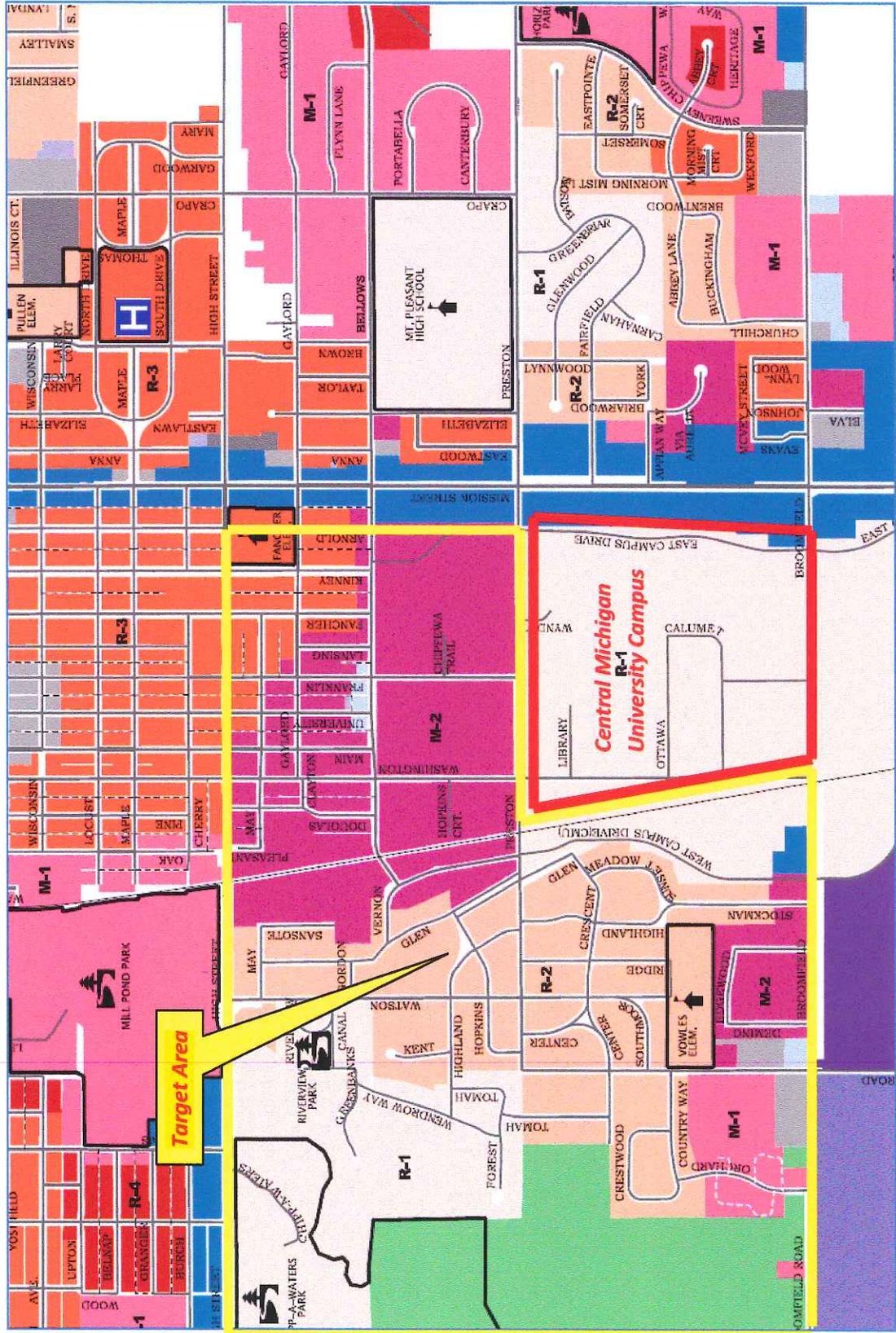
Zoning Map amended through Ordinance #942 August 25, 2008

Conditional Zoning *1 - Case# ZC-08-01

Residential Neighborhood Parking Study 2012/2013

Target Area

Central Michigan University



City of Mt. Pleasant Metered Parking Adjacent to CMU Campus

