

REQUEST FOR PROPOSALS

DOWNTOWN MT. PLEASANT, MICHIGAN PARKING STUDY

PURPOSE:

The City of Mt. Pleasant has issued this Request for Proposal for the purpose of selecting a parking consultant to analyze the public parking situation in the Central Business District (i.e. downtown) area of Mt. Pleasant, (see attached map). The selected consultant will analyze current parking and recommendation solutions to address identified issues. The consultant will also analyze the future parking needs of the Downtown area and make recommendations of future parking needs based on potential development activities. A detailed scope of expected services and a proposal format that is desired is described below.

SUMMARY OF PROJECT:

The City of Mt. Pleasant's Downtown area has been growing steadily since the early 2000's and the improvements made by the Central Business District Tax Increment Finance Authority (CBD-TIFA) and Principal Shopping District (PSD) have played a significant role in this growth by funding improvements to the streetscape, building façades, and parking lots. Currently the CBD-TIFA maintains 13 parking lots with 829 spaces while 380 spaces of on-street parking are also available in the Downtown area. With this supply, there is a perception by some that there is not enough parking.

The consultant will review the City's current supply and allocation of long-term and short-term spaces for employees, residential tenants, and customers as it relates to demand for each type, for each users, and at various locations around the Downtown. Based upon growth projections for the Downtown, the consultant will provide recommendations on how to best allocate the existing parking supply, how to manage demand, and if additional surface parking supply is necessary. Should additional parking supply be necessary include suggestions on where it should be located, and consideration of a parking structure.

RESPONSIBILITIES:

The City of Mt. Pleasant is looking for pro-active solutions to the current parking needs and future parking needs in order to continue the successful growth of the Downtown. The selected consultant will develop a detailed and cohesive parking study for Downtown Mt. Pleasant, which shall include, but is not to be limited to the following elements:

EVALUATE EXISTING PARKING CONDITIONS & RECOMMENDATIONS

1) Supply and Demand Analysis

Evaluate current methods used by the City to manage parking, both on and off street, including, but not limited to:

- a) Review current parking restrictions – ten, three and one hour on street parking, no parking 4-6am, even/odd overnight, etc.
- b) Review short-term and long-term parking lot allocation based on employee, customers, and residents needs
- c) Evaluate/analyze of the current parking demands.
- d) Identify current public parking shortfalls.
- e) Provide a parking utilization assessment of the current level of usage of public parking.

- f) Revenue collection
- g) Enforcement
- h) Equipment and technology
- i) Under-utilized parking areas

2) Turnover Survey

- a) Perform studies during appropriate periods of time that provide information on turnover and occupancy patterns, including major events that affect the Downtown area.
- b) Area to be reviewed is not to exceed a three-block area on Broadway from Main to Franklin and University from Broadway to Michigan.

3) Review the Costs of Downtown Parking

- a) Benchmark our daytime and overnight parking permit fees with similar sized communities.
- b) Determine the true cost per space in the downtown area by quantifying maintenance and capital expenses and forgone tax revenues from alternative uses to parking.

4) Review current parking signage

- a) Identify signage of public parking lots and make recommendations for improvement.

5) Engage key stakeholders to gather input on parking conditions and operations (business owners, renters, city staff, etc.).

- a) This may include stakeholder meetings/interviews and/or small focus groups.
- b) Provide a list of questions to be distributed to current business owners to reflect their concerns relative to the current parking conditions.

PARKING DEMAND STRATEGIES AND SHARED PARKING OPPORTUNITIES

1) Develop strategies for improved employee, customer and renter parking options. Including, but not limited to:

- a) Allocation and location of short-term and long-term parking on streets and parking lots.
- b) Enforcement and policy changes
- c) A parking management strategies including, but not limited to:
 - Online and printed parking materials,
 - Bicycle facilities and infrastructure,
 - Access to transit stops, transit amenities,
 - Regulatory and wayfinding signage.
- d) Technology improvements
- e) Pilot projects

The implementation plan should also include cost estimates, and recommended tools, partnerships, and potential funding sources.

2) Shared parking analysis for surface parking lot owners currently located in downtown. Including, but not limited to:

- a) First Methodist Church and Sacred Heart Church

FUTURE PARKING RECOMMENDATIONS

1) Alternative Analysis

- a) Assess the impact of future development on parking. These alternatives will be presented in 1 year, 3 year, 5 year and 7-10 year increments.

2) Identify and evaluate potential sites, both surface and structures, that could satisfy current and projected parking deficits if identified as a necessity.

3) Review and recommend any land acquisitions or creation of new surface lots and/or parking structures.

4) Evaluate the necessity of a multi-level parking structure for the current public parking conditions and future parking needs.

This list is not intended to be a comprehensive itemization of plan components or areas needed to complete the required study. The City is relying on the consultant's professional expertise in analyzing these factors and any others that are pertinent to evaluating parking in a community that anticipates continued economic growth and an increase to pedestrian and vehicular traffic.

Items to be provided by the City and/or the design consultant

- 1) Schedule of major events Downtown
- 2) Current public parking quantities
- 3) Current building uses
- 4) Future known developments
- 5) Future known surface parking lots
- 6) Master plan for the City
- 7) Previous parking studies

PROJECT START DATE

Monday, April 18, 2016

RIGHT OF REJECTION:

The City of Mt. Pleasant reserves the right to reject any and all proposals, to award the contract to other than the low proposer, to award separate parts of the services required, to negotiate the terms and conditions of all and/or any part of the proposals, to waive irregularities and/or formalities, and, in general, to make the award in the manner as determined to be in their best interest and its sole discretion.

QUESTIONS:

Any questions regarding this information shall be directed toward Michelle Sponseller, Downtown Development Director, telephone (989) 779-5348 or msposneller@mt-pleasant.org

RFP DUE DATE:

Five (5) sealed proposals are due at Mt. Pleasant City Hall, at the above address, on or before March 22, 2016 at 1:30pm.

SUBMITTAL INSTRUCTIONS

The City of Mt. Pleasant staff will review all submittal packages submitted for this project. To be considered as a qualified respondent, five copies of the Proposal Package must be submitted in a sealed envelope and clearly marked **RFP: Downtown Mt. Pleasant Parking Study**, and received by the City of Mt. Pleasant at the City Clerk's Office address listed below by 1:30 p.m., March 22, 2016. If addenda to the Request for Proposal are required, they will be issued on or before March 16, 2016 at 4:30pm.

Proposal packages must be mailed or delivered to the following address:

City Clerk's Office
320 West Broadway Street
Mt. Pleasant, MI 48858-2447

Any packages received after this date and time will be deemed unresponsive. The city reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing and to select the proposal deemed to be in the best interests of the city. Issuance of this RFP does not obligate the city to award a contract nor is the city liable for any costs incurred by the proponent in the preparation and submittal of the proposal. All proposals must include the following information in the order stated below:

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Mt. Pleasant.
2. **Understanding of the Project:** Describe in two pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested by the City of Mt. Pleasant.
3. **Project Team:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed.)
4. **Experience:** Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from past projects for reference purposes.
5. **Cost:** List standard billing rates along with an estimate of the time involved in completing the study and other documents as requested. Provide fee structure for changes in scope. Please note a desired start date of April 18, 2016.

FEE NEGOTIATIONS

At the time of awarding the contract to the successful firm, the City of Mt. Pleasant will negotiate a not-to-exceed fee for required services. If the City of Mt. Pleasant and the successful firm cannot agree on a firm cost, the city will solicit a fee from the next highest-scored firm. The city requests to be billed on a monthly basis for any services provided.

INSURANCE REQUIREMENTS

The selected firm 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 subconsultant 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 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 \$1,000,000 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 \$2,000,000 per occurrence and/or aggregate combined single limits, and errors and omissions.

MAP OF PARKING STUDY AREA

