



REQUEST FOR PROPOSAL

Comprehensive Downtown Parking Supply
and Demand Study Update

Borough of State College

Tuesday, March 26, 2019



REQUEST FOR PROPOSALS

Comprehensive Downtown Parking Study and Parking Master Plan Update Borough of State College

The Borough of State College (the Borough) is soliciting proposals to provide an update to the comprehensive downtown parking study that was completed by Walker Consultants and submitted to the Borough on June 24, 2015. The selected firm must demonstrate a thorough understanding of parking supply and demand analysis, alternative methods for managing parking in a mixed-use downtown environment, and the design and construction of parking structures. The purpose for this request for proposals is to update the 2015 comprehensive parking supply and demand study and meet the project goals of the Borough.

PROJECT GOALS

The following statement of goals outlines the Borough's overall desires for the results of this Downtown Parking Analysis.

1. Evaluate current parking conditions in the Study Area including supply and demand for public and private parking.
2. Assess current operational practices for the Borough's parking programs and identify potential improvements.
3. Estimate future parking demand in the Study Area based on known and projected future development. Develop strategies for meeting expected future parking demand. These may include providing recommendations for updating zoning regulations and the need for future parking facilities.

PROJECT BACKGROUND

Understanding that future development will impact existing parking supply and operations, as well as parking demand, this comprehensive study will form the foundation for parking planning and operations in response to, and to support the vision of, the master plan. The updated study will be utilized as a framework and a foundation for the development of additional parking infrastructure to support the Borough's current and future demand.

The 2015 Borough of State College Parking Supply and Demand Study is available at this link: <https://www.statecollegepa.us/DocumentCenter/View/9990/Walker-Parking-Study?bidId=>. The Borough of State College Master Plan is available at <https://www.statecollegepa.us/2450/Final-Draft-Plan>.



PROPOSED SCOPE OF SERVICES

Task 1 – Comprehensive Supply and Demand Study

- I. Meet with the Borough representatives and stakeholders to review study objectives, boundaries, and deliverables. This meeting shall take place within three weeks of notice to proceed to the selected professional
- II. Obtain, review and analyze parking utilization data provided by the Borough. Work with Borough staff to gather additional data where needed. The Borough can provide information through software reporting including T2IRIS, T2FLEX, Genetec LPR, IPSGROUP, and PARKINGSOFT PARCS.
- III. Update the comprehensive parking inventory of all private and public parking facilities within the Borough of State College. Borough staff can provide the selected candidates information on new development in the downtown area since the two “design days” of the previous study.
- IV. Complete a supply versus demand analysis and identify immediate needs for available parking within the Study Area. Provide a recommended methodology in achieving an accurate inventory of supply and demand for the outlined area.
- V. Complete a parking supply/demand study analysis to evaluate existing parking conditions and adequacy, including a five-year and ten-year parking demand forecast.
- VI. Perform shared-use analysis for the Borough off-street parking facilities to maximize turnover. Recommend strategies to decrease current and future parking demand, better distribute parking demand, and increase the utilization of existing parking facilities both on and off street.
- VII. Provide draft and final documentation including maps that illustrate the results of this analysis for each of the five outlined zones in the study area.

Task 2 – Assess Operational Practices

- I. Assess current operational practices of Borough of State College Parking Department, comparing those practices to similar communities around the country, and provide recommendations for operational changes that improve the efficiency of the parking system.
- II. Analyze parking reports and gather input from key stakeholders in downtown and residential areas regarding current parking operations, parking permits, enforcement, fees, hours of operation, and other conditions.



- III. On street parking is limited in the Study Area. Provide a recommendation to better control the access to high demand on street parking spaces and loading unloading areas as they have become increasingly occupied by vehicles working for companies such as UBER, LYFT, GRUBHUB and other similar short-term parkers.
- IV. Review the current zoning ordinances relative to parking regulations for the Study Area land use including the fee-in-lieu program. Provide a recommendation for adjusting the current fee-in-lieu cost per parking space and a mechanism for adjusting that cost per space in the future.
- V. Provide draft and final documentation and maps that illustrate the results of this analysis.

Task 3 – Estimate Future Demand

Project future parking demand based on anticipated development, stakeholder input, and trends in downtown transportation and development for communities similar to the Borough.

- I. Gather input from key downtown stakeholders and Borough staff regarding expected future development and impact on parking demand.
- II. Provide near-term recommendations (implementation in two to five years) and long-term recommendations (implementation in five to ten years or longer) on parking needs within the Study Area. Consider comprehensive solutions including both demand management and increased or modified parking supply. Address optimal parking utilization and strategies to regulate on-street parking abuse by “all-day” parkers.
- III. Formulate an implementation strategy to meet projected future parking needs. The strategy must include specific recommendations and identify timing, responsible parties, estimated costs, and potential funding sources.
- IV. Provide draft and final documentation including maps that illustrate the results of this analysis for each of the five outlined zones in the Study Area.

Task 4 – Deliverables

- 1. Draft report for Tasks 1, 2 and 3.
- 2. Public meeting and presentation.
- 3. Final report for Tasks 1, 2, and 3.
- 4. Final presentation to the Borough.



PROPOSED PROJECT SCHEDULE

The Borough has outlined the following tentative schedule to complete the study.

March 26, 2019	Request for Proposals Issued
April 2, 2019	Mandatory Pre-Proposal Conference
May 9, 2019	Proposals Due
June 2019	Contract Award
August 2019	Notice to Proceed
September 2019	Kick Off Meeting
October 2019	Data Collection and Stakeholder input
December 2019	Draft Report
January 2020	Public Meeting and Presentation
February 2020	Final Report
February 2020	Final Presentation



GENERAL INSTRUCTIONS

The Borough will host a mandatory pre-proposal conference on April 2, 2019 at 1:30 pm in Room 220 of the State College Municipal Building. Proposals will only be accepted from professionals attending the pre-proposal conference.

Questions shall be submitted in writing to purchasing@statecollegepa.us no later than Tuesday, April 9, 2019 at 5:00 pm. Answers to questions submitted in writing prior to the deadline and/or asked at the mandatory pre-proposal conference will be distributed by email no later than Tuesday, April 16, 2019.

Proposals are due no later than 11:00 am, Thursday, May 9, 2019, and shall be addressed and delivered to:

Thomas J. Fountaine
Borough Manager
243 S. Allen Street
State College, PA 16801

Proposal content is specified in the following section.

- The Borough requires two paper copies and one electronic copy on a USB device of each proposal. Both hard copies and electronic submissions are due to the Borough at the appointed time.
- Proposals are limited to no more than 40 pages single sided or 20 pages double sided, inclusive of the cover and table of contents, and all requested information.
- Submission of a proposal does not constitute any type of obligation, agreement, or contract between any professional and the Borough of State College. Any and all costs incurred by firms submitting proposals are the sole obligation of the firms and shall not be subject to reimbursement by the Borough.
- Borough reserves the right to accept or reject any and all proposals or hold all proposals for a period of 60 days from the date of proposal opening. Proposals shall be valid and in effect for that 60-day period.
- Solely at its discretion, the Borough reserves the right to cancel or modify this solicitation any time if it deems such measures are in the Borough's best interests.
- Proposals received after the 11:00 am deadline on May 10, 2019, will not be considered.



PROPOSAL CONTENT

1. Cover/Transmittal letter.
2. Table of Contents.
3. Summary of firm or team qualifications and experience. If the proposed professional includes sub-consultants or teaming arrangements, include detailed information on the team's prior working relationship and project history.
4. Comprehensive project team organization chart, clearly indicating teaming arrangements and sub-consultant relationships.
5. Resumes of all key team members listed on the project team organization chart, including the proposed role for this project. The Borough expects that the proposer will include only individuals who will be directly working on this project. Substitutions in personnel must be approved by the Borough in writing.
6. Discussion of proposed overall project approach, including understanding of the project, project management approach, organization and communication structure.
7. Detailed scope of services and proposed project schedule, including an estimated number of hours to complete the work.
8. Lump sum cost proposal, organized by each major task in the scope of services. Summary of exclusions and suggested additional services (if any). Summary of expenses, reimbursables, and recommended budget.



EVALUATION CRITERIA

Professionals will be evaluated and ranked based on the following criteria on a 100 point scale. This submission shall focus on project approach, scope of services, project schedule and fee. Selection will not be based on the lowest bid, but will be based on a combination of professional service factors as well as scope, schedule, and fee. The Borough will consider the qualifications submission in addition to the RFP responses received.

The Borough intends to award the project based on this proposal process, but reserves the right to request interviews of the top three ranked professionals. The evaluation criteria and point scale are as follows:

1. Parking consulting experience and expertise of professional. Expertise, experience, and strengths of proposed key personnel. Relevant project experience. References and responses. (25 points)
2. Proposed project approach, including understanding of the project, project management approach, organization and communication structure. (25 points)
3. Demonstrated ability of the professional to execute the scope of services and proposed project schedule (25 points).
4. Cost proposal to execute the scope of services. (25 points)