



REQUEST FOR PROPOSALS

Comprehensive Downtown Parking Study

Proposals must be received no later than:

January 22, 2020 at 4:00 PM

Attention: Robin Collins
EURA Executive Director

INTRODUCTION

The Eagle Urban Renewal Agency (EURA) seeks the services of firms or individuals to perform a comprehensive parking study of downtown parking to determine the demand for and the supply of parking, to include both on-street and off-street parking. The successful proposal will determine Downtown Eagle's current parking system, its future parking needs, and provide short-term and long-term parking strategies for the Business District. Also, the study should review the parking experience in the Business District and make recommendations on improving that experience.

COLLABORATIVE PARTNERS

The Eagle Urban Renewal Agency (EURA) and the City of Eagle are working together to improve traffic circulation and parking in the Eagle Central Business District.

STUDY OBJECTIVES

The study will evaluate the public parking supply and management in downtown Eagle, in accordance with the goals and objectives of the 2017 Eagle is HOME Comprehensive Plan and the Eagle Urban Renewal Agency Plan and analyze parking demand and utilization based on existing development, development projects that have been approved, and anticipated future development.

The study will address the following questions:

1. Is there a shortfall of parking in the downtown? If so, how many additional parking spaces are needed to meet current demand?
2. How many additional parking spaces will be needed to serve (a) development projects that have already been permitted or are in the pipeline, and (b) anticipated downtown development in the next 10 years?
3. How should the public spaces and delivery zones be managed for commercial and residential parking?
4. Are there opportunities for shared parking?
5. How do incorporate the fundamentals of a "park once" environment, enhance pedestrian connectivity and improve walkability?
6. Should private parking in downtown be minimized? If so, provide recommendations on how to create more spaces that area a common pool of shared parking.
7. How do we encourage turnover of the public parking spaces?
8. Are there opportunities where new public parking can be achieved? If so, provide recommendations on how to facilitate this and a suggested location.
9. What alternatives and recommendations are suggested to benefit downtown parking? (i.e., angled parking vs. parallel parking, mix angle/parallel parking, striping spaces where no striping exists, installing curb extensions at intersections to reduce crossing distances, two-way streets vs. on-way streets, extending streetscape to build cohesive feel and eliminate perceived barriers, new parking garage, etc.)
10. What are the physical and perceived barriers to downtown walkability?
11. Are there opportunities to provide additional parking along State Street between N. Stierman and E. Plaza Drive? If so, provide recommendations.

The answers to these questions and the recommendations included in the report will aid the City of Eagle and the Eagle Urban Renewal Agency in future deliberations about public parking in the downtown.

The final plan shall reflect knowledge and understanding of the City's downtown parking inventory and resources, as well as the community's values and objectives.

BACKGROUND

The EURA embarked in a public outreach effort to determine what the community valued as a priority for the agency. One topic that stood out in the results of this outreach effort was the perception of "parking problems" in the downtown. However, the results varied with some citizens stating there was "not enough parking in downtown", and others stating, "parking was not easily accessible". The EURA would like to determine if there truly is a parking problem in downtown, and if so, does the problem exist all the time, or only during peak times.

Currently, the City of Eagle does not have a downtown parking management system. All parking in downtown is free, unlimited and unregulated. The City provides six (6) surface lots that are open to the public (some with shared city employee parking), along with on-street parking. In addition, there are a number of privately-owned off-street parking lots associated with businesses. There are not parking garages located or planned at this time for downtown. The streets within the downtown are maintained, improved and operated by Ada County Highway District and not by the City.

A parking study has never been conducted for the downtown.

STUDY GOALS

The EURA has the following goals for downtown parking:

- Provide a customer friendly experience;
- Optimize utilization;
- Provide a pedestrian-oriented city center that is interconnected with a variety of uses that encourage citizens to park and walk between destinations;
- Support an economically vibrant downtown; and
- Achieve a balance between residential and non-residential parking needs.

SCOPE OF SERVICES

Below is an outline of minimum items to be considered within the scope of work. Consultants are encouraged to recommend additional analysis or review that will result in an improved parking plan.

Analysis of existing conditions

- Analyze the walking and parking patterns of merchants, employees and visitors to downtown Eagle. Perform a need analysis of the four (4) separate zones: Workday hours, evenings, weekends and special events.

- Interview stakeholders (including City staff, downtown visitors and downtown merchants) to understand the specific issues and the items that are unique to Eagle to formulate solutions for the current parking issues and provide options for the future.
- Review existing City of Eagle enforcement practices, signage and punitive fees. Currently the parking in downtown is free, unlimited and unregulated.
- Review and analyze the attached resource documents provided by the EURA and the City of Eagle with this proposal:
 - a) The inventory map of existing parking locations and spaces;
 - b) The EURA downtown survey completed in 2018;
 - c) The EURA Revitalization Plan
 - d) Chapter Six of the City of Eagle Comprehensive Plan (pages relevant to the Downtown);
 - e) The City of Eagle Off-Street Parking and Loading Requirements
- Identify and evaluate potential sites that could satisfy current and projected parking deficits. Proposed sites should identify estimated parking count and optimal configuration on the site.
- Examine opportunities for shared private parking.
- Examine and recommend opportunities to better utilize, relocate, redesign or reuse existing parking inventory to meet existing and anticipated parking needs.

Aspects of the Work Program for Parking Management Strategies

- Evaluate existing ordinance and recommend parking rules and regulations that support the goals and objectives of a downtown parking strategy. Consideration of nearby municipal policies are a high priority.
- Evaluate free parking vs. a parking fee and parking duration based on how these relate to on-street, surface parking and structured parking areas. Recommend a fee structure, if any, (including fees and fines) for on- and off-street parking that encourages the optimal parking utilization and discourages parking abuse by employees and all-day parkers. Provide comparisons to similar localities.
- Review and analyze existing private surface parking lots in the study area of downtown Eagle and provide options on how to better utilize existing parking to minimize new parking infrastructure and to provide for current areas with limited on-street parking;
- Review and provide public education program options;
- Review large special event parking and innovative ideas on how to better serve these events with existing and proposed infrastructure;
- Historic and aesthetic recommendations for signage and types of parking structures compatible with the City of Eagle;
- Review on-street parking angled vs. parallel parking options;
- Review ways on how to minimize on-street parking on adjacent neighborhood streets during large events and options;
- Analyze the need of shuttle services (Large special events only);
- Analyze existing wayfinding and directional signage for parking space and recommend improvements where necessary;

- Provide a comprehensive Needs Study for a proposed parking structure(s) in downtown Eagle and the location(s) of the structure(s) to best manage the issues of downtown (i.e. SW corner of Eagle Road and Old State Street);
- Provide information on parking trends and cost saving methods and procedures;
- Evaluate infrastructure needs for the existing downtown areas and including proposed surface lots, on-street parking, structured parking, parking easements, and opportunities to expand shared parking with private lots;
- Evaluate parking solutions and costs for parking meters and fees that are being implemented in similar downtowns as well as innovative, cost-saving, and forward-thinking solutions.
- Evaluate existing bicycle parking facilities and needed enhancements., as applicable.
- Prepare a cohesive recommended parking implementation plan that addresses the parking infrastructure and management strategies for Eagle in a holistic manner.
- Recommend how current parking facilities in Downtown Eagle can be more effectively managed (i.e. time limits signage; paid parking versus free parking, metering, on-street vs. surface lot/structure parking fees, and private surface lots within the study area).
- Identify areas for new directional signage for the public parking surface lots and provide recommendations for improvements.
- Develop strategies for improved employee/customer parking within the downtown and provide recommendations which could reduce walking distances.
- Review the benefits of public or private partnerships for the construction and/or operation of parking structures and surface lot facilities.
- Discuss and recommend potential funding sources of proposed infrastructure and innovation improvements including potential private and public grant opportunities.
- Review cost analysis of the above recommendations (as applicable) to determine the cost benefit ratio that is appropriate for the downtown core district.
- Review current downtown parking and provide recommendations for improved parking signage, under-utilized parking and innovative practices to improve the parking for customers.
- Review and provide recommendations for additional parking along E. State Street.

Presentations

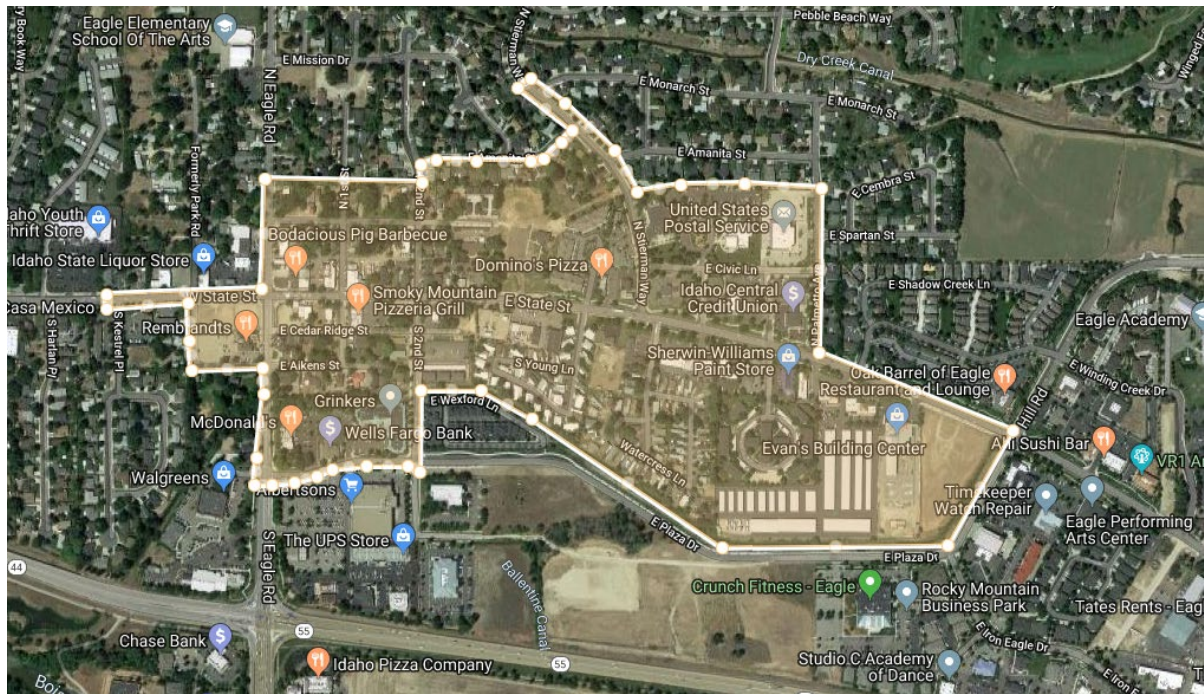
Conduct two (2) formal presentations:

- Meeting One – Community and Stakeholder Meeting (visitors to downtown, and downtown merchants and businesses)
- Meeting Two – Presentation of findings to the Eagle Urban Renewal Agency Board and the City Council

Project Study Area

The project study area should encompass the area bounded by S. Kestrel Place to the west, N. Palmetto Avenue to the east, E. Plaza Drive to the south, and E. Idaho Street to the north (See Figure 1).

Figure 1: Downtown Parking Study Boundary Map



The EURA requests the following sections be included in the analysis.

City owned public parking lot at 97 E Idaho Street – 0.16 acre lot developed for public parking.

City owned public parking just west of Heritage Park (183 E. State Street) – 0.16 acre lot developed for public parking.

City owned senior center parking lot (310 E. State Street)- 1.29 acre lot with a senior center facility and shared employee/public parking lot that includes parking stalls with access off of E. State Street, and parking stalls with access off of E. Idaho Street.

City owned public parking lot (100 N. Stierman) – 1.32 acre lot developed for public parking.

City owned library parking lot (100 N. Stierman) – 2.4 acre lot with library facility and shared employee/public parking lot.

City owned city hall parking lot (660 E. Civic Lane) – 1.233 acre lot with city hall facility and shared employee/public parking lot.

City owned Eagle Landing parking (175 E. Mission Drive) – 1.45 acre lot with parks and recreation facility, community center and museum, with shared employee/public parking.

On Street Parking – On street parking is provided within downtown but is un-managed and un-regulated. On-street parking along the following streets:

Two-Way Street Transitions – The City shows 1st Street within downtown becoming an “event” or “festival” street similar to the Basque Block in Boise. This transition may change the parking dynamic. Before and after information should be included in the analysis.

Existing Conditions Assessment: The Consultant shall complete a review and analysis of the parking system including location, condition, type, number of parking spaces, parking rates, use restrictions, layout of spaces (geometry and other features such as crosswalks and city services, ownership of off-street facilities, and adequacy of public and private parking availability. Create a data collection plan to gather field observations and assist in data collection.

Public/Private Partnership: Outline realistic options and parameters for private development of parking facilities for the general public. Identify strategies to encourage private development of parking facilities. Identify the pros and cons of a private /public partnership to develop additional parking facilities.

Identify and Evaluate Parking Recommendations: The Consultant shall review anticipated development and transportation infrastructure changes. They shall evaluate the appropriateness and adequacy of the parking supply for the next 5-10 years.

The consultant shall make recommendations for land use/zoning parking standards and changes the City can make to current parking management on a block by block basis. Include location specific details, program geographic limits, feasibility, and rate, revenue, and cost estimates, etc. Areas for change include transitioning from free parking to paid parking, adding time limits, changes in supply, adding parking permit programs, integration of multi-modal systems, etc. Consider revenue and financing needs for implementation and include stakeholder input in the analysis.

All recommendations need to support the vision for parking in downtown.

Project Coordination: The Consultant shall coordinate with the Eagle Urban Renewal Agency Chair and Executive Director regarding schedule, deliverables and the scope of work. The Consultant shall host a minimum of two steering committee meetings.

Community Outreach: The Consultant shall facilitate one community and stakeholder meeting that is targeted to downtown merchants and businesses and visitors. The Consultant may also develop and conduct a community survey on the downtown parking system. The EURA is open to additional strategies and approaches to enhance community engagement at the recommendation of the consultant.

PROJECT OUTCOMES

This report will be used by the EURA and the City’s elected officials and staff to evaluate and implement improvements to the parking system, supply and options. Outcomes from the project include:

- A realistic plan for more effective use of parking and better management of the downtown parking system;
- Credible information that can be communicated to the public and stakeholders;
- A parking system that contributes to a positive image of the City;

- A parking system that supports livability and economic development in Downtown, including provisions for bicycle parking;

FINAL PRODUCTS

Final Report: Through the analysis, the Consultant shall prepare a comprehensive report that provides a complete discussion of inter-related parking dynamics. The report should review input based on collected data and stakeholder input, using that input to identify issues that need to be addressed and potential recommendations for consideration. The analysis shall include an understanding of current efforts and concerns and must provide actionable recommendations/changes with a pros and cons analysis for short, medium, and long-term implementation timeframes. Where capital investments are part of the recommendation, those investment costs shall be included.

The consultant will provide two (2) copies of a final report, one unbound, and an additional digital copy in a commonly accessible format. All work products associated with the project, preliminary or final, paper and/or electronic format, shall be the property of the EURA.

Presentation to EURA and Governing Board: It is anticipated that the Consultant shall prepare and present the final report to the EURA Board of Commissioners and to the Mayor and City Council upon completion.

SCHEDULES AND SUBMITTALS

Proposal Due: **January 22, 2020**

Consultant Selection (tentative): **February 4, 2020**

Complete Project no later than: **August 19, 2020**

INSTRUCTIONS TO PROPOSERS

Pre-proposal Conference: None

Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

1. Have carefully read and fully understand the information that was provided by the EURA to serve as the basis for submission of this proposal.
2. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
3. Represent that all information contained in the proposal is true and correct.
4. Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
5. Acknowledge that the EURA has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the EURA permission to make these inquiries, and to provide any and all related documentation in a timely manner.

6. Have visited the applicable area and parking facilities and are sufficiently with these areas and facilities to submit a response to this RFP.
7. No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed of any fact or condition.

Questions

All questions regarding this RFP must be submitted by email to Robin Collins at executivedirector@eagleurbanrenewal.org and received not later than **4:00 pm on Wednesday, January 8, 2020.**

Answers to submitted questions will be posted as an addendum to the bid listing on the EURA's website on **January 10, 2020.**

The BID listing is available at <http://www.eagleurbanrenewal.org/>

The EURA shall not be responsible for nor be bound by any oral instructions, interpretations, or explanations issued by the EURA or its representatives.

Responses from the EURA to questions by any Proposer will be communicated in writing via email to all recipients of this RFP.

Questions received after the date and time stated above will not be accepted or provided a response.

Addenda

Any addenda issued by the EURA shall be in writing, shall become a part of this RFP, and shall be acknowledged and responded to by Proposer.

Submittal of Proposals

Proposals should be in electronic format and either emailed to the email address noted below or hand delivered. Printed copies are optional. All proposals shall be submitted to:

Eagle Urban Renewal Agency
Attn: Robin Collins, Executive Director
660 E. Civic Lane
Eagle, ID 83616
E-Mail: executivedirector@eagleurbanrenewal.org

Proposals must be received no later than 4:00 pm on January 22, 2019. All proposals received after that time will not be accepted.

The proposer shall submit its proposal via email as a PDF attachment with the email subject line: **Comprehensive Downtown Parking Study.** Verification of the receipt of proposal is the responsibility of the submitting firm.

Consultant Responsibilities

The Consultant shall be capable of providing all professional services as described under the Scope of Services and to maintain those capabilities until the project is successfully finished. Exclusion of any service required under the Scope of Services may serve as cause for rejection of the proposal or the termination of the contract.

Withdrawal of Proposals

A Proposer may withdraw its proposal at any time before the expiration of the time for submittal of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

RIGHTS OF THE EURA

The RFP does not represent a commitment or an offer by EURA to enter into an agreement with anyone or any responding party or to pay any costs associated with or incurred in preparing a response to the RFP. This RFP does not commit the EURA to select a proposal and enter into a contract, nor does it obligate the EURA to pay for any costs incurred in preparation and submittal of proposals or in anticipation of a contract. EURA reserves the right to make any and all decisions regarding the acceptance or rejection of a proposal or alternatives contained therein based upon what EURA determines in its sole discretion to be in the best interest of the public and MDC. The EURA reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Remedy errors in the Request for Proposals process;
- Approve or disapprove the use of particular subconsultants;
- Negotiate with any, all or none of the Proposers regarding project scope;
- Accept other than the lowest cost offer;
- Waive informalities and irregularities in the Proposals; and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the EURA.

An agreement shall not be binding or valid with the EURA unless and until it is executed by authorized representatives of the EURA and of the Proposer.

RFP TIMELINE

The EURA intends to select a firm within thirty (30) days following the submission deadline but may extend this timeline as it deems necessary. All proposals shall good for a period of ninety (90) days. The EURA may, at its own discretion, conduct interviews and other evaluations of some, all, or none of the applicants prior to selection. The EURA will select the firm that best meets the needs of the EURA.

RFP and Implementation Schedule (Tentative):

Public Release of Request for Proposal	December 20, 2019
Questions from Proposer – Deadline	January 3, 2020
Deadline for Proposal Submittals	January 22, 2020
Interviews (if required)	January 27-30, 2020
Selection & Notice of Award (tentative)	February 4, 2020
EURA Board Approval of Contract/Agreement	February 18, 2020
Notice to Proceed	February 19, 2020
Complete Analysis & Reporting no later than	August 19, 2020

PROPOSAL SUBMISSION REQUIREMENTS

These guidelines govern the format and content of the proposal. The intent of the RFP is to encourage responses that clearly communicate the Proposer’s understanding of the EURA’s requirements and the firm’s ability to meet those requirements.

In addition to the items included within this RFP, the proposal shall include the following information referenced by the letter below for ease of identification:

- A. Letter of Transmittal – A letter of transmittal that includes a single contact (Project Manager), mailing address, telephone number, and email address.
- B. Introduction/Summary – A short introduction and summary of the company/consultant (i.e. how long the company/consultant has been in business, number of employees, etc.). In addition, a description of what disciplines are included within the firm.
- C. Detailed Work Program – Include a detailed work program that addresses:
 - a. Details on the tasks and approaches that will be used to accomplish the Scope of Services as listed in this RFP
 - b. A list the names of principal investigators and other key professionals who will be involved. Support personnel may be identified by classification. If subcontracting is necessary, include subcontractors’ key personnel and support staff in the table. Clearly identify the subcontractors’ involvement.
- D. Project Management and Communication – Methods the Consultant proposes to use to manage and complete the project and communicate with the EURA, the City of Eagle and the public as to project progress, reviews, and conduct of public meetings.
- E. Personnel Qualifications and Experience – Resumes of the individuals who will be assigned to the project.
- F. Comparable Projects with References – Identify 2 comparable projects in progress or completed (preferably completed) , with the following information:
 - a. Current contact names and telephone numbers
 - b. Summary of the project
 - c. Nature of public involvement in the project
- G. Representative Work Sample – A representative work sample similar to the work being requested. The sample may be provided digitally (e.g., a PDF). Directing the EURA to an online

document or file-sharing site is also acceptable. Only one (1) representative work sample is required per submittal.

- H. Cost and Incurred Cost - The Consultant shall provide a cost breakdown for the following components and a description of what each entail and the information that will be gained from accomplishing each element. In addition, Consultant may provide recommendations and the associated cost for any other suggested elements to the study and the outcome of those elements.
 - a. Parking Supply and Demand Analysis
 - b. Parking Utilization and Peak Demand
 - c. Parking Duration and Turnover
 - d. Walk Zone Analysis
 - e. Future Needs Assessment
 - f. Recommendations

 - I. Schedule - A schedule shall be provided for the project, indicating the time for the completion of the major elements of the Scope of Services. The overall completion of this project shall not exceed the date as listed on the above timeline without prior authorization from the EURA Board of Commissioners.

 - J. Agreement and Fee - A Not-to-Exceed Fee Proposal based on the Scope of Services and the company’s proposal shall be provided as a part of the Proposal. A fee schedule shall be included with an estimate of man-hours by discipline and task, raw hourly rates (excluding benefits and overhead) by discipline, anticipated direct expenses (such as mileage, meals, postage, blueprinting, etc.), proposed overhead rate and a fixed fee (profit). * Note: The name of each sub-consultant proposed for this study shall be listed separately under the direct expense section along with the proposed Not-to-Exceed fee for each sub-consultant.
- Any task or tasks the Consultant feels are missing in this RFP, but may be required for the completeness of the study, shall be detailed in a separate fee schedule, as needed.
- K. Signature/Certification: The proposal shall be signed by an official authorized to bind the offer and shall contain a statement that the proposal is a firm offer for a ninety (90) day period from the submittal deadline. The proposal shall also provide the following information: name, title, address and telephone number of the individual(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

PROPOSAL REVIEW CRITERIA AND AWARD

A Selection Committee will use the following criteria as a tool to help it evaluate the proposals and present a recommendation to the EURA Board for consideration:

Review Criteria	Weight	Max. Points	Points *Weight
Demonstrated understanding of the project	5	5	25
Technical approach to the project	4	5	20

Qualifications/experience of project team	3	5	15
Completion of similar projects	3	5	15
Timelines and Cost Proposal	3	5	15
Completeness and quality of the RFP	2	5	10
TOTAL			100

The evaluation of these criteria and the determination whether a response meets the desired qualifications and is in the best interest of the EURA is within the sole and absolute discretion of the EURA. Upon selection of the successful proposer, if any, the EURA will enter final negotiations with the firm or individual. If the EURA is unable to reach agreement with the top-rated firm or individual, the EURA may choose to negotiate with additional firms or individuals who responded to the RFP. This RFP does not obligate the EURA to select any proposer or enter into an agreement.

CONTRACT TYPE AND METHOD OF PAYMENT

It is anticipated that the agreement resulting from this RFP, if awarded, will be a Professional Services Agreement.

Proposers shall be prepared to accept the terms and conditions of the Agreement, including Insurance Requirements.

Payables are approved by the EURA once a month at their regularly scheduled meetings which occur on the 1st Tuesday of each month. Invoices must be received at least seven (7) days prior to the meeting to ensure payment is approved at that meeting. Invoices received later than seven (7) days prior to the meeting may not get processed until the next regularly scheduled meeting.

PUBLIC NATURE OF PROPOSAL MATERIAL

Responses to this RFP become the exclusive property of the Eagle Urban Renewal Agency (EURA). All proposals received in response to this RFP become a matter of public record and shall be regarded as public records. Those items which are marked in each proposal as by the Proposer as business or trade secrets and plainly marked as “Confidential,” “Trade Secret,” or “Proprietary” may be subject to an exemption from disclosure. The EURA will seek to maintain those items so marked as exempt from disclosure to the extent Idaho law permits it to do so; however, the EURA will comply with Idaho public records law in regard to those items. The EURA shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as “Confidential,” “Trade Secret,” or “Proprietary,” or if disclosure, in the EURA’s sole discretion, is required under the Idaho Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal “Confidential,” “Trade Secret,” or “Proprietary” shall be regarded as non-responsive.

COLLUSION

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and made in the interest of or on behalf of any person named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

