



Office of  
City Manager

## City of Bristol, Virginia

300 Lee Street, Bristol, Virginia 24201 (276) 645-7333

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Website: [www.bristolva.org](http://www.bristolva.org)



Wednesday April 6, 2011

Rich & Associates  
Attn: David Rich  
26877 Northwestern Highway, Suite 208  
Southfield, Michigan 48033

Mr. Rich:

The intention of this letter is to request a proposal from your company for the preparation and presentation of comprehensive parking study and parking management plan for Bristol's downtown commercial area.

### **Request:**

The City of Bristol, Virginia (CITY) is requesting proposals from qualified respondents (CONSULTANT) for the development and presentation of a comprehensive parking study for our downtown commercial area. The study will be comprised of an existing inventory, a review of occupancy, a discussion of needs, recommendations for a fee structure and the location/format of any required additional spaces as detailed in the below scope of services.

### **Background:**

The City is a small municipality situated on the Virginia/Tennessee state line. Our downtown commercial area is defined by the boundary depicted below. The downtown is shared across the state line and the scope of services includes evaluating parking availability/need in both Virginia and Tennessee. In recent years the downtown has blossomed into a thriving and vibrant destination for our residents and for tourists alike. This continued growth may be hampered by a real or perceived need for additional parking. The City of Bristol, Virginia has opened the discussion concerning this problem and would now like to develop its solution. One component of this solution may be the development of a parking structure. The City of Bristol, Virginia is requesting quotes pursuant to City Code Article I, §2.3 *Purchases Generally* and the Virginia Public Procurement Act. Both price and quality will be considered in making a final selection.

**Questions/Comments Due: April 20, 2011** (must be submitted in writing via email or mail to Andrew Trivette at 300 Lee Street Bristol, VA 24201 or [atrivette@bristolva.org](mailto:atrivette@bristolva.org))

**Responses Due: April 29, 2011** (stamped received)

**Anticipated Vendor Selection/Ranking: May 13, 2011** (notices mailed, pending schedule adjustment)

**Scope of Services:**

The CITY will be undertaking a parking study to determine existing and future parking needs in downtown Bristol. The boundary of the study area is shown in Exhibit A. The study will focus on collecting information regarding existing parking operations, parking occupancies during peak periods, projection of future parking demands in downtown Bristol and a plan to best manage parking in the downtown area. In order to determine the potential need for a new parking deck, the CONSULTANT will prepare a parking analysis. This analysis will be based on data provided by the CITY and parking occupancy counts conducted by CONSULTANT.

Task 1. Data Collection

- A. The CONSULTANT will collect an inventory of existing off-street and on-street parking spaces.
- B. The CONSULTANT will collect operating hours, parking prohibitions (i.e. parking for patrons of a particular business) and current fees of all parking lots in the downtown area.
- C. The CONSULTANT will identify the owner or operator of all parking lots in the downtown area. The CITY will provide the CONSULTANT with all relevant information regarding agreements with private entities that utilize CITY owned parking lots in the downtown area.
- D. The CONSULTANT will collect detailed parking occupancy counts for off-street and on-street locations on a typical Friday and Saturday. The hours of the survey will be determined based on input from CITY staff. For the purposes of budgeting, the CONSULTANT should assume 12 hours of parking occupancy counts on Friday and 10 hours of occupancy counts on Saturday. The parking occupancy counts should be conducted on a typical Friday and Saturday. The actual dates will need to be approved by the CITY prior to the CONSULTANT undertaking data collection.
- E. The CONSULTANT will prepare an analysis of typical weekday/weeknight demand/occupancy for both off and on-street parking in Bristol's downtown area.
- F. The CONSULTANT will collect information related to future development in the downtown area to estimate future parking demand. The CITY will provide the CONSULTANT with all relevant data related to future parking demand.
- G. The CONSULTANT will collect information related to special events in Bristol to estimate the impact of these events on the adequacy of parking in the downtown area.

Task 2. Parking Analysis

The CONSULTANT will prepare a parking analysis that evaluates the following:

- A. Assessment of Existing Parking
  1. Summarize existing parking supply.
  2. Prepare a map showing the location and ownership of existing off-street and on-street parking spaces.
  3. Summarize operating hours, parking prohibitions and current fees for all parking lots in the downtown area.
  4. Summarize existing occupancy counts and provide a thematic map detailing high and low demand areas.
  5. Estimate impact of special events on the adequacy of parking in the downtown area.

6. Provide a detailed description of current parking adequacy discussing overall supply and demand, use of on-street parking and impact of parking prohibitions on the current parking availability.

**B. Assessment of Future Parking**

1. Estimate future parking demand based on planned development and redevelopment in the downtown area.
2. Develop recommendations for construction of new parking spaces, changes in operation of existing parking spaces, changes to off-street parking prohibitions and management of on-street parking.
3. Develop parking fee structure recommendations for all CITY owned parking lots and on-street parking spaces in the downtown area. Recommendations would include cost per hour, long term employee parking versus visitor parking pricing, metered parking system for on-street parking and hours of operation.
4. Consider and develop any suggested changes to City Code which would accommodate current and future parking needs.

**Task 3. Documentation**

CONSULTANT will prepare a draft report in PDF format to be submitted to the CITY staff. CONSULTANT will meet with the CITY staff to review the report and receive input and comments. Based on comments, CONSULTANT will prepare a final report and submit it to the CITY in PDF format within one (1) week of receiving the comments.

**Task 4. Meetings**

CONSULTANT will attend a total of three (3) meetings for the project. At the commencement of the parking study the CONSULTANT will meet with the CITY staff to review the scope of the project, understand the CITY's goals for the project and receive required information from the City of Bristol. As discussed in Task 3, CONSULTANT will also meet with staff to review the draft report and receive input and comments. The CONSULTANT shall also present the finished report and its findings to City Council in an open meeting.

**Schedule:**

An approximate two month schedule is projected for the project as follows:

Weeks 1: Kick-off Meeting and Parking Occupancy Counts

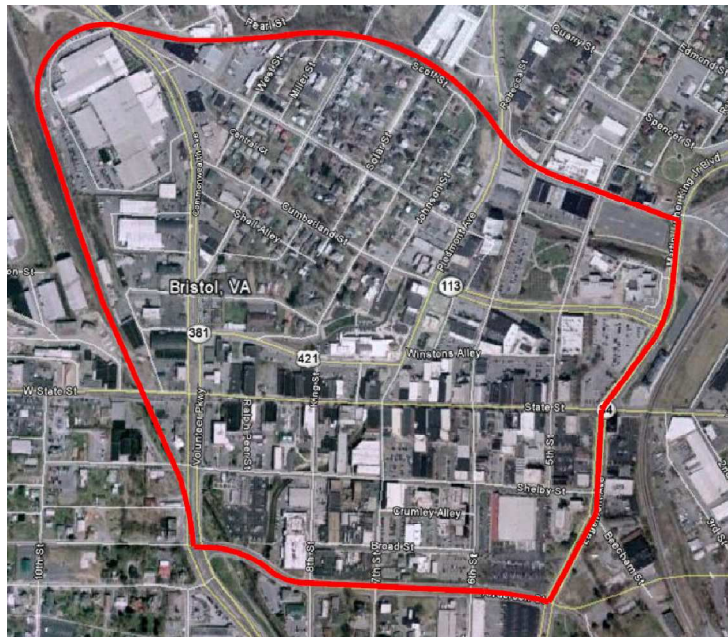
Weeks 2-3: Parking Analysis

Week 4: Submit Draft Report to the CITY

Weeks 5-7: CITY Internal Review of Draft Report

Week 8: Meet with CITY to review comments on Draft Report

Week 9: Submit Final Report to the CITY

**Area of Study:****Selection:**

Each response shall be considered by the City Manager. The City Manager shall consider received proposals, request additional materials as needed or warranted. The City Manager shall select the successful respondent. The City hopes to complete its selection process within two (2) weeks of the response closure date. Vendors will be expected to comply with City purchasing requirements with regard to Default, Non-Discrimination, Conflict of Interest, Indemnification, Ethics in Public Contracting, Audit, Non-Appropriation, and other standard terms.

**Obligation:**

This informal request for quote does not commit the CITY to enter into any agreement or to pay any costs incurred in the preparation of a proposal or in any subsequent negotiations. The CITY will require the selected vendor to participate in negotiations and to submit any cost, technical or other revisions to the proposal that may result from the negotiations to the CITY for review. The CITY reserves the right to perform some or all of the services described in this request for quote with its own workforce.

We look forward to receiving your proposals and are anxious to move forward with this project. Please contact me directly with any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dewey P. Cashwell, Jr.'.

Dewey P. Cashwell, Jr.  
City Manager

DPC/aot