

YPSILANTI DOWNTOWN DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS DOWNTOWN PARKING STUDY AND PLAN

INTRODUCTION

The Ypsilanti Downtown Development Authority (YDDA) will be accepting proposals from consultants for a parking study of Downtown Ypsilanti. The YDDA will accept proposals until Tuesday January 4, 2011.

BACKGROUND

The YDDA is seeking to commission a comprehensive study of the Downtown Ypsilanti parking system. The YDDA is committed to ensuring that a sufficient supply of parking is available in all of the downtown districts that accommodate the needs of businesses, employers, residents, and students and to investigate opportunities to create an integrated parking system that allows for synergy between multiple nodes of transportation. The study commissioned by the YDDA will be used to develop future parking policies and development strategies.

The study is intended to generate data and findings about the parking supply and demand in Downtown Ypsilanti, demographic information about the parking system users, and cost estimates for maintaining a unified system.

The YDDA's Parking Committee will be the lead agency for this project. The project area will be within the DDA boundaries as identified on the attached map. The Parking Committee will be involved with review of the proposals, interviewing of consultants for the project, submitting a recommendation to the YDDA Board, and working with the selected consultant to develop a long-term strategy.

PROPOSED SCHEDULE FOR CONSULTANT SELECTION

Wednesday December 1, 2010

Advertise Request for Proposals (RFP).

Friday December 10, 2010

A pre-application meeting will be scheduled for interested applicants with The YDDA staff at Ypsilanti City Hall 1 S. Huron St, Ypsilanti Mi., 48197 in the Council chambers at 1:00.

Request for Proposals – YDDA Parking Study

November 12, 2010

Page 2

Tuesday January 4, 2011	RFP from consultants are due no later than 2:00 P.M. Public Bid opening shortly thereafter.
Friday January 7, 2011	Staff and committee review of RFPs, select consultants to interview, and develop interview questions, and schedule interviews
Thursday-Friday January 13-14, 2011	Committee interviews consultants
Wednesday January 12, 2011	Parking Committee discusses candidates and prepares recommendation
Thursday January 20, 2011	YDDA Board considers Committee's recommendation and awards bid
Tuesday February 1, 2011	Consultant prepares detail work plan for project completion.
Friday April 29, 2011	Consultant presents report

MINIMUM SCOPE OF WORK CONSIDERATIONS

Contained below is an outline for items to be considered within the scope of work. In their proposal, consultants are encouraged to add additional steps or better define the steps they feel are necessary to develop a long-term parking strategy. The RFP should give an individual itemization including costs for each task outlined below. The YDDA desires to have the entire process completed before May 1, 2011 so that some of the recommendations could be incorporated in June 2011.

- Provide an assessment of current infrastructure impact on parking for the DDA districts. What are the implications of future growth?
- Provide an assessment of changing demand. Determine the potential impact of increased residential units on the existing parking inventory.
- Determine the maximum capacity for parking under the current inventory. Identify peak days and hours of usage. Identify where there will be an increased need for spaces.

- Conduct a survey on current Parking Usage and Public Perception. The survey should reach out to all DDA stakeholders including business owners, employees, residents, and visitors.
- Identify industry standards and best practices. What are current trends economic development trends related to parking? What recommendations can be gathered from current trends?
- Identify opportunities for synergy with alternative modes of transportation. Provide samples of parking models that incorporate these elements.
- Provide a cost estimate for running and maintaining a DDA wide, unified parking system including a sustainable revenue model.

SELECTION PROCESS

The selection of a consultant will be based on qualifications and the content of the proposal submitted with a preference in using a consultant based in the Ypsilanti area. At a minimum, proposals should contain the following information:

1. Prior experience in developing parking plans and studies. Emphasis will be placed on prior experience with Michigan municipalities;
2. References for each of the projects;
3. Personnel to be assigned to the project and their experience;
4. Detailed scope of work including itemized costs and timelines for completion. The scope of work will be incorporated into the professional services agreement; and
5. Compensation – Please specify reimbursable expenses that the YDDA could anticipate as part of the process, along with the manner for compensation.
6. Statement of philosophical approach to parking and how previous projects demonstrate that philosophy

Request for Proposals – YDDA Parking Study

November 12, 2010

Page 4

In submitting their bid, each bidder represent that they have read and understand the bidding documents.

Please submit three sealed proposals to the address listed below:

Ypsilanti City Clerks Office
Attn: YDDA Parking Study
Ypsilanti City Hall
One S. Huron St.
Ypsilanti, MI 48197

The YDDA reserves the right to reject any or all bids and to waive irregularities in bidding. The successful bidder will be required to furnish satisfactory bonds and certificates of insurance if necessary.

For additional information, please contact YDDA Executive Director Tim Colbeck at 734.482.1410 or by e-mail at tcolbeck@ypsilantidda.org.