ELMWOOD VILLAGE PARKING STUDY RFP
QUESTIONS AND ANSWERS

**Question 1:**
Please confirm that the study requires an inventory of all existing parking in the study area, both on-street and off-street.

**Answer 1:**
We will require an inventory of on street parking as well as off street commercial lots.

**Question 2:**
Will the study consider both public lots and private lots? Will both need to be inventoried and factored into the study?

**Answer 2:**
Yes.
Peak time of 11-1 and 4-7 at the very least.

**Question 3:**
With questions due 5/20 and the pre-proposal meeting not being held until 6/3, will questions be allowed after, or at least during, the pre-proposal meeting?

**Answer 3:**
Questions will be allowed at the pre-proposal meeting. Any additional questions, pertinent to the Request for Proposals, which arise as a result of the discussions at the pre-proposal conference, will be added to the City’s website as an addendum.

**Question 4:**
Section 4.3 notes that a timeline is required with the submission. Does the City have a preferred date for the beginning and completion of the Parking Study?

**Answer 4:**
ASAP for the beginning and August 1, 2015 for completion.

**Question 5:**
Section 4.3 states that the scope of work is limited to one page. The sentence immediately preceding it asks for a “detailed description of the process by which they will perform the services described in this RFP.” Given the large area of the study, and the many expected deliverables, setting the approach to one page seems a bit limiting. Can this one page limit be expanded?
**Answer 5:**
Yes.

**Question 6:**
Does the City have a parking inventory of on-street and public and private off-street spaces? Is the inventory available as a GIS shapefile?

**Answer 6:**
No.

**Question 7:**
Does the City have any parking utilization data, including historical data/trends?

**Answer 7:**
The City has utilization data from 8 am to 5 pm where Pay and Display meters are located.

**Question 8:**
How many meetings does the City expect the consultant to be present in-person for?

**Answer 8:**
Three, with at least one being public and co-hosted by the Elmwood Village Association.

**Question 9:**
Will the City be hosting a public outreach process in conjunction with this effort, or does the City expect the consultant to conduct public outreach?

**Answer 9:**
Public outreach will be the public meeting.

**Question 10:**
Is the MBE/WBE percentage a requirement or a goal?

**Answer 10:**
It is a goal.

**Question 11:**
What is the anticipated budget for the project?

**Answer 11:**
Maximum of $30,000.
**Question 12:**
Scope item #1 is labeled ‘traffic’, is there a traffic analysis (turning movement counts, capacity analysis, accident analysis, etc) component to this study?

**Answer 12:**
No.

**Question 13:**
In terms of demand/occupancy information, what time period(s) are expected to be evaluated – daytime, evening, weekend, any combination of these?

**Answer 13:**
Peak times which is 11-1 and 4-7.

**Question 14:**
It is noted that recommendations to maximize turnover is desired at City metered spaces – is a turnover evaluation required or only potential strategies to encourage turnover? If a turnover evaluation is required, what frequency and time period(s) should be observed?

**Answer 14:**
Potential strategies.

**Question 15:**
In terms of the future analyses, what is the future year that will be evaluated?

**Answer 15:**
Fiscal year 16-17.

**Question 16:**
Will future development and/or anticipated changes in parking supply and demand be provided by the City or other agencies?

**Answer 16:**
Yes.

**Question 17:**
Will the City provide information needed to estimated potential infill – vacant building/space/parcel information, potential land uses, etc?

**Answer 17:**
Yes.