



# **Engineering & Public Services**

## **REQUEST FOR QUALIFICATIONS**

### **Everett Downtown CBD Pay Parking Management Study**

Notice is hereby given that “Statements of Qualifications” will be received by the City of Everett until 4:00 PM, Friday, May 4<sup>th</sup> 2007 for Studying the potential implementation of a “Pay to Park” parking management plan in downtown Everett.

#### **BACKGROUND**

The City of Everett has recently developed and implemented a new Downtown Plan element of the City’s Comprehensive Plan. The Downtown Plan’s goal is to promote economic development, and a dynamic mixed-use environment including, office, retail and residential elements. Residential elements are intended to promote a sustainable urban living environment consistent with state growth management goals.

In conjunction with the Downtown Plan, this study is intended to evaluate and recommend an appropriate Pay to Park parking management system that includes modern methods and equipment for parking management and enforcement. It must be flexible, adaptive and cost effective.

#### **PROJECT DESCRIPTION**

The work to be performed by the consultant will likely include the following elements:

- Document Review and Summarization of Policy Environment
- Site Analysis
- Market Analysis
- Recommended Alternatives
- Economic Analysis and Preliminary Budget
- Outcome Analysis
- Program Development Outline

#### **CONDITIONS OF THE AGREEMENT**

The City has prepared a draft scope of work outline to serve as a starting point for the negotiation of a Scope of Work with the successful consultant or team. This Draft Scope of Work Outline can be obtained as a PDF from the City’s website at: [www.ci.everett.wa.us](http://www.ci.everett.wa.us) under Engineering & Public Services.

The form of contract used for this project will be the City of Everett Professional Services Agreement (PSA). The successful consultant will be required to execute this agreement and comply with its requirements. Prospective consultants should familiarize themselves with this agreement, available from the City of Everett. Copies of the Professional Services Agreement can be obtained by contacting Gordon Larson at 425.257-8800, fax 425.257-8856, or by e-mail at: [glarson@ci.everett.wa.us](mailto:glarson@ci.everett.wa.us).

The City anticipates that the study will be completed within approximately four months from the time that Professional Services Agreement has been executed.

## **SUBMITTAL**

A shortlist will be created of consultant firms or teams to be interviewed for the final selection. The shortlist of consultants will be chosen on the basis of the following information, which must be included in your Statement of Qualifications (125 points maximum).

1. The City of Everett desires an experienced project manager capable of providing direction and oversight for the study effort. Describe the proposed project manager's past experience in evaluating urban parking and performing a Parking Management Study. *(Please note: If his or her team is shortlisted, the project manager identified in the Statement of Qualifications will be required to represent the project at the subsequent interview. Also, if selected for this project, the City will require that the interviewed project manager remain as the day-to-day contact for this project throughout the duration of the contract, unless a suitable replacement is approved by the City.)* **(10 points)**
2. Describe the relevant, recent experience of each of the study team members in the evaluation, design and implementation of urban parking management systems similar in scope to this study—especially those that are associated with a study or implementation of a parking management plan for Cities of similar size and or situation. **(10 points)**
3. Describe the team's level of familiarity and their professional perspective on the following books on the topic of urban parking:
  - *The High Cost of Free Parking* (Donald C. Shoup)
  - *Lots of Parking: Land Use in a Car Culture* (John A. Jakle & Keith A Sculle)**(20 points)**
4. Describe the team's expertise and experience in forecasting parking demand reallocation, on and off street parking and its response to changes in pricing structure. **(10 points)**
5. Describe the team's experience and expertise in economic analysis. In particular describe the team's strength with regard to analysis of effects on business by sector and economic development effects. **(10 points)**

6. Describe the study team's familiarity and experience with modern pay to park technology elements including pay and display, pay by space, park by phone, variable rate capability, payment method options, wireless capabilities, parking detection, data collection and enforcement technologies. **(15 points)**
7. Describe the study team's experience and expertise in the preparation of an RFP for equipment procurement and system implementation. Describe the various management philosophies, structures and methods with which the team has expertise and experience. **(15 points)**
8. Describe the consulting firm's and the project manager's most recent experience with estimating and forecasting development and implementation costs and revenue projections for similar parking management systems. Please include a comparison of the project manager's cost estimate and revenue projection and the actual implemented cost and revenue, including an explanation of differences. Please include agency and contractor contact names and phone numbers. **(15 points)**
9. Explain how the project manager will maintain communication between the City contact(s) and other project team members, including subconsultants. Describe what techniques or tools the project manager will use to insure that all project team members are completing their tasks as assigned and on schedule, and how the project manager will report this information to the City's project manager. Describe the project manager's experience with using MS Project or other project management software. **(10 points)**
- 10. Provide recent letters of recommendation from previous clients for similar projects. (10 points)**

The statements of qualifications shall be limited to twenty (20), single-sided, 8 ½" x 11" pages. Four (4) additional sheets will be allowed for letters of recommendation from previous clients. No additional information or pamphlets will be considered by the selection committee.

The City of Everett encourages disadvantaged, minority, and women-owned consultant firms to respond.

The City of Everett does not discriminate on the basis of disability in the admission or access to, or treatment in, its programs or activities. Requests for assistance or accommodation can be arranged by contacting Gordon Larson at 425.257-8800, fax 425.257-8856, or by e-mail at: [glarson@ci.everett.wa.us](mailto:glarson@ci.everett.wa.us).

Please submit six (6) paper copies of the Statement of Qualifications to: Ryan L. Sass, P.E., City Engineer, City of Everett, 3200 Cedar Street, Everett, WA 98201-4516 by Friday, May 4th, not later than 4:00 PM. Submittals after that date and time will not be considered. Any questions regarding this study project, solicitation, and submittals should be directed to Ryan L. Sass, P.E., City Engineer, in writing by e-mail at: [rsass@ci.everett.wa.us](mailto:rsass@ci.everett.wa.us) .