

# REQUEST FOR PROPOSAL

City of Brighton Downtown Development Authority

Lindhout Associates Architects aia pc

Lindhout Associates architects aia pc

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810-227-5668 (fax) 810-227-5855



City of Brighton Downtown Development Authority

COMM. NO. 0044

## PROPOSAL REQUEST for PARKING ANALYSIS

**DATE:** September 18, 2008

**TO:** Qualified Parking Consultants

### Section A - INTRODUCTION

#### A1 Purpose:

The City of Brighton Downtown Development Authority has issued this Proposal Request for the purpose of selecting a parking consultant to analyze the public parking situation in the Downtown area of Brighton, (see attached map). The selected consultant will analyze the current parking conditions of the Downtown area and make recommendations for solutions, if any, to correct any cited problems. The consultant will also analyze the future parking needs of the Downtown area and make recommendations of future parking growth. A detailed scope of expected services and a proposal format that is desired is described herein.

#### A2 Summary of Project:

The City of Brighton's Downtown area has been vibrant with growth since the late 80's and the improvements made by the Downtown Development Authority (DDA) have played a significant role in this growth, from streetscape improvements to building and improving parking lots. The City and the DDA have tried to keep pace with the parking demand created by the rapid growth of the Downtown area, but there has always been a perception by local merchants that there is not enough parking.

The DDA has been exploring the possibility of constructing a parking structure/deck for the past few years. The focus, which has been on current City owned lots, has now moved to looking at all parcels of land that become available. This has been a sporadic approach to locating a parking structure and the DDA feels they need a qualified consultant to investigate the current public parking conditions and the future parking needs of the Downtown area.

Not only would the DDA like to determine if there is a parking shortage now, but would also like to determine future needs for additional parking. In determining future parking requirements, they need to determine a strategic location to best serve the public, and whether or not a parking structure should be considered.

#### A3 Issuing Office:

This RFP is issued on behalf of the City of Brighton Downtown Development Authority by their design consultant, Lindhout Associates Architects. All questions and clarification requests should be directed to the offices of the design consultant. Proposals shall be addressed to the City of Brighton Downtown Development Authority, 200 North First Street, Brighton Mi 48116, Attn: Robert Herbst, Chairman.

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### A4 Responsibilities:

The DDA is looking for pro-active solutions to the current parking needs and future parking needs in order to continue the successful growth of the Downtown. The selected consultant will develop a detailed and cohesive parking study for Downtown Brighton, which shall include, but is not be limited to the following elements:

#### **Existing Parking Conditions & Recommendations**

- Review current parking restrictions – Two hour on street parking
- Perform studies during appropriate periods of time that provide information on turnover and occupancy patterns, including major events that affect the Downtown area.
- Evaluate pedestrian traffic patterns
- Review current wayfinding system for identification of public parking lots
- Evaluate/analyze of the current parking demands
- Provide a list of questions to be distributed to current business owners to reflect their concerns relative to the current parking conditions
- Cite locations best suited for additional surface lot or parking structures
- Identify current public parking shortfalls
- Provide a parking utilization assessment of the current level of usage of public parking
- Identify peak demands and periods of the day when parking is at low demands

#### **Future Parking Needs & Recommendations**

- Develop strategies for improved visitor and employee parking options
- Evaluate feasibility of multi-level parking structure for the current public parking conditions and future parking needs
- Develop a parking lot build-out plan to reflect future needs and encourage the continuous growth of the Downtown area
- Assess the impact of future development on parking
- Identify and evaluate potential sites that could satisfy current and projected parking deficits
- Cite locations best suited for additional surface lot or parking structures. Proposed sites for parking structures should include estimated parking count and configuration on the selected site
- Review and recommend any land acquisitions or creation of new surface lots and/or parking structures

#### **Recommended Parking Structure Requirements**

- Provide assistance in developing financing strategies of multi-level parking structure including public finance initiatives and public and private partnerships
- Provide yearly maintenance costs for a parking structure
- Provide a strategy for operating guidelines, parking revenue and enforcement of a parking structure.
- Recommend appropriate management/staffing and pricing strategies for parking structure.
- Provide a financial proforma of recommended parking structure
- Detailed parking capacity for the site (number of spaces & floors)
- Feasibility of locating other uses (office, retail, residential) within or on top of the structure
- Pedestrian routes from the facility to various destinations in the Downtown
- Traffic flow, to and from the site
- Provide preliminary cost estimate for construction cost for the structure
- Recommend phasing of the facility in response to the pace of future development
- Estimate time to construct recommended facility

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This list is not intended to be a comprehensive itemization of plan components or areas needed to complete the required study. The DDA is relying on the consultant's professional expertise in analyzing these factors and any others that are pertinent to evaluating parking in a community that anticipates continued economic growth and an increase to pedestrian and vehicular traffic.

Due to budget constraints the DDA is requesting that the proposal be broken down into the three headings above. This will allow the DDA to review the findings of each portion of the study and authorize the remainder of the study as funds become available. The chosen consultant will be required to present their findings to the DDA Board. The consultant shall provide six (6) copies and PDF files of all phases of the final reports.

Items to be provided by the City and/or the design consultant

- Schedule of major events Downtown
- Current public parking quantities
- Current building uses
- Future known developments
- Future known surface parking lots
- Parking structure designs for areas around Downtown
- Master plan for the City
- The parking ordinance for the Downtown area (DBD)

### A5 Contract Form:

The successful Consultant shall enter into a Personal Service agreement with the DDA. Payment for contract services shall be made monthly, upon receipt of the consultant's billing statement, for work done to date. The invoice shall include a summary of progress through the billing date and shall be submitted only once a month.

All billing shall be processed through the design consultant, Lindhout Associates Architects for approval and submittal to the DDA.

### A6 Insurances:

All required insurances will be as identified in the proposed contract format.

### A7 Right of Rejection:

The Owner reserves the right to reject any and all proposals, to award the contract to other than the low proposer, to award separate parts of the services required, to negotiate the terms and conditions of all and/or any part of the proposals, to waive irregularities and/or formalities, and, in general, to make the award in the manner as determined to be in their best interest and its sole discretion.

### A8 Questions:

Any questions regarding this information shall be directed toward the design consultant, Lindhout Associates Architects, 10465 Citation Drive, Brighton, MI 48116, 810-227-5668. Contact: Michael O'Leary, Architect

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A9 Due Date:

Six (6) sealed proposals and PDF files are due at the office of the design consultant, at the above address, on or before **October 13, 2008 at 2:00 pm**. If addenda to the Request for Proposal are required, they will be issued on or before October 6, 2008 at 2:00 pm.

## Section B - PROPOSAL PACKAGE

Each proposal shall follow the format described herein:

B1 - Transmittal Letter describing the following:

1. Name and address of the Consultant.
2. Name, title, and phone number of party responsible for the RFP contents.

B2 - Statement of Qualifications:

1. Qualification summary of the company.
2. Qualification summary of and list of the staff intended for the project.
3. Description of similar projects. Please list the reference person for each applicable project.

B3 - Project Approach:

Consultants are asked to provide a list of actions to be taken to achieve the objectives for each category listed in the responsibilities section.

1. Provide scope of work.
2. Provide a list of tasks.
3. Provide project schedule.

B4 - Fee Proposal:

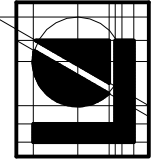
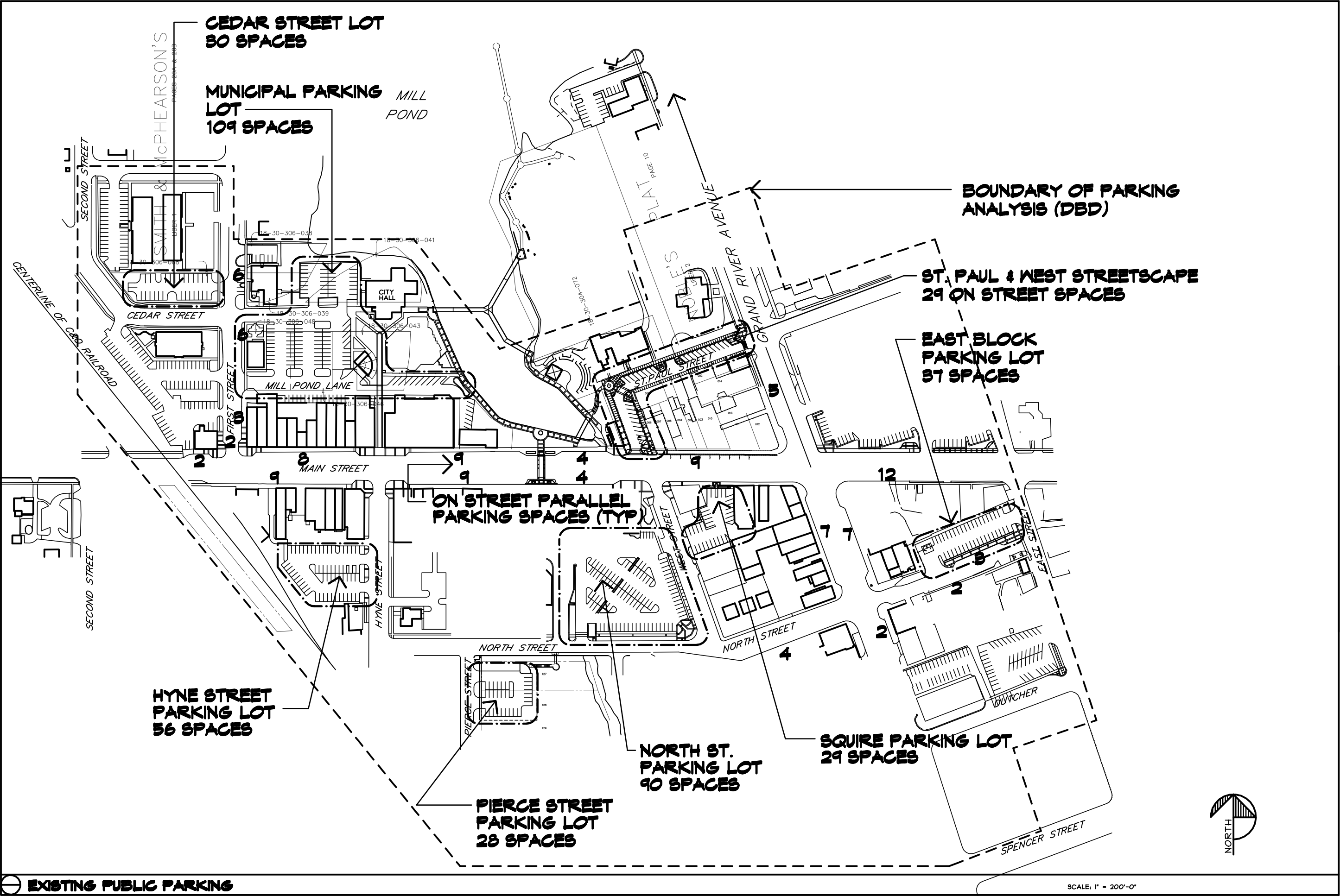
1. Provide the fee broken down into the three categories listed in the responsibilities section.
2. Provide fee structure for changes in scope.

## Section C - Other Information

Please submit other comments or information, which the contractor would like to make a part of this proposal. Consultants are encouraged to be as brief as possible and to not include boilerplate information.

**END OF REQUEST FOR PROPOSAL**

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consultant

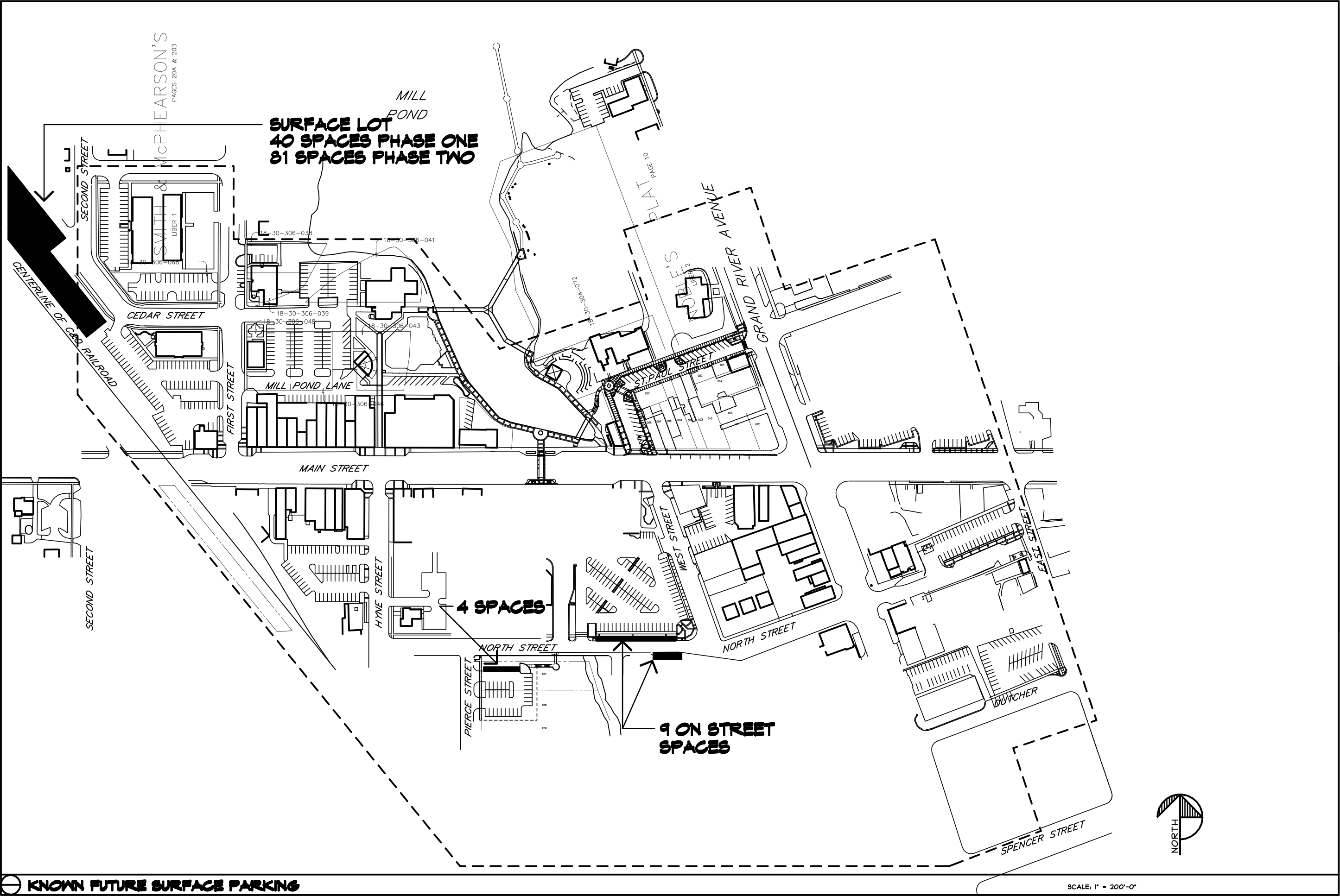
ISSUED FOR  
DBA APPROVAL

DATE: 04-18-08  
APP'D: [Signature]  
CHK'D: [Signature]

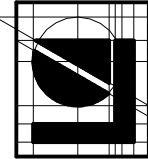
AREA MAP for:  
BRIGHTON D.D.A.  
BRIGHTON, MICHIGAN  
DOWNTOWN MAP

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SCALE: 1" = 200'-0"



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consultant

REF. APPROVAL  
DDA

07-18-08  
07-14-08  
date

AREA MAP for:  
**BRIGHTON D.D.A.**  
BRIGHTON, MICHIGAN  
DOWNTOWN MAP

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