

# City of Redmond, Washington

Purchasing Division, M/S: 3NFN

15670 NE 85<sup>th</sup> Street

PO Box 97010

Redmond, WA 98073-9710

## RFQ 10615-18/DKK Request for Qualifications

### Parking Management Strategic Plan for Downtown Redmond

The City of Redmond is seeking Statements of Qualification from experienced architectural, engineering, parking, or planning consultants to assist in the development of a Downtown Parking Management Strategic Plan, including conducting parking inventory, utilization, and data collection, and assisting in the development of recommendations and an implementation plan.

**Posting Date: July 11, 2018**

**Statements of Qualification Due: August 1, 2018 at 2:00pm (PST)**

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The City of Redmond, Washington (City) requests interested parties to submit Statements of Qualification (SOQ's) for the above referenced Request for Qualifications (RFQ).

#### **Project Background**

The City's Comprehensive Plan calls for Downtown Redmond to be a vibrant urban center of residential and commercial activity. Years of planning, investment, and growth have set Downtown on the path to realize this vision. The coming years will see a continued increase in the number of residents living Downtown, the opening of Downtown Park in 2018, and light rail arriving in 2024.

As Downtown continues to be a destination where people live, work, shop, and recreate, the management of parking will play a larger role in the success and perceived appeal of Downtown for residents, businesses, and visitors alike. To that end, the City is in the initial stages of developing a Parking Management Strategic Plan for Downtown Redmond in order to better understand the available parking resources and how to most efficiently manage them in light of recent and upcoming changes. The study area boundaries are detailed in Attachment B, Downtown Redmond Study Area.

The two most recent parking studies for Downtown Redmond were completed in 2008 and 2014, respectively. The current effort is getting underway in 2018 and is anticipated to be developed in the following phases:

- **Phase 1 - Existing Conditions Report.** The Existing Conditions Report will be the foundation on which subsequent phases are based upon and will be made up of two primary components:



- a) Planning and policy context for parking in Downtown Redmond – identifying past planning efforts and existing policies and regulations that influence the management and creation of parking today.
  - b) Inventory and utilization of existing parking resources (public and private).
- **Phase 2 - Identify Opportunities and Constraints.** With the benefit of the findings from the Existing Conditions Report, opportunities and constraints will be identified.
  - **Phase 3 - Develop Actionable Recommendations.** Recommendations will be informed by the preceding work of Phases 1-2 above.
  - **Phase 4 - Implementation Plan.** The recommendations will be presented in an implementation plan, broken into categories such as near-term, mid-term, and long-term. The implementation plan will help inform future work plans and decision-making that impact parking Downtown.

A 24-member Parking Advisory Committee has been formed to assist staff and the Consultant in the development of the plan. The committee consists of volunteers representing a broad cross-section of the community, including:

- Residents
- Businesses
- Property managers
- Property owners
- Commuters
- Employees working in Downtown
- Frequent visitors

The Parking Advisory Committee will continue to meet throughout the duration of the plan development. Past studies and additional information on the project can be found at [www.redmond.gov/downtownparking](http://www.redmond.gov/downtownparking).

### **Project Goals**

1. Maximize safe and efficient management of parking resources in Downtown.
2. Develop strategies that support a vibrant Downtown for all users such as residents, businesses, and visitors, which recognize current conditions and support a sustainable transition into a compact multimodal urban center.

### **Desired Outcome**

The desired outcome is a holistic Parking Management Strategic Plan for Downtown Redmond. The plan will thoroughly establish the context of existing policy, regulations, and parking conditions in order to identify opportunities and constraints in the development of recommendations to efficiently manage parking resources. Recommendations will be developed into an implementation plan. The Parking Management Strategic Plan should achieve the project goals and be consistent with the vision for Downtown Redmond (for more information on the City's Vision, please see: [www.redmond.gov/government/aboutredmond/redmondfuture](http://www.redmond.gov/government/aboutredmond/redmondfuture)).



## **Consultant's Scope of Work**

The Consultant's scope of work will include the following:

### **I. Data Collection**

- A. **Parking Inventory** – Conduct inventory of parking within the study area. Inventory will include:
- Number of public and private parking spaces (on street & off street); existing City data may supplement inventory of private parking, where determined necessary
  - Location (e.g. block, curb parking, surface lot parking, etc.)
  - ADA accessibility (e.g. van-accessible, vehicle, etc.), on street & off street
  - Dimensions (e.g. standard/compact)
  - Electric vehicle charging locations (on street & off street)
  - Primary building(s) and land use(s) that parking is associated with
  - Signage, restrictions, and management (e.g. time limitations, cost, customer only, etc.)
  - Curb space uses such as loading zones, delivery, fire lane, and similar restrictions
  - Bicycle parking:
    - Type of bike rack/facility
    - Capacity
- B. **Parking Utilization** – Collect parking occupancy data within the study area.
- Parking occupancy data will be collected on a total of three separate dates, with all data collected each of the same day. Dates, times of day, and duration will be mutually agreed upon by the City and Consultant with care taken to avoid atypical circumstances such as holidays or special events.
  - Collect occupancy by once-hourly observations for each block within the study area.
  - Collect occupancy by twice-daily observations for each publicly-owned surface parking lot.
  - Collect occupancy by twice-daily observations for each privately-owned surface parking lot, to the extent accessible.
  - Collect observed occupancy of loading zones and special time-limited parking spaces.
  - Collect parking stall turnover data in locations as directed by the City.
  - Document specific vehicle types such as:
    - Vehicle types (van/car) parked with disabled plates or placards
    - Commercially licensed vehicles
    - Vehicles parked with City of Redmond parking permit
    - Emergency and/or City fleet vehicles
- C. **Parking User Survey** – The City, Consultant, and Parking Advisory Committee will develop and implement a survey to collect qualitative data on user experience. The City will lead this effort, with technical input and feedback from the Consultant in the development of the survey.

### **Deliverables:**

- 1) Prepare report summarizing findings of parking inventory and utilization. Findings shall include identification of “activity nodes” or planning areas with the highest parking demand.
- 2) Compile data collected into acceptable GIS dataset (e.g. Geodatabase or comparable) for distribution to City staff.
- 3) Prepare report summarizing Parking User Survey results.



## II. Policy & Regulatory Framework

Review existing policies, code requirements, and regulations identified by staff and assist in identifying challenges and opportunities. Policies and regulations may include the City's parking permit program, enforcement practices, signage standards, time limitations, street maintenance needs (e.g. street sweeping, stormwater system), construction parking management, special event parking management, loading zones, and shared parking regulations.

*Deliverable:* Written technical input and analysis of existing policies and regulations as identified above.

## III. Recommendations & Implementation Plan

Assist staff and the Parking Advisory Committee in the development of recommendations to achieve project goals. Recommendations will need to acknowledge existing challenges and opportunities, as well as specifically developing strategies in anticipation of upcoming developments such as programming and events at Downtown Park (opening 2018), light rail construction beginning in 2019, opening of the Downtown light rail station in 2024, and projected amounts and types of growth that might increase parking demand and/or decrease existing parking supply.

Recommendations will be developed into an implementation plan with input from staff, Parking Advisory Committee, and using best practices for implementing parking management strategies and incorporating timelines for implementation.

*Deliverable:* Recommendations and implementation plan as described above.

## IV. Parking Advisory Committee

Attend meetings with City staff and the Parking Advisory Committee.

*Deliverable:* N/A

## V. Public Engagement

This may include direct engagement with stakeholders such as partner agencies and neighboring jurisdictions, as well as general community outreach. Once the project is underway, the City will lead any such activities. The Consultant may be required to attend and/or create materials for public engagement sessions organized by the City.

*Deliverable:* N/A

## City's Scope of Work

The City's scope of work will include the following:

### I. Public Engagement

The City will lead public engagement efforts.

### II. Data Provision

The City will provide GIS data, existing parking inventory/utilization data, current signage standards, and other resources (to the extent such data exists) to the Consultant as needed to complete the



project.

### **Proposed Timeline**

The following table outlines the anticipated schedule for this RFQ process. The City reserves the right to modify or reschedule milestones as necessary.

<b>Item</b>	<b>Date</b>
RFQ Announced	July 11, 2018
Statements of Qualification Due	August 1, 2018
Evaluation of Submittals and Short-List Selection	By August 8, 2018
Interviews	August 13-17, 2018
Select Most Qualified Firm	By August 24, 2018
Contract Negotiations	August 27-September 4, 2018
City Council Approval	September 2018

### **Submittal Due Date/Time**

**2:00PM (local time) on Wednesday, August 1, 2018.** The City's Purchasing & Contracts Division must receive SOQ's no later than said date and time. Submissions received after such time will be returned unopened. Submissions may be hand-delivered or mailed.

#### Hand-Delivery or FedEx/UPS:

Redmond City Hall  
Purchasing Division, MS: 3NFN  
15670 NE 85th Street  
Redmond, WA 98052  
(For hand-delivery, drop off on 1st floor at the Customer Service Desk)

Or

#### U.S. Mail:

City of Redmond  
Purchasing Division, MS: 3NFN  
PO Box 97010  
Redmond, WA 98073-9710

No emailed or faxed responses will be accepted. It is the respondent's responsibility to ensure that any mailed responses are received by Purchasing on time. Please place solicitation/RFQ number on delivery envelope.

### **Submittal Requirements & Format**

All costs for developing responses to this RFQ are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent(s). Submittals cannot be



withdrawn after the published close date.

Responses must include all information requested and meet all specifications and requirements outlined in this RFQ. A committee will evaluate the submissions. During the evaluation process, the City reserves the right to request additional information or clarification from firms responding to this RFQ.

The SOQ should include the following components:

1. **Project Understanding** – Explain your understanding of the project, components, and challenges.
2. **Project Approach** – Based on your understanding of the project, explain how your team will develop a project-specific approach that will provide the best outcomes for the City, its residents, businesses, and visitors.
3. **Relevant Project Experience and References** – Provide three (3) examples of similar projects that demonstrate your team’s expertise, including project name and location, project description, whether the project was on schedule and within budget, and references for each project (name and contact information).
4. **Team Description** – Provide an organization chart or similar explanation of team members’ roles and responsibilities; provide a summary of each firm on the team including the office locations, number of staff and area of expertise. Describe the unique qualities of the team as it relates to the project.
5. **Project Team** – Identify Project Manager and team members, explaining their roles and responsibilities, strengths, and relevant experience. Include brief resume for each team member and confirmation of staff availability.
6. **Proposed Schedule and Scope of Work** – Include a proposed scope (to be finalized with the selected Consultant during contract negotiations) of work showing the major tasks correlated to a schedule. Please include the estimated Consultant hours to complete the work for each major task (used to understand Consultant’s project approach and level of effort through assignment of hours; hours will not be used for selection).
7. **Project Management Approach** – Describe your project management approach.
8. **QC/QA Measures** – Describe your quality control and quality assurance measures.
9. **Reporting Approach** – Describe your method for project reporting.
10. **Project Coordination** – Describe your approach for project coordination with subconsultants, if applicable.
11. **Example of Work** – Please provide a copy of a recent product produced that is relevant to this project. This can be shared electronically or in hard copy. This does not count toward the submittal page limit.



12. **Business Name** – Submittals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
13. **Copies** – The City requires three (3) printed response copies along with one (1) electronic version of your response via USB jump drive. Printed response copies should be submitted on unbound, double-sided pages, consisting of no more than five (5) total pages, which is equivalent to ten (10) total pages of content, as one page is equivalent to one side of an 8.5"x11" (letter size) sheet of paper. Work samples and staff resumes, if submitted, do not apply against total page count.
14. **Business License** – Provide a statement to the effect that you understand and agree to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at: <http://www.redmond.gov/BusinessLicense>. The selected firm, and each of its subconsultant firms in cases where a team is formed, will be required to obtain a Redmond business license prior to performing any work for the City and to maintain the license throughout the project's life. If your place of business is not located within the city limits, but you or your agents will be physically coming into the city to conduct business, call on clients, or provide services, you will need a Redmond business license.
15. **Valid Time Period** – Provide a statement indicating the number of calendar days the submittal shall be valid (the City's minimum number of days is 60).

**Selection and Award**

All interested parties are requested to provide a response containing all required elements herein to the City of Redmond by the deadline given. A selection committee will review and evaluate all submittals, with the intention of selecting a firm that, in the opinion of the City, best meets the evaluation criteria listed below (receives the highest score). If the selection committee so chooses, firms may be invited for an interview to supplement their submission. The selection committee will rely on the content of the submissions in the selection of finalists. The City has the option not to award a contract at the end of this process.

Evaluation Criteria	Weight
<b>Project Understanding:</b> Demonstrate project understanding, including how the team plans to address the challenges unique to this project.	25 pts
<b>Consultant Team Qualifications:</b> Show a comprehensive organization chart (or similar explanation of team member roles and responsibilities), including summary of each firm on the team (office locations, number of staff and area of expertise), and resumes of key team members. Team member qualifications and roles, particularly Project Manager qualifications, are important.	25 pts



<p><b>Project Approach:</b> Develop a project-specific approach to managing and delivering this project to the City, while meeting the unique goals of this project and addressing anticipated challenges. Include a proposed scope of work showing the major tasks correlated to a schedule. Please include the estimated consultant hours to complete the work for each major task (used to understand Consultant’s project approach and level of effort through assignment of hours; hours will not be used for selection). Include the percentage of time availability for the Project Manager and the team for this project in relation to anticipated other active projects.</p>	<p>25 pts</p>
<p><b>Relevant Project Experience:</b> Demonstrate Consultant/team experience with relevant projects similar in scope and size, and experience with the City of Redmond, if any. Emphasis is placed on both the Project Manager’s experience and on the number of months/years the same consultant team staff has worked together.</p>	<p>25 pts</p>
<p><b>TOTAL</b></p>	<p><b>100 pts</b></p>

During evaluation, the City may consider the following:

- Experience in developing the type of plan envisioned
- Quality of previous performance
- Ability to meet contract deadlines
- Responsiveness to solicitation requirements
- Compliance with statutes and rules relating to contracts or services
- References
- Staff availability for the project
- History of errors and omissions via reference checks

Terms of the agreement are outlined in this RFQ and include the following solicitation documents:

- RFQ 10615-18/DKK
- Attachment A, Consulting Services Agreement
- Attachment B, Downtown Redmond Study Area

The City reserves the right to reject any or all submittals and to waive any irregularities or information in the evaluation process. The City also reserves the right to re-evaluate firms who were not originally short-listed at any time before the determination of a finalist is made. Upon notification of intent to award, the City reserves the right to limit the period of contract negotiation to thirty (30) days, after which time project award may be rescinded. The final decision is at the City’s sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them.



### **Contracting Notice**

Upon selection of a Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement which shall be used to secure these services. A sample form of this document is provided as Attachment A, and shall be incorporated into this RFQ by this reference and will be the governing document.

### **Proposed Personnel**

The Consultant agrees to provide all professional personnel necessary to perform the scope of work, including key individuals named in the Consultant's RFQ submittal. These key personnel shall remain assigned for the duration of the project, unless otherwise agreed to in writing by the City. In the event the Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The City shall not unreasonably withhold approval of staff changes.

### **Insurance**

The selected Consultant must have insurance as referenced in the Consulting Services Agreement (Attachment A). Prior to performing any services, Consultant shall provide the City a standard ACORD Form 25 Certificate of Insurance, naming the City as Additional Insured. Failure of the City to demand such certificate or failure of the City to identify a deficiency in the insurance documentation shall not be construed as a waiver of the Consultant's obligation to maintain such insurance.

### **Public Disclosure Notice**

All materials provided by the respondent are subject to State of Washington and applicable County (e.g. King County) public disclosure laws, per RCW 42.56. Any information contained in the submittal that the respondent desires to claim as confidential or proprietary must be clearly designated, including page with particular content identified. The City assumes no obligation on behalf of the respondent to claim any exemption that is not clearly identified by the respondent as being confidential or proprietary. The City will try to respect all material identified by the respondent as being confidential or proprietary but requests that respondent be highly selective of what they mark as such. The City will make a decision predicated upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary. Marking the entire submittal as confidential or proprietary, and therefore, exempt from disclosure will NOT be accepted or honored and may result in disclosure of the entire submittal or disqualification of the submittal solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the confidential information.

### **Governing Law and Venue**

In the event of litigation, the submittal documents, specifications, and related matters shall be governed by and construed in accordance with the laws of the State of Washington. Venue shall be with the appropriate state or federal court located in King County.

### **Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by contacting Kendra Johnson, Human Resources Analyst, at [krjohnson@redmond.gov](mailto:krjohnson@redmond.gov) or 425-556-2169.



**Questions/Inquiries**

Please direct any questions concerning this RFQ or the City’s requirements to the City agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request. Information obtained from any other source shall not be binding and may disqualify your response.

**RFQ Content:**

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