

City of New London

Department of Finance-Purchasing Agent

13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Request for Letters of Interest with Qualifications

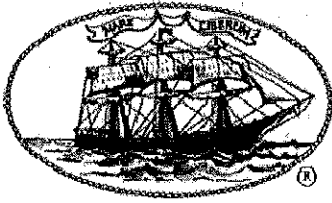
RFQ No.: 2016-02

Parking Consultant Services

RFQ Submittal Deadline Date: Thursday, August 6, 2015 at 2:00 pm

All submittals must be made in accordance with the attached specifications and shall be submitted to:

Alicia Smith
Purchasing Agent
City of New London
13 Masonic Street
New London, CT 06320



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Request for Letters of Interest with Statements Qualifications

No. 2016-02

The City of New London and its Parking Authority, Hereinafter "City" or "Authority", is requesting letters of interest with qualifications for parking consultant services.

Background

The City of New London has recently adopted an ordinance that changes the governance of parking citywide. The new Parking Authority now has purview of parking policy, management and enforcement on-street and in City owned off-street parking facilities.

The Authority is seeking professional parking consultant services to create parking management policies based on industry best practices. The City views parking as a utility that supports and enhances economic development and the quality of life in our community. We are looking for policies that are the right-fit for existing conditions per neighborhood and give guidance for adapting to growth.

Currently, the Water Street Garage and a section of permit parking in the Eugene O'Neill surface lot are the only publicly owned paid parking assets. The balance of the off-street parking and all of the on-street parking in the city is unpaid. Those spaces are either open or restricted in some way such as time limits or require resident passes.

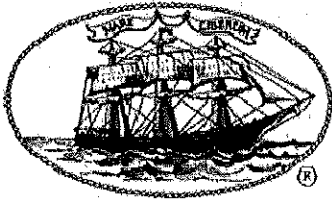
The City through the creation of the new Parking Authority is looking to develop and implement best practice parking policies and management downtown and throughout the city. This may include revamping residential parking programs, assessment and implementation of paid parking (permits and/or meters) where appropriate and discerning right pricing, analyzing and make improvements to the management of the Water Street Garage, as well as balancing the needs of businesses and residents especially in the areas of existing conflicting pressures (downtown, Fort Trumbull, near the hospital and beaches).

In short, the Authority is looking for qualifications from professional parking management consults to help it to be successful with this new expanded responsibility.

Scope of Work to meet the following objectives:

To have a strategic plan, parking management, regulations and operations that:

- Supports livable neighborhoods, economic development; achieving sustainability and improving public safety
- Supplies parking to meet needs while encouraging options such as transit, bicycling and walking
- Uses time limits, rates and enforcement to manage parking supply efficiently
- Creates/modifies the residential parking program to manage the business/visitor/residential interface
- Makes parking safe, secure, attractive and convenient
- Operates City-Owned parking in a financially sound manner
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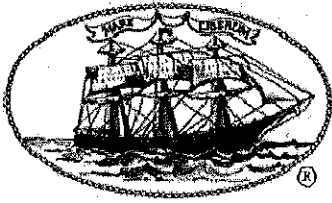
- Increases off-street parking to address projected demand (Both public and private lots and structured parking approaches should be considered)
- Adds on-street parking spaces and recommends about how to operate and price these spaces
- Develops a parking management strategy for the greater downtown area that addresses ways to balance on and off-street parking so that the use of off-street parking is encouraged for longer-term users. Develops off-street parking that can be implemented in a public-private partnership and shared by private and public users
- Develops policies for reinvesting a portion of parking revenue back into the area it was collected to support maintenance and infrastructure improvements
- Explores the use of technology (ITS, Smartphone apps, universal payment methods, automated parking, for example) to aid the users to identify and locate available parking in real-time and to support the parking management system
- Develop parking management and enforcement policies that are designed for specific "character areas" citywide
- Based on available studies and current information creates on-going data collection process to provide a basis and way to evaluate the progress towards accommodating future demand
- Develops organization, processes and funding methods to support implementation and sustains operations
- Establish a strategy and various communication tools to educate the public on new parking policies and management programs such as meters and permits
- Identify parking revenue concepts and make recommendations for models and mechanisms that should be advanced
- Includes public participation in policy development through a Policy Working Group and public meetings

Qualification Criteria

Qualified consultants or teams must demonstrate competence and experience in all areas of expertise outlined in this scope of work. Respondents also must demonstrate competence and experience in public speaking and graphic presentations for the purpose of conveying project information to large and diverse groups of community stakeholders. Similarly, respondents should demonstrate the ability to build consensus among public and private interest groups related to the Project.

The firm (and subcontractors) must demonstrate knowledge and experience in the following disciplines:

- Transit/Mobility Planning
- Parking Studies and Operations
- Transit Planning
- Land Use Planning Experience
- Public Involvement Techniques and Practices



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Submission Requirements

Letter Of Interest

Letter of Interest on company letterhead shall introduce the firm, provide a brief history, describe the ownership, include complete address, phone, and fax numbers and include the name and email address of contact person(s) during this RFQ process. An authorized agent must sign the letter.

Firm's Qualifications/Experience of Key Personnel

Submit statements or evidence that demonstrates the knowledge and experience of the firm in the type of work described in the scope of work to meet the City's objectives. The proposed project personnel should have similar experience, preferably as a team. An organizational chart displaying duties of team members shall be included.

Required Format

Submissions must be delivered in a sealed envelope with the title "RFQ 2016 -02: Parking Consultant Services – Parking Authority, City of New London, CT. One original (clearly identified as such and seven (7) paper copies must be received no later than 2:00 PM on August 6, 2015

DO NOT USE 3-RING BINDERS.

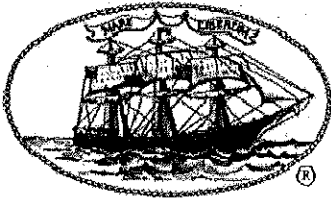
All submittals are to be mailed or delivered to:

Alicia Smith, Purchasing Agent
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Respondents must set forth accurate and complete information for each of the items listed below. At the City's discretion, failure to do so could result in disqualification.

1. Respondent Information: Please provide the following information:

- a. Firm Name
- b. Permanent main office address
- c. Date firm organized
- d. Legal Form of ownership. If a corporation, indicate where incorporated.
- e. Number of years engaged in services you provide under present firm name.
- f. Names, titles, reporting relationships. Background and experience of the principal members of your organization, including officers.
- g. List any contracts or purchase orders in the last seven (7) years between the respondent and any agency of the City of New London.
- h. Conflict of Interest. Disclose any current (within the last 5 years) business, financial, personal or other types of relationships, which may pose a conflict of interest.
- i. Should the City issue addenda to the Request, acknowledgement of receipt of the addenda is required in the Proposal package.



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2. Information Regarding: Failure to Complete Work, Default and Litigation.

Please respond to the following questions:

- a. Have you or any member of your team ever failed to complete any work awarded to you? If so, where and why?
- b. Have you or any member of your team ever defaulted on a contract? If so, where and why?
- c. Is there any pending litigation involving you or any member of your team which could affect your ability to perform this agreement? If so, please describe.
- d. Has your firm or any member of your team ever had a contract terminated for cause within the last five (5) years? If yes, provide details.
- e. Has your firm or any member of your team been named in a lawsuit related to errors and omissions within the last five (5) years? If yes, provide details.
- f. Has your firm or any member of your team been taken to arbitration and lost within the last five (5) years? If yes, provide details.
- g. During the last seven (7) years, has your firm or any member of your team ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
- h. Are there any other factors or information that could affect your firm's or your team members firms' ability to provide the services being sought about which the City should be aware?

3. Exceptions and Alternatives. Respondents wishing to take any exceptions to any requirement in the Request shall state and explain such exceptions on a separate informational sheet entitled "Exceptions to the Request." The City may accept or reject any taken exception to any requirements in the Request, or which offer any alternative to a requirement herein, as well as consider such exceptions as alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request.

Rights Reserved To the City

The City reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior City contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request. The City also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, is in the best interest of the City.