



Request for Proposals

for

Village of Mamaroneck, NY

Central Business District Parking Needs Analysis

**Richard Slingerland
Village Manager**

BIDS DUE: August 8, 2013 at 11:00 AM

Request for Proposals (RFP)

Consultant Services: Downtown Area Parking Needs Analysis

INTENT

The Village of Mamaroneck (hereinafter "Village") solicits proposals from consulting firms experienced in analyzing parking needs and developing parking management strategies for the Central Business District of Mamaroneck, New York.

GENERAL INFORMATION

The Village Central Business District is generally located on Mamaroneck Avenue between the I-95 overpass and Boston Post Road (US Route 1), however, for the purposes of this study, the area to be analyzed is Mamaroneck Avenue between Halstead Avenue and Boston Post Road on the North and South and Mount Pleasant Avenue and Phillips Park Road on the east and west.

There are approximately 630 single meters parking spaces in the Central Business District split between on-street and off-street facilities. A spreadsheet identifying these areas and map are attached for your reference.

SUBMISSION & DEADLINE

All proposals must be **received** and stamped by the Village of Mamaroneck by 2:00 P.M. EST, August 9, 2013. Five (5) copies of the proposal and One (1) electronic copy (PDF) shall be submitted to the attention of Daniel J. Sarnoff, Assistant Village Manager at:

Village of Mamaroneck
Village Hall at the Regatta
123 Mamaroneck Avenue
Mamaroneck, NY 10543

Packages containing proposals shall be sealed, bearing on the outside the respondent's name and address and plainly marked "**RFP: Consultant Services: Village of Mamaroneck - Parking Needs Analysis**"

In addition, general questions about this RFP, submission requirements, technical questions regarding the Scope of Services, work product requirements and requests for any documents cited in this RFP must be in writing and directed to Mr. Sarnoff (dsarnoff@vomny.org). All responses from Mr. Sarnoff will be in writing.

Respondents are required to limit their contact with the Village regarding this RFP to the persons named herein.

SCOPE OF SERVICES

This study shall consist of an off-street and on-street parking needs analysis to identify if additional parking inventory should be constructed or if additional opportunities are present through the use of best management practices of parking.

Phase I(A)

Assess the supply and demand for parking in the downtown. Evaluation of demand for parking shall take into consideration existing and future land uses, existing on and off-street parking inventory, duration, turnover, accumulations and trip purposes, as well as daily, weekly, monthly, weekend, evening and seasonal fluctuations. Projected demand should be for a period of ten years. A recommendation should be made as to a range of the number of parking spaces that should be constructed. This recommendation will include the mixture of merchant and short-term parking spaces.

Phase I (B)

Estimate and itemize project costs. Development costs include all planning and design work, demolition, construction, construction supervision costs and contingencies. Finance costs include debt service, legal fees and consultant fees. On the basis of the economic analysis, recommend the most feasible alternatives to meet the existing and projected demand, and the potential mixture of commuter, merchant and short-term retail parking spaces

Estimate operating and maintenance costs. The estimate should be based on a specific staffing plan for the parking operation and should include all applicable costs. Maintenance costs shall be based on engineering standards established in the industry.

Estimate fees and revenues. Based upon the demand projections and the parking mixture recommendation in Phase I (A), above, present alternate

parking fee schedules, calculate estimated parking revenues over a period of twenty years.

Project gross income and expenses. Prepare a statement of projected gross income and expenses for a twenty-year period. This statement should be in a form and of a quality that will be acceptable for presentation to a financing institution. Conduct a review of alternate financing methods with advantages including general obligation bonding, revenue bonding or other as permitted by the New York State Finance law.

TIMEFRAME

The Village of Mamaroneck anticipates selecting the successful respondent by August 30, 2013. The successful respondent will be awarded a contract for this work as detailed in the Scope of Services above and subject to the terms of this RFP. The work will be completed and presented to the Village within six (6) months after the contract award.

CONTRACT MANAGEMENT

The managing authority for this contract shall be the Village Manager or his/her designee.

EVALUATION & AWARD

A. Selection Criteria

The following criteria will be used, without limitation, in determining the successful respondent:

1. Demonstrated qualifications and professional experience and competency in analyzing parking demand.
2. Completeness and responsiveness to the requirements of the RFP.
3. Availability and commitment to the Village's project timeframe.
4. Demonstrated understanding of the project's objective and scope as evidenced by the quality of the proposal submitted.
5. Ability to communicate with and accept guidance from Village staff and advisory committees.

6. Innovative nature of approach.
7. References attesting to the quality of services performed and/or demonstrated ability of the respondent.
8. Competitiveness of proposed fees.

B. Selection Procedure

The Village Manager reserves the right to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the RFP. The Village Manager reserves the right to make a selection and recommendation to the Village Board on the basis of qualifications, experience of the respondent in providing similar services elsewhere and the respondent's responsiveness to the requirements of the RFP.

A Selection Committee may assist the Village Manager in preparing his/her recommendation to the Village board for contract approval. It is anticipated that the Selection Committee will make the initial screening and invite at last three (3) respondents that best respond to the RFP for an interview prior to final recommendation for contract award. The interview date is expected to be early-August, 2013.

The Village of Mamaroneck intends to negotiate and enter into a contract with the most responsible respondent that submits a cost competitive, comprehensive and cogent proposal that is determined to best meet its qualifications and be in the overall best interest of the Village.

PROPOSALS

The Village shall not be liable for costs incurred in the preparation of a response to this RFP or in connection with any presentation before the Selection Committee. Proposals submitted must be typed, bound, paginated, indexed and numbered consecutively. All materials developed under this RFP will be the property of the Village. Unless authorized by the Village, the consultant may not release, or use for its own purpose, any information developed under this RFP.

Organization & Content. Respondents shall submit a proposal that includes the following sections and information:

1. Letter of Transmittal: A letter of transmittal addressed to Mr. Daniel Sarnoff Assistant Village Manager, 123 Mamaroneck Avenue, Mamaroneck, New York 10543, which includes a statement by the respondent accepting all terms

and conditions and requirements contained in this RFP. It must also include a listing of clients for whom similar services were performed and the nature of the services performed.

2. Narrative of Project Understanding: A brief discussion, not to exceed three (3) pages, in whatever detail is necessary to demonstrate an understanding of this project and the respondent's design approach and philosophy to the project.
3. Experience: A detailed summary of the respondent's experience with similar projects, including samples of completed work
4. Staff Plan: An identification of staff who will be assigned to this project, their backgrounds and experience and their areas and levels of responsibility. Resumes of all proposed project personnel should be included.
5. Service Plan: Detailed, itemized plan of proposed services.
6. References: Respondents must provide a minimum of three (3) letters of reference sufficiently detailed to include names, titles, addresses and telephone numbers as to allow the Village to contact these references. Please request that all Letters are sufficiently detailed to indicate the type of work undertaken, the work product developed and the services provided. References should be from recent recipients of the respondent's services (within the past three [3] years).
7. Project Schedule: A proposed project schedule must be provided for completion of the work, identifying benchmarks and interim progress reports.

Cost Proposal. Lump sum fee for the services. Supporting documentation detailing the estimate of how the lump sum fees were calculated is to be provided for informational purposes indicating the number of hours and hourly costs for all personnel involved to provide the services described in the Scope of Services Section. The Village reserves the right to negotiate fees and payment schedules with the selected respondent.

ALTERNATIVES & EXCEPTIONS

The Village of Mamaroneck may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this RFP.

ADDITIONAL INFORMATION & REVISIONS TO PROPOSALS

Additional information may be provided to potential respondents for the purpose of clarification to assure full understanding of, and responsiveness to RFP requirements. Prospective respondents shall be afforded fair and equal treatment with respect to access to additional information and revision of proposals.