



Request for Proposals

Central Business District (CBD) Parking Study

City of Rye, New York

1051 Boston Post Road, Rye, New York 10580

www.ryeny.gov

The City of Rye, New York is seeking competitive proposals from qualified consultants to complete a parking study for the City's Central Business District. All responses shall be in accordance with all terms, conditions and specifications as set out in this Request for Proposals (RFP).

Proposals to be considered and evaluated, must be received on or before 2:00 PM on June 28, 2019 in the office of the City Planner, 1051 Boston Post Road, Rye, New York 10580.

The City of Rye reserves the right to cancel the RFP and/or reject any or all proposals, to waive informalities in any proposal, to award any whole or part of the proposal, and to award to the consultant whose proposal is, at the sole discretion of the City of Rye, determined to be in the best interest of the City.

I. STUDY OBJECTIVE AND SCOPE

The Rye City Council is seeking an experienced professional consultant to prepare a study that can recommend possible adjustments in the management, administration and enforcement of its existing parking inventory to better meet parking demand in the City's Central Business District (CBD). There is no expectation that the study will "solve" the parking problem in the CBD, but there may be opportunities to modestly increase supply, adjust parking restrictions to better meet user needs or implement other proven strategies that would improve parking conditions.

To identify effective and workable parking strategies for the Rye CBD, the consultant's study will need to detail existing parking characteristics. The study will need to answer questions like: Who is parking in the CBD (i.e. commuter/merchant/shopper)? What is driving the demand for parking (i.e. types of land uses or other conditions)? Where are people parking (i.e. which locations and is that compliant with existing restrictions)? When is parking used during a typical day or week in the CBD? How long do people stay (i.e. occupancy by parking area, length of stay and enforcement of restrictions)? The RFP is not specifying how this information is captured, but relying on the consultant to identify in its proposal a methodology and a supporting process with a timetable.

The consultant should assume meetings with City Council members and City staff during the process, including a public presentation of its final study at a City Council meeting. The proposal should detail a timetable and deliverable of each step in the process.

II. BACKGROUND

The City of Rye maintains, manages and enforces approximately 1,600 parking spaces in its CBD (see attached map). Of those 1,600 spaces, approximately 740 are off-street spaces serving the long-term parking needs of railroad commuters using the Rye stop on the Metro North Railroad (MNRR). An additional 500 off-street parking spaces are located in City-owned car parks that serve the short-term (i.e. 2- or 3-hour limits) needs of customers and the longer-term parking needs of businesses owners and their employees. The remaining approximately 360 parking spaces are located on City-owned streets with a 15-minute, one- or two- hour limit.

The City Clerk administers permits to commuters, merchants and a handful of other permits within the parking lots using an online permitting application. Most of the short-term on-street parking spaces located along Purchase Street, Elm Place, Smith Street, Purdy Avenue and other locations are not metered but enforced as to the maximum permitted time limit of one-hour. The off-street parking areas are metered with a variety of payment methods including single-head meters, pay stations and a parking payment app.

Enforcement is administered by the City Police Department and its two parking enforcement officers. Pay station, parking app and online permit activity use cloud-based applications that allow for real-time communication with hand-held and vehicle-mounted license plate readers used by parking enforcement officers.

It is fair to characterize the CBD as a constrained parking environment. Generally, the Rye CBD lacks adequate parking supply to meet parking demand most week days between 10:00 AM and 3:00 PM. In addition, demand for commuter permits is high with over 450 applicants on a waiting list that takes years before a spot becomes available.

Over the year, the City has conducted a number of parking and land use studies for the CBD (see: <https://www.ryeny.gov/services/documents-online/-folder-349>). It is recommended that the consultant review these prior studies.

III. PROPOSAL SUBMISSION REQUIREMENTS

The contents of the proposal shall become contractual obligations, if a contract ensues. Proposals shall contain the following information:

- A) The proposals shall be submitted marked on the outside envelope “Proposals for City of Rye CBD Parking Study”. The outside envelope shall also list the name of the consultant and the date of delivery of said proposal.
- B) The consultants shall submit **one (1) original, seven (7) copies and one PDF** version of the proposal. Proposals shall be typewritten (single-spaced) with pages numbered and signed in ink by an official authorized to bind the company to its provisions.
- C) Proposals submitted in response to this request should be prepared simply and economically, and contain the following information:
 - 1. A cover letter of interest and general description of recommended approaches, scope of work, processes and deliverables.
 - 2. Name, address, telephone number and contact person for each consultant
 - 3. References – a minimum of three (3) professional references for whom a similar project has been completed in the last five (5) years.

4. Documentation that the consultant fulfills the experience requirements referenced in this document.
5. List of consultants and/or subcontractors including qualifications and bios of key team members referenced in the proposal.
6. Project Approach. Include a discussion of the distinguishing features of your team and approach to this project. The discussion should include specifics regarding public participation and outreach, committee responsibilities and facilitation of planning process as discussed in the Section III of this RFP “planning process and Consultant work plan.
7. Schedule. Scope of Work including a breakdown of tasks, time line, deliverables and task responsibility.
8. Conflict of Interest. The consultant shall submit a conflict of interest form (provided upon request).
9. Deliverables. The proposal shall identify the format and number of final deliverable (i.e. study document). The proposal shall also identify interim documents to be delivered at various phases of the study process.
10. Budget. Provide a detailed budget broken down by task. Include overhead and hourly rates of individuals involved. Also, provide an estimated budget with staff hours for completing each phase of the proposed scope of work.

IV. MISCELLANEOUS

- A) Ownership of Material: Ownership of all data, material and documentation originated and prepared for the City pursuant to the RFP shall belong to the City and be subject to public inspection in accordance with the New York Freedom of Information Law (FOIL). Trade secrets or proprietary information submitted by the Consultant shall not be subject to public disclosure under FOIL, unless otherwise required by law or a court.
- B) Insurance Requirements: Successful Consultant, as well as any and all of its subcontractors, shall, at its sole expense, obtain and maintain during the life of the resulting Contract the insurance policies and/or bonds required. Any required insurance policies and/or bonds shall be effective prior to the beginning of any work or other performance by successful Consultant, or any of its subcontractors, under any resultant Contract. All such insurance shall be primary and non-contributory to any insurance or self-insurance the City may have. The policies and coverages required are those as may be referred to in a future contract and/or terms and conditions attached to this RFP.
- C) The City is not liable for any costs incurred by any Consultant in connection with this RFP or any response by any Consultant to this RFP. The expenses incurred by a Consultant in the preparation, submission, and presentation of the proposal are the sole responsibility of the Consultant and may not be charged to the City, regardless of whether or not a Consultant’s Proposal is ultimately

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selected by the City for completion of the work detailed in this RFP.

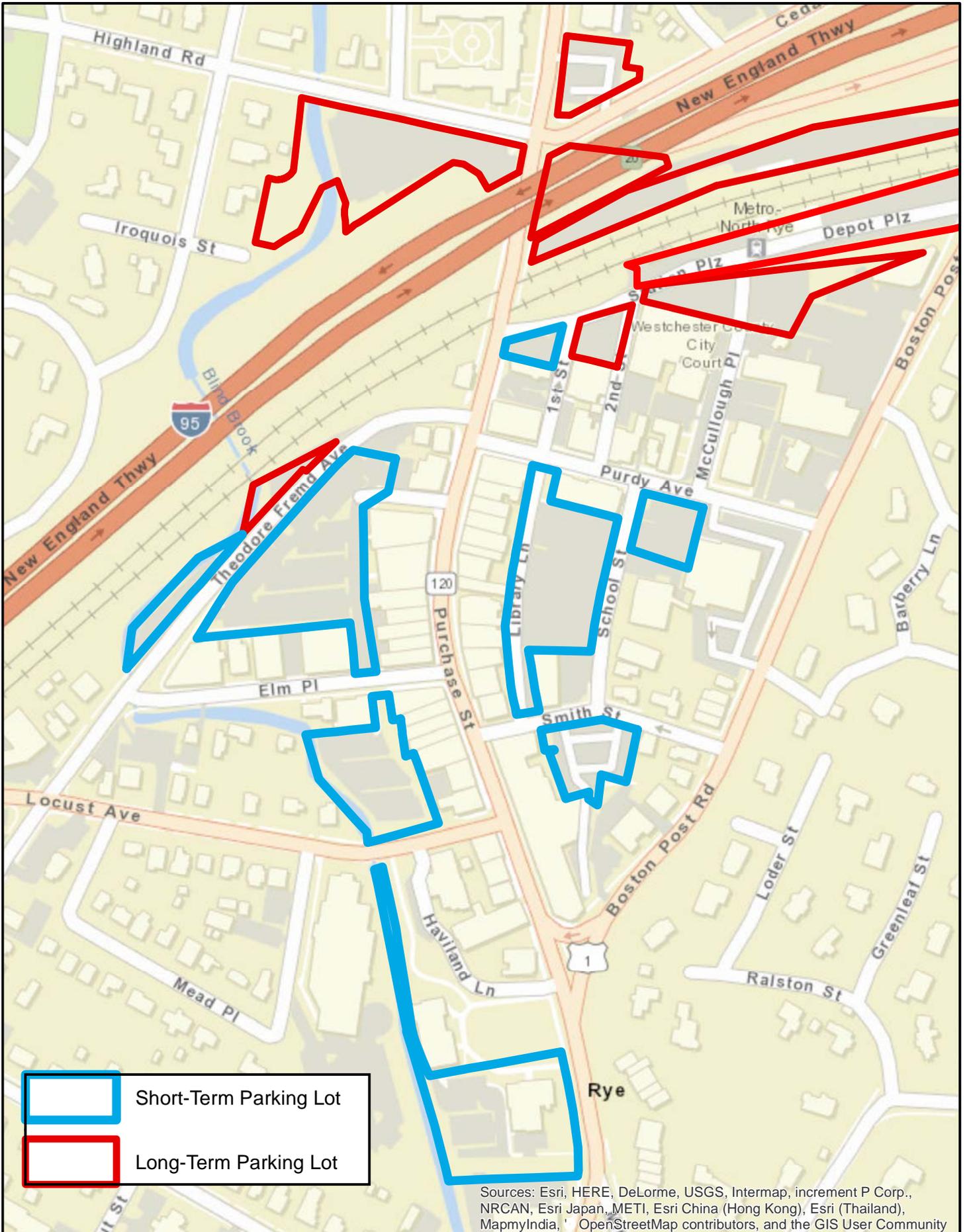
- D) Each Consultant should carefully read and review all such items and should address such items in its proposal. However, the final description of the services and/or specifications to be provided to the City under this RFP is subject to negotiations with the successful Consultant, and final approval of the City

VI. SELECTION PROCESS:

The Rye City Council and staff will review and evaluate all proposals based on each firm's qualifications, references, relevant experience, and cost, among other considerations. The City reserves the right to reject any and all proposals and waive any formality to the extent that is in the best interest of the City. After proposal submission the City may elect at its sole discretion to conduct interviews of potential consultant candidates before selecting the desired consultant.

4/30/19
6/15/19

City of Rye CBD Parking Areas



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, OpenStreetMap contributors, and the GIS User Community