



**Request for Proposals
Downtown Parking Consultant
Proposal No.: P16-032
Issue Date: May 9, 2016**

**Purchasing Department
73 Harlow Street
Bangor, Maine 04401
207-992-4282**

I. Introduction

The City of Bangor is requesting proposals from qualified vendors to provide parking consulting services for the Downtown Parking Management District to the City of Bangor.

II. General Information

General information is available on the City's website at the following web address: www.bangormaine.gov/proposals. By submitting a response to this solicitation, the Proposer(s) accepts the responsibility for downloading, reading and proposing by the terms and conditions set forth in the City's "General Information for Vendors".

III. Submission

To be considered, return the Equipment and Experience Questionnaire and Proposal Form and any other information the Proposer deems important in an envelope **clearly** marked "**Proposal No.: P16-032: Downtown Parking Consultant**" by **2:00 PM, Wednesday, June 1, 2016** to City of Bangor, Purchasing Department, 73 Harlow Street, Bangor, Maine 04401. An electronic version must be provided with any paper copy submitted.

Proposals may also be submitted via email by sending to: bids@bangormaine.gov. If emailing, please reference "**Proposal No.: P16-032: Downtown Parking Consultant**" in the subject line. Proposals will be publicly opened on the date and time stated above.

IV. Questions

Any questions must be directed in writing to bids@bangormaine.gov no later than 4:30 p.m., **Friday, May 20, 2016**.

The City will issue a response to any questions or inquiries submitted in writing by the date above, on or before 4:30 PM, **Monday, May 23, 2016**. The response will be in the form of an addendum, which will be available on the City's website at www.bangormaine.gov/proposals.

V. Background

The City of Bangor has an area of 32.9 square miles and a population of approximately 33,000 people. The city consists of an urbanized core made up of residential, commercial, and light industrial areas totaling approximately 16 square miles. The City of Bangor's Downtown area has seen vibrant growth over the last several years and the City will continue to encourage such growth, from streetscape improvements to building and improving parking lots. The City has 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 citizens and local merchants that there is not enough parking. The City realizes that exploring the possibility of constructing a parking structure or adding surface lots would be beneficial and proactive. There is a need to determine a strategic location(s) to best serve the public, and whether or not a parking structure should be considered.

VI. Scope of Services

The City is looking for proactive solutions to the current parking needs and future parking needs in order to continue the successful growth of the Downtown. For convenience, a map has been attached, as Exhibit A, identifying the Downtown Parking Management District.

The selected consultant will develop a detailed and cohesive parking study for Downtown Bangor, which shall include, but is not be limited to the following elements:

- Review of the current parking data and conditions
- Evaluate the impact of future development or redevelopment on parking demand
- Identify and evaluate surface sites that could satisfy current and projected parking deficits (if needed) including:
 - Provide sketches of each potential lot
 - Cost estimate (both total and per space) for each potential location
 - Estimate of number of spaces for each potential site
- Evaluate, if necessary, the feasibility of multi-level parking structure(s) for the current public parking conditions and future parking needs including:
 - Cost estimate (both total and per space) for each potential location
 - Feasibility of locating other uses (office, retail, residential) within or on top of the structure
 - Financing strategies including public finance initiatives and public and private partnerships
 - Yearly maintenance costs for a parking structure
 - Recommend phasing of the facility in response to the pace of future development
- Provide a comprehensive report detailing findings and recommendations by the date provided by the City.

This list is not intended to be a comprehensive itemization of plan components or areas needed to complete the required study.

All work shall be completed within sixty (60) days following execution of the contract.

Items to be provided by the City (as needed):

- Schedule of major events Downtown
- Parking data
- Current building uses and vacancies
- Future known developments
- Future known surface parking lots
- Comprehensive Plan for the City
- Ordinances as needed

VII. Proposal Requirements

The requirements below must be met. Proposers may choose to include additional information but are encouraged to be as brief as possible and not to include boilerplate information. Each proposal shall follow the format described herein:

Transmittal Letter describing the following:

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

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; and
4. A list of five (5) references which shall include the contact name, title, and phone number.

Project Approach:

1. Provide scope of work;
2. Provide a list of tasks;
3. Provide project schedule; and
4. Include any other information the Proposer feels will aid in the evaluation process.

Fee Proposal:

1. Proposers must submit the Proposal form for overall cost;
2. Provide the estimated cost in detail; and
3. Provide fee structure for changes in scope.

VIII. Selection Criteria

Each proposal will be evaluated based upon the following criteria:

- A. Experience of Proposer, measured in the number of years in business, total number of similar operations and proven track record;
- B. Content and plan of proposal;
- C. Prior history and/or experience with Proposer; and
- D. Proposed cost.



Proposal Form
Downtown Parking Consultant
Proposal No.: P16-032

Deadline:
2:00 PM, Wednesday
May 25, 2016

Note: Work must be bid by using this Form. Failure to comply may result in disqualification.

Item	Description	Total Cost
1	Overall Cost of Services	\$ _____
<i>All charges must be included in the prices listed above, including miscellaneous charges. No other charges will be accepted.</i>		

Business Name:			
Street or PO Box			
City, State, Zip			
Telephone Number			
Fax Number			
Email Address			
Contact Name			
Title		Date	

Downtown Parking Management District

