



Department of Public Works
Transportation Services Division

PARKING MASTER PLAN

Request for Information (RFI)

DUE FEBRUARY 18, 2021

RFI – City of Greeley Parking Master Plan

Introduction

The City of Greeley is planning to produce a parking master plan that will address downtown parking as well the holistic management of city-wide parking resources. The City is seeking information from qualified consultants with experience drafting Parking Master Plans that show how to meet today’s needs while laying a foundation for the future. The information obtained with this RFI will be used to draft the RFP for the City of Greeley Parking Master Plan.

Purpose for the Request for Information (RFI)

The City is requesting information from consultants that have prepared parking master plans with extensive knowledge of parking management.

The purpose of the RFI is to meet the following objectives:

- 1. To obtain knowledge concerning the project tasks that would be part of the plan and included in the RFP.
- 2. Assist in the development of a planning level cost estimate.
- 4. To understand emerging methods, best practices and technology related to parking management and long range parking planning
- 5. To gather additional information to prepare the future RFP.

Interested providers shall have documented experience in parking master plans.

This RFI is not to be confused with an official solicitation process. The RFI presentations provided by consultants are solely to improve the final requirements and prepare an RFP. Any notes, comments or evaluation created during the RFI period will not be used in the scoring and evaluation of the RFP. No short-list of consultants will be made at the end of the RFI presentations. Any discussion related to costs shall only be used to establish planning level budgets and will not be used or referenced as a quote from any consultant.

Issuance of RFI	January 21, 2021
Question deadline	February 9, 2021 by 4:00pm
RFI submissions due	February 18, 2021 before 2:00pm MST

Instructions for electronic submittal.

Email your RFI Response to purchasing@greeleygov.com. Submit your RFI response to this email only – please do not email to multiple people. Only email’s sent to purchasing@greeleygov.com will be considered as responsive to the request for information. Emails sent to other City emails may be considered may not be reviewed.

Proposals shall be submitted in a single Microsoft Word or PDF file under 20MB.

The RFI number and Project name **must be noted** in the subject line, otherwise the RFI may be reviewed.

Electronic submittals will be held, un-opened, until the time and date noted in the RFI documents or posted addenda.

Parking Master Plan Objectives

While other areas of focus can be proposed by consultants, the staff identified parking master plan and planning process objectives include:

- Perform a parking supply/demand analysis that includes parking utilization, peak demand, and turnover
- Evaluate market-based parking requirements
- Understand the benefits and costs of parking structures and perform a feasibility analysis

- Help develop and/or identify tools to forecast parking demand in the redevelopment district and other commercial areas
- Understand the impacts of parking requirements in the City development code
- Explore emerging innovations and technology that can improve management and user-experience
- Understand both resident, employee, and visitor priorities related to parking through comprehensive public outreach
- Identify ways transit can be utilized in parking demand management
- Evaluate current parking policies and recommend potential changes
- Address future staffing and enforcement needs
- Evaluate current parking management practices and recommend potential adjustments/changes
- Make sure parking rates, times, regulations, and ordinances are comparable to peer cities, reflect local land uses, support business development, and protect neighborhoods

Overview of the Existing Parking Management System

The City manages over 2,000 parking spaces in the downtown area using license plate recognition software combined with the Passport mobile application. The Parking Division is housed under the Public Works Department and enforcement is conducted by two Parking Ambassadors. On-street parking consists of “Free All Day” parking,” 2-hour parking”, and “Orange Zone Parking”. Orange Zone Parking is limited to the blocks in the center of downtown that experience the highest demand. To stay longer than two hours in the Orange Zone without paying to stay, users must move their vehicle at least two blocks from their original parking spot or leave the Orange Zone to restart the two-hour free parking timer. Users can pay to stay using Passport to avoid having to move their vehicle out of the Orange Zone. All citations can be paid online or in person via the City website. The City also manages the downtown permit parking system that provides permitted spaces in five parking “Areas”. One of the permit areas has a lengthy waitlist while others have available permits. There are also neighborhoods near the UNC campus with residential permits.

RFI Responses

The City is requesting the following information from qualified consultants:

- 1) Recommendations for tasks, plan elements, ongoing management tools, public engagement strategies, and schedule.
- 2) A complete cost estimate that is organized by task and project staff hours.
- 3) Examples of ongoing tools or methods that could be used to forecast parking demand.
- 4) Examples of other Parking Master Plans and how those communities have implemented the plans.
- 5) Any other pertinent information that the firm feels like could be relevant to the goals and objectives outlined within the City of Greeley’s Core Values.

Questions/Inquiries

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

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 Finance-Purchasing Department
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