



## **CITY OF SALIDA, CO REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES**

### **▪ Downtown Salida Parking Study**

#### **PROJECT DESCRIPTION**

The City of Salida, Colorado is blessed with a historic downtown amid beautiful natural surroundings and amenities. Salida has become a destination in the winter because of close ski facilities; but the population burgeons in the summer with weekly events including FIBArk – America’s Oldest Whitewater Festival. The City Council wants to be assured parking does not become a barrier to the downtown’s success and character.

#### **SUMMARY OF SELECTION PROCESS**

The City of Salida requests proposals from qualified consultants for the Downtown Salida Parking Study.

#### **SCHEDULE FOR CONSULTANT SELECTION**

May 10, 2019	Distribute Request for Proposals
May 31, 2019	2:00pm MST, Proposal Deadline
June 10, 2019	Selected Consultant Interviews (tentative)
June 18, 2019	City Council Award (tentative)

#### **WHERE TO SUBMIT PROPOSALS:**

Three hard copies and one digital copy of the proposal (no faxes or emails) must be submitted to the City of Salida Community Development Department, 448 E. 1<sup>st</sup> Street, Suite 112, Salida, Colorado 81201 no later than 2:00 pm MST on May 31, 2019. Proposals shall be delivered in a sealed envelope titled: Proposal: Downtown Salida Parking Study. The City has the right to reject any or all proposals for any reason.

#### **PRELIMINARY PROJECT SCOPE**

The City of Salida is seeking to understand the nature of current and future demand for on and off street parking in our downtown; and the best practices in managing on and off street parking. The purpose of this solicitation is to inventory the full number of public and private parking spaces; evaluate the current demand during the busy summer season; and project future demand. The study must recommend well thought out strategies and actions based to meet the projected demand. Immediate issues include the challenge of enforcing parking time limits and setting an in-lieu parking fee. Including downtown business owners in the process will be a key to success.

#### **Preliminary Scope of Work should include:**

1. Review of past planning documents, specifically the Executive Summary of Downtown Parking Assessment by Mara MacKillop Hardy [https://cityofsalida.com/wp-content/uploads/MacKillop\\_SalidaParking\\_ExecutiveSummary.pdf](https://cityofsalida.com/wp-content/uploads/MacKillop_SalidaParking_ExecutiveSummary.pdf); Land Use Code requirements for parking in the C-2 district and other relevant professional literature regarding parking for a walkable environment.



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2. Strategy for calculating current parking inventory and demand.
3. Process of projecting demand geographically within the study area including creation of appropriate GIS overlays for the downtown.
4. Strategy for including downtown business owners and other interested stakeholders.
5. Recommendations for maintaining a healthy balance of parking and development; to include capital cost projections.
6. Development of a mixed-use, shared parking model that calculates parking demand geographically based on land uses for the downtown.

#### **ALL PROPOSALS SHALL INCLUDE THE FOLLOWING:**

1. A letter of interest, addressing the Preliminary Scope of Work.
2. General statement of understanding of the project.
3. Estimated schedule, including all tasks and milestones, for all work necessary to complete the study. It is critical the parking demand inventory occur this summer. Expected total timeframe for completion of the study to be less than six months.
4. Consultant qualifications including those responsible for Salida's study and three references.
5. The proposal shall provide an estimate of the total costs involved in completing each phase of the study. Scope Item #6 above should be broken out as an alternate or addition to study.

Successful proposer will be asked to enter in to a Professional Services Agreement with the City of Salida; a copy of which may be obtained from the City of Salida.

#### **EVALUATION CRITERIA:**

1. Demonstration of understanding of the City's needs and objectives
2. Qualifications and ability to meet the needs of the City
3. Professional personnel assigned
4. Approach including techniques, sequence and methods
5. Process and timeline
6. Cost proposal
7. References

Questions should be directed to:

Glen Van Nimwegen, Community Development Director: 719-530-2631

[glen.vannimwegen@cityofsalida.com](mailto:glen.vannimwegen@cityofsalida.com) or

Kristi Jefferson, Planner: 719-530-2626

[kristi.jefferson@cityofsalida.com](mailto:kristi.jefferson@cityofsalida.com)