



Larchmont, New York 10538
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REQUEST FOR PROPOSALS

RFP: Comprehensive Parking Study

Background

The Village of Larchmont (VoL) wishes to engage a Consultant and requests proposals (RFPs) to advise on parking throughout the Village. Consultant will build on previous work done by the VoL on parking including, but not limited, to:

- Parking Analysis for the Village of Larchmont, NY prepared by RAM Associates/Metered Concepts July 2007 (to be provided)
- Village maps of public lots which include some privately owned parking spaces (to be provided)
- Village parking permit data (to be provided)

Recommendations must be framed so as to create a coherent, credible and comprehensive parking program for the VoL. The study's key focus areas will be the:

- Palmer Avenue Commercial District (PACD), which includes Commuter Parking Lots 1, 2, 3; Municipal Lots 4, 7, 8 and 10 and associated on- street parking
- Boston Post Road Commercial District (BPRCD), which includes municipal Lots 5 and 6, the "CVS" lot and associated on-street parking including Boston Post Road from the New Rochelle border to the Town of Mamaroneck Border.

These districts will be collectively known as the Study Areas. However as the VoL desires to assess its parking situation in a holistic manner, commuter parking and visitor and residential parking in other areas of the Village need to be considered.

Scope of Work

Task 1: Study Management and Coordination

This task will last through the study period and include the close coordination with the designed VoL point of contact who will be responsible for liaising with VoL Board of Trustees and any relevant other municipal function and volunteer committee. Coordination with the PSC will take the form of weekly, thirty (30) minute calls with an agenda prepared by Consultant. For the duration of the work.

Task 2: Parking Inventory and Review of Parking Regulations

Update and expand where necessary, the parking inventory as shown in the Parking Analysis for the Village of Larchmont, NY prepared by RAM Associates/Metered Concepts July 2007. Parking inventory should include on-street parking around Village Hall including on-street parking associated with Constitution Park and the Larchmont Public Library. In addition, this Task should include the Consultant's review of existing parking regulations, restrictions, permit requirements, and fees.

Task 3: Occupancy and Turn-over Studies

Consultant will collect weekday and Saturday occupancy data for all Village Lots and on-street parking in the Study Areas. Consultant will also collect turn-over data for all Village Lots and on-street parking in the Study Areas. Consultant will describe methodology and presentation of data in its response to this RFP and identify where volunteers may be used to assist with the project.

Task 4: Review of Zoning Regulations

Consultant will review the Village's zoning regulations as they relate to parking with emphasis on the multi-family and commercial areas including, but not limited to appropriateness of rations, allowance "smart parking policies" (i.e., for preferred parking for shared vehicles), payment in lieu of parking fees, etc.

Task 5: Public Outreach Program

Consultant will conduct a stakeholder engagement process to identify parking related issues and opportunities. Consultant may employ on-line surveys, engagement meetings with established groups or committees as designated by Village of Larchmont, and intercept surveys. Consultant shall

describe methodology in RFP and identify where volunteers may be used to assist with the project.

Task 6: Wayfinding Analysis

Consultant shall assess the effectiveness of present signage in finding available parking by entering the Village from major access points. Recommendations for changes should be included in Task 7.

Task 7: Recommended Strategies

This Task builds on all previous tasks and translates the data, observations and findings into suggested recommendations and strategies for the two Study Areas, specifically, and the VoL generally. We expect that recommendations will include, *but not be limited to*, proposed solutions relating to:

- Parking capacity and allocation
 - Parking lot design
 - Feasibility and opportunity for diagonally parking
 - Bicycle, scooter, motorcycle parking
 - Electric charging stations
 - Parking deck opportunities
- Specific stakeholder issues (e.g., merchant and employee parking, residential overnight permit parking)
- Changes in parking regulations, permitting requirements, pricing, operating hours and enforcement
- Zoning changes (e.g., parking ratio)
- Wayfinding improvements

Submission Requirements

Responders shall submit five (5) hard copies of their proposal and email a “PDF” to the Village Administrator. The proposals shall contain the following information:

1. Proposed work plan including deliverables and a timeline for the study. It is anticipated the project could be completed within six (6) months from the date of the award.
2. A description of the firm’s general knowledge and experience with municipal and private parking management, parking lot design and construction, implementation of metered on and off street parking, knowledge of parking payment technology, transit oriented projects, and community engagement.
3. Description of similar work by the firm including dates and locations.

4. A proposed budget for completion of work tied to the specific tasks and/or deliverables identified in the Scope of Work.
5. Resumes of firm's principals and others that will be working on the project, breadth of experience, professional training and education, noting projects completed locally and nationally.

All materials developed under this RFP shall become the property of the Village of Larchmont. The Village of Larchmont shall not be liable for costs incurred in the preparation of a response to this RFP.

Pre-submission Meeting

A pre-submission meeting will be held on August 15, 2017 at 2:00pm in the 2nd floor Conference Room of Village Hall to discuss any questions or issues regarding the information requested by the Village. Attendance is optional, interested parties will also have the option of joining the meeting via conference call. The number will be supplied upon request.

Submission Deadline

All proposals, fully completed, must be submitted by August 23, 2017, 4:00 p.m. to:

Village of Larchmont
Attn: Justin Datino, Village Administrator
Larchmont Village Hall
120 Larchmont Avenue
Larchmont, NY 10538

Packages containing the proposals shall be sealed, and plainly marked "RFP Comprehensive Parking Study":

A PDF of the proposal should also be sent to administrator@villageoflarchmont.org

Evaluation

Proposals will be evaluated by a Village Review Committee using the following criteria, without limitation, in determining the recommendation of the firm, for the Village Board of Trustees to award the project. Work will be expected to commence work in early September 2017.

1. Completeness and responsiveness to the requirements of the RFP.
2. Demonstrated qualifications, professional experience and competency in the analysis associated with the scope of work.

3. Proposed fee to the Village and the viability of the firm to complete the scope of services in a timely fashion.
4. Innovative nature and extent of creativity in addressing various aspects of the RFP including presentation materials.

Questions concerning this Request for Proposals should be addressed to Justin Datino, Village Administrator, at (914) 834-6230 or administrator@villageoflarchmont.org