



REQUEST FOR PROPOSALS

City of Northville Parking Management Study

Issue Date: April 22, 2024

Pre-Bid Question Deadline: May 6, 2024, 1:00 PM EST

Deadline for receipt of Bids: May 8, 2024 1:00 PM EST

Bids must be received and in the possession of the City Clerk's office by the Deadline for Receipt of Bids, at:

City of Northville
City Clerk's Office
215 W. Main St.
Northville, Mi 48167

Michael Smith
City Clerk
msmith@ci.northville.mi.us

Mike Domine
Public Works Director
mdomine@ci.northville.mi.us

Request for Proposals – Parking Management Study

I. PROCEDURES

- A. SUBMISSION AND RECEIPT OF BID:** In order for a bid to receive consideration, it must be received prior to the deadline above. No bids will be accepted after the time specified as the deadline for bids. The City reserves the right to postpone the bid opening for its own convenience. Bids must be clearly labeled “**City of Northville Parking Management Study**” and shall be sealed when submitted. Bids shall be mailed or delivered to the City of Northville 215 W. Main St, Northville, MI 48167. Bids are considered received when *in the possession of the City Clerk’s office.* It is the proposer’s responsibility to ensure that bids are received in the proper location.
- B. OFFICIAL DOCUMENTS:** The City of Northville, Michigan officially distributes bid documents from the Financial Services Department through the Michigan Intergovernmental Trade Network (MITN). Official documents can be obtained on-line at www.bidnetdirect.com/mitn.
- C. INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS:** Any interpretation to a proposer regarding the Bid or any part thereof is valid only if given by the City’s Director of Public Works. Any information given by departmental contacts is unofficial. Interpretations may or may not be given orally (may be written) depending on the nature of the inquiry. Interpretations that could affect other proposers will be in writing and issued by the Director of Public Works. All inquiries shall be made within reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before bids are opened. Inquires received that are not made in a timely fashion may or may not be considered. Any inquiries related to bid or product specifications should be sent to the Director of Public Works.
- D. CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addendum issued in relation to this bid will be posted on the MITN website and will also be on file in the City Clerk’s Office. It shall be the proposer’s responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such changes or addenda.
- E. AWARD:** The contract will be awarded to that responsible, responsive firm whose bid, conforming to this solicitation, will be most advantageous to the City, price and other factors considered. *The City reserves the right to accept or reject any or all bids, in part or whole and to waive informalities and minor irregularities in bids received.* Unless otherwise specified in the document the City reserves the right to accept any item in the bid on an individual basis. Proposers may submit bids on any item or groups of items provided unit prices are clearly shown and a notation is made on the document clearly indicating Proposer’s intent.
- F. WITHDRAWAL:** Bids may only be withdrawn by written notice prior to the date and time set for the opening of bids. No bid may be withdrawn after the deadline for submission.

G. DEFAULT: No bid or proposal shall be accepted from any party (contractor) who is in default on the payment of taxes, licenses or other monies due the City.

H. TO COMPLY: For failure to deliver or perform in accord with the accepted bid, the City may consider the contractor in default and take steps to protect the City's interest. The City may, without impairing its other rights and benefits, purchase all or part of the contract goods or services on the open market and charge any additional costs to the contractor or his surety.

I. NON-COLLUSION CLAUSE: By signing and submitting this bid, proposer states that his bid is genuine and not collusive or sham; such proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham bid, or that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of affiant or any other proposer, or to fix any overhead, profit or cost element of said bid price.

J. NON-DISCRIMINATION CLAUSE: By signing and submitting this bid for consideration of an award by the City of Northville, the contractor and any subcontractor covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.

K. JURISDICTION AND VENUE: Any dispute arising under the contract may only be filed in a court of competent jurisdiction in the State of Michigan. All disputes arising under the agreement shall be governed by Michigan law, except those that would direct application of the laws of another jurisdiction.

SCOPE OF WORK

Through this RFP, the City of Northville is seeking proposals from firms engaged in professional parking and transportation consulting and/or management to recommend flexible, environmentally responsible, and financially sustainable initiatives. Work will include, but is not limited to:

- Conduct a parking inventory of the City’s parking system; including parking lots, structures, and on street parking.
- Conduct an assessment of the need for parking driven by current and new development to include usage patterns, occupancy rates, and pricing structures;
- An evaluation of potential Demand Management strategies to reduce dependency on cars and, thus, parking demand;
- An initial meeting with City Administration, the Downtown Development Authority, and local business representatives to learn their expectations for the future, and a follow-up meeting with them to discuss recommendations;
- Determine opportunities for shared parking of existing lots/garages and recommendations on how to structure (e.g., time of day) those scenarios;
- An evaluation of the potential for development of new parking facilities (structured and/or surface) that will allow for a phased build-out to meet long-term demand;
- The identification and location of sites for potential parking facilities, including conceptual plans, planning level cost estimates, and debt service projections;
- Projections of fiscal and social cost/benefit for each recommended solution;
- A report on potential funding mechanisms, management structures, and financial projections for the entire strategy, including demand management.
- Provide parking enforcement recommendations
- A recommendation for timed short term parking vs long term parking including parking lots, structures and on street parking.

DELIVERABLES

The awarded firm must submit a final report to the City of Northville by **August 31, 2024**. The information should include graphic representations as necessary, narratives that reflect a clear understanding of the City's parking inventory and resources, achievable financial projections, and descriptions of how the City can build a flexible, responsive program that meets the demands of a rapidly developing downtown.

GENERAL PROPOSAL REQUIREMENTS

The specifications outlined in this RFP will be made a part of any agreement entered into between the City and the selected individual or firm. All bidders should follow the format specified below. Applicants should base their proposals on the details of this RFP, specifically the detailed information provided in “Scope of Work” section, along with any information provided in any written addenda that may be issued. The proposal should include a project description and specific tools, techniques, approach to be used to complete the work on schedule. The proposal should be concise and provided in 8 ½ x 11-page size for both electronic and paper format.

1. Cover Page: The proposal shall include the RFP Title, date of submittal, company name, address, electronic-mail, and telephone numbers. This page should also include the main point of contact.
2. Work Plan and Deliverables: A description of the consultant's understanding of the project objectives, outcomes, and vision, and how these will be achieved. Include a detailed project methodology explaining each project task, including what will be expected of the consultant and the City with respect to each task. This section shall address all the activities outlined in this RFP, especially in "Scope of Work" section and the deliverables that will be provided for this project. A timeline for project completion must be included in the proposal.
3. Related Experience: Provide at least three but not more than five similar projects that have been completed in the last five years. Descriptions and references for each project should include the project's budget and schedule, final cost, schedule of completion, and any other pertinent information that can be applied to this project. Reference contact information should include the name, title, agency/municipality, phone, address, and email address.
4. Local Knowledge: Describe any previous experience your firm has with conducting work in the City, especially any knowledge of the City's parking systems, or projects of similar size and scope and their related parking systems in Michigan.
5. Resume and Qualifications: Identify the personnel to be assigned to the project, along with a description of their experience and qualifications. and a copy of their resume. Include any specific information describing the qualifications of other personnel who will be providing administrative and technical support, if any. Disclose any conflicts or perceived conflicts of interest with City employees, City Council or other board members including the name of person(s) and the nature of the conflict.
6. Pricing: The proposal shall include a complete scope of services and all associated costs and an explanation of how fees are calculated. Work performed by authorized subcontractors should be itemized. Provide an estimate of hours needed to complete the services outline in the scope of work, and the not-to-exceed amount for each task. The proposal shall include a project maximum price proposed for a not-to-exceed total cost. Identify the number of meetings necessary to complete the work, both with City staff and public meetings, including hourly cost for additional meetings and include any travel expenses, if required.
7. Proposal Form: The bidder will complete the proposal form included with this RFP. Failure to include this form will result in the proposal being considered non-responsive and rejected.

8. Additional Attachments: All other attachments, e.g. required forms, company information, etc. or any additional information to be included with the proposal. Provide any additional information you would like the City to consider in a clear and concise format.

PROJECT SCHEDULE

The Parking Management Study should be completed by August 31, 2024. A tentative schedule for proposal planning purposes is as follows:

Deadline for RFP Submissions	May 8, 2024
Interview Firms (if necessary)	Week of May 13, 2024
City Council Award Contract	First Meeting in June 2024
Complete Study	August 31, 2024
Present Results to City Council	First Meeting in September
City Council vote on recommendations	September / October

SELECTION PROCESS

The City will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, and ability to meet the needs of the City. The selection committee will review proposals received on or before the deadline set forth in this RFP based upon the system below:

- A. Professional Qualifications
- B. Experience with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposed

The consultant(s) may be asked to meet with the selection committee prior to making a recommendation to review their proposal. The selection committee will consist of the City Manager, Director of Public Works, Northville Police Chief and DDA Director.

The City of Northville reserves the right to reject any or all the proposals, and to waive informalities in the proposals or the proposal process. The City may interview bidder(s) prior to selection. The City further reserves the right to award the contract to other than the lowest bidder if such action is deemed to be in the best interest of the City. The City reserves the right to consider other factors not named here in making its decision.

MINIMUM QUALIFICATIONS

The consultant shall have on staff key personnel that will be assigned to the City with demonstrated experience and skills to complete the work.

- Minimum of five (5) years' experience with the review of parking management, and
- Completed at least three (3) parking management studies similar in scope of like-sized municipalities within the State of Michigan.

The selected consultant will be required to adhere to the City's insurance requirements and indemnification language into the final contract. See below for insurance, indemnification, and liability information.

SUBCONTRACTS

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature of the services the subcontractor provides as it relates to this proposal. The bidder shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualifications of said entities, and describe methods the contractor will employ to manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal and approved by the City prior to initiation of a contract. Bidders and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

SUBMITTAL INSTRUCTIONS

Proposals will be received until **1:00 pm local time on May 8, 2024** at the Northville City Hall, City Clerk's Office, 215 W. Main Street Northville, MI 48167, at which time and place the bids will be opened. All submittals shall be in a sealed, clearly marked envelope. Envelopes should indicate the name of the bidder and "City of Northville Parking Management Study".

Submittals shall consist of one clearly marked original and two copies of response which shall be signed and submitted to the Clerk's Office no later than the time and date specified in this solicitation. Timely submission of the response is the responsibility of the bidder. An electronic PDF version of the entire proposal package must be provided upon request after the submittal deadline.

Bids submitted may not be withdrawn or modified for 60 days following the date on which they are opened by the City Clerk.

The City of Northville reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the City, to waive irregularities in any proposal, and to accept a proposal which best meets the needs of the City irrespective of the bid price.

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits the City to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the City's right to negotiate in its best interest. The City reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The City reserves the right to reject any and all offers received. No proposals will be accepted from anyone who is in arrears for prior expenses or fees owed to the City.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility. No work performed by the selected contractor that is out of the scope as defined by the contractor's proposal will be reimbursed unless specifically authorized by the City in writing.

All proposals are subject to the Michigan Freedom of Information Act. Once bids are opened, the information contained therein becomes accessible by the public.

TAXES, TERMS, AND CONDITIONS

The City of Northville is exempt from Federal Excise, State Sales Tax, and Personal Property Tax.

If awarded the contract, the company will be required to perform the scope of work as described in this RFP and any written addendum, unless departure or substitution is clearly noted and described in the proposal. The City reserves the right to determine if a service being proposed is equal to the specified service requested.

In the case of default by the contractor, the City may procure services from other sources and hold the company responsible for any excess costs incurred. In case of error by the company, the City may, by discretion upon presentation of a written explanation by the company substantiating the error, reject the Contract and award to the next qualified company. Such error may be subject to default conditions.

QUESTIONS

Questions regarding this Request for Proposals shall be directed, in writing, to Mike Domine, Director of Public Works, 215 W. Main Street, or by email at mdomine@ci.northville.mi.us not later than May 6, 2024 at 1:00 pm local time. All questions will be answered in writing, via email response to the sender, and posted as an addendum to the RFP.

BID FORM

RFP

City of Northville Parking Management Study

Proposal Issued December 27, 2023

The Undersigned hereby offers and agrees to furnish the service in compliance with all terms, scope of work, conditions, specifications, and addenda in the RFP.

Addenda: The Undersigned has read and understands the RFP with all exhibits thereto, together with any written addendum issued in connection with any of the above. The Undersigned hereby acknowledges receipt of the following addenda:

_____ (write "none" or "n/a" if none)

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Office Phone: _____ Cell/Alternate Phone: _____

Email: _____

The Undersigned, by submission of this proposal, hereby agrees to be obligated, if selected to provide the stated services to the City, for the term stated herein, and to enter into an Agreement with the City in accordance with RFP and any written addenda as specified above.

The Undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with these requirements, and if awarded a contract, the respondent is currently and will remain in compliance with applicable provisions of the City's Charter and Code of Ordinances.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Authorized Signature: _____ Date: _____

Printed Name/Title: _____

INDEMNITY AND INSURANCE

Contractor agrees to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Owner, its employees, elected and appointed officials, agents, and volunteers from and against any and all claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), or liability (including actual attorneys' fees and cost of defense), proceedings, orders, and decrees of every nature and description arising before, during, or after completion of the Contractor's work caused or alleged to have been caused by, arising out of, or resulting from or occurring in connection with the performance of the work, lack of performance of the work, and / or any activity associated with the work of the contractor, its agents, employees, subcontractors, or sub-consultants.

Nothing in this agreement requires the Contractor to defend and/ or indemnify the Owner for claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), proceedings, orders, and decrees caused by, arising out of, or resulting from the sole negligence of the Owner, its employees, elected and appointed officials, agents, and volunteers, or for any amount greater than the degree of fault of the contractor and that of his or her respective sub-consultants or subcontractors. The obligation of the contractor to defend, indemnify and hold harmless the Owner shall survive and continue after final payment, completion of the work, and completion and/or termination of this agreement.

The Contractor shall procure and maintain during the life of this Agreement the insurance requirements as listed below and furnish within fifteen (15) working days of Notice of Award, Certificates of Insurance as well as **required endorsements** providing insurance coverage as follows:

- (A) Workers' Compensation Insurance – including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- (B) Comprehensive General Liability Insurance – on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractor Coverage; (D) Broad Form General Liability Extensions or equivalent, including Explosion, Collapse, and underground (XCU), if applicable.
- (C) Automobile Liability Insurance - Including Michigan No-Fault Coverage's with limits of liability no less than \$1,000,000 per occurrence, combined single limit for bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and hired vehicles.
- (D) Additional Insured – commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be additional Insured: The City of Northville, all elected and appointed officials, all employees, and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Northville as additional insured coverage afforded is considered to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.
- (E) Cancellation Notices – All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, ten (10) days for non-payment of premium, Advance Written notice of Cancellation, Non-Renewal, shall be sent to: Michael Smith, Clerk, Cit of Northville, 215 W. Main Street, Northville, Michigan 48167.

(F) Proof of Insurance – The contractor shall provide the Owner at the time that the contracts are returned by him/her for execution, a copy of Certificates of Insurance as well as **required endorsements** for all coverage's as listed above.

If any of the above coverage expires during the term of this agreement, the contractor shall deliver renewal certificates and/or policies and endorsements to the Owner at least ten (10) days prior to the expiration date. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Owner. The requirement above should not be interpreted to limit the liability of the contractor. All deductibles and SIR's are the responsibility of the Contractor.

It shall be the Contractor's responsibility to provide similar insurance for each subcontractors or to provide evidence that each subcontractor carries such insurance in like amount showing the City of Northville as "ADDITIONAL INSURED" prior to the time such subcontractor proceeds to perform under the contract.