

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
APRIL 19, 2011 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Downtown Parking Study	✓ Resolution Ordinance Motion Discussion Only	Nan Newlon, P.E. Director of Public Works

SYNOPSIS

A motion is requested to award a professional services contract for preparation of the Downtown Parking Study to Rich and Associates, Inc. of Southfield, Michigan in the amount of \$44,800.00.

STRATEGIC PLAN ALIGNMENT

The goals for 2011-2018 identified *Exceptional Municipal Services, Top Quality Infrastructure, and Strong, Diverse Local Economy*.

FISCAL IMPACT

The FY11 budget includes \$45,000 in the Downtown TIF fund for this project.

RECOMMENDATION

Approval on the May 3, 2011 consent agenda.

BACKGROUND

The purpose of this project is to ensure that the Village, in cooperation and coordination with the Downtown Downers Grove Management Corporation (DMC), is using best practices to plan and manage available parking in a manner that best serves downtown Downers Grove.

This project will include the completion of a comprehensive downtown parking study that will evaluate current available parking and parking demand, allocation of parking spaces by user groups, and future parking demand in the downtown based on current demand and future development scenarios. Current parking management practices will be reviewed and recommendations for modifications will be made if warranted for more effective use of existing parking.

The scope of work will include the following tasks:

- Review of existing data
- Fieldwork and data collection
- Parking demand versus parking supply assessment
- Preliminary report meetings
- Preparation of recommendations
- Financial evaluation
- Draft final report and presentation
- Report modifications
- Preparation and presentation of final report

The data collection will include a parking space inventory, land use review, parking utilization analysis, pedestrian surveys, business and resident surveys, stakeholder interviews, review of current parking operations, signage, enforcement and marketing and a benchmark to best practices.

The final report will include the study results to fully document recommendations with implementation schedules, costs and benefits. Recommendations will be categorized as near-term, mid-term and long-term.

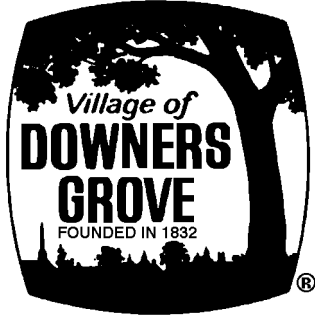
A Request for Proposal was posted on the Village's website on 1/27/2011 and seven submittals were received. A steering committee was created to assist with the selection process which included two members of the DMC Board of Directors. After reviewing the proposals Rich and Associates was preferred by the selection team based upon the firm's related experience and the project manager's level of expertise and experience. Rich and Associates also proposed the lowest fee for the presented scope of work. This project is anticipated to be complete within an eighteen week time-frame, approximately the end of August 2011. Rich and Associates has completed similar studies for the communities of Naperville, Crystal Lake, La Grange, Woodstock, and Arlington Heights.

ATTACHMENTS

Contract Form

Campaign Disclosure Form

Capital Project Sheet P-11



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: _____

Project Name: Downtown Parking Study
Proposal No.: RFP-002-0-2011/TT
Proposal Due: **Monday, February 14, 2011, 3:00 p.m.**

Pre-Proposal Conference: Not applicable

Required of Awarded Contractor:

Certificate of Insurance: **Yes**

Legal Advertisement Published: January 27, 2011

Date Issued: January 27, 2011

This document consists of 26 pages.

Return **original, two duplicate printed copies** and one electronic copy of proposal in a **sealed envelope** marked with the Proposal Number as noted above to:

THERESA H. TARKA
PURCHASING ASSISTANT
VILLAGE OF DOWNERS GROVE
801 BURLINGTON AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-5530
FAX: 630/434-5571
www.downers.us

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Village Hall, 801 Burlington Avenue, Downers Grove, IL 60510.

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original, and 2 additional paper copies of the total proposal. Upon formal award of the proposal this RFP document shall become the contract, the successful Proposer will receive a copy of the executed contract.

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that Village of Downers Grove will receive sealed proposals up to **Monday, February 14, 2011, 3:00 p.m.**.
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: **Theresa Tarka**, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of proposals. As noted in the specifications set forth below, the total project cost, shall be submitted in a separate sealed envelope.
- 1.4 All proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting proposal. Telephone, email and fax proposals will not be accepted.
- 1.5 By submitting this proposal, the proposer certifies under penalty of perjury that they have not acted in collusion with any other proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to our proposer's of record.
- 2.3 In case of error in the extension of prices in the proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any proposal including any proposer's travel or personal expenses shall be the sole responsibility of the proposer and will not be reimbursed by the Village.
- 2.5 The proposer hereby affirms and states that the prices quoted herein constitute the total

cost to the Village for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

- 3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature or name of person authorized for submitting a proposal, provided that it is received prior to the time and date set for the bid opening. Telephone, email or verbal alterations of a proposal will not be accepted.
- 3.2 A Proposal that is in the possession of the Village may be withdrawn by the proposer, up to the time set for the proposal opening, by a letter bearing the signature or name of person authorized for submitting proposals. Proposals may not be withdrawn after the proposal opening and shall remain valid for a period of ninety (90) days from the date set for the proposal opening, unless otherwise specified.

4. RESERVED RIGHTS

- 4.1 The Village of Downers Grove reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of proposal will not be waived.

II. TERMS AND CONDITIONS

5. VILLAGE ORDINANCES

- 5.1 The successful proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

6 USE OF VILLAGE'S NAME

- 6.1 The proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

- 7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in

connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This Agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its Subcontractors.

8. NONDISCRIMINATION

8.1 Proposer shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this proposal, the Proposer certifies that he is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this proposal.

8.2 It is unlawful to discriminate on the basis of race, color, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1264, 42 U.S.C. Secs. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101et. seq., and The Americans With Disabilities Act, 42 U.S.C. Secs. 12101 et. seq.

9. SEXUAL HARASSMENT POLICY

9.1 The proposer, as a party to a public contract, shall have a written sexual harassment policy that:

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

10. EQUAL EMPLOYMENT OPPORTUNITY

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal

Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights (“Department”), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Proposer agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- 10.1.2 That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department’s Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military services.
- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer’s obligations under the Illinois Human Rights Act and the Department’s Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 10.1.5 That it will submit reports as required by the Department’s Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department’s Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites

by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.

10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivision or municipal corporations.

11. DRUG FREE WORK PLACE

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employee's about: (1) the dangers of drug abuse in the workplace; (2) the Village's or proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse

assistance or rehabilitation program by any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.

- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. PATRIOT ACT COMPLIANCE

The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses(including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

13. INSURANCE REQUIREMENTS/INDEMNIFICATION

- 13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this agreement and for which the Proposer may legally liable:
 - 13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
 - 13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
 - 13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
 - 13.1.4 Claims for damages insured by the usual personal injury liability coverage

which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;

- 13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - 13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
 - 13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.
 - 13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
 - 13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.
 - 13.4 In addition to required insurance coverages, the Proposer shall indemnify and hold harmless the Village and its officers, employees and agents from any and all liability, losses or damages the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature in any way resulting from or arising out of negligent action on the part of the Proposer or any sub-Proposer to the Proposer under the Proposer's agreement with the Village.
- 14. CAMPAIGN DISCLOSURE**
- 14.1 Any contractor, proposer, Proposer or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.
 - 14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
 - 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

- 14.4 By signing the bid documents, contractor/proposer/Proposer/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

15. SUBLETTING OF CONTRACT

- 15.1 No contract awarded by the Village shall be assigned or any part sub-contracted without the written consent of the Village Manager. In no case shall such consent relieve the Awarded Proposer from their obligation or change the terms of the contract.

All approved sub-contracts shall contain language which incorporates the terms and conditions of this contract.

16. TERM OF CONTRACT

- 16.1 The term of this contract shall be as set forth in the Detail Specifications set forth in Section III below. This contract is subject to the Village purchasing policy with regard to any extensions hereof.

17. TERMINATION OF CONTRACT

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Agreement, or for any other reason, the Agreement may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of default.

18. BILLING & PAYMENT PROCEDURES

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.
- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.

- 18.4 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60510.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

20. STANDARD OF CARE

- 20.1. Services performed by Proposer under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinions, and documents or otherwise.
- 20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 20.3 For Professional Service Agreements (i.e. Engineer, Proposer): Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

21. GOVERNING LAW

- 21.1 This Agreement will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

22. SUCCESSORS AND ASSIGNS

- 22.1 The terms of this Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Agreement in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected sub Proposers.

23. WAIVER OF CONTRACT BREACH

- 23.1 The waiver by one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches

of this Agreement and will not be construed to be a waiver of any provision except for the particular instance.

24. AMENDMENT

24.1 This Agreement will not be subject to amendment unless made in writing and signed by all parties.

25. NOT TO EXCEED CONTRACT

25.1 The contract price is a “not-to-exceed” cost as set forth in Exhibit B attached hereto and incorporated herein by reference. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the contract.

26. SEVERABILITY OF INVALID PROVISIONS

26.1 If any provisions of this Agreement are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Agreement, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

27. NOTICE

27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

28. COOPERATION WITH FOIA COMPLIANCE

Contractor acknowledges that the Freedom of Information Act may apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act . 5 ILCS 140/1 et.seq.

III. DETAIL SPECIFICATIONS

INTRODUCTION:

The Village of Downers Grove is seeking to retain the services of a qualified and experienced consulting firm to complete a study that will evaluate current parking demand, allocation of parking spaces by user groups, and future parking demand in the Central Business District (CBD) based on current demand and future development scenarios. The consultant will also review current parking management strategies and recommend modifications if warranted for more effective use of parking in the CBD.

BACKGROUND:

Downers Grove, with a population of 50,000 residents, boasts a bustling downtown with a busy commuter rail station. The CBD is home to 74 retail establishments, 21 restaurants, 228 service companies and over 200 residential units. The historic, 1390 seat Tivoli Theatre and over 140 community events and festivals attract thousands of visitors each year which has helped earn Downers Grove a spot on Chicago Tribune's "Top 10 List of Downtowns." On Friday nights throughout the summer antique and specialty cars park downtown in an informal car show. The Indian Boundary YMCA sponsors a Saturday morning market from June to October, and an ice sculpture festival is held in February.

The Burlington Northern Santa Fe Railroad (BNSFRR) bisects the CBD between Burlington and Warren Avenues and creates a logistical divide between the north and south sides of the downtown. Metra operates a commuter rail operation with a commuter station on Main Street at the BNSFRR line. In 2006 the average numbers of passengers boarding Metra at Main Street on average weekday mornings was over 2300. In 2008 924 commuter parking spaces were counted in the CBD that had a utilization rate of 99%.

The CBD is also home to several governmental facilities including Village Hall, the Police Department, the Downers Grove Public Library as well as a regional postal facility. The CBD currently has one public multi-level parking facility with 787 parking spaces, several surface parking lots and on-street parking. Some businesses have private parking facilities.

The CBD is generally bounded by Franklin Street to the north, Belden Avenue/Elm Street to the east, Maple Avenue to the south and Carpenter Street to the west.

The purpose of this project is to ensure that the Village, in cooperation and coordination with the Downtown Downers Grove Management Corporation (DMC), is using best practices as we plan and

manage all public parking available in a manner that best serves all users of downtown Downers Grove.

SCOPE OF SERVICES:

The consultant will be responsible for addressing all of the following issues as part of this study:

Review past studies for the CBD. The following information is available by request to the Consultant by the Village of Downers Grove in an electronic format.

1. Downtown Downers Grove TIF Map
2. Parking System Pay Rates by Parking Lot
3. Parking Deck – Space Allocation Table
4. Monthly Parking Utilization by Parking Lot and Parking Deck (2009-2010)
5. Downtown Downers Grove Parking GIS Map of Shopper/Commuter Spaces
6. Overnight Parking Violations in Parking Deck Report
7. Parking Deck Site Analysis, 11/1998
8. Downers Grove Central Business District Master Plan 1/1997
9. Downers Grove Downtown Pattern Book 8/2008
10. Downers Grove Central Business District Transportation Study 10/1997
11. Municipal Code Chapter 14 (available on Village website)
12. Downtown Business Directory
13. Frequently Asked Questions for Parking

Inventory existing parking. Verify the total number of parking spaces and categorize by use, regulation and location.

Conduct Parking Counts. Conduct parking counts of all public parking garages, public surface lots, and public on street parking. Consultant shall provide counts for the following time periods: 1) Hourly counts Tuesday, Wednesday, Thursday and Saturday, 6 am to 11 pm each day for one week, and one of those days at 2am; 2) additional counts as recommended by the consultant to adequately address parking demand in the CBD for each user group (i.e: shoppers, business employees, commuters, residents, etc). Block and lot reference numbers shall be established and used for this study. Fees to conduct such counts shall be provided separately for items 1 and 2 above. The specific dates for the counts shall be reviewed and approved by the Village.

Data to be provided by the Consultant for this task will include:

- Number of cars/space/day
- Number of hours of usage/space
- Average length of stay/vehicle
- Percent of spaces occupied during study period
- Rate of turn-over of parking spaces

Customer preference survey. Develop a survey tool to help determine the perceived parking needs and parking desires of downtown visitors, patrons, business owners and other key stakeholders. Survey format should range from on-street public surveys, service-classification specific businesses (retail, restaurants, pubs, others), and through a website to collect information.

Current parking demand shall be analyzed by the consultant and broken down by each lot and the parking deck and aggregated for the north side and south side of the CBD, taking into consideration current parking counts, existing land uses and parking agreements, and permits sold by user group. Consultant shall review the Village's parking ratios as detailed in Chapter 28 of the Village Code and determine if any revisions are needed. As part of this demand analysis, the consultant shall provide specific demand analysis for the Tivoli Theater.

Future parking demand shall be evaluated and broken down by each lot and the parking deck and aggregated for the north side and south side of the CBD based on current demand and future development opportunities as outlined by the Village, taking into consideration past parking studies and actual demand. The consultant shall provide recommendations on whether existing Village parking facilities can accommodate future demand by either reallocating spaces by user group or providing additional parking facilities and work with staff to determine preferred locations.

Identify best business practices for downtown parking management which includes comparison parking management information by communities of comparable population. The comparison will outline each of the Village's practices in a simple format and recommend options for inclusion in Downers Grove's parking management system.

Parking space allocation. Consultant shall recommend an appropriate allocation of parking spaces by user group for the parking deck for current and future demand, taking into consideration existing parking agreements with developers/property owners/residents and the BNSFRR and Metra. Options to increase the flexible use of CBD parking spaces shall be explored.

Potential future parking. Consultant shall provide recommendations on how the Village should address existing and future parking demand at full CBD build out and whether or not additional parking facilities are needed and the locations of such facilities.

Examine all opportunities that could lead to traffic and parking system improvements. Identify and offer solutions to:

- a) Parking identification and wayfinding for motorists and pedestrians
- b) Best use of available parking (various time restrictions and regulations)
- c) Special parking needs
 1. CBD employee parking
 2. ADA Parking
 3. Loading Zones
 4. Taxi stands
 5. Bus stops

6. Valet parking
 7. Short-term users
 8. Overnight resident visitor parking
- d) Simplify and right-size enforcement of parking regulations
 - e) Utilize technology and Intelligent Transportation Systems to improve parking management

Alternatives should be compared by orders of magnitude of cost vs. benefits and other parameters as determined during the study. The report should also provide a statement evaluating the effectiveness of the proposed management system.

Identify how the various stakeholders for this project are impacted by various alternatives.

Stakeholders include:

Downtown customers and visitors

Downtown property owners

Business owners/operators

Village of Downers Grove

Downers Grove Library

Postal Facility

Downtown Downers Grove Management Corporation

Downers Grove Park District

- i. Goods and delivery service providers

Attend meetings as follows:

- Project kick-off meeting
- Presentation of preliminary findings to Steering Committee and Downtown Downers Grove Management Corporation,
- Presentation of preliminary findings to the Transportation and Parking Commission,
- Presentation of the final report to the Steering Committee and Downtown Downers Grove Management Corporation, and
- Presentation of the final report to the Village Council.

Prepare preliminary report for Village staff and Steering Committee review.

Prepare final report for Village staff and Steering Committee review and approval.

FUNDING:

The Village has included an amount of \$45,000 in the 2011 capital budget to complete this project. In an effort to achieve the most cost effective results, consultants may suggest that specific work items be performed by others (i.e. Village staff or volunteers) or that the scope be modified where the consultant believes the cost of obtaining specific information does not outweigh the cost of obtaining it. If the consultant proposes to modify the scope of work as described this should be explained in the proposal. The final scope of work will be negotiated between the Village and the successful candidate.

SCHEDULE:

February 14, 2011	Full proposal must be submitted to the Village by 3:00 p.m. on February 14, 2011. The contents of the response are listed under submittal requirements.
March 7, 2011	Steering Committee completes evaluation and scoring of proposals.
Week of 3/21/2011	Interviews are conducted of top-scoring proposals

SUBMITTAL REQUIREMENTS:

All submittals must be concise, complete and accurate. Submittals are to be no longer than 20 pages (10 pages if double-sided) with 12 point text font (excluding the Village's forms, resumes and cost proposal). Attached is a draft of the Consultant Services Agreement that will be used for this contract.

The following items should be included in the submittal:

1. Introduction

A letter that includes the following information: name of firm, local address, telephone number, fax number, name and email address of contact person, location of branch offices, if any, and states in which your firm is licensed to practice .

2. Project Approach

This section should include:

- A description of the firm's thorough understanding of the scope of the project and services required.
- A description of how the firm proposes to deliver a top quality project on time and within budget.
- A detailed outline of the tasks associated with each element of the scope of services described above, including any additional tasks that the consultant may choose to identify and describe.

- An overall account of the philosophy and methods the firm will utilize to successfully complete this project. This description should communicate the firm's thorough understanding of the scope of the project.

3. Anticipated Project Schedule

A project schedule with an estimated start date in April 2011 should be submitted. Specific project tasks and their duration should be detailed. Discussion should include overall duration and intensity level. Milestones should be identified and shown on the schedule. The schedule should also include review times, coordination with stakeholders, public involvement meetings and any additional tasks that the consultant may choose to identify and include on the schedule. The consultant is to determine the length of time necessary for the project to be completed.

The Project Schedule submitted in the proposal will be finalized and attached to the Consultant Service Agreement (CSA) as an exhibit.

4. Project Team

Provide biographical data and experience on principals and key professional members of the firm(s) who will be directly involved with this project including the Project Manager who will be the primary contact person for this project.

5. Statement of Availability

Statement of availability of firm(s) and subconsultants to undertake this project with specific reference to the personnel noted above.

6. Similar Project Experience

Five specific examples of recently completed downtown parking studies that are similar in nature to this project. Please include a description of the project including location, client, client contact information and scope of professional services delivered by your firm.

7. Total Project Cost (Submit *in a separate sealed envelope*)

The consultant shall submit the total project cost in separate sealed envelope. The consultant shall summarize the costs by primary activity and provide a breakdown of costs in sufficient detail. All direct costs shall also be included.

In an effort to manage costs for this project the consultant may include revisions to the work to be performed by the consultant that they do not believe add sufficient value or that could be performed by Village staff.

CRITERIA FOR REVIEW:

The following items will be considered when evaluating the consultant's proposal:

1. Qualifications and experience with and approach to comparable parking studies (40%)

2. Experience with parking management technology (10%)
3. Qualifications and experience of the project manager and team (35%)
4. Completeness of the proposal/project time schedule (15%)

A Steering Committee comprised of staff from the Village of Downers Grove and the Downtown Downers Grove Management Corporation will evaluate the Proposals. The submittals will be reviewed using the criteria defined above to determine the most qualified firm or firms, after which time the scope/hours/costs of the most qualified firms will be reviewed for conformance with budget and interviews will be scheduled and conducted.

Prospective consultants will be permitted access to the Village's information through a CD of electronic historic files. In addition, a Central Business District site visit is encouraged, as this will familiarize the prospective consultant with local conditions. Village staff will not participate in introductory site visits by the consultant and this preparatory step is not intended for discussions with the Village's Project Manager or Village staff.

IV. PROPOSER'S RESPONSE TO RFP (Professional Services)

(Proposer must insert response to RFP here DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the contract with the Village)

See Exhibit A, attached hereto and incorporated herein by reference.

Village of Downers Grove

V. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

PROPOSER:

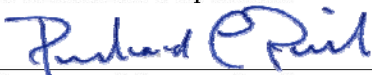
Rich & Associates, Inc.
Company Name
26877 Northwestern Hwy #208
Street Address of Company
Southfield, MI 48033
City, State, Zip
248-353-5080
Business Phone
248-353-3830
Fax

Date: January 18, 2011
dnrich@richassoc.com
Email Address
David N. Rich
Contact Name (Print)
248-225-4381 (cell)
13-Hour Telephone


Signature of Officer, Partner or
Sole Proprietor

David N. Rich, Director Project Development
Print Name & Title

ATTEST: If a Corporation


Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

Village of Downers Grove



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: Rich & Associates, Inc.

ADDRESS: 26877 Northwestern Hwy, Suite 208

CITY: Southfield

STATE: Michigan

ZIP: 48033

PHONE: 248-353-5080 FAX: 248-353-3830

TAX ID #(TIN): 38-2008143

(If you are supplying a social security number, please give your full name)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

Individual	Limited Liability Company –Individual/Sole Proprietor
Sole Proprietor	Limited Liability Company-Partnership
Partnership	Limited Liability Company-Corporation
Medical	<u>Corporation</u>
Charitable/Nonprofit	Government Agency

SIGNATURE: D. W. R. R.

DATE: January 18, 2011

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to Downtown Parking Study, proposer Rich & Associates, Inc. hereby certifies
(Name of Project) (Name of Proposer)
the following:

1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS §12-105(A)(4);
3. Proposer certifies that not less than the prevailing rate of wages as determined by the Village of Downers Grove, DuPage County or the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work for the Village of Downers Grove. All bonds shall include a provision as will guarantee the faithful performance of such prevailing wage clause. Proposer agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, for all work completed. Proposer agrees to pay the prevailing wage and require that all of its subcontractors pay prevailing wage to any laborers, workers or mechanics who perform work pursuant to this contract or related subcontract. Proposer and each subcontractor shall keep or cause to be kept an accurate record of names, occupations and actual wages paid to each laborer, workman and mechanic employed by the Proposer in connection with the contract. This record shall be sent to the Village on a monthly basis along with the invoice and shall be open to inspection at all reasonable hours by any representative of the Village or the Illinois Department of Labor and must be preserved for four (4) years following completion of the contract. Proposer certifies that proposer and any subcontractors working on the project are aware that filing false payroll records is a class B misdemeanor and that the monetary penalties for violations are to be paid pursuant to law by the proposer, contractor and subcontractor. The Village shall not be liable for any underpayments. If applicable: Since this is a contract for a fixed public works project, as defined in 820 ILCS 130/2, Contractor agrees to post at the job site in an easily accessible place, the prevailing wages for each craft or type of worker or mechanic needed to execute the contract or work to be performed.
4. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
5. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 2 of 3)

Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: 
Proposer's Authorized Agent

3	8	-	2	0	0	8	1	4	3
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FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 18th day of January, 2011.



Notary Public)
Notary Public, Oakland County, Michigan
My Commission Expires April 30, 2012

(Fill Out Applicable Paragraph Below)

(a) **Corporation**

The Proposer is a corporation organized and existing under the laws of the State of Michigan _____, which operates under the Legal name of Rich & Associates, Inc. _____, and the full names of its Officers are as follows:

President: Richard C. Rich

Secretary: Richard C. Rich

Treasurer: Richard C. Rich

and it does have a corporate seal. (In the event that this bid is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) **Partnership**

Signatures and Addresses of All Members of Partnership:

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 3 of 3)

The partnership does business under the legal name of: _____
which name is registered with the office of _____ in the state of _____.

(c) Sole Proprietor

The Supplier is a Sole Proprietor whose full name is: _____
and if operating under a trade name, said trade name is: _____
which name is registered with the office of _____ in the state of _____.

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract?

Insurer's Name _____

Agent _____

Street Address _____

City, State, Zip Code _____

Telephone Number _____

I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: Rich & Associates, Inc. _____

Print Name and Title of Authorizing Signature: David N. Rich, Director, Project Development _____

Signature:  _____

Date: January 18, 2011 _____

Village of Downers Grove

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00 contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency.
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification: and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.

Company Name: Rich & Associates, Inc.

Address: 26877 Northwestern Hwy, Suite 208

City: Southfield Zip Code: 48033

Telephone: (248) 353-5080 Fax Number: (248) 353-3830

E-mail Address: dnrich@richassoc.com

Authorized Company Signature: 

Print Signature Name: David N. Rich Title of Official: Director, Project Development

Date: January 18, 2011

Village of Downers Grove

Campaign Disclosure Certificate

**CAMPAIGN DISCLOSURE
CERTIFICATE**

Any contractor, proposer, Proposer or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.

The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/Proposer/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

☒ Proposer/vendor has not contributed to any elected Village position within the last five (5) years.



Signature

David N. Rich

Print Name

☐ Proposer/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name

Proposal



Downtown Parking Study

Village of Downers Grove
Illinois

February 14, 2011



Rich & Associates, Inc.
Parking Consultants - Planners
www.richassoc.com

Proposal

Downtown Parking Study

Village of Downers Grove
Illinois

February 14, 2011



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Section 6 Village Forms



Rich & Associates, Inc.
26877 Northwestern, Hwy., Suite 208
Southfield, MI 48033
tel 248.353.5080 - fax 248.353.3830

Parking Consultants - Planning Design Engineering

February 11, 2011

Ms. Theresa H. Tarka – Purchasing Assistant
Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515

Dear Ms. Tarka:

Rich & Associates is one of the nation's oldest and most experienced parking consulting firm's with more than 47 years of experience in the study, planning, design and management of parking. The Village will benefit from our experience in the completion of over 3,000 parking projects nationwide including similar parking studies in *Highland Park, Arlington Heights, Libertyville, La Grange, Wilmette, Winnetka, Crystal Lake, Des Plaines, Berwyn, Westmont, Evanston, Naperville, and Woodstock, IL.*

You will be assured that your issues will be carefully and thoroughly investigated so that you can make informed decisions that are in the best interest of your community. The key personnel that we have assigned to your project represent the best within our firm. These tenured parking professionals have experience in all aspects of downtown parking systems.

We are pleased to be associating with **Kenig, Lindgren, O'Hara, Aboona, Inc** (KLOA, Inc). Located in Rosemont, IL, KLOA, is a premier traffic and transportation planning and engineering firm. Their vast knowledge stems from years of experience providing traffic, transportation, and parking planning services to private and public sector clients including the Village of Downers Grove.

Our approach to your project is provided in Section 2. We have refined this approach to include analysis of the unique economic development challenges facing Downers Grove. This approach is based on our decades of experience working with similar communities. In the attached Cost Proposal we make recommendations on how the Village can participate in the process as a means to manage the project costs. We have successfully collaborated with other municipal agencies in a similar manner.

If you should have any questions regarding our proposal please do not hesitate to contact me at:

Rich & Associates, Inc.
26877 Northwestern Hwy., Suite 208
Southfield MI. 48033

Phone: 248.353.5080
Fax: 248.353.3830
Email: dnrich@richassoc.com

Sincerely,

Rich & Associates, Inc. - Parking Consultants

A handwritten signature in blue ink, appearing to read "D. N. Rich", is written over a faint, larger signature.

David N. Rich
Director of Business Development

Rich & Associates is licensed
in the following states:

AZ, FL, GA, IA, IL, IN, MA, MI,
MS, NC, OH, PA, WI

Project Understanding

The steady growth in Downers Grove has led to numerous economic opportunities in the CBD for development. As the Village continues to grow and maintain the existing development, it is critical to consider the parking challenges and be proactive in planning for the projected needs as well as any necessary operational and policy changes.

The purpose of this study is to prepare a Village Parking Improvement Plan. This plan should project the current and future parking needs in the CBD, analyze parking system policies and procedures, and the feasibility of any proposed parking needed. The study we are proposing to undertake will seek to answer vital questions about parking in the study area and the conditions and adequacy of the parking system including, but not limited to the following:

- What is the nature and magnitude of the present parking situation in the CBD and parking areas?
- What factors are influencing current parking trends including weekday parking for employees and visitors, parking on weekends and parking for the Tivoli Theater?
- In what areas and sub-areas is there insufficient parking capacity to satisfy peak parking needs currently and in the future?
- What model can be used to assess parking needs on an on-going basis based on the fieldwork and parking generation rates developed in this study?
- What is the perception and what are actual problems with parking and how can the stakeholders be better informed?
- What role does private parking currently play and how can it play a role in the future especially as it may relate to shared use and the overall parking plan?
- What changes in parking policies, regulations and requirements can positively influence economic development/redevelopment opportunities?
- How may the implementation and timing of new parking impact redevelopment and new development?
- Is it possible to more effectively manage the supply of public and private parking in the CBD so that the needs of the different user groups are better accommodated?
- What role could transit and TOD (Transit Orientated Development) play in parking demand currently and what role could it play in the future?
- How do events affect parking at peak and no-peak times?
- Which potential parking sites best meet the weekday needs of employees and visitors, offer the most convenience, can maximize and attract private investment/economic development?
- What impact would the addition of more parking have on the parking operations and what changes are needed to effectively manage an expanded system?
- How can improvements, both capital and operational, be financed?
- What are the potential for public/private partnerships?

The goal of this study is to provide the Village and DMC with answers to these and other questions and, in so doing, prepare for the Village a long-term parking improvement strategy and program that is in sync with the various plans for Downers Grove. We recognize that models and strategies that we have developed successfully for other cities will only be successful in Downers Grove if they are tailored to respond to the unique characteristics of your community.

Overall Project Management

Rich & Associates uses a specific project management approach. A project manager is assigned to each project. For your project we have assigned Dave Burr, a Senior Parking Planner with more than 30 years of parking planning experience with the firm. Dave has also been involved in several studies for communities along the METRA line.



Dave will be responsible for coordinating all aspects of the project, including our consultants. He will report directly to the Village's project manager, prepare bi-weekly project status reports (via email) and to attend all meetings.

Throughout the study it is important for the Village to be kept apprised of the project status. At the conclusion of each task, a Progress Memorandum will be prepared and distributed by our project manager.

Richard A. Rich, Director of Parking Planning with the firm, will serve as Principal-in-Charge. Rich will be directly involved in the project. He will oversee the project manager and be responsible for peer review and quality control over all aspects of the work. Resumes of our entire team are provided in Section 4.

An FTP site will be established and accessible to all team members, the Village staff, DMC and Steering Committee. Participants will be able to review status reports and work products on the site. This process will enable Rich & Associates and the client to communicate in an effective manner and to ensure that everyone has access to information. In addition, we use "Go To Meetings" to facilitate meetings with the client and committee to review material and present data when everyone can't be in the same location at the same time.

Philosophical Approach

The vision of many communities entails several aspects of a high quality destination place that functions holistically as a retail, restaurant, business, residential and tourism locality. In order to achieve this vision, it is necessary to consider parking delivery and how various scenarios will impact people's interaction with the City's built environment.

In general, the goals of a traditional style downtown is to cultivate a walk-able, integrated community with minimal conflict between vehicles and pedestrians where parking areas function optimally and efficiently through active management. Parking should also promote the use of transportation alternatives by comprehensively locating and designing parking in light of a larger network of activity. Fundamentally, the way parking is delivered in the downtown area will have one of the greatest influences on development and transportation networks.

Rich & Associates has analyzed way finding signage not only for drivers who are trying to find a place to park but also for the vehicle occupants once they have transitioned from their vehicle to then be a pedestrian. Our experience includes preparing verbiage of signs and identifying locations for parking and pedestrian way finding signage.



On-street parking represents one of the most valuable commodities a community can possess in terms of downtown economics. These parking areas, when properly managed, serve a core group of customers and visitors to a downtown area that are generally engaged in commercial and/or tourism activity. The differentiation between long-term and short-term parking and the relative convenience of use through allocation, enforcement, signs, marketing and pricing allows a parking system to achieve optimal efficiency in use and provides adequate parking opportunities aimed at specific user groups.



In order for the on-street parking to serve the intended purpose, enforcement is critical. Rich & Associates has worked with many communities analyzing space allocation plans, appropriateness of time limits and policies. Our experience includes working with enforcement personnel on effective enforcement practices and understanding the public relations impact enforcement has on the downtown.



The way individuals travel into and around a downtown area is based on two fundamentals; 1) *path of least resistance* and 2) *personal preference*. While personal preference is an individual choice that can only be partially influenced by design and presentation, path of least resistance is within the realm of the City's control and design parameters when undertaken with a comprehensive and integrated planning approach, of which parking represents a very important node and facilitation component.

Parking can be summed up as being a both an infrastructure component and economic aspect of a community that should be adequate, but not under or over built. Parking needs to be thought of in terms for what it is, a link in transportation modality. Even in its simplest form, parking presents a link between the use of an automobile and pedestrian movement. In a larger context, parking can promote the use of transportation alternatives by serving as an activity hub, melding various public and private transportation networks.

A well planned, efficient and optimal parking system can present a pleasant "first and last experience" for everyone visiting Downers Grove.

Project Scope

Task 1 – Kick Off

An initial kick off meeting would be attended by the Rich & Associates project manager, a field technician and the principal-in-charge. Rich & Associates will prepare an agenda for items to be reviewed during this meeting.

At the kick-off meeting we will review the overall work program, discuss significant issues and the survey instruments, distribution methodology, and dates for the utilization. We will also review the boundaries of the study area to insure that all major demand generators and supply providers are accounted for in our analysis. Prior to the kick-off meeting, our team will request specific information and documentation. During the Kick Off meeting we will review and modify as necessary the project approach, set milestones and review procedures

Task 2 Field Research

Task 2.1 Parking Space Inventory

Update inventories of all public and private off-street and on-street parking in the study area. The data will establish where existing parking supply is located, what type of parking is available, rates and restrictions. Categorize spaces by:

- on or off-street parking, ownership of parking and if leased by whom
- use restrictions and hours of operation and users of the facilities
- parking mix - long term vs. short term, residential, commuter, etc.
- for on-street, the loading zones, ADA accessible spaces will be identified
- characteristics of the parking area such as lighting, landscaping etc.
- parking rates, payment options and history of rate increases if applicable
- number of spaces, type of space i.e. ADA accessible etc

Parking inventory will be shown on tables and maps to further analyze the needs, demands, and locations of parking. The information about each parking area will also be put on an electronic spreadsheet that will be given to Village so that it can be updated after the study.

Task 2.2 Land Use Review

All of the land use in the study area will be analyzed During this task we will.....

- update building inventory on each block in the study area
- identify each building, business type, vacancies & parking associated with the building
- analyze square footage of land use (information to be provided by the Village)
- identify residential uses, multi-family, institutional, etc.
- land-use database

Task 2.3 Parking Utilization Analysis

We will perform a utilization study of public and private on-street and off-street public and private parking spaces. This task provides the average hourly occupancy figures which will

support the demand projections and identify which, if any, parking areas are currently underutilized, at peak utilization and where parking allocation may need to be changed.

- Record vehicle's license plate number in each short-term time restricted space once every hour and for longer stay spaces complete occupancy count each hour
- Completed on four days; Tues, Wed, Thurs and Sat. We will coordinate with the Steering Committee the days and times. The utilization study will be conducted from 6:00 am to 11:00 pm except on one night when it will go until 2:00 am.
- Note any violations and citations issued for overtime parking where possible.
- Consider counts when there is an event at the Tivoli Theater on weekday and weekend.

The results of this task provides the occupancy figures by circuit, show the turnover of time restricted spaces and also track if tickets are being put on vehicles that have parked overtime. This will track enforcement as well. Using computer software written by Rich & Associates, we will illustrate the geographic distribution of usage among public and private parking areas. We will compare with any existing occupancy data, and data from the previous studies.

Task 2.4 Pedestrian Surveys

Pedestrian surveys will be conducted using temporary staff to collect information regarding visits to the selected study areas. The surveyors will be stationed at strategic areas within the selected and defined study area.

We will work with the Village and Steering Committee to refine the surveys to include additional information the team wishes to gather.

The intent of this analysis is to collect relevant qualitative characteristics regarding users of parking such as purpose for coming to the CBD, length of stay, number of businesses visited this trip etc. This information can be used in the assessment of specific issues that need to be addressed in the determination of changes to be implemented as part of a parking management plan or for qualifying the amount of additional parking to be developed and what changes may be acceptable to customers/visitors.

Task 2.5 Manager, Employee and Citizen Surveys

The manager surveys will either be distributed to each business or available on-line for them to fill out and return. Additionally, employee forms are given to each business to hand out to their employees. Questions on the manager and employee surveys typically include:

- type of business & square footage of area
- number of full time and part time employees
- estimated number of visitors/customers during a typical and peak day
- employee status
- travel mode
- where they park and distance from work
- number of time businesses are used CBD average week

Mandan Parking User Survey

1. Default Section

1. I am a (check all that apply):

☐ City of Mandan Resident (office) ☐ Employee of the downtown

☐ City of Mandan Resident (home) ☐ Out of town visitor

☐ Business Owner ☐ Other

2. If you checked "resident" do you reside in the downtown?

☐ Yes ☐ No

3. My visits to the downtown occur mainly during (Please rank the following 1 - 4, with 1 being most often)

	1	2	3	4
Monday - Thursday (Even - Sun)				
Monday - Thursday evening (After Sun)				
Friday - Sunday daytime (Even - Sun)				
Friday - Sunday evening (After Sun)				

4. What is the primary reason for most of your visits to downtown? (please rank the following 1 thru 4, with 1 being most often)

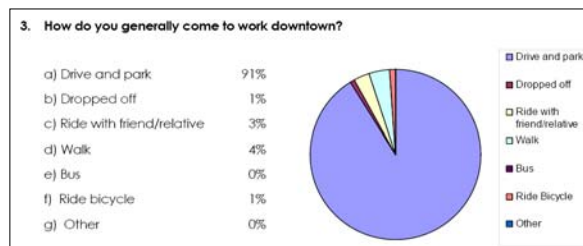
	1	2	3	4
Dining				
Shopping				
Medical appointment				
Business				
Access to public transportation				
Service events				
Recreation or exercise				
Work				
Entertainment				
Other				

5. How long do you generally stay in the downtown?

☐ Less than 1 hour ☐ 1-2 hours ☐ 2-3 hours ☐ 4 or more hours

The purpose of the citizen surveys is to collect data from citizens including travel mode, how often they go to the CBD, where they park and how far from destination, and how many business they stop at per trip. Additionally, we would like to hear from people who do not come to Downers Grove CBD due to parking issues. Surveys will be placed on the website and or included in a local newspaper. As a result of the surveys we will be able to establish parking generation requirements by land use and by user group. This data will be used to project long-term demand by land-use and determine the following characteristics:

- modal split by classification (drive and park)
- origin and destination (location parked)
- distance parked to destination
- duration parked
- perception of CBD parking



Task 2.6 Stakeholders Interviews

We will develop with the Steering committee a list of candidates for potential interviews. These interviews will be focused on identifying parking issues and needs, development and redevelopment plans and opportunities, and parking policies. The information from the public participation and stakeholder meetings is vital as it gives Rich & Associates a true sense of the parking issues and possible solutions that stakeholders have thought of.

Task 2.7 Parking Operations & Management

An important part of a viable long-term parking management plan is to make improvements to the existing parking system. Our scope of work includes an examination of the current parking operations including the following.

As current garage operators and past municipal parking system managers, we are sensitive to parking operational issues and their impact on the availability of parking and overall public perception.

Review of Existing Organization: As part of this process we will review the organization or management structure overseeing the parking operations. The purpose of this review is to understand the roles and responsibilities of the person(s) involved in the daily management of the parking system, how assets are managed, and how policies are created and enforced.

Review of Existing Facilities: Each of the public parking areas will be reviewed for current conditions. This is completed to project the maintenance costs of existing parking, and measure the attractiveness of each area, including lighting, security, cleanliness, etc. Finally, the parking areas will be looked at in terms of ease of vehicle ingress and egress, pedestrian ingress and egress and if there is the potential of adding additional spaces by redesign (this basically applies to surface lots).

Parking Policy Review: In order to develop recommendations concerning parking operations and management, a review of the parking policies will be necessary. This review will include policies related to long term and short term space allocation, parking permits, space turnover, in lieu parking payments if any, seasonal and special event parking, peripheral parking, and enforcement..

Parking Signage and Wayfinding: Rich & Associates will review the signage and wayfinding around the study area. The purpose of this review is to assess the effectiveness of the signage at directing visitors to available parking, to the appropriate parking space, communication of policies and other pertinent information. To complete this task, we will complete a drive through of the study area with a video camera that is mounted in a vehicle at driver-eye level. This records what the driver sees from the vehicle with respect to signs and in general blocks out other visual cues.

Enforcement: The enforcement of policies will be reviewed along with the number of tickets written and the collection rate. The ticket history for the past five years will be requested for use in this analysis. We will also review current staffing, routes and methods of issuing tickets.

Transit: For this task we gather information from METRA on historical ridership, look at marketing initiatives and routes and times and how this has affected parking.

Marketing of Parking: We will review how parking is marketed overall in the Village and identify opportunities where the internet can be used to address parking for people coming to an event, allow pre-purchase of parking for events and how public/private partnerships for parking can be implemented for events and non events. We will analyze potential amenities and/or services that could be added to the operations to improve marketability, user friendliness, and generate goodwill.

Task 2.8 Benchmark and Best Practices

We will research parking in other communities surrounding Downers Grove as well as benchmark communities of similar size in the region. We will review best practices of these communities as well as best practices that the firm has developed based on work with other communities in the Chicago land and our own experience with parking management. We suggest a PowerPoint presentation of best practices to stakeholders as an important step in the education process of how parking operates well and how it integrates with various planning studies already in place in Downers Grove.

Task 3 Parking Demand vs. Parking Supply Assessment

Rich & Associates takes that data collected and prepares preliminary recommendations. The preliminary recommendations will include but not be limited to the following;

1. Summarize parking characteristics by land use and needs by block or zone.
2. Project short term (ST), long term (LT) and any residential needs for both day and night.
3. Compare results of current demand projections to utilization study results for those corresponding times to calibrate analysis.
4. Identify shared use parking impacts and opportunities.
5. In tabular and graphic form, show current parking supply and demand by block/zone and block face.
6. Identify area of vacant parking spaces and how that availability impacts the surrounding blocks/zones.
7. Base future parking demand for 15 years within the study area on the following;

- re-occupancy and infill of vacant space
- changes in land use and in traffic patterns
- alternative development scenarios identified in Task 2 and changes in parking operation (allocation, time restrictions enforcement)
- expansion of the existing parking system
- increase in transit orientated development (TOD) and in-fill development

Task 4 Preliminary Report Meeting

Based on the results of the *preliminary report meeting*, our analysis of the parking needs, and of the current financial conditions, we will begin the process of recommending the necessary parking improvements to contribute to the long-term economic vitality of the CBD. The elements of this parking improvement program will address all aspects of the parking system including;

- operational and management strategies,
- parking replacement/reallocation based on spaces lost to parking structure site,
- parking policy such as time limits, permits, fees and fines,
- parking allocation for customer/visitors, employees, and residents, and
- potential to improve vehicle ingress/egress and to improve pedestrian access to the parking facility including where crosswalks are located.

Task 5 Preparation of Recommendations and Implementation Strategies

Task 5.A Parking Management Strategies

Based on the results of the preliminary report meeting, our analysis of the parking needs, and of the current financial conditions, we will begin the process of recommending the necessary parking improvements to contribute to the long-term economic vitality of the CBD. The elements of this parking improvement program will address all aspects of the parking system including;

- operational and management strategies,
- review of Village staff assignments and responsibilities for parking,
- parking policy such as time limits, permits, fees and fines,
- parking allocation for customer/visitors, employees, and residents,
- loading zones, handicap accessible spaces and trash areas for businesses, and
- financing and capital improvements in the form of new parking, repairs to existing areas, signage, etc.

Task 5.B Use of Existing Parking Assets

Based on the parking needs and our previous review of existing parking areas, we will evaluate each public parking area for the purpose determining the feasibility of reconfiguring the parking to increase capacity and traffic flow. Often time's parking lots are perceived as being full if they are poorly configured, difficult to circulate through or difficult to access. This will include the following;

- potential for re-striping or re-layout to increase efficiency
- potential to add spaces by expanding the existing lot
- potential to combine public and private surface lots for greater efficiency

- review on-street parking and the ability to add additional spaces
- potential to improve vehicle ingress/egress and to improve pedestrian access to the parking facility including where crosswalks are located.

Task 5.C. Analysis New Parking

Based on the preliminary program developed in Task 2, we will evaluate sites for new parking lots and/or structures. This will include an analysis of the following:

- evaluate each site - dimensions, topography, utilities, etc.,
- evaluate existing traffic flow and patterns to and from each site,
- study pedestrian flows from each site to the various demand generators,
- study access from surrounding streets and proposed entry/exit locations in potential lots and/or structures,
- evaluate sites with respect to property ownership and acquisition requirements,
- identify sites that are existing parking lots and the resulting net add impact.

Task 5.D Timing for New Parking

Parking development can also be coordinated with demand to ensure that as new buildings are built and/or proposed the Village will have the ability to decide if the next new parking structure project should be initiated. The development threshold model is a planning tool for the Village to use when considering the timing for bringing new parking structure projects on line. Rich & Associates will prepare a model that spells out what events will trigger the need for additional parking. Above Condition Is Met

Task 6 Financial Evaluation

Operating expenses will be projected based on historical increases and changes discussed with the Village for the next 10 years. The operating expenses will also include routine maintenance, repair and replacement items. Any new parking areas or changes to the parking system will also be factored into the projected operating expenses. The operating costs will also include any non parking type operations. Additional revenue sources will be identified and projected. We will also address alternate funding sources for recommendations.

Task 7 – Preliminary Draft Report Meeting - Presentation to Steering Committee

Approximately 15 weeks into the project, Rich & Associates will schedule a draft report meeting which will be the second meeting between Rich & Associates, and the Steering Committee. The focus of this meeting will be to review the draft report and draft recommendations. Rich & Associates feel that the meeting must be a case of not telling the Village what they want to hear but reporting what they need to hear.

Task 8 – Report Modification

Based on data obtained during the preliminary report meeting, Rich & Associates will make necessary changes to the report. Rich & Associates would then propose to post the modified draft final report on the secure project FTP site for review by Village staff and Steering Committee members.

Task 9 – Final Report

The final report will be prepared containing study results and appropriate maps, charts, and narratives to fully document the project work effort and results. The final report will include recommendations with implementation schedules, costs and benefits.

Near-Term Recommendations

1. Improve perception of parking i.e. signage, security, maintenance, marketing and promotional activities.
2. Increase parking supply through improved efficiency in existing areas.
3. Modify parking system space allocation.
4. Changes to parking ordinances, zoning, etc...
5. Consider new sites for parking.
6. Parking system management / operations improvements, policies, regulations, procedures, enforcement, etc.
7. Parking mitigation strategies.
8. Implementation (timing, sources, costs, funding).

Mid-Term Improvements

1. Identify need for new parking based on needs and development activities.
2. Consider land banking - surface parking now - structured parking in the future.
3. Financial impact, financing alternatives.
4. Vehicle and pedestrian traffic concerns.
5. Implementation (timing, sources, costs, funding).

Long-Term Improvements

1. Identify new parking to be implemented based on revised supply / demand analysis.
2. Site concerns for surface and structured parking options.
3. Parking mitigation measures (shuttle remote parking, vanpool, etc.).
4. Financial impact, financing alternatives.
5. Implementation (timing, sources, costs, funding)

Task 10 – Final Presentations

Rich & Associates will make a formal presentation of the completed report to Steering Committee, DMC and Village Council.

Anticipated Project Schedule

The overall time we have estimated will be eighteen (18) weeks. Depending on review time by the Village and Committee, and the ability to schedule meetings, we will be committing to complete this parking study and delivery to the Village a completed study within this time frame.

Tasks	Weeks
Task 1 Background Research & Kick-Off Meeting	
Start up, data request, FTP site and scheduling of Kick Off Meeting.....	1 & 2
<i>Project Kick Off Meetings</i>	<i>3 & 4</i>
Review Past Reports Master Plans etc.....	1 thru 4
Task 2 Field Research & Data Collection	
Parking, Land Use Inventory and Review Parking Operations Management.....	3 & 4
<i>Turnover and Occupancy Study</i>	<i>3 & 4</i>
Surveys (Intercept and On-Line).....	4 thru 7
Stakeholder Interviews.....	3
Benchmarking and Best Practices.....	4 thru 7
Task 3 Parking Demand vs Parking Supply Assessment	
Prepare Current and Future Parking Needs.....	7 thru 9
Task 4 Preliminary Report Meeting with Steering Committee	
Prepare Materials for Meeting.....	8 thru 10
<i>Preliminary Report Meeting with Steering Committee</i>	<i>11</i>
Task 5 Prepare Recommendations	
Parking Management Strategies, Use of Existing Assets.....	11 thru 13
Analysis of New Parking and Timing of New Parking.....	11 thru 13
Task 6 Financial Evaluation	14
Task 7 Preliminary Draft Report	
Prepare Draft Report and Submit.....	11 thru 14
<i>Review Meeting with Steering Committee</i>	<i>15</i>
Task 8 Draft Report Modifications	
<i>Final Report and Review by Steering Committee</i>	<i>15 thru 17</i>
Task 9 Final Report	
<i>Submit Final Report</i>	<i>18</i>
Task 10 Presentations of Final Report	
Presentations to Steering Committee, DMC and Village Council.....	To be Determined

Highlighted text indicates milestone

Statement of Availability

Team leaders and key project personnel proposed in Section 4, have been selected because of their availability as well as their experience with similar projects. The team will stay together throughout the project. No on-going projects will impact our team's ability to meet the expected completion date proposed above.

Introduction

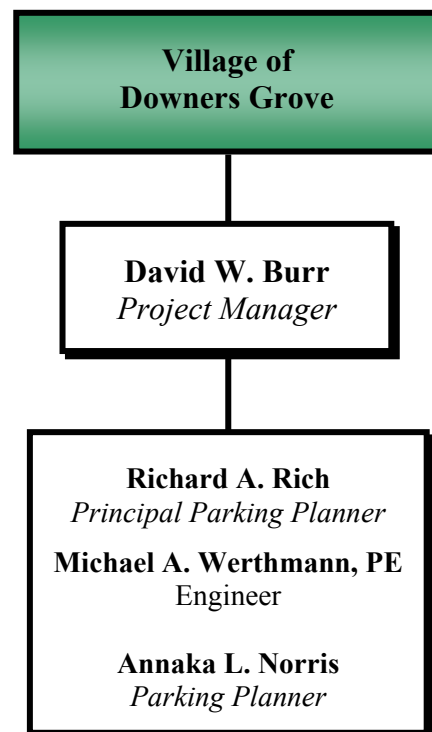
We have organized our team to maximize our responsiveness to the Village throughout the study process. The key personnel that we will assign to your project represent the best within our firm. Individual members have experience in all aspects of parking demand analysis, operational and organizational analysis, economic analysis and parking master planning. You will be assured that your issues will be carefully and thoroughly investigated so that you can make informed decisions that are in the best of your community.

David W. Burr, Senior Parking Planner with Rich & Associates, Inc., will serve as the overall Project Manager. He will be directly involved in all aspects of the project and will be your main point of contact throughout the study process. Dave brings to your project more than 30 years of experience in the parking industry all while with Rich & Associates. Over the past 10 years he has managed many similar parking study projects throughout the midwest including similar studies for the Village of Libertyville, IL., Village of Arlington Heights, IL., and City of Woodstock, IL.

Dave's efforts will be supported locally by Michael A. Werthmann, PE of KLOA, Inc.

The following is a listing of the key personnel assigned to your project, their role and firm they represent. Detailed resumes of each can be found on the following pages.

Key Personnel	Role	Yrs Exp
Richard A. Rich	Principal in Charge	33
David W. Burr	Project Manager	31
Michael A. Werthmann, PE	Engineer	20
Annaka L. Norris	Planner	8



Richard A. Rich

Rich & Associates, Inc.

Director Parking Planning – Principal in Charge

Education

Graduate Studies in Urban Planning and Transportation- Wayne State University, Detroit

Bachelors of Science Industrial Organizational Psychology - Wayne State University, Detroit

Professional Memberships

Parking Consultants Council - National Parking Association

International Parking Institute

Experience

Since joining Rich & Associates in 1977, Rick has been involved in the study, planning, and design of hundreds of parking projects worldwide. As Executive Director of Parking Planning Services, Rick is responsible for the completion of parking planning, demand and economic feasibility studies. His expertise is in the areas of parking demand forecasting and economic analysis of funding parking alternatives. His experience includes work for small to very large complex parking systems. More recent similar parking study experience includes:

City of Evanston, IL

City of Mt Lebanon, PA

City of Chula Vista, CA

City of Bay Harbor Island, FL

City of Wilmington, NC

City of Lakeland, FL

City of Bellingham, WA

City of Plymouth, MI

City of Eugene, OR

City of Coralville, IA

City of Sarasota, FL

City of Delray Beach, FL

City of Phoenix, AZ

City of Timmins, Ont.

City of Loveland, CO

City of Jefferson City, MO

City of Daytona Beach, FL

Town of Jupiter, FL

City of Fort Pierce, FL

City of Bay City, MI

City of Naperville, IL

City of Iowa City, IA

City of La Crosse, WI

City of Westfield, NJ

City of Auburn Hills, MI

City of Detroit, MI

City of Dearborn, MI

City of Highland Park, MI

City of Charlottesville, VA

City of Champaign, IL

City of Davenport, IA

Township of Montclair, NJ

City of Barnstable, MA

City of Flagstaff, AZ

City of Ferndale, MI

City of Royal Oak, MI

City of Bartow, FL

Town of Chapel Hill, NC

City of Coeur d'Alene, ID

David W. Burr

Rich & Associates, Inc.

Project Manager

Education

Bachelors of Arts - Michigan State University, East Lansing, MI

Experience

Since joining Rich in 1979 and as senior parking planner, Dave has worked on almost 300 parking projects and served as project manager on nearly 200. In his planning role, Dave has developed many innovative methods of analysis to relate parking demand and analysis to the observed conditions. Dave serves as a project manager for hospital, municipal and university parking studies and has developed long-term relationships with a number of past clients who turn to the firm to address periodic or particularly critical parking issues.

Dave has developed many of the computerized tools used in the tabulation and analysis of parking study data including financial models and the firms' proprietary parking demand models.

Some of the most recent planning studies managed by Dave include:

City of Libertyville, IL	Village of Arlington Heights, IL
Barrier Island, Ft Lauderdale, FL	City of Dublin, OH
City of Woodstock IL	Town of Bay Harbor, FL
City of Jefferson City, MO	City of Winter Park, FL
City of Temple, TX	City of Fort Walton Beach, FL
Bradley University, IL	City of Gainesville, FL
City of Sault St. Marie, MI	City of Brunswick, GA
City of Rochester, MI	City of Royal Oak, MI
City of Allentown, PA	City of Grosse Pointe, MI
City of Bangor, ME	City of Mt. Lebanon, PA
City of Hollywood, FL.	City of Monroe, MI
City of Davenport, IA	City of Wilmington, NC
City of Cedar Rapids, IA	City of Mt. Prospect, IL
City of Fort Pierce, FL	City of Sarasota, FL
City of Parkersburg, WV	City of Novi, MI
City of Detroit, MI	City of La Crosse, WI
New Mexico State University, NM	Bowling Green State University, OH

Michael A. Werthmann, PE, PTOE
Kenig, Lindgren, O'Hara, Aboona, Inc
Principal



Education

Bachelor of Science in Civil Engineering, Michigan State University, Masters of Management, Kellogg Graduate School of Management, Northwestern University

Registrations

Professional Engineer in States of Illinois, Wisconsin, and Pennsylvania

Experience

Mr. Werthmann is a traffic and transportation engineer with more than 20 years of experience and a founding Principal of Kenig, Lindgren, O'Hara, Aboona, Inc. Mr. Werthmann is responsible for traffic and parking consulting assignments for the firm's public and private clients. He has directed comprehensive traffic, parking, and transportation studies for proposed and existing commercial, residential, office, industrial, and mixed-use developments. Projects have included site traffic impact analysis, parking demand analysis, traffic management, safety studies, traffic simulation models, traffic circulation and access studies, traffic signal design, and roadway planning and design. Mr. Werthmann has also appeared as an expert witness at public hearings.

Mr. Werthmann has served as project director or project engineer for the following traffic studies:

- *Neighborhood traffic studies in Downers Grove, Mount Prospect, Darien, Deer Park, IL.*
- *Parking needs and feasibility studies in Chicago, Downers Grove, Oak Lawn, Woodridge, Niles, Naperville, La Grange, Arlington Heights, Skokie, Wilmette, IL; Clayton, MO; and King of Prussia, PA.*
- *Transportation and planning studies in Chicago, McCook, Waukegan, Deer Park, Huntley, Palatine, Lincolnshire, Wheaton, Lemont, Rosemont, IL; and Iowa City, IA.*
- *Regional shopping centers in Memphis, TN; Atlanta, GA; Woodland, TX; Bolingbrook, Huntley, DeKalb, Springdale, IL; St. Louis, MO; King of Prussia, Reading, Allentown, Exton, Berkshire, Springfield, PA; Brookfield, WI; and Coralville, IA.*
- *Suburban shopping centers and commercial, developments traffic and parking studies for numerous sites within Illinois, Indiana, Wisconsin and Pennsylvania.*
- *Office, residential and industrial park traffic and parking studies for numerous sites within Illinois, Wisconsin and Pennsylvania.*
- *Hospital and Medical Center traffic and parking studies in Chicago, Oak Park, Joliet, Naperville, River Forest, La Grange, Lake Forest, Waukegan, IL; Munster, IN; and Iowa City, IA.*

Annaka L. Norris

Rich & Associates, Inc.

Parking Planner

Education

*Bachelor of Science, Urban/Regional Planning & History,
Eastern Michigan University, Ypsilanti, M*

Annaka has been a planner with Rich & Associates for 8 years. Some of the specialties that Annaka brings to various projects include alternative modes of transportation, community stakeholder involvement, surveying techniques and pedestrian activity. Annaka oversees projects as a project manager and assists other project managers on a variety of assignments ranging from municipal work to campus style studies for institutions, hospitals and universities.

Annaka has developed meaningful, long-term relationships with clients and brings a great deal of success to her projects through personal service and a genuine interest in the success of each project. The following project studies include the following:

City of Timmins, Ontario

City of Urbana, IL

City of Fort Walton Beach, FL

City of Cocoa, FL

City of Crystal Lake, IL

Town of Jupiter, FL

City of Brunswick, GA

City of Plymouth, MI

Village of Winnetka, IL

City of Detroit, MI

City of Kenosha, WI

Town of Franklin, TN

City of Ferndale, MI

City of Monroe, MI

City of Warren, MI

Washington Hospital Center, DC

City of Flint, MI

City of Woodstock, IL

City of Loveland, CO

Village of Westmont, IL

Town of Chapel Hill, NC

City of Champaign, IL

City of Highland Park, IL

City of Chula Vista, CA

Village of Libertyville, IL

City of Royal Oak, MI

City of Bay City, MI

City of Waterloo, IA

City of Berwyn, IL

City of Coeur d'Alene, ID

City of Howell, MI

City of Des Plaines, IL

City of Salina, KS

City of Holly Springs, GA

Town of Cary, NC

City of Davison, NC

Background of Firm



Rich & Associates, Inc. (R&A), founded in 1963 by Richard C. Rich, President, specialize in the study, planning and design of parking. Today, we are recognized as one of the Country's leading parking consulting firms. We have completed more than 3,000 parking projects for public and private owners across the country.

We have worked with over 300 municipalities assessing current parking needs, projecting future demands, analyzing current and future development plans, revenue bond studies and developing programs for long-term parking improvements. Our parking studies result in a high level of accuracy in long-term projections for all user groups. Our customized approach bases required projections on parking and traffic characteristics unique to the study area, and not on national or industry averages. This comprehensive approach includes extensive field research and data collection to gather these unique characteristics.

Our experience includes studying the interrelationship between different modes of transportation and how people travel to and from urban centers. This information is used to analyze how much parking is needed. We look for methods to operate and locate parking to maximize transportation mode options for individuals. This can expand the service area of parking, maximizing its use and revenue to the system.

We have experience in the development and implementation of marketing and public relation programs for downtown parking systems. Upgrades to signage, improving accessibility to parking areas, park and shop programs, and upgrades to existing facilities to make them more user friendly, all go into our analysis of marketing parking systems. In addition, we have a great deal of experience in the operational assessment of existing parking systems through our experience in more than 300 cities and our hands-on experience operating municipal parking systems.

Our staff are exceptionally qualified to provide the following parking-related services:

- Parking supply and demand studies
- Economic feasibility studies (pro forma analysis)
- Parking system management and operations consulting
- Site analysis and conceptual design studies
- Traffic flow/functional design
- Parking access and revenue control systems
- Design and engineering
- Private development and management

Experience

Rich & Associates, Inc. have completed over 500 parking studies for municipalities, universities, hospitals and private developers across the country. The following matrix provides information on many of our recent municipal study projects:

	Demand Utilization Analysis	Operations / Management Analysis	Feasibility Pro Forma Analysis	Site/Design Feasibility Analysis	Public Consensus Building	Parking Master Plans
Appleton, WI	X	X	X	X	X	
Billings, MT	X	X	X	X	X	
Cedar Rapids, IA	X	X	X	X	X	
Champaign, IL	X	X	X	X	X	
Charlottesville, VA	X	X	X	X	X	X
Chapel Hill, NC	X	X	X		X	X
Coralville, IA	X	X	X	X		X
Coeur d'Alene, ID	X	X		X	X	
Crystal Lake, IL	X	X	X			X
Davenport, IA	X	X	X	X	X	X
Dearborn, MI		X	X	X	X	X
Des Plaines, IL	X	X	X		X	
Detroit, MI	X	X	X	X		X
Evanston, IL	X	X	X		X	
Gainesville, FL	X	X	X	X		X
Highland Park, IL	X	X	X	X		X
Iowa City, IA	X	X	X	X	X	X
Jackson, MI	X	X	X	X	X	X
Jupiter, FL	X		X	X	X	X
La Grange, IL	X		X	X	X	X
Loveland, CO	x		X	X	X	X
Mt. Lebanon, PA	X	X	X	X		X
Raleigh, NC	X	X	X		X	
Royal Oak, MI	X	X	X	X	X	X
Sault Ste Marie, MI	X		X	X	X	X
Wilmette, IL	X	X	X	X	X	X
Wilmington, NC	X	X	X	X	X	X

City of Champaign, Illinois

Elizabeth Hannan, Director of Public Works
P (217) 403-4700 F (217) 403-4755

The City of Champaign contracted Rich & Associates to complete a comprehensive parking master planning study for the City's Central Business District. The downtown core was experiencing dynamic growth with new, high-tech businesses. The community was also looking to transition away from surface parking lots towards parking structures, freeing up land for development. The primary study area consisted of 50 blocks. Some key issues addressed in the study included:

- Impacts from development on the current parking system, and project increased parking needs over a 20 year period.
- The study included separate assessments of the impact of the divergent parking needs of the "business downtown" and University downtown".
- Parking mitigation strategies including bicycles, walking, mass transit, car-pooling, etc.
- The study process included stakeholder/public input with many meetings and interviews throughout.
- Parking operations, management, equipment, and enforcement.
- Separate assessment of evening parking demands and conflicts between bars and restaurant needs and residential parking needs.

Since completion of the original study we have been providing additional support to the City to assess downtown parking needs based on changing economic development conditions.

Village of Libertyville, Illinois

John Spoden, Director Community Dvlpmnt
P (847) 918-2028 F (847) 367-5148

Rich & Associates was tasked with preparing a parking demand and parking feasibility analysis for the Village of Libertyville. Although a previous study had been performed by another consultant, many residents of the Village did not agree with the results that noted an overall surplus of parking within the downtown. Rich & Associates completed the analysis but separated the results into various "zones" as well as considering daytime and nighttime demand for both winter and summer conditions. We analyzed the results separately for short-term (customer/ visitor) and long-term (employee) parking needs.

Based on the analysis, Rich and Associates evaluated the feasibility of several alternative sites around the downtown for development of the Villages first parking structure. Schematic layouts of several alternative sites were evaluated for the gross and net additional parking capacity that could be provided for the Village. Additionally, an estimate of the project and finance costs for a representative facility was prepared as well as several operational and functional recommendations to assist the Village in managing its parking system.

City of Des Plaines, Illinois

Tim Angell, Senior Project Manager
Currently w/ City of Berwyn Development Corp
P (708) 788-8100 F (708) 788-0966

The City of Des Plaines hired Rich & Associates to complete a downtown parking and traffic study. The study area for this project consists of 37 blocks in the downtown core as well as surrounding residential areas. Recent mixed-use developments including significant residential developments, has been putting unique pressures on the downtown parking system. We addressed several transportation issues including traffic calming measures throughout the downtown to create a more pedestrian friendly downtown. Addressing ways to reduce the parking demand by linking other modes of transportation was a key issue in this study due to Metra station in the downtown.

City of Woodstock, Illinois

Derik Morefield, Deputy City Manager
P (815) 338-4305 F (815) 334-2269

In early 2008, Rich & Associates undertook an analysis of the parking in the City of Woodstock, Illinois. Public perception was of inadequate parking in the downtown, particularly in the downtown Square. Through the parking demand analysis performed, we demonstrated that although there were several pockets of deficiency, much of the perception of inadequate parking was due to a relatively high level of abuse of the two-hour on-street parking in and around the Square. As such, the development of additional parking was deemed not to be necessary in the immediate future. Instead, a series of recommendations were made to help direct patrons to available parking and to improve enforcement of the short term spaces. One critical aspect of the study was the evaluation of the parking needs for the Woodstock Theater and its proposed expansion.

Village of La Grange, Illinois

Bob Pilipiszyn, Village Manager
P (708) 579-2315 F (708) 579-2300

The Village of La Grange contracted Rich & Associates to undertake a comprehensive parking planning study as Village Staff recognized a parking shortage and had begun to consider the prospect of additional new parking in the downtown. The primary focus area consisted of the core 15-block downtown that had, since the mid 1990's, begun to experience economic growth and re-development. In particular, the proliferation of downtown restaurants had increased early evening parking demand on Friday and Saturday evenings to the point of most downtown parking being at or near capacity. A unique aspect of the study was the extensive survey modeling that was undertaken from the outset of the project. Village Staff wanted to be sure that all stakeholders had some opportunity for input into the planning process and as such we developed five different survey models for the study. Subsequent to the completion of the demand study, we studied several sites and provided conceptual design of a new parking structure. We then assisted the Village in preparing a Request for Proposal for final design services and a Request for Proposal to hire a construction manager for the project.



Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) provides transportation and parking consulting services to public and private sector clients. Formed in 1995, KLOA's mission is to respond to client needs in a timely, professional, and cost effective manner. KLOA, Inc. is headquartered at 9575 W. Higgins Road in Rosemont, Illinois and has a staff of 9 transportation engineers and planners whom represent a wide array of talent and experience and have solved transportation challenges for both limited and broad scopes.

Our staff represents over 100 years of professional service in various practice areas, including traffic operations analyses, corridor studies, multi-modal transportation planning, parking demand studies, functional parking design, safe routes to school studies, preliminary engineering, traffic signal design, traffic impact and safety studies, and context sensitive solutions.

KLOA, Inc. has developed transportation and parking plans for entire communities, downtown business districts, local and regional corridors, transit-oriented developments, community land use master plans, mixed- or single-use development plans, medical centers, and university/educational campuses. Our staff works collaboratively with architectural and land planning firms, civil engineering consultants, real estate developers, facilities managers, attorneys, public officials, and other technical professionals to develop workable development plans. KLOA, Inc. staff is familiar with and utilizes state of the art computer models as a basic tool for travel demand forecasting, traffic assignments and capacity analyses. These analytical tools, along with sophisticated hardware and software for street operations analyses are of critical importance in planning and evaluating municipal thoroughfares and analyzing and solving neighborhood problems.

KLOA, Inc. has considerable experience in the Village of Downers Grove and is very knowledgeable of its staff and requirements. KLOA, Inc. is currently under contract with the Village to perform a neighborhood traffic study for the Village for the neighborhood just south of the Downtown bounded by Maple Avenue, Fairview Avenue, 55th Street and Main Street. Previous assignments for the Village have included performing a traffic study for the downtown parking deck and developing functional parking plans for the Tivoli Theatre parking structure. Private sector assignments have included traffic impact studies for the Highland Landmark office park, Acadia-on-the-Green development, Greenbriar Medical Center, and the 4929 Forest Avenue condominium development, among others. KLOA, Inc. is also pre-qualified by IDOT in Traffic Studies, Safety Studies and Traffic Signal Design.

EXHIBIT B

Introduction

Our proposed cost of services to complete the Downtown Parking Study is detailed below. We have broken the fee down by task. The cost proposal represents the scope of work outlined in the RFP and our approach which is detailed in Section 2 of our proposal.

Cost Proposal

Our cost proposal is detailed below by task.

<u>Tasks</u>	<u>Cost</u>
Task 1 – Kick-off Meeting Review Existing Data	\$ 500.00
Task 2 – Fieldwork and Data Collection	\$20,505.00
Task 3 – Parking Projections	\$ 1,830.00
Task 4 – Preliminary Report Meetings	\$ 2,730.00
Task 5 – Preparation of Recommendations	\$ 4,930.00
Task 6 – Financial Evaluation	\$ 580.00
Task 7 –Draft Final Report / Presentation	\$ 2,810.00
Task 8 – Report Modifications	\$ 1,830.00
Task 9 – Final Report	\$ 2,160.00
Task 10 – Presentation of Final Report	\$ 2,150.00
Reimbursable Expenses:	<u>\$ 4,775.00</u>
Total Cost Proposal	\$44,800.00