

VILLAGE OF RIVER FOREST
DEPARTMENT OF PUBLIC WORKS



ADDENDUM # 1

FOR

2019 COMMUTER PARKING STUDY –
TRAFFIC ENGINEERING SERVICES

Due Date: Wednesday, October 2, 2019

The “Acknowledgement of Receipt” sheet of this addendum **must** be included in the proposal package. Proposal packages not including signed Acknowledgement of Receipt Sheet may be rejected.

Clarifications:

1. The title of the study, and the primary focus, appears to be on the on-street commuter parking supply & demand. Is “commuter parking” intended to focus on the street spaces serving and surrounding the Metra station and Harlem CTA station? If so, has a study area been defined within a certain distance from these stations?
 - a. **The study is intended to review commuter parking as it relates to the River Forest Metra station, the CTA/Metra station at Harlem Avenue, Concordia and Dominican University campuses and, to a lesser degree, Pace routes along Harlem Avenue. The Village regularly receives feedback regarding increased parking associated with these areas. Aside from these general areas, the Village has not defined boundaries for the study areas relative to each location.**
2. Are the streets surrounding the two university’s considered “commuter parking” in this study? If so, again, has a study area around these campuses been defined?
 - a. **The streets surrounding the 3 campuses within River Forest (Concordia University and 2 Dominican University campuses) are intended to be included in this study. A specific boundary around these areas has not been established.**
3. Reference is made to Pace. Are there specific areas/streets within the Village where parking supply & demand for Pace service should be studied?
 - a. **Though there are multiple Pace routes through the Village of River Forest, only those along Harlem Avenue seem to generate concern. While there is no dedicated parking for residents that use Pace services, anecdotal evidence suggests that there are non-resident vehicles that fairly regularly park on un-regulated streets near Harlem Avenue before getting on the bus.**
4. Should the study and recommendations consider additional off-street commuter parking or just focus on modifications to the on-street commuter parking supply?
 - a. **The main focus of this study is to determine what changes could/should be made to on-street parking regulations that might better accommodate the needs of those that commute from River Forest. As these areas are within the public right-of-way, these are areas that the Village can modify in the near-term if needed. That said, if there are opportunities or suggestions to supplement the available on-street parking with off-street parking, the Village would appreciate any feedback provided by the Consultant.**
5. Would we be correct in assuming that the estimate of probable cost for any recommendations would be “planning-level” costs?
 - a. **Planning-level cost estimates can be considered appropriate at this time.**

6. Under “1.1 Submittal Requirements”, Project Understanding is listed twice (b and d). We assume this is a typo but want to make sure we follow the Village’s expectations for the submission. Would you prefer it to follow the Introduction or Firm Qualifications?
 - a. **This is a typo. The “Project Understanding” response should be provided after the Introduction. The “Proposed Scope of Services” response should be provided immediately after the “Firm Qualifications...”.**
7. The RFP states “summary of existing conditions.” Does the Village foresee the need to conduct a parking utilization count as a part of this effort? Or does this data exist and is relevant for purposes of this study?
 - a. **This item was included on a qualitative basis only. It was intended to incorporate the existing parking availability, regulations, etc., not necessarily parking counts. Should the Consultant feel that additional data collection is necessary to fulfill this requirement, they should include the additional data collection within their proposal. Any work beyond the scope requested should be specifically noted to allow for direct comparisons between submittals.**
8. Has the Village defined the study area boundaries for this study? If so, can you please provide information on these established boundaries? If not, is the Village requesting that the proposer suggest these boundaries as a part of the proposal submittal?
 - a. **See #1 and #2 above. It was the intent of the Village to have the Consultant help define the areas to be reviewed based on their technical expertise and experience on similar matters.**
9. Is there a certain number of outreach meetings envisioned in this process? Or are individual stakeholder interviews more appropriate?
 - a. **The Village is open to discussion on the best way to solicit and incorporate stakeholder feedback. Outreach meetings, surveys, direct contact, etc. are all feasible options. Each Consultant should base their proposal on the practice that they feel is most appropriate and the associated cost should be incorporated into their fee proposal.**
10. Is there an established budget for the parking study?
 - a. **There is no established budget for the parking study.**
11. Section 1.3 PROJECT DESCRIPTION notes “The purpose of the solicitation is to evaluate the current demand and project the future demand.” Section 1.4 ANTICIPATED TASKS does not include a parking demand analysis. Section 1.4.3 asks the selected firm to develop a strategy for calculating current and future parking inventory and demand. Because of the work effort involved, can you clarify what the Village is seeking?
 - a. **The Village is seeking a Consultant to identify areas where current parking regulations do not adequately address the Village’s commuter parking needs. If the Consultant feels that a complete inventory of all on-street parking areas or occupancy counts in the commuter parking areas is required in order to accurately assess the needs of the Village, it should be included in the proposed scope of work and the associated cost should be included in their fee proposal. To be clear, the Village does not currently have any quantitative data regarding occupancy in these commuter parking areas that can be used as part of this assessment.**



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**ACKNOWLEDGEMENT OF
RECEIPT OF ADDENDUM**

PROPOSAL/BID: 2019 COMMUTER PARKING STUDY –
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ADDENDUM #: 1

PROPOSER/BIDDER: _____

ADDRESS: _____

RECEIVED BY: _____
(NAME)

(SIGNATURE)

DATE: _____

End of Addendum No. 1