

# **PARKING SOLUTIONS STUDY** **FREQUENTLY ASKED QUESTIONS**

**Updated as of Thursday, January 21, 2010**

**1. Where to send the Proposal?**

Please address all proposals to  
City of South Lake Tahoe,  
Attn: Redevelopment & Housing/RFP Parking Solutions Study,  
1901 Airport Road, South Lake Tahoe, CA 96150

**2. Will you need multiple copies of the document?**

No, one is sufficient.

**3. Is there a preference for single-sided or double-sided?**

No.

**4. Will an electronic copy (PDF) of the document be required?**

No, but if you include it that would be helpful.

**5. The “Map of the Project Areas” referenced in the RFP, where is that?**

[www.cityofslt.us/parkingstudy.html](http://www.cityofslt.us/parkingstudy.html) scroll down to the document.

**6. Page 1 of the RFP states, “All consultants who respond will be notified of the bidding results.” Is awarding of the project based on the lowest fee submitted?**

No.

Proposals will be based on the following consultant selection criteria (*see p.5 of RFP*):

- A. Responsiveness to Request for Proposals and Response to Scope of Work,
- B. Response to request for targeted Solution-Oriented parking recommendations,
- C. Firm and/or individual experience in transportation engineering, planning and design conducting similar studies,
- D. Firm and/or individual experience with tourist dependant and seasonable communities,
- E. Proven capacity/experience working with small communities/cities and their staffs,
- F. Staff availability,
- G. Ability to perform scope of work in a timely manner.

Note: Be sure to follow the RFP's required Proposal Format (See Bullet #4, page 5) and submit a separate cost for each study area. *“Proposal Format: #4. Cost Estimates: Provide basic cost estimates for services in the scope of work **for each Study Area** are to be provided.” (emphasis added)*

**7. Who authored the task descriptions that are contained within the RFP?**

A team of City of South Lake Tahoe staff and officials.

**8. What are the requirements of the CDBG and, more specifically, are there any CDBG prerequisites that may affect the City's selection process?**

CDBG has an extensive list of requirements, but in relation to the funds for this project, the City's RFP covers all the City will be required to provide to the state in its final report. There are no other CDBG prerequisites that may affect the selection process.

**9. Are there minority, women-owned or local-business participation requirements for this project?**

No.

**10. Who will serve on the selection committee?**

Proposals will be reviewed by City of South Lake Tahoe staff, and submitted to the City Council for final decision/selection.

**11. On page 2/Scope of Work/third paragraph: what specifically does the "future Convention Center development area" consist of? We were not able to find information regarding this future project on the City's web-page as we were with the Lake View Commons.**

Information about the currently proposed future Convention Center project is located here <http://cityofslt.us/redevelopment-housing/docs/ChateauatHeavenly.pdf> and here <http://chateauheavenly.com>. What is important to note about this Study Area (Study Area #3 in the RFP) is that a proposed convention center project is planned for that area and thus, consultants should include in their proposal costs to evaluate that Study Area. Page 5 of the RFP, Bullet #4, states "*The City reserves the right to chose to include one or all three proposed Study Areas to be studied.*"

**12. What are the issues that have prompted this study to be done?**

The need for parking solutions prompted the study. As noted, several studies in previous years have been completed so the problems and issues have been identified, this new study is intended to develop solutions, which is the reason consultants/proposers were requested to review previous studies before submitting a proposal.

**13. We've noticed that LSC has done all but one of the previous studies. Will the city consider using them for this study as well?**

All qualified consultants are welcome to submit proposals. The City does not favor any one over another nor would exclude or preclude anyone from submitting proposals.

**14. Does the city currently charge for parking and/or have parking restrictions such as time limits?**

There are many different parking restrictions throughout the City, including some locations with time limits. The City operates a parking garage located in the Stateline/Convention Center Study Area. The parking garage is a paid parking garage.

**15. To save costs, would the city have staff available to conduct the occupancy counts and to do the customer surveys?**

The assistance of City staff should not be relied upon in determining the proposed costs to conduct the Solutions Study. As noted in the RFP, the Proposer is required to submit a proposal to perform all the tasks specified in the RFP, which includes the intercept survey and any necessary counts the consultant expects to perform to provide supported conclusions.