



North Central Texas Council of Governments

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

METROPOLITAN PLANNING ORGANIZATION

REQUEST FOR PROPOSALS

DART SILVER LINE TOD PARKING STUDY

June 30, 2023

DART SILVER LINE TOD PARKING STUDY

INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is requesting written proposals from consultant firms for the DART Silver Line TOD Parking Study. The North Central Texas Council of Governments is coordinating with local governments to develop a Dallas Area Rapid Transit (DART) Silver Line Transit Oriented Development (TOD) Corridor Plan with a focus on increasing future Silver Line rail ridership. A key element of the DART Silver Line TOD Corridor Plan is a parking study, which will use local data collected in this project and known best practices to recommend parking policy and management supporting more TOD around the Silver Line. The consultant will first conduct parking utilization counts at existing developments around various Silver Line rail stations for multi-day periods. The consultant will compare these counts to local parking requirements in zoning. Additionally, parking management best practice information applicable to the Silver Line corridor's future and existing development will be gathered. This project will result in a final report for Silver Line local governments using the collected parking use data, reviewed zoning, and best practices examples to create recommendations for local parking policies and management practices for ongoing TOD in the Silver Line corridor.

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

The North Central Texas Council of Governments (NCTCOG) is a voluntary association of, by, and for local governments, and was established to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. NCTCOG's purpose is to strengthen both the individual and collective power of local governments and to help them recognize regional opportunities, eliminate unnecessary duplication, and make joint decisions.

Since 1974, NCTCOG has served as the Metropolitan Planning Organization (MPO) for transportation in the Dallas-Fort Worth (DFW) Metropolitan Area. NCTCOG's Transportation Department is responsible for regional transportation planning for all modes of transportation. The Department provides technical support and staff assistance to the Regional Transportation Council (RTC) and its technical committees, which compose the MPO policy-making structure. In addition, the Department provides technical assistance to the local governments of North Central Texas in planning, programming, coordinating, and implementing transportation decisions.

BACKGROUND

The North Central Texas Council of Governments has received a planning grant from the Federal Transit Administration (FTA) to develop a DART Silver Line Transit-Oriented Development (TOD) Corridor Plan with a focus on increasing potential Silver Line rail ridership. A key element of the DART Silver Line TOD Corridor Plan is a TOD parking study. Resources devoted to excessive parking can reduce the opportunity for higher-density land uses that encourage increased transit ridership. The goal of the TOD parking study is to produce findings based on parking use data collection and recommendations for better parking management and policy.

PURPOSE AND NEED

The consultant will first conduct parking utilization counts at existing developments around various Silver Line rail stations for multi-day periods. The consultant will also analyze local development codes and gather best practice information to produce a report of recommended strategies for improved parking management applicable to the Silver Line corridor's future and existing development. Both the collected data and reviewed information will be summarized in a report with recommendations on local regulatory and program changes supporting transit-appropriate parking ratios for higher-density mixed-use areas around transit stations.

PROJECT SUPPORT

The project will be conducted under the guidance and supervision of a Project Review Committee (PRC), which may include members of NCTCOG and staff from other local government partners. The responsibilities of the PRC will be to serve as the principal technical review committee for this project. NCTCOG will serve as the Project Manager to implement a mutually agreed upon scope of work, monitor progress of firm(s) activities, and serve as a liaison between the firm(s) and other partners. The selected firm(s) will enter into a contract with NCTCOG for the agreed upon scope and budget. NCTCOG shall also serve as the contract manager and procurement administrator for the project.

WORK PROGRAM

The work program for the DART Silver Line TOD Parking Study is summarized by the tasks outlined below. Modifications to the tasks and task sequencing which will improve the effectiveness of the project effort, while containing costs, are encouraged.

SCOPE OF WORK

The study area focuses on properties around seven of the nine under-construction DART Silver Line rail stations that have existing development. Per FTA guidance, the 0.5-mile radius from the station is the effective planning area for TOD, but up to one mile may be collected for relative parking demand context data. These stations and their developed areas are in the cities of Dallas, Plano, Richardson, Carrollton, and Addison. There are two sub-geography types in this study: private TODs and public parking districts.

Private Transit-Oriented Developments

These are single properties that can be classified into land use categories such as residential, office, mixed-use, etc. These properties will have parking that is reserved specifically for their business patrons or tenants. As these are private properties, permission to access should be requested. NCTCOG and local stakeholders will provide contact information and secure access to properties. This may include up to 45 properties (See Attachment Table 1). NCTCOG and partners are working on approvals for site access to include in this study. Additionally, parking demand is typically tied to the building's size and expected tenant occupancy. For this study, it will be necessary to document building/tenant occupancy near the time of parking counts.

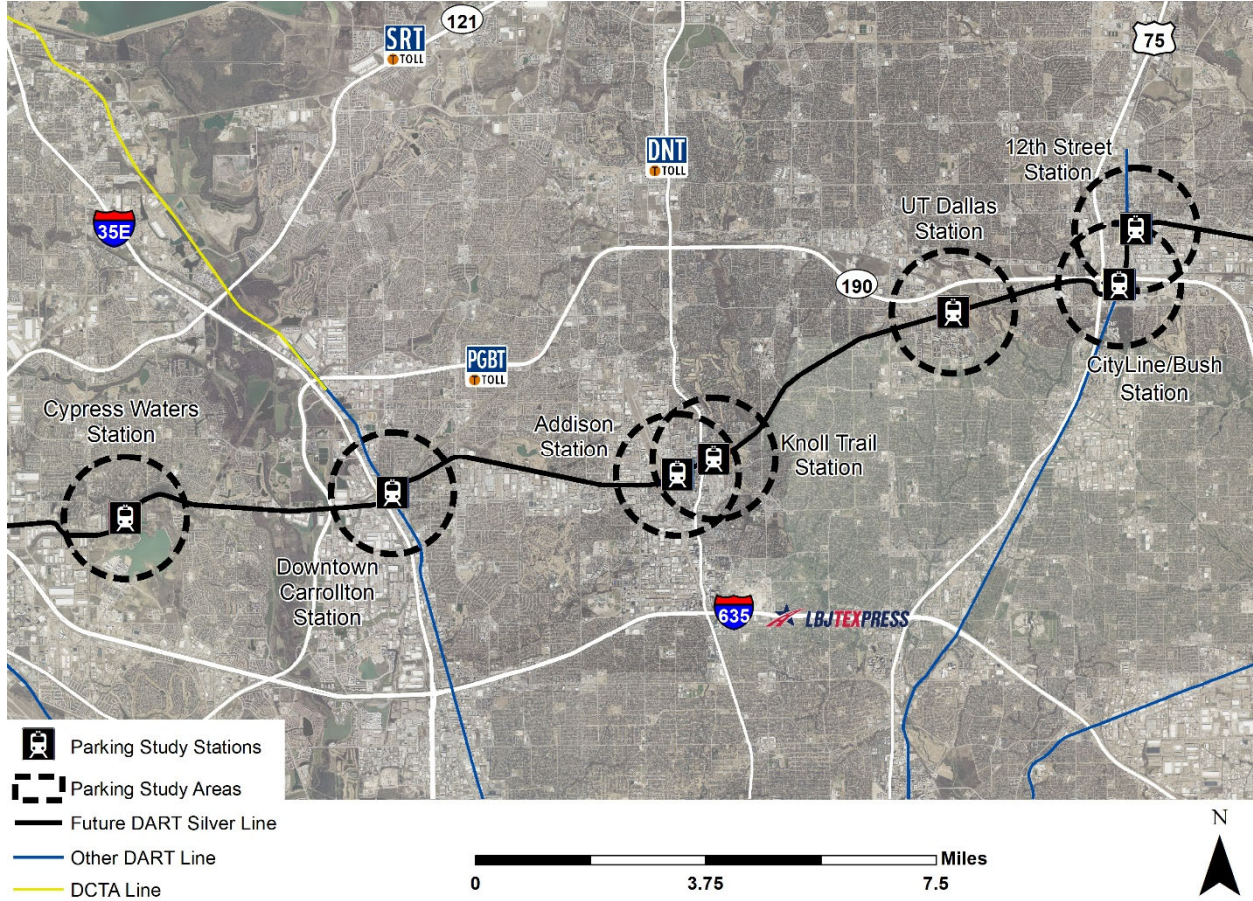
Public Parking Districts

A public parking district is one where multiple property share parking either in public off-street lots or as on-street curb parking. The focus of these geographies is to document public parking. Five existing districts along the Silver Line are focused on events, district mixed-use, or historic suburban downtown (See Attachment Table 2). All have both public off-street and on-street curb parking. Parking facilities are typically spread throughout the district and may require multiple methods to fully count utilization due to variable parking facilities.

Site Identification and Access

NCTCOG and city governments will determine which sites should be studied for both private TODs and public districts. They will also reach out to property owners and managers to confirm the property's agreement for study access and to collect necessary site data.

Figure 1: Map of Study Area DART Stations



TASKS

The Consultant will perform the following tasks and subtasks and will produce a deliverables list for each task:

Task 1 – Project Management

After contract execution or Notice to Proceed is issued, a kickoff meeting will be conducted to review the project goals, scope of work, methodology, and schedule/timeline with NCTCOG. In addition, the Consultant will be responsible for the following:

- Monthly conference calls with NCTCOG to discuss project progress
- Monthly billing and progress reports submitted to NCTCOG

Task 1 Deliverables:

- Project schedule
- Monthly progress reports and billings
- Stakeholder kickoff materials and meeting notes summary

Task 2 – Parking Usage Data Collection

The Consultant will collect data of automobile parking usage at garages, surface lots, and/or on-street parking spaces in or around select private properties and public districts. Observed parking utilization that identifies the peak demand per land use and for districts is desired to inform planning recommendations. There is no preference on the method of technology used to count but consultants should be prepared to demonstrate accuracy of the method selected. Proposal submittals should have a clear, detailed methodology proposed that may vary for private TODs and public parking districts.

Task 2.1 – Inventory Verification and Management Practice Observations

Prior to data counts (Tasks 2.2 and 2.3), the existing number of spaces should be verified unless property contacts are highly certain of supply. For on-street spaces, an observational inventory should be completed. The inventory should also note the supply of Americans with Disabilities Act (ADA) spaces, electric vehicle charging spaces, and any other reserved parking spaces that may impact total parking supply. Additionally, the number of spaces in the parking facility designated as reserved for building tenants only versus public parking should be documented.

Task 2.1 Deliverables:

- Maps of parking facilities for each site and district
- Tables summarizing supply and categories of spaces per parking facility

Task 2.2 – Private TODs Studies

NCTCOG has identified approximately up to 45 properties for study of parking demand related to that specific land use type/style of development (See Attachment Table 1). Data collection on parking use will focus on determining the overall percentage of spaces occupied and identifying peak occupancy at the development's off-street and associated on-street spaces. It is not necessary to understand space-by-space turnover, but occupancy must distinguish between on-street and off-street. The on-street curb parking will only be considered relevant to the private property if it is on an adjacent street touching the property. The parking space use counts should cover a 72-hour period such as a Thursday, Friday, and Saturday. At least five counts per day are desired, including the assumed peak demand period per land use. A higher frequency such as hourly counts would be preferred.

Task 2.2 Deliverables:

- Excel tables of parking data observations for entire study period per site
- Site maps showing applicable on-street and off-street parking for the development

Task 2.3 – District Studies

This element will focus on public parking in five selected districts identified by NCTCOG and local stakeholders (See Attachment Table 2). Data will need to be reported for multiple parking facilities (on- and off-street) and mapped out to show parking use distribution. The parking space use counts should cover a 72-hour period such as a Thursday, Friday, and Saturday with input from NCTCOG and local stakeholders relevant to the district. At least three counts per day are desired, including the assumed peak demand period per district. A higher frequency of counts such as hourly counts would be preferred.

Task 2.3 Deliverables:

- Excel tables of parking data observations for entire study period covering entire district with breakouts for use by facility
- Map of parking demand by parking facility at district's peak utilization time

Task 2 Deliverables:

- All deliverables in Tasks 2.1 – 2.3
- Report on averages and trends in parking use across all sites with summaries by land use category and district

Task 3 – Zoning Comparison

Data gathered from Task 2.2 must be complete before this task can be completed. The results of the study of existing use at Private TODs will be compared to the parking required via zoning for each applicable property. This will allow study of how assumed ratios in zoning compare to observed utilization. Steps for this task are anticipated as follows:

1. Zoning/entitlement information for private developments studied in Task 2.2 is gathered in coordination with city staff to identify required minimum parking at time of building approval.

2. Data gathered in Task 2.2 is completed. Actual peak parking use amount and ratio to land use is identified from that data.
3. Comparison of minimum parking required in zoning versus observed peak parking use from Task 2.2 and report of differences.

Task 3 Deliverables:

- Tables summarizing parking required in code, observed in data collection, and calculated ratios as described above.
- Report summarizing trends across all sites.

Task 4 – Parking Management Recommendations

Using counts, on-site observations, and zoning comparison, identify possible parking management issues relevant to the Silver Line corridor station area developments and districts. This task should not be complete until the data from Task 2 is available. Based on the parking issues identified in the corridor, find parking management best practices that may be implemented by the public and private sectors to improve parking utilization efficiency. These best practices may be sourced from literature, experience of governments, and other industry publications.

These recommendations may be used to update the existing NCTCOG best practices resource “Parking Toolbox” found at <https://www.parkingtoolboxtx.org/Grid-Navigations>. The toolbox also illustrates possible best practices that may be applied to the Silver Line corridor. Case studies of practices implemented in the United States matching the needs of the corridor should be developed or expanded in addition to those in the Parking Toolbox for this Silver Line TOD report.

Task 4 Deliverables:

- Summary report for the corridor including:
 - Key parking management issues/opportunities.
 - Recommend best practices for private properties by land use type.
 - Recommend best practices for public parking districts.

Task 5 – Final Report

A final report will summarize the findings of all previous tasks. It will also include documentation of methods in a concise summary. Recommendations in the report should include combined analysis of possible TOD-appropriate ratios as explored in Task 4 with more programmatic

parking management best practices from Task 4. Revisions to the report shall be made after comments received from NCTCOG and stakeholder local governments are considered.

Task 5 Deliverables:

The Consultant shall provide the following:

1. Final Report (three hard copies) and as PDF plus all associated electronic files (images, text, etc.).
2. Final combined table/spreadsheet (Excel) summarizing data observations and zoning review for each site and districts.

ATTACHMENT

Table 1 – Proposed Private Properties for Parking Studies*							
Station	ID	Land Use	Units¹	SQFT²	Spaces³	Curb⁴	Parking Type⁵
12th Street	1	Multi-Family	379		474	28	Garage
	2	Mixed use, Multi-Family/Retail	254	12,000	354	13	Garage
	3	Mixed use, Multi-Family/Retail	183	12,700	288	13	Garage
	4	Mixed use, Multi-Family/Retail	279	10,000	337	15	Garage
	5	Mixed use, Multi-Family/Retail	234	12,000	329	40	Garage
	6	Multi-Family	52		65	9	Surface
CityLine/ Bush	7	Mixed use, Multi-Family/Retail	223	12,000	315	21	Garage
	8	Multi-Family	299		374	15	Garage
	9	Mixed use, Office/Retail		384,538	1,331	14	Garage
	10	Mixed use, Office/Retail		1,217,000	5,483	38	Garage
	11	Mixed use, Multi-Family/Retail	351	6,000	457	33	Garage
	12	Mixed use, Multi-Family/Retail	354	12,000	479	35	Garage
	13	Hotel	148		185	9	Surface
UT Dallas	14	Multi-Family	246		308	50	Surface
	15	Multi-Family	387		84	55	Garage, Surface
	16	Multi-Family/Retail/Office (multi-building phased development)	323	6,600	424	50	Garage, Surface
	17	Multi-Family/Retail/Office (multi-building phased development)	284	20,000	415	47	Garage, Surface
Addison	18	Office		357,102	1,247	0	Garage
	19	Multi-Family	349		436	21	Garage
	20	Office	610	293,926	1,645	6	Garage
	21	Office		210,000	631	6	Garage
	22	Multi-Family	87		109	11	Garage
	23	Multi-Family/Retail/Office (multi-building phased development)	610	159,121	1,240	66	Garage
	24	Multi-Family/Retail/Office (multi-building phased development)	460	18,493	631	42	Garage
	25	Multi-Family	234		293	20	Surface
Downtown Carrollton	26	Mixed use, Multi-Family/Retail	352	6,000	458	38	Garage
	27	Mixed use, Multi-Family/Retail	311	6,000	464	80	Garage
	28	Mixed use, Multi-Family/Retail	383	8,500	474	70	Garage
Cypress Waters	29	Mixed use, Multi-Family/Office	50	255,934	831	61	Garage, Surface
	30	Multi-Family	297		371	42	Garage
	31	Multi-Family	272		340	34	Garage
	32	Multi-Family	262		328	46	Garage
	33	Multi-Family	242		303	33	Garage
	34	Office		653,000	1,961	0	Garage, Surface
	35	Retail		9,007	27	40	Surface
	36	Retail		32,058	96	0	Surface
	37	Multi-Family	499		624	26	Garage
	Knoll Trail	38	Multi-Family	438		548	0
39		Multi-Family	278		348	13	Garage
40		Multi-Family	322		403	26	Garage

Totals 25,903 1,166

Table 1 Notes

*Properties are tentative. Access to study has not yet been confirmed.

- 1. Units = number of residential units or hotel rooms (estimated based on best available data)
- 2. SQFT = Square feet of commercial spaces (estimated based on best available data)
- 3. Spaces = Estimate of total off-street parking spaces based on land use size and information where known.
- 4. Curb = Estimated total of on-street parking spaces adjacent to property
- 5. Parking Type = the primary type of off-street parking spaces.

Table 2 – Public Parking Districts

Station	District Name	Approximate Acres
CityLine/Bush	CityLine	32
UTD	Northside	43
Addison	Addison Circle	48
Downtown Carrollton	Downtown Carrollton	53
Cypress Waters	The Sound	27

SCHEDULE AND BUDGET

NCTCOG anticipates awarding a contract with a one-year term. This project has an anticipated contract execution or Notice to Proceed date of October 30, 2023. A budget of approximately \$250,000 has been allocated to conduct this project.

CONSULTANT SELECTION CRITERIA

The Consultant Selection Committee (CSC) will review all proposals and select a firm it considers qualified to undertake the project. The following criteria will be used to evaluate the proposals:

1. Project Understanding	25 percent
2. Scope of Services	25 percent
3. Project Manager/Staff Qualifications	20 percent
4. Project Cost	15 percent
5. Firm Qualifications/Consultant References	10 percent
6. Project Schedule	5 percent

If the CSC determines that interviews will be required before a final decision can be made, the **interviews will take place via TEAMS or at NCTCOG offices in Arlington, Texas, during the week of August 21, 2023.** Proposers should be willing and able to attend these interviews, if necessary. Firm(s) who are invited to an interview will be notified by the close of business on **Friday, August 18, 2023,** that an interview has been scheduled. Costs for developing the proposal and costs attributed to interviews (and subsequent negotiations) are at the proposer's own expense and will not be reimbursed by NCTCOG.

PRICING PROPOSAL

The consultant shall provide a detailed budget using the template excel file provided. The budget shall detail out separately the maximum raw salary by position, overhead, and profit. Additionally, any direct expenses shall be detailed. One tab should be completed for the Prime, which includes the total cost for each subconsultant. A separate tab should be completed showing the breakdown of cost for each subconsultant. In addition to the template excel, the consultant should indicate how pricing for task 2 may be structured based on scenarios where not all sites are available for study. Not all properties may agree to participate, reducing the cost of data collection. The proposals should detail their data collection cost per site or per parking space to the best extent possible.

CONTRACT AWARD

Following final negotiations of the work plan and costs satisfactory to NCTCOG, the firm(s) will be asked to execute a contract with NCTCOG. If applicable, a Notice to Proceed will be issued

upon execution of the contract. NCTCOG reserves the right to reject any and all proposals, to contract for any or all portions of the project with the selected firm(s), or to hire multiple firms.

The successful responder(s) to this Request for Proposals is expected to provide qualified personnel to accomplish each portion of the work in this study. NCTCOG will maintain the right to request the removal of any personnel found, in its opinion, during the course of work on this project, to be unqualified to perform the work.

The Sample Contract, provided in this transmittal, contains federal requirements which must be included with all proposals submitted. Appendices C through J of the Sample Contract contain compliance requirements and certification forms which must accompany the proposal. **Failure to comply with these requirements may result in finding the Proposal non-responsive.**

The Texas Legislature has adopted House Bill 1295. In short, the law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to our agency at the time of a signed contract. As part of contract development, the Consultant will be asked to complete the disclosure of interested parties electronically and submit through the Texas Ethics Commission website. NCTCOG will provide a specific contract number associated with the award for inclusion in the submittal. Once submitted, the Consultant will be requested to return an e-mail confirmation of submittal to NCTCOG. For more information about the process, please visit the following website for Frequently Asked Questions:

https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

Other requirements are that the Disadvantaged Business Enterprise participation must meet the 32-percentage goal identified for this type of procurement and that an Affirmative Action Plan is included in the proposal. Failure to comply with these requirements may find the proposal non-responsive.

QUESTIONS AND RESPONSES

All questions regarding the services required shall be directed in writing by email to TransRFPs@nctcog.org by the close of business on **Friday, July 7, 2023**. All questions and responses will be posted on NCTCOG's website at www.nctcog.org/rfp by the close of business on **Wednesday, July 12, 2023**. NCTCOG reserves the right to respond to inquiries as it deems necessary.

OVERALL PROCUREMENT SCHEDULE

This RFP shall be used to accept, review, and score proposals based on the following schedule with the intent of awarding a Cost-Plus and Fixed Fee contract. The following represents the schedule of procurement activities leading to contract award:

Issue Request for Proposals	June 30, 2023
Last Day to Submit Questions	July 7, 2023
NCTCOG Q&A Posted to Website	July 12, 2023
Proposals Due & Proposal Public Opening	July 28, 2023
Consultant Selection Committee Meeting	Week of August 14, 2023
Interviews (if needed)	Week of August 21, 2023
NCTCOG Executive Board Approval	October 26, 2023
Execute Contract(s)	October 30, 2023

NCTCOG reserves the right to make changes to the above-mentioned schedule. All such changes shall be made by an amendment to the RFP and shall be posted on NCTCOG's website at www.nctcog.org/rfp. It is the responsibility of the consultant to frequently check this website for information concerning amendments to the RFP.

*Public opening of the proposals will be done via Microsoft Teams on **Friday, July 28, 2023, at 5:05 p.m.** Central time. A link to the Microsoft Teams meeting is below. Microsoft Teams is integrated with audio so you will only need to use the conference call number (below) if you are unable to access the Microsoft Teams App. The Teams App is [available for download here](#).

Public Opening of Proposals via Microsoft Teams:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 288 464 440 864

Or call in (audio only)

[+1 903-508-4574](#)

Phone Conference ID: 918 071 309#