

## **The Study of Evanston's Parking System**

**RFP # 19-62**

**ADDENDUM No. 1**

**December 5, 2019**

Any and all changes to the Request For Proposal (RFP) Document are valid only if they are included by written addendum to all potential respondents, which will be mailed, emailed and/or faxed prior to the proposal due date to all who are known to have received a complete RFP document. Each respondent must acknowledge receipt of any addenda by indicating it in their proposal. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the RFP therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number One (1) is attached and consists of a total of nine (9) pages including this cover sheet.

Please feel free to call (847-866-2910) or email ([lithomas@cityofevanston.org](mailto:lithomas@cityofevanston.org)) with any questions or comments.

Sincerely,

Linda Thomas  
Purchasing Specialist

**Addendum Number One (1)  
December 5, 2019**

This addendum forms part of RFP #19-62 and modifies these documents. This addendum consists of the following:

**Parking Inventory:**

On-Street Meters

The City of Evanston has approximately 1700 on-street meters that are controlled by single-space parking meters or multi-space payboxes. These metered spaces are located throughout the city, but are concentrated in the three main business districts, Core Downtown, Central Street, and the Main-Dempster Mile.

Self-Park Garages

The City of Evanston owns and controls 3 downtown self-park garages:

Self-Park Facility	Address	Age	Approximate Public Spaces	Approximate Private Spaces	Approximate Total Spaces
Church Street	525 Church St	29+	600	200	800
Maple Ave	1800 Maple Ave	19+	1,400	0	1,400
Sherman Plaza	821 Davis	12+	1,500	300	1,800

Hourly Rates for City Garages	
0-1 Hour	FREE
1-2 hours	\$2
2-3 hours	\$4
3-5 hours	\$5
5-12 hours	\$10
12-24 hours	\$16

Surface Lots

The City of Evanston controls and operates approximately 40 surface parking lots, which consist of approximately 1200 total spaces. The surface lots offer metered parking, monthly permit parking, or a combination of the two.

Meter Rates

The rate for 2-hour and 4-hour parking meters is currently \$1.50 per hour. The Evanston City Council approved a measure to increase the rate of 2-hour and 4-hour parking meters to \$2.00 per hour beginning 1/1/2020. The 12-hour commuter parking meters are at a rate of \$.50 per hour, and will remain the same for 2020.

\*Please see attached maps (pages 7-10) for more information\*

## Questions:

1. What data will be given to the consultant? Is there readily available data for each of Evanston's parking types
  - On-street single spaced meters
  - Multi space pay stations
  - Off street surface lots
  - Garages
  - On-street Residential permits areas

**The consultant that is awarded the project will have access to any/all parking data that the City of Evanston is able to provide. This includes, but may not be limited to, transaction numbers (at meters, in surface lots, and in garages), garage occupancy figures, and residential permit holder numbers.**

2. Is there a primary study area?

**There is no defined primary study area. The aspects highlighted in the RFP's scope of services should all be addressed with a similar amount of importance.**

3. Do you anticipate parking utilization counts to be performed by the consultant? If so, are there specific facilities you would like those to be completed in?

**Yes, it is anticipated that parking utilization counts will be performed as part of the examination of the rate/fee structure as well as the review of the business districts. The most significant areas to study utilization will likely be in the 3 main business districts (Core Downtown, Central Street, and Main/Dempster Mile), but if the consultant feels that there are other areas that should be examined in this way it should be included in their proposal.**

4. Do you anticipate a public outreach component to this? If public meetings are excluded from the Study and requested later on by the City of Evanston, will this activity be treated as an extra?

**The City of Evanston is not requiring a public outreach component. If the consultant feels that a community outreach component is necessary or beneficial to complete a thorough study, then it should be included in their proposal. Proposals should be comprehensive of all aspects that may be necessary to complete the study.**

5. Will a steering committee be leading this process internally?

**There will not be a formal steering committee, but the City of Evanston parking staff will provide support and guidance as needed throughout the study process.**

6. Is there a minimum number of in-person meetings that are expected? Presentations?

**There is no minimum number of in-person meetings that are required during the course of the study, though the City of Evanston expects the consultant to have an open line of communication to provide updates. It is expected that at the end of the study, the consulting firm will present their findings, conclusions, and suggestions to the Transportation & Parking Committee as well as to the Evanston City Council.**

7. How will the WBE/MBE participation affect the selection process

**The M/W/EBE participation is one of several different qualifiers used to determine the attractiveness of a proposal. It will not guarantee an award, nor will it disqualify a proposal. If two proposals are submitted that are identical and only one has full M/W/EBE participation, the proposal with full M/W/EBE participation will have an overall higher score for that portion of the evaluation.**

8. The type of expertise sought is limited in nature (parking policy and operations). It is unlikely that there are 15 M/W/EBE firms to contact regarding subconsultant participation. Is there a lower number that would be considered an appropriate outreach attempt?

**The City of Evanston asks that you do your best in finding one or more M/W/EBE subcontractors. You can meet all or part of the goal but you must include a narrative as to why you could not meet the 25%. If your company is an M/W/EBE that will fulfill the goal, but you must present Certification as to status.**

9. What is the anticipated schedule for completion of the Parking Study?

**There is not a defined deadline for the completion of the project. Ideally the City of Evanston would like to see the study completed in the 3-9 month range; proposals should include an estimated timeframe of completion.**

10. Will this Study focus on broad parking management strategies or on a detailed area-by-area basis (zones, neighborhoods, streets, etc.)

**As described in the scope of services, this study is to cover all aspects of the parking system, and will both analyze specific areas as well as potential strategies moving forward.**

11. As the tasks for this project will typically overlap and not necessarily be sequentially ordered, will the City of Evanston accept monthly billings based on proposed rates and hours worked by the consultants?

**The City of Evanston will discuss and finalize the billing details with the consultant that is awarded the project, after it is awarded. It is expected that the total estimated cost for the project be included in the proposal.**

12. Can the price/cost form on page 14 be considered a suggested estimate of allocation of the proposed fees to satisfy the scope on page 5 with the actual charges to be billed per question 5 above?

**The price/cost form on page 14 is to be used as a rough guide to demonstrate the costs of providing the services described. It is a tool for the City of Evanston to directly compare proposals. Actual billing details will be finalized after the project is awarded.**

13. What is the City's intent in regards to its prospective hiring of Smarking relative to its parking program? What role, if any, will Smarking play in terms of this Study?

**Smarking is a prospective vendor of the City of Evanston, and nothing has been finalized with Smarking. At this time this is not relevant to the parking study.**

14. Are there specific communities that the City has in mind for comparison purposes (rates, TOD developments, other Big Ten/college cities, etc.)?

**The City of Evanston has no specific communities in mind. While the City of Evanston is unique, it is interested in comparisons with communities with similar characteristics. These may include, but are not limited to, region, climate, population size/density, access to transit, STAR rating, and more.**

**Note: Acknowledgment of this Addendum is required in the Proposal.**

# Parking: Main-Dempster Mile

Parking restrictions on City streets and in parking lots have been updated to better meet the diverse needs of Evanston business districts.

## Parking Options

Longer term parking options are now available in the Main-Dempster Mile.

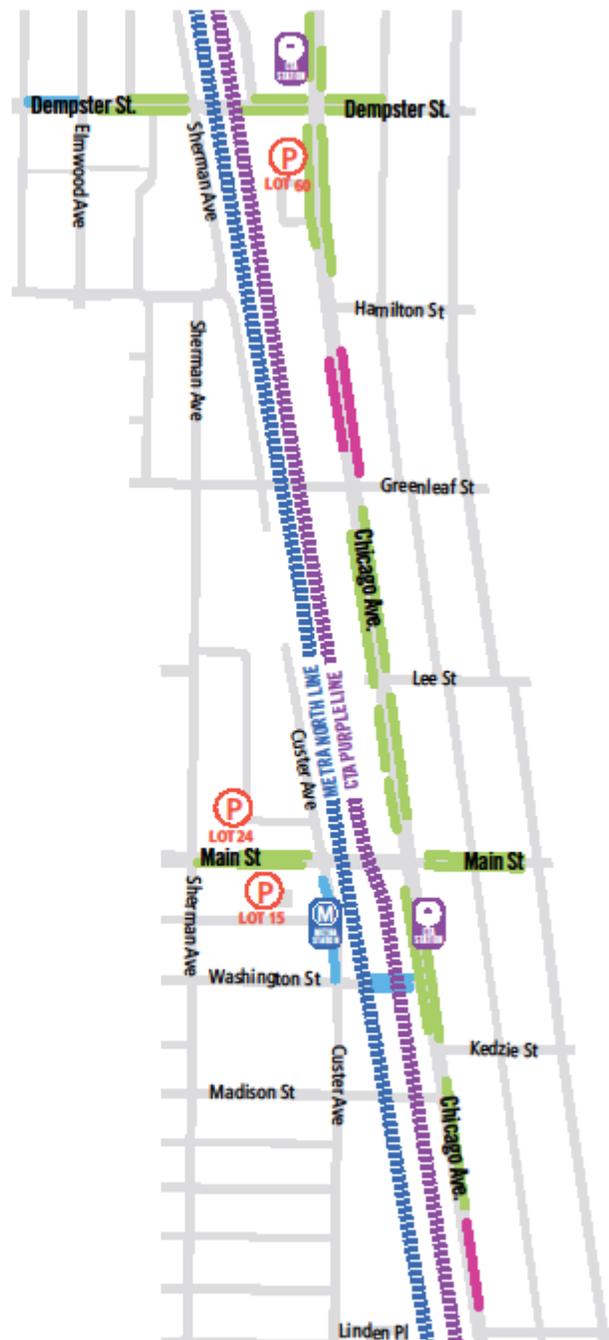
Two parking lots offer a maximum time limit of 4 hours, and one lot offers up to 12 hours of parking. The maximum time limit for street parking has been extended from two hours to four hours after 5pm, with certain areas also offering extended daytime parking limits.

### Nearby Street Parking

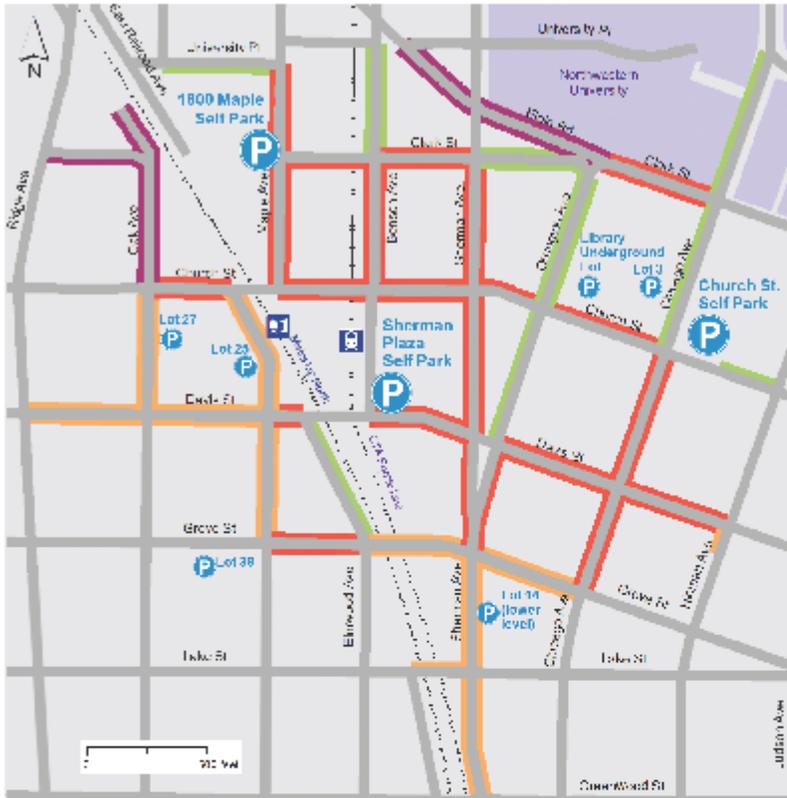
- 2hr. limit | from 8am–5pm
- 4 hr. limit | from 5pm–9pm
- 12 hr. limit | from 8am–9pm
- 4 hr. limit | from 8am–9pm

### P Nearby Parking Lots

- Lot 15** | 12 hr. limit  
716 Main St.  
21 Spaces
- Lot 24** | 4 hr. limit  
727 Main St.  
32 Spaces
- Lot 60** | 4 hr. limit  
1243 Chicago Ave.  
15 Spaces



# Downtown Evanston Parking Options



Parking restrictions on City streets and in parking lots have been updated to better meet the diverse needs of Evanston business districts.

## Parking Options

Evanston’s downtown provides many parking options to fit all residents and visitor’s needs.

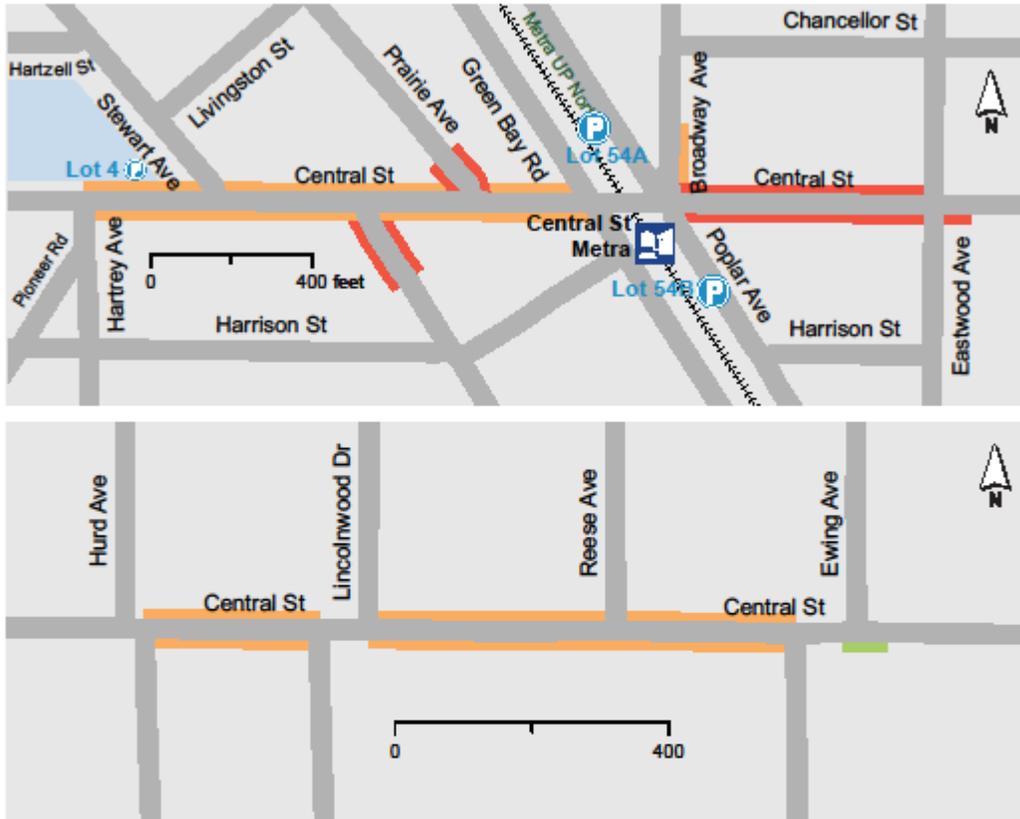
Three main garages offer long-term parking at competitive rates. The first hour and Sundays are free, and it is only \$5 to park up to 5 hours. In addition, most outlying downtown streets now allow parking for 4 hours after 5pm, with other areas offering extended daytime parking limits.

## Parking Garage Locations

- 1800 Maple Self Park:** 1800 Maple Ave.  
Free for movie patrons: Four hours with validation.  
Spaces: 1400 (25 disabled)  
Directions: Enter from Maple Ave. at Clark St. or University Pl.  
Clearance: Main entrance to garage top: 8’ 2”. Level 2, flat bay: 7’ 7”
- Church Street Self Park:** Church St. and Chicago Ave.  
Spaces: 600 (12 disabled)  
Directions: Enter from Church or Clark St. east of Chicago Ave.  
Clearance: Level 1, wheelchair lift vans: 8’ 2”. All other floors: 6’ 8”.
- Sherman Plaza Self Park:** Davis St. and Benson Ave.  
Spaces: 1,583 (25 disabled)  
Directions: Enter from Davis St. or Benson Ave.  
Clearance: Level 1 to Level 5: 8’ 2”. From Level 5 to top: 6’ 9”.



# Central Street Parking Options



Parking restrictions on City streets and in parking lots have been updated to better meet the diverse needs of Evanston business districts.

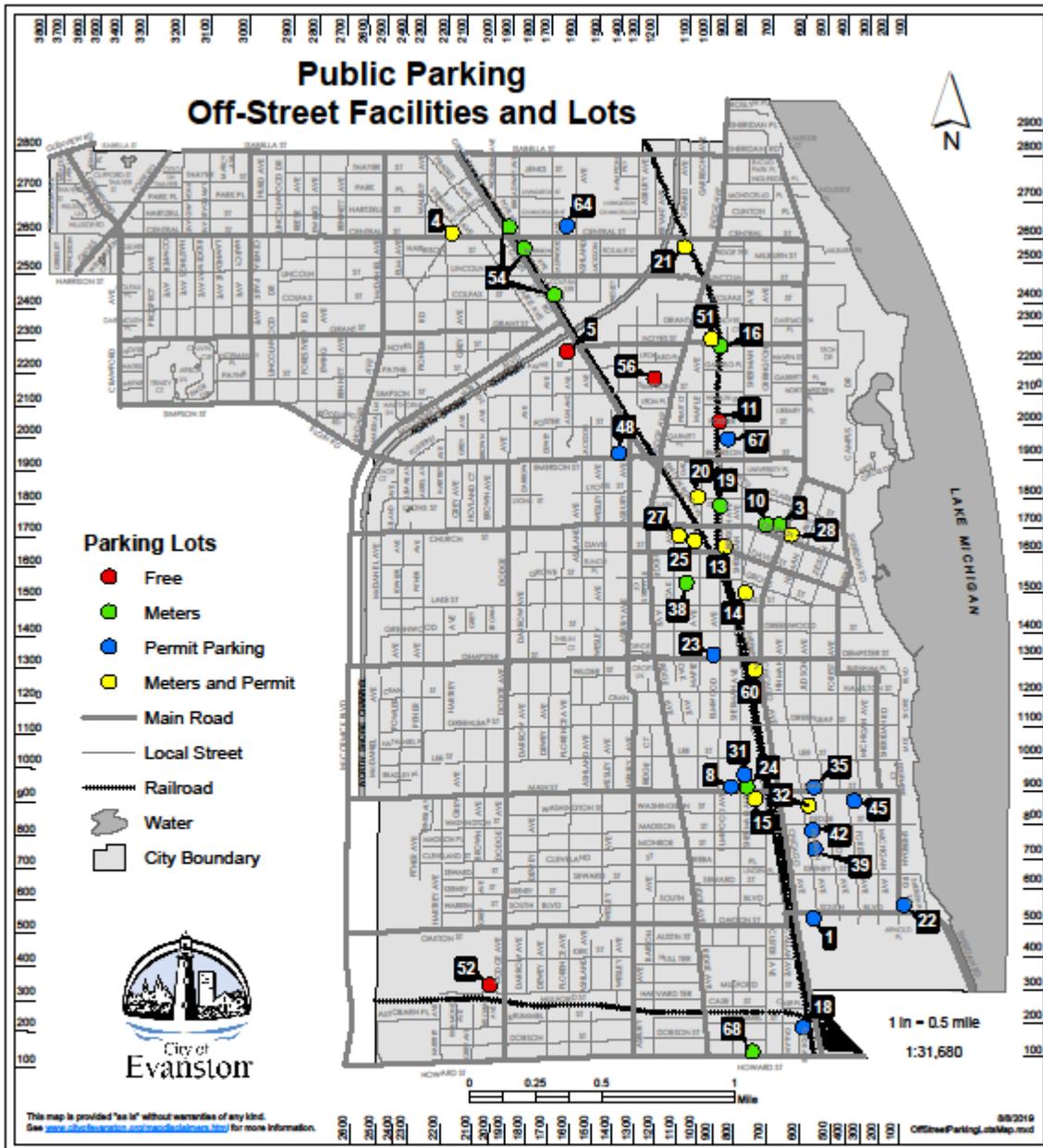
## Evanston Parking Options

Evanston's Central Street Business District provides many parking options to fit the needs of all residents and visitors. There are two surface parking lots that offer longer term parking and most of the street parking now allows parking for 4 hours after 5pm.

### Map Key

-  Parking Lots 54A, 54B:  
12 hr. limit
-  Parking Lot 4:  
4 hr. limit
-  2hr. limit: 8am–9pm
-  2hr. limit: 8am–5pm  
4hr. limit: 5pm–9pm
-  4hr. limit: 8am–9pm





- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>1: South Blvd &amp; Hinman, 66 spaces [P]</li> <li>3: 1700 Blk Chicago Ave (behind library), 74 spaces [M]</li> <li>4: Central St. &amp; Stewart, 66 spaces [M,P]</li> <li>6: Ashland Ave &amp; Noyes St, 42 spaces</li> <li>8: 811 Main Street, 49 spaces [P]</li> <li>10: 1701 Orrington Ave (under library), 53 spaces [M]</li> <li>11: 800/900 Foster at "El" (gravel lot), 44 spaces</li> <li>14: 1505 Sherman Ave (Best Western Lower Level), 98 spaces [M,P]</li> <li>16: Rear of 716 Main - (behind Goods and Vogue), 33 spaces [M,P]</li> </ul> | <ul style="list-style-type: none"> <li>18: 800/900 Noyes - @ "L", 22 spaces [M]</li> <li>18: Clyde &amp; Brummel, 50 spaces [P]</li> <li>18: 1700/1800 Benson (west side), 69 spaces [M]</li> <li>20: 1800 Maple Ave. Self Park, 1400 spaces [M,P]</li> <li>21: Chandler Center - 1100 Central Street, 92 spaces [M,P]</li> <li>22: Sheridan Rd. &amp; South Blvd., 50 spaces [P]</li> <li>23: NW Dempster &amp; Elmwood, 38 spaces [P]</li> <li>24: 727 Main St., 32 spaces [M]</li> <li>26: 1614 Maple Ave., 32 spaces [M,P]</li> </ul> | <ul style="list-style-type: none"> <li>27: 621 Oak Ave. - across from Post Office, 36 spaces [M,P]</li> <li>28: Church &amp; Chicago Self Park, 600 spaces [M,P]</li> <li>31: 925 Sherman, 20 spaces [P]</li> <li>32: 825 Hinman Avenue, 77 spaces [M,P]</li> <li>36: NW Main &amp; Judson, 56 spaces [P]</li> <li>38: 1010 Grove St. - west side of YMCA, 39 spaces [M]</li> <li>38: 711 Hinman Ave., 48 spaces [P]</li> <li>42: 743 Hinman Ave., 24 spaces [P]</li> <li>46: 833 Forest Avenue, 25 spaces [P]</li> <li>48: Sherman Plaza Self Park - Davis &amp; Benson, 1250 spaces [M,P]</li> <li>48: 1315 Emerson St., 13 spaces [P]</li> </ul> |
| <ul style="list-style-type: none"> <li>61: 927 Noyes - Noyes Center Lot, 55 spaces [M,P]</li> <li>62: James Park Lots, 240 spaces</li> <li>64: Central Street Metra Station, 217 spaces [M]</li> <li>68: Civic Center - 2100 Ridge Ave., 232 spaces</li> <li>80: 1234 Chicago Avenue, 35 spaces [M,P]</li> <li>84: Ryan Field West Lot, 100 spaces [P]</li> <li>87: Alley between Emerson &amp; Foster east of Purple Line, 34 spaces [P]</li> <li>88: 700 block of Howard, 13 spaces [M]</li> </ul>  |   |   |
- [M=Metered, P=Permit Parking]**