



# Parking Study for the Town of Carrboro, NC

---

## Request for Proposals

**Planning Department**

**RFP #540-2016-01**

**Issue Date: August 20, 2015**

**Proposals Due: September 10, 2015, 5:00 p.m. EDT**

**Project Manager: Bergen Watterson**

## Table of contents

Table of contents .....	1
1 Purpose and Intent .....	1
2 Introduction .....	1
3 Background .....	1
4 Study Area (Geographic Scope) .....	2
5 Scope of Work.....	3
5.1 Public participation .....	4
5.2 Data collection .....	6
5.3 Analysis .....	7
5.4 Presentations .....	10
5.5 Plan development.....	10
5.6 Staff meetings, coordination, and contract management.....	11
6 Timeline.....	11
7 Format of proposals.....	12
8 Submittal of proposals.....	12
8.1 How to submit proposals.....	12
9 Questions .....	13
10 Addenda.....	13
11 Evaluation .....	14
11.1 Evaluation criteria.....	14
11.2 Recommendations to Board of Aldermen.....	15
12 Additional information.....	15
12.1 Disclaimer.....	15
Appendix A. Policy and Planning Documents for reference .....	A-1
Appendix B. Draft Contract Template.....	A-2
Appendix C. Cost Proposal Sheet .....	A-6

## **1 Purpose and Intent**

The Town of Carrboro, North Carolina (“Town”), requests sealed proposals for consulting services to prepare a Parking Plan for the Town. These consulting services are to focus on two main tasks. First, to provide an analysis of how much parking is currently needed in the downtown area and how much parking will be needed in the next five to ten years. Second, to provide guidance on what the Town’s role, if any, should be in providing and managing parking in the downtown area as well as evaluating what metrics to use for the Town’s payment-in-lieu parking provision.

## **2 Introduction**

Carrboro is a vibrant and densely developed town of approximately six square miles and 21,000 people, located in the Piedmont region of North Carolina. The Town is adjacent to the Town of Chapel Hill, home of the UNC flagship campus and includes among its residents sizable undergraduate and graduate student populations. Carrboro has high bicycle and transit commute mode shares. The Town has a long standing commitment to alternative transportation is evident by the Town’s support of a fare-free transit system, extensive bicycle infrastructure, and Silver-level bicycle friendly community designation. The downtown core is a major destination for services, shopping and dining. It lies at the crossroads of two major north-south corridors and experiences significant congestion at peak hours, particularly during the evening peak.

Downtown destinations include two full-service grocery stores, two banks, rescue squad, fire department, police and other municipal departments, lumber yard, health center, numerous restaurants, shops, offices and services, a hotel, arts center, music venues, car repair businesses, and gas stations. It is a busy place throughout the day with lots of commerce; in the evening the town is active with people seeking restaurants and music venues. ‘Pop-up’ activities, such as parades, farmers markets, outdoor dining and performances spaces are regular occurrences.

Unlike many areas, Carrboro has almost no space for on-street parking. While the Town provides some public parking throughout the downtown, parking is primarily private and off-street and is reserved for specific uses. Satellite parking is permitted subject to certain criteria, and bicycle parking for most land uses has been a requirement since 2012.

## **3 Background**

In 2000, the Town of Carrboro adopted, *Carrboro Vision 2020*, to guide decision-making and planning activities for the next twenty years. This policy document led to changes to the Land

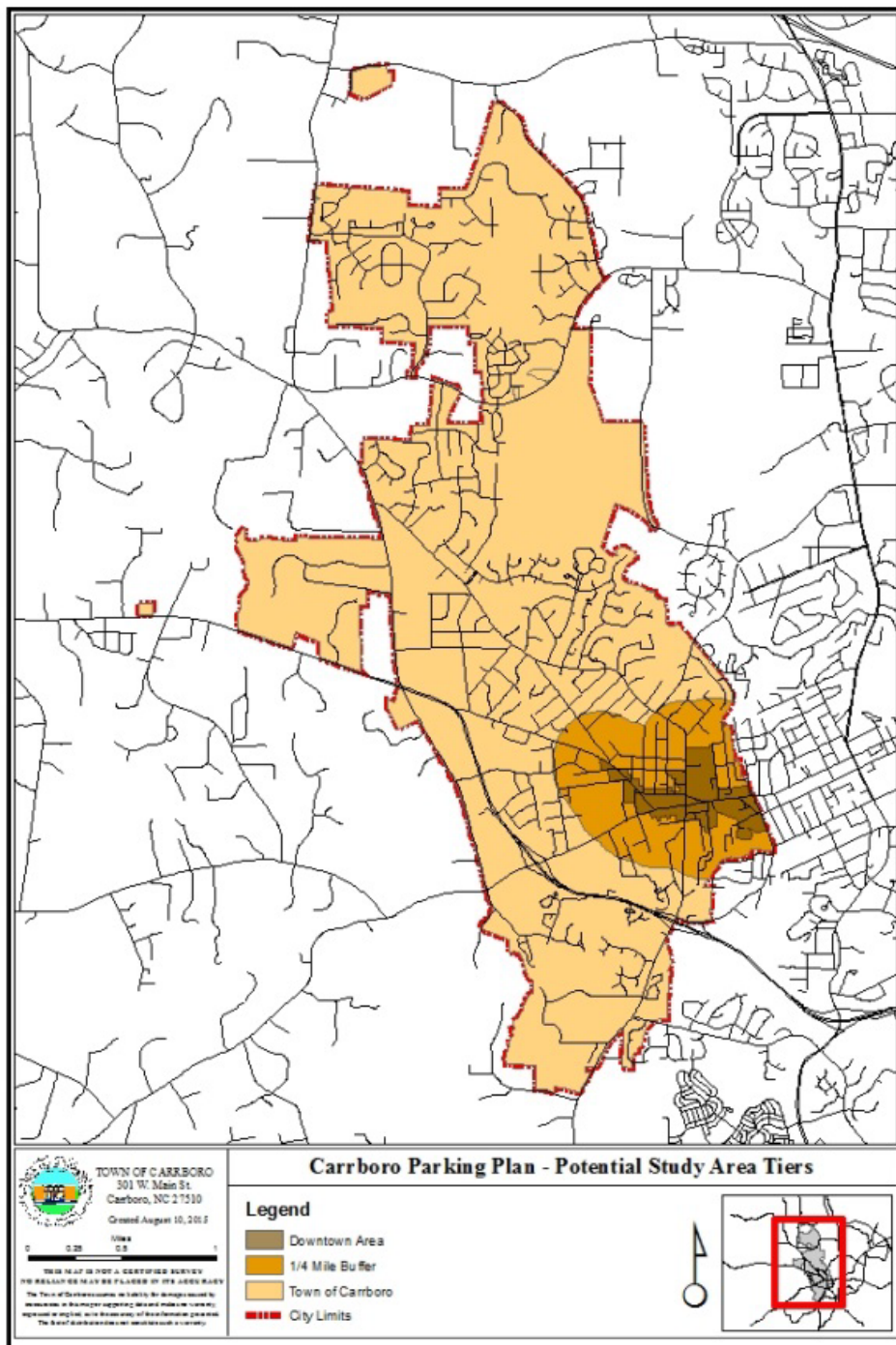
Use Ordinance to allow higher density and taller buildings in the downtown area. These changes also prompted concern that over time existing surface parking might not be sufficient to accommodate future development. The 2001 document, *Downtown Carrboro New Vision*, reported ample parking in the downtown area, but noted a perception of insufficient parking, concluding that the location of the parking may be problematic. Subsequent student projects have reported similar results.

Over the course of the last fifteen or more years, the Town has gradually acquired or leased properties to use as municipal parking lots, and currently maintains close to 600 parking spaces in the downtown area. The Town does not charge for the use of those spaces. Despite this investment, concerns relating to insufficient parking in the downtown have re-emerged particularly, during the last few years as larger-scale development projects have come on line leading the Town to reconsider its role in providing or managing parking for commercial uses.

#### **4 Geographic Study Area**

The study should focus its most rigorous data collection and analysis on the downtown area, which contains the majority of Carrboro's principal trip attractors. Special attention should be paid to the ¼ mile buffer around the downtown area that has the potential to receive parking spillover. The entire Town will be included in outreach events, surveying activities, and overall analysis. The following map delineates the Town boundaries and study areas.

## Study Area Map



## 5 Scope of Work

The Town is seeking to have the Parking Plan completed within one year after the contract is awarded. The selected Consultant will be expected to perform tasks including, but not limited to: 1) public and stakeholder participation; 2) extensive data collection; 3) data and policy

analysis; 4) public presentations; and 5) preparation of a parking plan document. The scope of work is divided into specific tasks described in more detail below. A consulting team may, based on their professional expertise, offer minor modifications to scope of work in their proposal as an alternative, so long as the consultant provides 1) an estimate for the original scope of work and 2) an estimate for the alternative scope of work along with a clear explanation as to why the alternative is preferable.

The final deliverable, i. e., the Parking Plan should speak to parking needs throughout the Town. The Parking Plan should provide sufficient analysis to: 1) determine how much parking is needed in the downtown based on existing uses; 2) forecast how much parking will be needed in the future based on potential uses (per zoning); and 3) identify where additional parking could be located, if it would create gridlock situations during peak demand, and how it could be managed and funded. The final document should also reference local values and perceptions, safety and walking distance comfort levels. It should speak to the different experiences of residents living downtown with those living further out. The analysis should also provide clear recommendations relating to the Town's involvement in providing and managing parking, and utilization of the payment in lieu provisions in the Land Use Ordinance.

## **5.1 Public participation**

### **5.1.1 Public participation strategy**

At the outset of the planning process, the Consultant will develop a public participation strategy with approximate dates, content, including the Consultant and Town staff responsibilities for the public participation activities described in this section. The strategy must describe how the Consultant will reach out to traditionally underserved and non-English-speaking community members. The Strategy, at a minimum, should include the following elements:

- Social Media
- Public Open House
- General Public Engagement
- Public Meetings

#### *Consultant tasks*

- Prepare Public Participation Strategy
- Present Strategy for review by staff
- Revise if necessary based on staff review comments

### **5.1.2 Kickoff meeting/Public forum**

A kickoff meeting will be held to obtain input on parking and access issues downtown. Big-picture themes and goals will be discussed at this meeting. This will be an opportunity to educate the community on parking management strategies and best practices from other

communities of similar size. It will also be an opportunity for community members to identify issues and challenges related to parking in Carrboro. Any speakers from the consulting team should present a range of methods to effectively and efficiently manage parking.

#### *Consulting team tasks*

- Coordinate with Town staff in designing the agenda for the event
- Lead the event with assistance from Town staff
- Give a presentation at the event
- Compile and summarize written and verbal comments and group reports

### **5.1.3 Social media and outreach**

A social networking page, video channel, and/or other social media should be considered as tools to connect people with information about the development of a parking plan. Use of Engage Carrboro, a public input site, or other Wiki-type tool, is expected. Outreach at events or locations with heavy foot traffic may also be considered to inform attendees/customers of the parking plan. Consultants should include various social media and outreach ideas as part of their proposals.

### **5.1.4 Resident/visitor parking survey**

The resident/visitor parking survey is intended to collect perceptions and attitudes with regard to accessing destinations and parking in Carrboro. Residents and visitors who live further away from downtown and other destinations, and/or have limited transit service available and are more likely to rely on an automobile for access, should be targeted for input. The survey is expected to include a wide sample of local residents, including households outside of the downtown area and should identify how parking and access opinions and experiences positively or negatively affect residents' travel choices within Carrboro. Surveys should include questions relating to the respondent's neighborhood or address to ensure that the data provides a representation of the Town. A range of resident survey methodologies should be included in Consultant's proposal.

#### *Consultant tasks*

- Develop survey for Town staff review and approval
- Finalize the survey
- Administer the survey
- Tabulate survey results

### **5.1.5 Draft plan public open house**

An initial draft of the parking plan will be presented at a public open house, where interested residents and stakeholders can view plan goals and recommendations.

### *Consultant tasks*

- Print draft copies of the plan to be displayed and/or available for review at the open house
- Create maps, graphic boards, and electronic media, as appropriate, to display at the open house
- Attend the open house, providing a brief presentation and answering questions from the public
- Compile public comments into a document that can be presented along with the revised draft plan to Town Staff, advisory boards, and Board of Aldermen

## **5.2 Data collection**

### **5.2.1 Data collection strategy**

The Consultant will prepare a data collection methodology, including a timeline for implementing each data collection task, and specific strategic information where necessary, e.g. expected times during the day parking utilization counts will be conducted. Town staff will review and approve the strategy.

### *Consultant tasks*

- Produce a data collection strategy
- Prepare maps as needed to support data collection

### **5.2.2 Parking space inventory**

The Consultant will assemble a comprehensive GIS-based inventory of parking spaces, utilizing existing data (where available) and collecting new data using on-site counts, viewing satellite imagery, approved site plans or other planning documents. The inventory should classify spaces by:

- Accessibility (ADA or non-ADA),
- Public/private,
- Time restricted,
- Trip purpose restricted, and
- Any other significant attributes

### *Consultant tasks*

- Coordinate with Town staff for GIS layer on parking spaces
- Collect additional data via hand counts or satellite imagery or other methods as necessary
- Update GIS layer to include parking data



### 5.2.3 Parking utilization surveys

The Consultant will conduct parking utilization surveys of private and public lots. Town staff will request permission from private property owners for surveys on private lots. Counts will be conducted at multiple times on both weekdays and weekends and will show how many vehicles use parking spaces and for how long.

#### *Consultant tasks*

- Design the surveys in consultation with Town staff
- Organize, manage, and conduct the surveys
- Input the counts into the GIS layer and review the data to ensure quality, enabling the data to be used to report occupancy at various times in the day

### 5.2.4 Targeted, detailed turnover studies

Detailed turnover studies will be conducted where this level of data is expected to be useful. While parking utilization surveys count the raw number of cars in each lot, detailed turnover studies track individual space utilization, logging the times when motor vehicles park at and depart from each space.

#### *Consultant tasks*

- Identify the specific turnover study areas in consultation with Town staff
- Conduct the counts
- Compile the data into the GIS layer

### 5.2.5 Loading zone utilization surveys

These surveys will determine utilization of loading zones throughout the day by delivery vehicles.

#### *Consultant tasks*

- Collect loading zone utilization data, where appropriate

## 5.3 Analysis

### 5.3.1 Future parking demand scenarios

Using current parking supply-demand data and future land use scenarios, including build-out under current zoning, the Consultant will prepare future parking demand scenarios for the downtown area. In addition to land use scenarios, the analysis should take into account a range of factors – such as demographics (e.g. number of households without a vehicle); pricing;

presence of car/bike-sharing, transit service, and bicycle and pedestrian amenities; and transportation demand management (TDM) measures that could be implemented by tenants – that could affect demand for residential and commercial parking. The potential for spillover parking within the ¼ mile buffer should also be considered in this analysis. ITE parking generation data may be considered as part of the analysis but should not be the sole or primary methodology for determining parking demand. Parking occupancy data from land uses in similar contexts in other communities may be helpful in projecting demand. In summary, the analysis should be careful not to underestimate or overestimate future parking demand.

#### *Consultant tasks*

- Conduct the analysis
- Include the analysis in the parking plan document
- Present analysis to staff

### **5.3.2 Parking supply, management, and enforcement recommendations**

Taking into consideration the parking demand scenarios, goals established during the process, public and stakeholder input, collected data, and professional judgment, the Consultant will make recommendations on parking supply and management in Carrboro. Recommendations should address:

- Shared parking arrangements
- Need for, and potential locations of, additional lots or structures
- Pricing, and method of payment
- Employee parking
- Loading zone supply and locations
- Legal parking restrictions (e.g. duration, use)
- Enforcement
- Potential greenhouse gas implications

#### *Consultant tasks*

- Include the recommendations in the parking plan document

### **5.3.3 Land Use Ordinance parking requirement review**

The Consultant will conduct a review of parking requirements included in Article XVIII of the Carrboro Land Use Ordinance, with particular attention to the Table of Parking Requirements in 15-291(g). The review should make use of the data collected as described above, and recommendations should be tailored based on different land use and transportation contexts, such as downtown vs. non-downtown and whether areas are transit-accessible. The review should also include an assessment of the Payment of Fee In Lieu of Providing Parking Spaces,

15-292.1 with information relating to appropriate fees and anticipated construction costs and financing modes.

*Consultant tasks*

- Conduct the review
- Include the analysis in the parking plan document
- Recommend changes to reflect parking use and travel/parking behavior

### **5.3.4 Walkability micro-audit**

Since downtown Carrboro's street network has very limited on-street parking, public parking supply substantially depends on surface lots and decks. This means that parkers may have to walk a distance to some destinations. Whether a destination is seen as walkable and comfortable from a particular parking lot is a factor in the perception of parking availability. The consulting team will therefore conduct a walkability micro-audit in the downtown and make recommendations for improving the safety, comfort, aesthetic quality, and accessibility for persons with disabilities, of pedestrian facilities in the vicinity of parking lots and the parking deck that are on a common walking route to destinations.

*Consultant tasks*

- Schedule and lead a field walk downtown, noting problem areas
- Complete maps of issues and recommended improvements to be included in the parking plan
- Complete a table of recommendations and accompanying text as necessary to include in the parking plan

### **5.3.5 Park-and-ride analysis**

The plan should include an analysis of park-and-ride provisions in Carrboro. This would inform Town and transit agencies (both local and regional) planning for access to transit services. The analysis should include examination of potential additional park-and-ride locations in Carrboro.

*Consultant tasks*

- Complete a park-and-ride analysis to include in the Parking Plan

### **5.3.6 Bike parking recommendations**

The Consultant will prepare recommendations on where bike parking may need to be enhanced in the downtown. This is not expected to be a detailed analysis, but should provide recommendations for both short-term and long-term (including covered) parking. Sec. 2.4 (pp. 2-7 to 2-10) of the *Comprehensive Bicycle Transportation Plan (2009)* ("Bike Plan") may serve as

a useful reference, though several bike parking installations have been made since the plan was adopted. There should be mention of the relationship between park-and-ride lots and bike parking with associated recommendations in either this section or the previous one.

*Consultant tasks*

- Develop bike parking recommendations for inclusion in the plan

## **5.4 Presentations**

### **5.4.1 Board of Aldermen presentations**

The Consultant will be expected to make two (2) presentations on the parking plan to the Carrboro Board of Aldermen. Timing of presentations will be determined with the selected Consultant during contract finalization.

*Consultant tasks*

- Develop slideshows
- Make two (2) presentations at Board of Aldermen meetings

### **5.4.2 Advisory board presentation**

The Consultant will be expected to make one (1) presentation to the Town's advisory boards during a joint review advisory board meeting. This meeting brings together several advisory boards in the same room to streamline review of development concept plans, applications, and planning topics. The Consultant is expected to present the draft plan for review at the meeting.

*Consultant tasks*

- Develop slideshow
- Make presentation at joint advisory board review meeting

## **5.5 Plan development**

### **5.5.1 Writing of the plan**

The Consultant will compile the information collected from the aforementioned public outreach, data collection, and analysis into a comprehensive, well-organized plan that describes parking access issues and opportunities, and provides recommendations to inform future parking strategies in Carrboro. The report should speak to Town values, goals and objectives relating to parking, the benefits and challenges of requiring parking, the effect of excessive parking requirements, and role of local government to provide parking, etc., as well as any

other relevant aspect of parking analysis that the consulting firm offers based on its specialized expertise.

#### *Consulting team tasks*

- Develop a draft version of the parking plan for staff review
- Develop a revised draft version for presentation to the public, advisory boards, and Board of Aldermen
- Revise the plan into a final draft to be considered for adoption

## **5.6 Staff meetings, coordination, and contract management**

### **5.6.1 Bi-weekly plan update calls**

It is expected that, bi-weekly, the Consultant and Town staff will have conference calls or meetings to check in on the progress of the plan, address issues that arise, and plan for upcoming tasks. Meetings could be in-person if more effective or convenient. The call/meeting frequency could increase or decrease depending on the number of issues to address or upcoming tasks for which to plan.

#### *Consulting team tasks*

- Participate in bi-weekly (on average) check-in calls (or in-person meetings)
- Email a summary and list of action items after each call/meeting

### **5.6.2 General coordination**

The Consultant will maintain a project schedule, to be coordinated with Town staff. In addition to the aforementioned check-in calls, it is expected the Consultant and Town staff will occasionally have additional phone and email conversations when needed.

## **6 Timeline**

- Top two Candidates Presentation to Board of Aldermen: October 6, 2015
- Consultant selection: October 2015
- Contract execution: October 2015
- Project kickoff: November 2015
- Public participation and stakeholder activities: ongoing
- Policy analysis: winter 2015/spring 2016
- Data collection and analysis: winter 2015/spring 2016
- Presentations to Board of Aldermen: *Tentative dates* - January 2016, September 2016

- Presentation to advisory boards May-June 2016
- Completion of draft plan: August 2016
- Completion of final plan: October 2016

## 7 Format of proposals

### Sections and required contents

1. Cover letter
  - a. Reference to the “Parking Plan for the Town of Carrboro Request for Proposals”
  - b. Listing of all firms on the project team
  - c. Statement regarding specific statuses of firms, such as DBE, HUB, WBE, etc.
  - d. Conflict of interest statement
2. The firm or firms’ experience, knowledge, familiarity, and past performance with the desired services
  - a. The firm’s understanding of the project, the tasks, and the Town of Carrboro in general
  - b. The proposed project staff’s experience, expertise, and availability
  - c. The proposed project staff’s resumes
3. Project approach
  - a. Project management strategy
  - b. Consultant staff roles
  - c. Proposed methodology for specific tasks
4. Cost proposal sheet
5. Contact information for three references for similar projects
6. Proposers are welcome to include qualified subconsultants in their proposals.

## 8 Submittal of proposals

### 8.1 How to submit proposals

Proposals may be submitted by USPS mail or other delivery service to the Project Manager. Respondents may also bring proposals to Town Hall at the address listed in this section. Electronic copies may be submitted via email along with hard copies.

**Nine (9) paper copies** of proposals shall be sent or delivered to Carrboro Town Hall and arrive by the deadline. The proposal name and number should be listed in the lower left corner of the envelope.

If using USPS mail or another shipping/delivery service, **please use the following address:**

Bergen Watterson, Project Manager  
Town of Carrboro  
301 W. Main St.  
Carrboro, NC 27510  
[bwatterson@townofcarrboro.org](mailto:bwatterson@townofcarrboro.org)

Proposals submitted after **5:00 p.m. EDT on Thursday, September 10, 2015** may not be considered for evaluation.

## 9 Questions

**Substantial questions** are requests for information about the RFP or parking in Carrboro that, if answered individually, may provide an unfair advantage for a potential proposer.

**Unsubstantial questions** are requests for information that, if answered individually, do not provide an unfair advantage for a potential proposer. They include requests for logistical details for submitting proposals.

Town staff will determine whether a question is substantial or unsubstantial. Responses to all substantial questions may result in the issuance of addenda to the RFP (see Addenda section below).

All questions are to be submitted in writing and reference the specific section (s) in the RFP.

Questions are to be sent to:

Bergen Watterson via email at [bwatterson@townofcarrboro.org](mailto:bwatterson@townofcarrboro.org), or via mail at 301 W. Main St., Carrboro, NC 27510.

**Questions submitted after Tuesday, September 1, at 5:00 p.m. EDT will not be considered for evaluation.**

The Town reserves the right to address substantial questions via a published addendum to this RFP. This includes publishing the question verbatim or paraphrased (information about the person submitting the question, or their firm, will not be published.) See the Addenda section for more information.

## 10 Addenda

After it is released, the Town may revise the RFP with one or more addenda. All addenda will be posted at the following page: <http://www.townofcarrboro.org/967/Bid-Opportunities>, to ensure all potential proposers have equal access to the information.

**Proposals must include statements acknowledging that the proposer has read and understands all addenda. Proposers are responsible for checking the website for addenda.**

**All addenda will be posted by Thursday, September 3, at 5:00 p.m. EDT** to assist in providing certainty for proposers as proposals are completed, with the following exception. If, after the aforementioned time, an addendum is deemed necessary to address an issue that substantially affects the ability of consulting teams to submit proposals, the deadline for submitting proposals may be extended, and therefore the deadline for additional addenda would be extended.

## **11 Evaluation**

### **11.1 Evaluation criteria**

The evaluation criteria will be used to choose the top two firms to present to the Board of Aldermen in October 2015.

#### **1. Understanding of the Project—25%**

- a. How well has the candidate demonstrated a thorough understanding of the purpose and scope of the project?
- b. How well has the candidate identified issues and potential problems related to the project?
- c. How well has the candidate demonstrated that it understands the deliverables the Town expects it to provide?
- d. How well has the candidate demonstrated that it understands the unique character and needs of Carrboro?

#### **2. Methodology used for the project—10%**

- a. How well does the methodology depict a logical approach to fulfilling the requirements of the RFP?
- b. How well does the methodology match and contribute to completing the tasks set out in the RFP?
- c. How well does the methodology interface with the schedule in the RFP?

#### **3. Management plan for the project—10%**

- a. How well does the management plan support all of the project requirements and logically lead to the deliverables required by the RFP?
- b. How well is accountability completely and clearly defined?
- c. Is the organization of the project team clear?
- d. How well does the management plan illustrate the lines of authority and communication?
- e. Does it appear that the candidate can meet the schedule set out in the RFP?



- f. Has the candidate gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- g. Is the proposal practical, feasible and within budget?

**4. Experience and qualification—35%**

- a. Do the individuals assigned to the project have experience on similar projects?
- b. Do the individuals assigned to the project have experience with the specific tasks outlined in the RFP?
- c. Are resumes complete and do they demonstrate backgrounds that are desirable for individuals engaged in the work the project requires?
- d. How well has the candidate demonstrated experience in completing similar projects on time and within budget?
- e. How successful is the general history of the candidate regarding timely and successful completion of projects?
- f. Has the candidate provided letters of reference from clients?
- g. How reasonable are the candidate's cost estimates?
- h. If subcontractors will perform work on the contract, how well do they measure up to the evaluation used for the candidate?

**5. Contract cost—20%**

Candidates will be evaluated on whether the proposed cost is reasonable in relation to the strategy and methodology proposed.

## 11.2 Recommendations to Board of Aldermen

Proposals from consulting teams will be evaluated by a Town staff panel according to the criteria and weights listed below. The evaluation will yield a list of the top two proposals.

**The top two firms will be required to present their proposals to the Town's Board of Aldermen at an October meeting.** The firms and proposals will be interviewed and evaluated at this meeting and a decision will be made following the meeting.

## 12 Additional information

### 12.1 Disclaimer

This RFP does not form or constitute a contract with any responder. The Town of Carrboro shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. The Town will not be responsible for any expenses which may be incurred in the preparation of this RFP. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.

Ownership of all data, materials and documentation originated and prepared for the Town of Carrboro pursuant to a contract resulting from a proposal submitted for this RFP shall belong exclusively to the Town and be subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted shall not be subject to public disclosure under the Freedom of Information Act; however, the respondent must invoke the protections of the appropriate section of the Code of North Carolina, in writing, either before or at the time the data or other materials are submitted to the Town of Carrboro and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire document, line item prices and/or total costs as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

The Town of Carrboro reserves the right to reject any or all proposals received or to request additional information as may be needed to clarify or determine qualifications.

## **Appendix A. Policy and planning documents for reference**

The following documents contain past community expressions of goals, objectives, and policies directly or indirectly related to parking and access, focusing on downtown.

### ***A.1.1 Carrboro Vision 2020 (2000)***

Now approaching its 15-year anniversary, *Carrboro Vision 2020* still serves as the broad policy-making document to guide the Town's planning activities.

*Carrboro Vision 2020* is available

here: <http://www.townofcarrboro.org/DocumentCenter/Home/View/1371>

### ***A.1.2 Downtown Carrboro: New Vision (2001)***

This planning process involved a multi-day charrette that "provided citizens and staff with multiple opportunities to voice their concerns and contribute their ideas to define a vision of the future for the downtown core."

Link: <http://www.townofcarrboro.org/DocumentCenter/Home/View/170>

### ***A.1.3 Parking Task Force Report (2002)***

Charged with reviewing options for future short-term and long-term public and private parking, the Parking Task Force included findings and recommendations in this report.

Link: <http://www.townofcarrboro.org/DocumentCenter/Home/View/1947>

### ***A.1.4 Carrboro Downtown Transportation Study (2005)***

This study, conducted in 2005, provides recommendations for improving traffic circulation in downtown Carrboro while enhancing bicycle and pedestrian access and safety.

The study is available electronically under here:

<https://nc-carrboro.civicplus.com/DocumentCenter/Home/View/1941>

### ***A.1.5 Carrboro Parking: An Exploratory Study (2008)***

Conducted by a team of graduate students from the UNC Department of City and Regional Planning, this study addressed four major tasks:

1. Administration and analysis of a parking survey of downtown business owners;
2. data collection and analysis of the supply of parking within the Carrboro CBD;
3. data collection and analysis of the demand for parking at varying times of day and days of the week; and
4. analysis of how future approved and proposed development could affect parking supply and demand.

The study is available electronically under

here: <http://www.townofcarrboro.org/DocumentCenter/Home/View/1946>

### ***A.1.6 Comprehensive Bicycle Transportation Plan (2009)***

This plan, particularly Sec. 2.4, may serve as a useful reference for bike parking in Carrboro. It is available under here: <http://www.townofcarrboro.org/DocumentCenter/Home/View/1949>

## Appendix B. Draft Contract

**THIS CONTRACT** is made, and entered into this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the **TOWN of CARRBORO**, a political subdivision of the State of North Carolina, (hereinafter referred to as "**TOWN**", party of the first part and \_\_\_\_\_, (hereinafter referred to as "**CONTRACTOR**"), party of the second part.

### 1. SERVICES TO BE PROVIDED

**CONTRACTOR** hereby agrees to provide services and/or materials under this contract (hereinafter referred to collectively as "**SERVICES**") pursuant to the proposal identified in "Attachment 1". **Attachment 1 is incorporated herein by reference and made a part of this contract.**

### 2. TERM OF CONTRACT

The term of this **CONTRACT** is from \_\_\_\_\_ to \_\_\_\_\_.

### 3. PAYMENT TO CONTRACTOR

**CONTRACTOR** shall receive from **TOWN** per unit prices as stated in the proposal/pricing form of the bid, which is included in Attachment 1. **CONTRACTOR** agrees that the quoted per person per week price will be held firm for the length of this **CONTRACT**. **TOWN** agrees to pay at the rates specified for services, satisfactorily performed, in accordance with this contract. Unless otherwise specified, **CONTRACTOR** shall submit an itemized invoice to Attn: Project Manager Planning Department, Town of Carrboro, 301 West Main Street, Carrboro, NC 27510. Payment will be processed within 30 days upon receipt and approval of the invoice by **TOWN**.

### 4. INDEPENDENT CONTRACTOR

**TOWN** and **CONTRACTOR** agree that **CONTRACTOR** is an independent contractor and shall not represent itself as an agent or employee of **TOWN** for any purpose in the performance of **CONTRACTOR'S** duties under this contract. Accordingly, **CONTRACTOR** shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of **CONTRACTOR'S** activities in accordance with this contract. For purposes of this contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

**CONTRACTOR**, as an independent contractor, shall perform said services in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

## 5. INSURANCE AND INDEMNITY

To the fullest extent permitted by laws and regulations, the **CONTRACTOR** shall indemnify and hold harmless the **TOWN** and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from the performance of this Contract or the actions of the **CONTRACTOR** or its officials, employees, or contractors under this Contract or under the contracts entered into by the **CONTRACTOR** in connection with this Contract. This indemnification shall survive the termination of this agreement.

In addition, **CONTRACTOR** shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. **CONTRACTOR** shall supply **TOWN** with certification of insurance for workers' compensation coverage with North Carolina statutory limits.

**CONTRACTOR** shall maintain, at its expense, the following minimum insurance coverage:

General Liability with Combined Single Limit Bodily Injury and Property  
Damage not less than \$1,000,000 and Products and Completed Operations  
Liability not less than \$1,000,000.

**CONTRACTOR** agrees to furnish **TOWN** proof of compliance with the insurance coverage requirements of this contract prior to commencing work. **CONTRACTOR** shall furnish **TOWN** a certificate of insurance from an insurance company, licensed to do business in the State of North Carolina and acceptable to **TOWN** verifying the existence of any insurance coverage required by **TOWN**. The certificate will provide for thirty (30) days advance notice in the event of termination or cancellation of coverage.

## 6. HEALTH AND SAFETY

**CONTRACTOR** shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing services under this contract.

## 7. NON-DISCRIMINATION IN EMPLOYMENT

**CONTRACTOR** shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, disability or on the basis of sexual orientation or gender expression/identity. **CONTRACTOR** shall take affirmative action to ensure that applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, disability or on the basis of sexual orientation or gender expression/identity. In the event **CONTRACTOR** is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of

federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by **TOWN**, and **CONTRACTOR** may be declared ineligible for further **TOWN** contracts.

## **8. GOVERNING LAW**

This contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this contract shall be brought in the General Court of Justice in the County of Orange and the State of North Carolina.

## **9. E-VERIFY**

**HB369**, which became effective October 1, 2014, states that no city may enter into a contract subject to G.S. 143-129 unless the contractor and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Contractors will need to submit an E-Verify Affidavit. Contracts subject to G.S. 143-129 are those for the purchase of apparatus, supplies, materials, or equipment with an estimated cost of \$90,000 or more, and for construction or repair work with an estimated cost of \$500,000 or more.

## **10. AMENDMENT**

This contract may be amended only in writing by mutual agreement by both parties.

## **11. TERMINATION OF AGREEMENT**

This contract may be terminated at any time by either party by written notice of a minimum of ninety (90) days.

This contract may be terminated, for cause, by the non-breaching party notifying the breaching party of a substantial failure to perform in accordance with the provisions of this contract and if the failure is not corrected within ten (10) days of the receipt of the notification. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant law.

Termination of this agreement, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.

## **12. SUCCESSORS AND ASSIGNS**

**CONTRACTOR** shall not assign its interest in this contract without the written consent of **TOWN**. **CONTRACTOR** has no authority to enter into contracts on behalf of **TOWN**.

## **12. COMPLIANCE WITH LAWS**

**CONTRACTOR** represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this contract will be carried out in strict compliance with all Federal, State, or local laws regarding discrimination in employment.

### **13. NOTICES**

All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

**TOWN OF CARRBORO  
PURCHASING DEPARTMENT  
301 WEST MAIN STREET  
CARRBORO, NC, 27510**

### **14. AUDIT RIGHTS**

For all services being provided under this contract, **TOWN** shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of said services. Audits shall take place at times and locations mutually agreed upon by both parties, although **CONTRACTOR** must make the materials to be audited available within one (1) week of the request for them.

### **15. TOWN NOT RESPONSIBLE FOR EXPENSES**

**TOWN** shall not be liable to **CONTRACTOR** for any expenses paid or incurred by **CONTRACTOR** unless otherwise agreed in writing.

### **16. ENTIRE AGREEMENT**

This Agreement and the attached document labeled "Attachment 1" shall constitute the entire understanding between **TOWN** and **CONTRACTOR** and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.

### **17. HEADINGS**

The subject headings of the paragraphs are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions.

## Appendix C. Cost Proposal Sheet

**COST PROPOSAL SHEET**  
**FOR**  
**PROJECT: Town of Carrboro Parking Plan**

---

In the table below, please provide an estimated cost for producing a parking plan, including specific costs for each of the task categories. Firms will be evaluated on whether the proposed cost is reasonable in relation to the strategy and methodology proposed. Please refer back to Section 11.0 Evaluation, to assist in the preparation of the cost proposal. Please note per in the description of the Scope of Work in Section 5.0; the Town of Carrboro is seeking the Consultant's expertise for the preparation a quality parking plan. If there are tasks that are not listed in the scope that are integral to a plan, please provide them in a second, alternative proposal, and explain why they are critical.

**VENDOR:**

The contents of this proposal are known to no one outside the undersigned company.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Authorized Signee: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_



#	DESCRIPTION	COST
1	Public participation	\$
2	Data collection	\$
3	Analysis	\$
4	Presentations	\$
5	Plan development	\$
6	Staff meetings, coordination, contract management	\$
		\$
		\$
		\$
	<b>Total</b>	\$