



# Downtown Parking Study Terms of Reference

March 2008

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# ST. JOHN'S

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## 1.0 INTRODUCTION

The City of St. John's is the oldest City in North America. Over hundreds of years our rich fishing grounds and our ideally sheltered harbour have lead to the development of a unique compact urban form that radiates from the harbour inland. Off the shores of St. John's, the vast oil fields of Hibernia, Terra Nova and White Rose produce almost half of Canada's conventional light crude oil. St. John's has emerged as the primary business centre for east coast oil exploration, development and production. The offshore energy industry injects more than \$770 million dollars into the local economy and future opportunities exist with exploration in Orphan Basin and Laurentian Sub-basin.

The City of St. John's has partnered with the Downtown Development Commission to undertake a comprehensive Parking Study in the Downtown Core area of the City. This study will serve as a guide in ensuring the Downtown is positioned properly, from a transportation perspective, to facilitate future growth and development in the Downtown Core.

## 2.0 OBJECTIVES

The objective of this study is to conduct a comprehensive parking study in the Downtown Core area of the City of St. John's. The consultant will be expected to quantify the existing and future projected supply and demand for parking and to develop a strategic management plan that will enable the City of St. John's to properly manage the transportation needs associated with the anticipated future growth in the Downtown Core over the next 15 years.

## 3.0 STUDY HORIZON

The horizon year for this study is 2023. Major improvements should be identified in five (5), ten (10) and fifteen (15) year incremental stages.

### 4.0 STUDY AREA

For the purposes of this work the Study area shall be taken as noted in Figure No.1



FIGURE 1 – STUDY AREA

## **5.0 STUDY REQUIREMENTS / SCOPE OF THE WORK**

### **.1 REVIEW OF PAST WORK**

The consultant will be expected to review relevant publications, plans, regulations, and other documents including but not limited to:

- .1 The St. John's Municipal Plan
- .2 The St. John's Development Regulations
- .3 The City of St. John's Transportation Study
- .4 The City of St. John's Cycling Master Plan

### **.2 STAKEHOLDER CONSULTATION**

The consultant will be expected to meet with key stakeholders which includes but is not limited to the following list:

- .1 Employers and employees from the professional, retail and service sectors in the Downtown Core.
- .2 Downtown residents; those utilizing the Residential Parking by Permit Program.
- .3 Downtown shoppers.
- .4 Commercial Realtors / Property Managers
- .5 City Officials and staff.
- .6 The Downtown Development Commission
- .7 Metrobus Officials

### **.3 DATA COLLECTION**

- .1 The consultant shall be responsible for all the data collection required to satisfactorily complete the study.

The City of St. John's will provide registration information for any licence plate surveys that are completed as part of the study.

### **.4 EXISTING SUPPLY AND DEMAND**

- .1 The consultant shall undertake to inventory, both private and public, existing on and off-street parking supply in the Downtown Core. The consultant shall illustrate the location of all parking using an appropriate mapping background.

The City of St. John's has a parking inventory for the Downtown area. This inventory was completed in 2005. This information will be made available to the consultant. The consultant will be responsible for verifying any information used in the report.

The consultant will be expected to evaluate the existing weekday short and long term parking demand in the Downtown Core.

## **.5 PARKING ORIGIN DESTINATION SURVEY**

- .1 The consultant will be expected to establish the current trip origin /destination patterns for the Downtown Core. The information should be presented in a manner that is consistent with the Traffic Analysis Zones used in the City's Transportation Plan.

## **.6 PROJECTED GROWTH /ANTICIPATED DEMAND**

- .1 The consultant will be expected, based on current and future planned land use, and on anticipated growth, to evaluate the projected parking demand and the adequacy of the existing parking supply to meet that demand for the 5, 10 and 15 year horizon periods.

The consultant shall consider the influence and adequacy of the transit service and facilities in the Downtown, parking fees, fuel prices, and the use / potential uses of other modes of transportation in this analysis.

## **.7 TRANSPORTATION DEMAND MANAGEMENT IN THE CORE**

- .1 The consultant will be expected to examine in detail the transit service currently being provided to the study area and to determine whether or not the service needs to be adjusted, either now or at some point in the future, to become a key component in the overall parking management strategy for the Downtown Core. The consultants review shall include but not be limited to a review of the current transit routing system that services the Downtown Core, ridership, demographics, frequency and adequacy of service, location of bus stops and adequacy of transit facilities.

- .2 The consultant shall examine the issue of parking pricing and develop, as necessary, and as part of the management plan, both parking pricing and parking supply strategies for the Downtown area. This review shall include both public and private parking lots, and on-street permit and metered parking areas. The consultant shall provide comparisons to parking pricing in other Canadian municipalities and make recommendations for changes as required.
- .3 The City has some 759 parking meters in the Downtown Core. The consultant will be expected to review all aspects associated with metered parking including but not limited to the time limits currently used in the different areas of the Downtown Core, parking meter rates, the need to apply performance based parking prices at peak locations and times, hours of operation, parking enforcement, and fine amounts and the need to utilize newer technologies to enhance services and improve operational efficiencies.(i.e. electronic ticket writers, pay by cellular ,etc.)
- .4 The consultant will be expected to be familiar with the City's draft Cycling Plan and any provisions contained therein for the Downtown area. Cycling should be reflected in the overall TDM strategy for this parking study.
- .5 Car pooling and high occupancy vehicle (HOV) parking areas shall be considered by the consultant in the overall TDM strategy for this parking study.

#### **.8 PARKING SIGNAGE**

- .1 The consultant will be expected to evaluate the existing parking signage throughout the study area in terms of clarity, effectiveness and enforceability and to make recommendations for change as required.
- .2 The consultant will be expected to review the issue and need for signage to clearly identify the location of commercial parking facilities and any other information motorists might require.

#### **.9 SPECIAL PARKING ZONES**

- .1 The consultant will be expected to identify and comment on the adequacy of all special parking zones used in the Downtown Core. These include, but are not limited to: loading zones, disabled parking spaces, and bus stops.



- .2 The consultant will be expected to comment on the need for other types special parking zones; eg. Courier parking.
- .3 The consultant will be expected to develop a comprehensive strategy for the warrants, design criteria and management of special on-street parking zones.

#### **.10 PARKING CONFLICTS – STREET MAINTENANCE**

- .1 The consultant will be expected to review the existing street cleaning and snow clearing and removal operating procedures and policies for Downtown streets and parking facilities. Where changes are necessary the consultant will be expected to develop a strategy that balances service delivery with customers' needs for parking.

#### **.11 BY-LAWS AND REGULATIONS**

- .1 The consultant will be expected to review all existing City By-laws that pertain to parking in the Downtown Core. These include:
  - 1. The Heritage Area Sign By-Law
  - 2. Parking Meter Regulations
  - 3. St. John's Residential Area By-Law
  - 4. St. John's Snow Removal Regulations
  - 5. St. John's Street Cleaning By-Law
  - 6. St. John's Ticketing Amendment By-Law
  - 7. Water Street Traffic By-Law
- .2 The consultant will be expected to recommend changes, as necessary, to meet the overall objectives of this study.

#### **.12 PLANNING**

- .1 The St. John's Municipal Plan's general polices "on parking and 'limited circulation' in the Downtown have sought to balance development in the Downtown with its traditional character" that is typified by relatively narrow streets, dense development and irregular street patterns. This has formed the basis for the establishment of the designated Downtown parking exempt area.

The consultant will be expected to review and make recommendations on the adequacy of the parking policies in the Municipal Plan pertaining to the Downtown area; this should include

a review of the effectiveness of the use of the Parking Exempt Area and the appropriateness of this areas present boundaries.

- .2 The St. John's Development Regulations set out the parking requirements associated with specific residential and non-residential land use activities. These regulations apply uniformly throughout the municipality except for specifically defined and exempted areas (i.e. the Downtown, the Parking Exempt Areas, the Churchill Square Retail Area) or where an applicant can persuade Council that a waiver from full compliance is warranted.

The sections of the regulations most relevant to the Downtown would include those pertaining to the Downtown Parking Exempt Area and to the residential Infill Housing development.

The consultant will be expected to review and make recommendations as necessary on the parking standards set out in the St. John's Development Regulations pertaining to the Downtown area.

### **.13 DOWNTOWN PARKING WEB PAGE**

The consultant will be expected to develop a Downtown Parking web page as a component of this study. This web page shall include but be limited to the following features.

- Location of metered on-street parking spaces ( zones)
- Location of commercially available parking spaces and rates
- A Car Pooling Registry
- Cost Calculator
- Metro Bus Routes Time Calculator

### **.14 OPPORTUNITIES TO CREATE ADDITIONAL ON-STREET PARKING**

- .1 The consultant will be expected to review location and configuration of all on-street parking within the study area.
- .2 The consultant will be expected to investigate any opportunities that may exist to increase the amount of on-street parking in the study area by changing circulation patterns, etc.

## **6.0 PROJECT MANAGEMENT**

The project management for this study will be provided by a technical steering committee comprised of members of City staff and representatives of the Downtown Development Commission. The technical steering committee will provide background information, review, input and advice to the Consultant throughout the duration of the study.

## **7.0 PROJECT SCHEDULE**

The work for this study shall commence immediately following the official notification of award of Contract and shall be completed within a period of 20 weeks. Extensions may be granted at the discretion of the client.

## **8.0 COST CONTROL / LEVEL OF EFFORT**

The City of St. John's has budgeted \$100,000.00, which includes the HST, to complete this study. The Consultant will be expected to manage the project within this budgetary allotment. Any variances must be reported in a timely manner for the Client's consideration and for possible implementation of alternatives towards ensuring project objectives are met within the estimated costs.

## **9.0 STUDY DELIVERABLES**

Based on the information collected, the analysis and findings, the Consultant shall provide the Client with a comprehensive report that will include, but shall not be limited to the following:

- .1 Introduction
- .2 Executive Summary
- .3 List of Tables
- .4 List of Figures
- .5 Maps
- .6 Index with Page Numbers
- .7 List of Contacts
- .8 Bibliography
- .9 Details of Methodology/Analysis/Findings
- .10 Assumptions and Background data

Three (3) copies of the report shall be submitted in hard copy. One copy of the final report shall be submitted in a PDF file format. The Consultant will be expected to present the findings of the study to the City of St. John's and at any other public forum Council may decide hold on this issue.

## **10.0 GENERAL REQUIREMENTS**

### **.1 CLIENT/CONSULTANT AGREEMENT**

The successful consultant will be expected to sign the Professional Engineers and Geoscientists - Newfoundland and Labrador Engineer/Client Standard Agreement.

At the time of signing and during the projects duration the Consultant must carry professional liability insurance in which the insured amount is not less than \$1,000,000.00 with a maximum deductible of \$50,000.00.

### **.2 REPORTING**

The successful consultant shall e-mail to the City's Transportation Engineer weekly status reports.

### **.3 CONSULTANT'S FEES AND COSTS**

Fees and expenses shall be in accordance with the scales established by the Professional Engineers and Geoscientists - Newfoundland and Labrador and the Newfoundland Association of Architects.

## **11.0 CONTENT OF PROPOSAL**

### **.1 SCOPE OF THE PROPOSAL**

The Consultant's proposal will confirm a clear understanding of the work to be undertaken as described in this Terms of Reference. Details outlining the proposed methodology should be clearly stated identifying potential information sources.

### **.2 METHODOLOGY**

The proposal must provide details as to the proposed methodology. It should include references to sources of data and details on whatever techniques will be employed to produce study results.

### **.3 WORK PLAN / SCHEDULE**

The Consultant shall provide a work plan and schedule for the project. The work plan shall identify specific tasks and allocated resources by name and billing category.

The schedule/work plan should be presented in flow diagram form and should identify critical dates.

#### **.4 EXPERIENCE / PROJECT TEAM**

The proposal must describe how the project will be managed. For each individual working on the project, the Consultant shall submit a resume or curriculum vitae detailing name, title, educations and related work experience. Proposals should detail previous experience on similar projects.

#### **.5 COST ESTIMATE**

The Consultants cost estimate for all work should be broken down and itemized in detail and a complete schedule of fees should be included. The minimum cost breakdown required is as follows:

- .1 Fees for professional services
- .2 Travel expenses, if any
- .3 Printing and reproduction costs
- .4 Other support services
- .5 Contingencies
- .6 H.S.T.

### **12.0 SUBMISSION OF PROPOSALS**

Six (6) copies of the proposals must be submitted in a sealed envelope clearly marked "Downtown Parking Study".

Proposals must be received before **4:30 p.m. Friday May 2<sup>nd</sup>, 2008**, and shall be addressed to:

Mr. Robin King, P.Eng.,  
Transportation Engineer  
City of St. John's  
P.O. Box 908  
St. John's NL A1C 5M2

Before submitting a proposal, consultants shall carefully examine these terms of reference and fully inform themselves of all aspects of the project. Late proposals will not be accepted and will be returned to the Proponent.

### **13.0 EVALUATION COMMITTEE**

Proposals will be evaluated by a committee formed by the City of St. John's.

## 14.0 EVALUATION OF PROPOSALS AND CONSULTANT SELECTION

It will be the intent of the City of St. John's to enter into a contract with the Proponent having the highest overall scoring from the evaluation process. The following criteria will be used by staff to evaluate the proposals received.

### .1 UNDERSTANDING OF THE WORK ( 25 POINTS)

The best proposals will clearly convey that the consultant fully understands that the goal of this project is to prepare a comprehensive long term strategic plan for parking in the Downtown Core area of the City of St. John's.

### .2 CAPABILITY ( 35 POINTS)

- a.) Project Manager Experience – the length and quality of the experience of the person named in the proposal as the Consultant's project manager. It must be demonstrated by providing references and contacts that the project manager has comprehensive experience in transportation planning, traffic engineering, parking studies and policy development within an urban environment.
- b.) Company Experience – the length and quality of experience of the company in doing similar work. Sample projects with references to be listed.
- c.) Team Quality – the length and quality of the experience of the team members who have been selected by the consultant to work on this project. Detail resumes of key team members are to be included with the proposal submission.
- d.) Historical Performance – past performance, either with the City of St. John's or where the City experience is insufficient with other clients, in being able to complete projects within the specified schedule and within the budgetary allotments for the project.

### .3 METHODOLOGY ( 40 POINTS)

- a.) The overall quality of the proposal and the level of effort that went into its preparation.
- b.) Work Plan – the thoroughness and organization of the consultant's approach to the project.

- c.) Level of Effort – the total number of staff hours proposed and the distribution among team members.
- d.) Acceptable Schedule – an evaluation of the consultants schedule for the completion of the project.
- e.) Innovative Considerations – this line allows for the discretionary granting of additional points to those consultants who are proposing innovations that will enhance the project.

## 15.0 INQUIRIES

For the purposes of this study, all inquiries should be directed, in writing or via e-mail to the follow person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all proponents at the discretion of the City of St. John's.

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