



**CITY OF SAN CARLOS**

**Request for Proposals (RFP)  
Transportation Demand Management (TDM) Policy and Shared Parking Strategy**

**Released: September 25, 2023**

**REVISED DUE DATE: November 7, 2023 by 10:00 a.m. PST**

**ADDENDUM**

The City of San Carlos has issued the following addendum to the RFP Transportation Demand Management (TDM) Policy and Shared Parking Strategy.

<p>Additional information regarding the budget for the project:</p>	<p>The City Council has appropriated funds to carry out the necessary scope of work based on an estimate from city staff. Staff has informed the City Council that the estimated cost to prepare this work is \$180,000, which could go up or down depending on proposals received.</p> <p><b>The estimate is an initial appropriation. The final budget, which could be higher than the appropriated budget, will take into consideration the proposed scope of work received by the selected consultant.</b></p>
<p>Second deadline revision:</p>	<p>The RFP due date has been extended. <b><u>The new due date is NOVEMBER 7, 2023 by 10:00 a.m. PST.</u></b> The RFP schedule has been revised accordingly and interviews will be conducted on <b>November 29 and 30, 2023.</b></p>
<p>Additional information regarding the Downtown Specific Plan, Downtown Parking Study, and Northeast Area Specific Plan:</p>	<p>Specific TDM and shared parking recommendations may result from work currently underway for the Downtown Specific Plan, the Downtown Parking Study, and Northeast Area Specific Plan.</p> <p>The selected consultant will review these recommendations from the specific plans and will integrate them into the TDM Policy and Shared Parking Strategy that are developed as a part of this RFP scope of work. The consultant will assess the appropriate level of detail when integrating or incorporating any</p>

	<p>recommendations from the specific plans into the final work product for this RFP.</p> <p>Because development of specific plans are underway, the selected consultant will consult with City staff to determine: (1) whether to include the downtown and northeast areas as subareas, and (2) if so, determine what analysis will be shared from the specific plan work and what additional analysis may be required.</p> <p>Page 12 of the RFP describes how the selected consultant will examine what is already being developed in existing planning studies including the Downtown Parking Study, Downtown Specific Plan, and Northeast Area Specific Plan as a part of their review of existing conditions.</p> <p>As stated on page 7 of the RFP, the selected consultant will develop an updated citywide TDM ordinance and policies, and a citywide Shared Parking Strategy. The RFP also states that the consultant team shall identify additional strategies that are appropriate for and will meet the goals of specific geographic subareas within the city. It is the responsibility of the selected consultant team to identify and recommend appropriate geographic subareas in consultation with City staff. The appropriate geographic subareas will be finalized by the selected consultant and city staff during the existing conditions review process. Please provide the estimated cost of analyzing one geographic subarea and up to 5 subareas. The final cost may be adjusted depending on the number of subareas included.</p>
<p>Additional information regarding Shared Parking Strategy Task 6D. Identify potential locations for shared parking opportunities at the parcel level</p>	<p>This analysis is described on page 16 of the RFP and includes:</p> <p>Identify potential locations for shared parking opportunities at the parcel level</p> <p>This analysis to include:</p> <ul style="list-style-type: none"> <li>a. Potential locations for shared parking opportunities;</li> <li>b. Potential sites for additional surface parking;</li> <li>c. Potential sites for parking structure (with the exception of the downtown</li> </ul>

	<p>which will be addressed in the Downtown Specific Plan parking study);</p> <p>d. Evaluation criteria or guidelines to consider when identifying and developing shared parking opportunities.</p> <p>The purpose of this task is to narrow down potential locations for shared parking opportunities in the city so that the City can prioritize which locations to pursue for shared parking.</p> <p>The task involves using GIS to identify parcels in the city that would be adequate for shared parking. For example, identify a list of existing private parking lots or structures that may be suitable for a shared parking program. The consultant may recommend any other parcels for the City to consider.</p> <p>In addition to a list of parcels or sites that may be appropriate for shared parking, the consultant would develop some preliminary criteria that the City should consider when pursuing shared parking at these locations. An example would be existing parking facilities with additional capacity to spare during peak hours.</p>
<p>Correction to Task 2 Existing Conditions Deliverables</p>	<p>The following deliverable was incorrectly listed under Task 2.</p> <p>Existing Conditions Deliverable: "Parcel Level Analysis (draft and final)."</p> <p>This deliverable has been deleted from Task 2 and included instead in Task 6 deliverables.</p>