

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

**5 Connecticut Avenue, Norwich, Connecticut 06360
(860) 889-2324/Fax: (860) 889-1222/E-Mail: office@seccog.org**

REQUEST FOR QUALIFICATIONS/PROPOSALS

SUBASE NEW LONDON JOINT LAND USE STUDY (JLUS) IMPLEMENTATION PROJECT: City of Groton Parking Management Plan

The Southeastern Connecticut Council of Governments (SCCOG) is seeking qualifications and proposals from firms to prepare a City of Groton Parking Management Plan. The project is being carried out as a Joint Land Use Study (JLUS) Implementation Project with funding from the U.S. Department of Defense Office of Economic Adjustment (OEA).

Interested firms must demonstrate knowledge and experience in land use, zoning, parking management and operations, and transportation demand management.

PROJECT BACKGROUND

Southeastern Connecticut is a 616 square mile region with a resident population of more than 286,000 people. SCCOG is comprised of twenty-two towns, cities, and boroughs, and is governed by the chief elected officials of those municipalities. The City of Groton (population approx. 9,000) is a member of SCCOG and is a political subdivision of the Town of Groton (population approx. 39,000).

Groton is home to SUBASE New London, an operating installation with the primary missions of deploying fast attack submarines and training the submarine force; and General Dynamics Electric Boat (EB), a manufacturer producing nuclear submarines for the U.S. Navy, which is currently expanding its main facility in the City of Groton- to accommodate approximately 2,400 additional workers by the end of the decade.

Since 2015, SCCOG has received funding from OEA to enable SCCOG to work with the SUBASE, EB, and adjacent municipalities to address base/community conflicts and to proactively advance plans that meet base and community needs and maintain quality of life for the region and its military community. These completed projects primarily addressed housing needs and transportation infrastructure capacity region-wide. SCCOG's 2017 JLUS identified a number of potential compatibility issues and a series of strategies to address these issues. A subsequent project which focused on transportation capacity highlighted the growing demands for commuter parking associated with expansion of Electric Boat in the City of Groton and flagged parking demand as an issue that could negatively affect residential quality of life and economic development in the neighborhoods nearest the main Electric Boat facility.

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

Si necesita asistencia de lenguaje, por favor comuníquese a: 860-889-2324

PROJECT DESCRIPTION

General work tasks and products are listed below. A more detailed preliminary project scope is attached to this RFP/RFQ, and will be further developed during negotiations with the selected consultant.

- 1) Project future parking needs to accommodate growth at Electric Boat and City economic development goals for adjacent neighborhoods (Thames Street/Five Corners).
- 2) Recommend potential sites for off-street municipal parking facilities.
- 3) Recommend policies and management structure for use of on-street parking within the study area.
- 4) Review and recommend changes to zoning requirements requiring and permitting off-street parking and shared parking arrangements.
- 5) Work with local commissions and stakeholder groups to develop recommendations and implementation plan

SUBMISSION REQUIREMENTS

- 1) Background statement describing the firm, its discipline capabilities, principals, staff availability, location, and financial stability.
- 2) Qualifications and position with the firm of those individuals who will be assigned to the project. Include resumes of key personnel.
- 3) Statement of experience with similar projects. Identify location of the work, clients, contact information, dates of completion, and deliverables provided.
- 4) A proposal describing the firm's approach to this project, responding to the draft scope of services attached, including a schedule and proposed budget/fee for project completion.
- 5) Organizational structure under which your firm is proposing to conduct this project. Identify any sub-consultants with their principal contact listed.
- 6) Concluding statement as to why your firm is best qualified to meet the needs of SCCOG and why your firm should be selected.
- 7) Six (6) hard copies of the Statement of Qualifications/Proposal should be submitted to James S. Butler, AICP, Executive Director, Southeastern Connecticut Council of Governments, 5 Connecticut Avenue, Norwich, CT, 06360. Please also submit the proposal in digital format via included CD or link for download.

The selected firm or team must demonstrate that they have sufficient and appropriately qualified staff and experience to carry out the project. Consultants must indicate who the project manager and key staff will be and the location of their office(s). Preference will be given to consultants with a willingness to establish a regional presence. The selected firm or team must meet SCCOG, State and Federal affirmative action and equal opportunity employment practices.

SELECTION PROCESS

A selection committee comprised of members of SCCOG's JLUS Implementation Committee will evaluate qualifications. The firm selected shall be based on qualifications; however, it is

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

Si necesita asistencia de lenguaje, por favor comuníquese a: 860-889-2324

requested that all firms include proposed project fees and information about how these have been developed.

After selection of the most qualified firm, SCCOG will negotiate a final fee for the project based on a detailed scope of service developed by SCCOG and the selected consultant. If SCCOG and that firm are unable to negotiate a contract, negotiations will be terminated with that firm and the next most qualified firm will be selected until a contract has been negotiated with a qualified firm.

SUBMISSION DEADLINE

Statements of Qualifications and Project Proposals must be received by SCCOG no later than **Friday, August 28, 2020 at 4:00 p.m. EST**. Statements received after this deadline will not be considered.

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

Si necesita asistencia de language, por favor comuniquese a: 860-889-2324

2020 JLUS Implementation Project: City of Groton Parking Management Plan

Preliminary Project Scope

MAJOR TASKS

1. Public Outreach
2. Inventory and quantify existing public and private parking spaces within project area
3. Survey the occupancy of existing parking at key hours, days of the week, accounting for seasonal variation, scheduled events, workflow at EB, etc.
4. Recommend strategies to address areas of need
 - a. Identify the need for special-use parking (handicapped spaces, designated visitor parking, short-term delivery/pick-up/dropoff)
 - b. Recommend areas for municipal parking lots
 - c. Recommend areas for additional EB parking
5. Recommend strategies to manage on-street parking
6. Recommend modifications to zoning, to potentially include:
 - a. Shared parking, parking maximums, lot design guidelines, bike/ped infrastructure requirements
7. Recommend operating structure for parking management and enforcement
8. Facilitate policy discussions with City of Groton, SUBASE New London, and Electric Boat to determine implementation plan
9. Prepare implementation documents & work with City and EB to implement
 - a. Zoning changes
 - b. Implementation of parking policies

PROJECT TIMELINE

Months 1-2

- Meet with Project Committee (to include reps from Electric Boat, SUBASE New London, City Council, Planning & Zoning Commission, Economic Development Commission, and Police Department)
- Public outreach- meet with
 - Groton City Council, Economic Development Commission, Groton Police Department, and Planning & Zoning Commission.
 - Electric Boat Management
 - SUBASE and other Navy personnel (SUPSHIP/PCU)

Months 3-5

- Public Outreach:
 - Public Workshop
 - Focus Groups with Property Owners and Local Businesses
- Data analysis:
 - Gather data on parking policies and utilization trends

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

Si necesita asistencia de lenguaje, por favor comuníquese a: 860-889-2324

- Acquire relevant zoning information and other planning documents.
- Review existing parking data; develop comprehensive parking inventory and occupancy rates.
- Contextualize parking data, comparing to historical trends in City of Groton and to best practices elsewhere

Months 7-9

- Present initial findings and draft recommendations to Project Committee, Planning & Zoning Commission, and Economic Development Commission.
 - Map of recommended parking on-street parking regulations
 - Recommended zoning amendments
 - Recommendations re additional municipal parking supply
 - Recommendations for Electric Boat to manage parking demands
- Public Outreach:
 - 2nd Public Workshop
 - 2nd Set of Focus Groups

Months 10-11

- Complete Report of Findings and Recommendations.

Months 12-16

- Public Outreach:
 - Present findings to Planning & Zoning and Economic Development Commissions, Police Department, and City Council.
- Implementation:
 - Work with Planning & Zoning Commission to revise parking requirements and enable shared parking solutions.
 - Work with City Council to develop process for ongoing coordination of parking policies and further implementation.
 - Work with Electric Boat management to develop a timeline for implementing EB transportation/parking strategies and policies

Deliverables

Parking Management Plan Report will include a description of the process to prepare the report; the parking plan quantifying the supply, occupancy, and need for parking in the study area; the recommendations for both short-term and long-term implementation actions to address this issue, including identification of major obstacles and estimated costs to implement the recommendations made; and maps, illustrations, photographs, and draft policies and regulations.

Data and maps prepared for the project will be delivered to SCCOG at the conclusion of the project in MS Excel and GIS formats.