



## Saginaw County

### 2024/2025 County Governmental Services Campus

### Parking Study Request for Proposals (RFP}

**Date of Release:** November 15, 2024  
**RFP/RFQ Proposal Due:** December 19, 2024  
**Award/Contract:** January 31, 2025  
**Contact:** Kelly M. Suppes, Purchasing Risk Manager  
ksuppes@saginawcounty.com

#### INTRODUCTION

Saginaw County (the "County") requests proposals from qualified consulting firms to conduct a comprehensive parking study for the Saginaw County Governmental Center, Courts & Public Safety Campus ("County Governmental Campus"). Successful applicants will specialize in transportation planning, parking, downtown development, and wayfinding or other areas relevant to traffic planning within a central business district; and will bring diverse experience in parking inventory & usage analysis, traffic safety, wayfinding, policy recommendation & development, and stakeholder & public engagement.

#### BACKGROUND

The City of Saginaw functions as the County Seat for Saginaw County, Michigan, and sits just south of the mouth of Saginaw Bay. The Saginaw County Governmental Center/Courthouse is located in what is now known as "Old Town Saginaw" which sits at the south end of the Saginaw River Corridor running through the City of Saginaw. The Saginaw County Governmental Building houses most of the departments and agencies that perform and carry out the services of Saginaw County government – including the courtrooms of Circuit Court, District Court and Probate Court, Family Court/Friend of the Court, Clerk's Office (Vital Records, Circuit Court records), Treasurer, Register of Deeds, Equalization, County Board and Parks & Recreation.

Also located on the campus in adjacent buildings are 911 Central Dispatch, MDOC, and the Sheriff's Department and County Jail facility. The campus sees high traffic in both staff and visitors, citizens doing business in the various courts and departments. Surface parking needs have grown and changed and parking will be severely impacted by a large HVAC project starting in the spring of 2025 which is projected to last 10-12 months. The main County Governmental building has very poor traffic circulation and ADA accessibility. Wayfinding signage is little to non-existent and confusing as to parking for staff, visitors, short and longer term.

The County of Saginaw sees itself as a vital part of the Old Town Saginaw business district and an anchor of the community. Part of the design of the traffic flow, parking and wayfinding would be to integrate more fully into the business and economic development of Old Town Saginaw.

#### **GOALS FOR OLD TOWN SAGINAW PARKING**

*Have ample parking for staff and citizens that is well marked and easily accessible from multiple directions and includes ADA compliant parking/drop off, circulation for ease of access and takes into account the variability of mid-west weather.*

Well-planned and sufficient parking is vital to the success of both the Saginaw County Governmental Campus and the Old Town Saginaw economy and the experience of Old Town Saginaw business owners, patrons, residents, and visitors, as well as the staff and citizens doing business with the County. The goals of the project are:

1. Create a traffic flow and parking program that fully supports the Saginaw County Governmental Campus and activates Old Town Saginaw, supports small businesses, and enhances the customer/visitor experience.
2. Ensure that wayfinding signage is prominent, clear and in keeping with the Old Town Saginaw aesthetic.
3. Ensure ease of access to the Governmental Center for all.

The County seeks a consultant to explore issues related to, recommend outcomes, produce conceptual design(s) and pricing estimates for working towards achieving these goals.

#### **AREAS OF ANALYSIS**

This study will analyze perceived and actual challenges regarding Governmental Campus parking and recommend policy, process, and implementation strategies to address those challenges. The County has prioritized six areas of analysis to explore during this study. Those areas and sample potential questions include:

- **Parking Supply**- What is the current supply of on-street and off-street parking? Are there opportunities to increase on-street parking capacity (e.g. add angled or parallel parking, etc.)? What are assets owned by the County not currently in use that could be utilized? Is there demand for covered parking? EV Charging stations?
- **Parking Usage** - What is the current and future demand for parking? How do different user groups currently use existing parking – which lots are used by whom? To what extent can we change user behavior to better optimize parking supply and use?
- **Parking Regulations** - What are gaps or opportunities for improvement in county or municipal code regulating parking? How can we update regulatory authority to better enforce parking regulations?
- **Parking Management** - How is our parking management program running currently? Where do we need to improve (e.g. opportunities for cost recovery, expanded enforcement, etc.)? What are best practices for parking zone limits?
- **Wayfinding** - How can we improve signage and other wayfinding to communicate parking options?
- **Traffic Flow/Old Town Activation** - Are there opportunities to repurpose or reroute for parking supply to activate Old Town Saginaw and support local businesses in different ways (e.g. parklet cafes, pop-up retail, etc.)? How can we improve and/or enable these types of opportunities?

## SCOPE OF WORK

The following is a preliminary scope of work that may be modified during the contract negotiations with the selected consultant.

**Geographic Area:** For this study, consultants should focus on the defined Old Town Saginaw zone when studying all six areas of analysis. Additionally, when studying the restricted parking program (i.e. Parking Management), we are also interested in studying all of the surface lots owned by the County whether currently included in the parking program or not. The exact geographic area covered by the study will be finalized upon consultant selection.

**Document Review:** Consultants should be familiar with the following City/County documents and studies.

- City of Saginaw Master Plan (Comprehensive Plan) and any relevant Traffic Studies done by the City (eg FY 2020-2023 Transportation Improvement Program, SMATS)
- City of Saginaw Parking Requirements
- Parking Lot Dimension Requirements & ADA Parking Rules/Regulations

**Project Management:** The selected consultant is expected to provide project management services in close consultation with the County's project manager, including ensuring the project remains on schedule and within budget.

**Stakeholder Engagement & Public Input:** The consultant will develop and facilitate a public involvement plan to engage key stakeholders such as Old Town Saginaw business owners, property managers/owners, and customers, the Saginaw DDA, the City of Saginaw, as well as the general County of Saginaw public. Outreach tools may include social media, on-site surveying, one-on-one interviews, focus groups, and meetings with staff/elected official advisory boards and the County Board. There may also be opportunity to conduct a larger survey of staff, community members and the Courts.

**Supply & Demand Analysis:** The consultant will update inventory and usage data for on-street and off-street parking to provide a better understanding of current trends and needs. Where feasible, the consultant will segment the inventory and the user groups to provide an accurate understanding of availability and usage.

**Regulatory Analysis & Recommendations:** The consultant will review current parking regulations outlined in the City code and other regulatory documents, identify gaps and areas for improvement, and recommend policy updates and/or development as part of the final report and implementation strategy.

**Final Report & Implementation Strategy:** The final report delivered by the consultant will include methodology, study findings, proposed recommendations, conceptual design(s), cost estimates and potential implementation strategies. Where relevant, the County is interested in recommendations that consider opportunities for using technology and/or sustainable approaches for improving County Government Campus/Old Town Saginaw parking.

## PROJECT BUDGET

The current budget allocation for this project is \$80,000. Upon selection of a qualified consultant, the scope and fee will be negotiated.

## SUBMITTAL CONTENTS

Please provide the following in the submittal.

**Cover Letter/Statement of Interest:** Describe your interest in assisting the County in conducting the 2024/2025 Saginaw County Governmental Service Campus Traffic, Parking and Wayfinding RFP and commitment to provide the services described in the Scope of Work.

**Project Team:** Provide a brief description of the individuals on the consultant team including their relevant experience and qualifications. Additionally, please provide information demonstrating the organizational structure of your team, who will be the principal project manager throughout the process, reporting relationships between members and the physical location of the offices from which the work will be performed. The team may consist of multiple firms with focused areas of expertise.

**Project Experience:** Please provide the following information for no more than (3) three relevant and recent projects with similar scope and size that have been managed by the proposed project manager:

- Description of project, location, and current status
- Project results and challenges
- Description of professional services provided by the consultant team
- Initial project budget and final cost and end date (if applicable)
- References (name, title, address, phone number and email)

**Project Approach:** Please describe the project approach to preparing the 2024/2025 Saginaw County Governmental Service Campus Traffic, Parking and Wayfinding RFP, including the data collection methodologies and public participation techniques that will be relevant to this project. Please also include a high-level timeline that identifies major proposed tasks and products, resulting in an anticipated County Board acceptance by the end of the first quarter of 2025. Firms should be prepared to outline the methodology used in previous projects and how they will meet the deadlines outlined in the Proposed Timeline below. Consultant should provide their proposed timeline for this project.

**Disclosure of Conflict and Interest:** Disclose any potential conflict of interest due to any other clients, contracts, or property interests regarding private development of any property within Saginaw County.

**Costs for Development of Submittals:** All costs for developing submittals in response to this RFP are the obligation of the consultant and are not chargeable to the County. All submittals will become property of the County and will not be returned. Submittals may be withdrawn at any time prior to published close date, provided notification is received in writing to the Project Manager listed on this RFP. Submittals cannot be withdrawn after the published close date.

## EVALUATION CRITERIA

A selection committee comprised of County staff will evaluate submittals and make recommendations to the County Board using the following criteria.

**Project Understanding:** Demonstrate thorough understanding of the project scope; how the team plans to address the challenges of the community; and the team's unique qualities as they relate to the project.

**Team Description:** Provide a complete and comprehensive organizational chart or similar explanation of team members' roles and responsibilities, including a summary of each firm on the team, office locations, number of staff, and area(s) of expertise.

**Key Team Member Resumes:** Demonstrate the team's strengths and unique qualities as well as that the team design meets the needs of this project.

**Project Schedule/Deadlines:** Demonstrate the ability of the team to meet the proposed project schedule, including assigned staff availability.

**Relevant Project Experience:** Demonstrate relevant experience with projects of similar scope and size.

**Methodology:** Demonstrate a comprehensive understanding of this project; the ability to engage the County and the project's stakeholders in an open public process; and a sound approach that will meet the Proposed Timeline.

Saginaw County reserves the right to reject any or all qualification packages received and to waive any irregularities or information in the evaluation process. The final selection is the sole decision of Saginaw County, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

#### **SELECTION PROCESS**

All responses to this request will be screened for eligibility. If there is insufficient information, the County reserves the right to request additional information and conduct reference checks. A selection committee will rate eligible responses according to the evaluation criteria and, if relevant, invite firms to interview. Staff anticipate finalizing the selection process and awarding a contract by January 31, 2025.

This solicitation does not obligate the County to award a contract to any respondent. At its option, the County reserves the right to waive as informality any irregularities in proposals and/or to reject any or all proposals.

#### **PROPOSED TIMELINE**

- RFP Release: November 15, 2024
- Deadline for questions: December 3, 2024
- County response to questions: December 11, 2024
- RFP proposal due: December 19, 2024
- Notify short listed firms: January 6, 2025
- Interview short listed firms (If desired): January 2025
- Contract awarded: January 31, 2025
- Target project kick-off: February 1, 2025
- Target project completion: TBD

**Agreement Form:** The consultant selected by the County will negotiate a scope and fee schedule and enter into an agreement using the County's standard professional services agreement (Exhibit A). Consultants that submit proposals are expected to be able to meet the terms contained in the form.

EXHIBIT A

PROFESSIONAL SERVICE AGREEMENT

This Agreement is made and entered into this \_\_\_\_\_ day of January 31, 2025, by and between xxxxxxxxxxxxxxxx, (hereinafter called "CONSULTANT"), of xxxxxxxxxxxxxxxx, and the COUNTY OF SAGINAW (hereinafter called "COUNTY"), of 111 S. Michigan Avenue, Saginaw, Michigan, 48602.

WHEREAS, the COUNTY desires the services of a professional to prepare a Parking/Wayfinding Study for the Saginaw County Governmental Services Campus; and

WHEREAS, the CONSULTANT is a professional with the experience and expertise necessary to perform such services.

NOW THEREFORE, in consideration of the mutual covenants herein contained, IT IS HEREBY AGREED as follows:

ARTICLE 1 - SERVICES

CONSULTANT shall provide such services as outlined in COUNTY's Request for Proposal – Saginaw County Parking Study and CONSULTANT's Response dated December 19, 2024, attached hereto as Exhibits A and B respectively. The terms of Exhibits A and B are incorporated by reference and made a part of this Agreement as though fully set forth herein.

ARTICLE 2 – DURATION AND TERMINATION OF AGREEMENT

This Agreement shall commence on the date first written above, and it shall continue through xxxxxxxxx, 2025, or until such project is completed, whichever occurs earlier. Earlier termination of this Agreement, with or without cause, may be by either party with thirty (30) days written notice to the other. Upon any such early termination, CONSULTANT shall tender to COUNTY any work in progress and submit an invoice to COUNTY for any fees for work performed up to the date of termination. Any extensions to this Agreement shall only be made by the mutual written agreement of the parties. Any documents or other records produced by CONSULTANT in its performing services under this Agreement shall be deemed the property of the COUNTY and shall be tendered to COUNTY upon termination of this Agreement, if not before.

ARTICLE 3 - COMPENSATION

Fees to be paid to CONSULTANT by COUNTY shall be as set forth in Exhibit B. In no instance shall the total amount to be paid by COUNTY to CONSULTANT for said services exceed \$xxxxxxxxx.

ARTICLE 4 – INDEMNIFICATION AND INSURANCE

CONSULTANT shall indemnify and hold harmless COUNTY and its officers or employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, to the proportionate extent arising out of performance of the services herein, which are caused in whole or in part by any intentional misconduct or negligent act or omission of the CONSULTANT, its employees, subcontractors, or agents. CONSULTANT shall perform the services required hereunder in accordance with generally accepted standards of practice of the profession, and CONSULTANT shall carry professional liability insurance, general liability, automobile

insurance, and workers' compensation insurance in an amount standard to the industry or as required by law. In no instance shall the limits on any policy of liability insurance be less than \$1,000,000. A certificate(s) of insurance shall be provided to COUNTY upon execution of this Agreement, and COUNTY shall be named as an additional insured to such policy.

ARTICLE 5 – RECORD FORMS

In the event COUNTY furnishes forms for any of the reports required under this Agreement, such forms shall be used by CONSULTANT.

ARTICLE 6 – EQUAL EMPLOYMENT OPPORTUNITY

CONSULTANT, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, sex, sexual preference, handicap, height, weight, marital status, political affiliation or beliefs, or other protected class. CONSULTANT shall adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination.

ARTICLE 7 – COMPLIANCE WITH LAW

CONSULTANT shall provide all professional consultative services to be performed under this Agreement in complete compliance with all applicable federal, state and local laws, ordinances, rules and regulations, including those laws prohibiting discrimination of any protected class. The laws of the State of Michigan shall control the provisions of this Agreement, and any dispute hereunder shall be in the jurisdiction of the Michigan courts.

ARTICLE 8 – INDEPENDENT CONTRACTOR

It is expressly understood and agreed that CONSULTANT, and its employees and agents, are independent contractors. CONSULTANT, and its employees and agents, shall in no way be deemed to be and shall not hold themselves out as the employees, servants or agents of COUNTY. CONSULTANT, and its employees and agents, shall not be entitled to any fringe benefits of COUNTY such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave or longevity. CONSULTANT shall be responsible for the withholding and payment of all applicable taxes for its employees and agents, including, but not limited to, income and Social Security taxes, to the proper Federal, state and local governments. CONSULTANT shall carry workers' compensation coverage for its employees, to the extent required by law, and shall provide COUNTY with proof of said coverage, if requested.

ARTICLE 9 – WAIVERS AND AMENDMENTS

No failure or delay on the part of the COUNTY in exercising any right, power, or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or future exercise of any other right, power or privilege.

All modifications or amendments to this Agreement may be made only by the written mutual consent of the parties hereto.

ARTICLE 10 – ASSIGNMENT AND SUBCONTRACTING

CONSULTANT shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement unless expressly approved in writing by COUNTY.

ARTICLE 11 – DISREGARDING TITLES

The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

ARTICLE 12 – AGREEMENT CONTROLLING

To the extent the language of this Agreement and Exhibits A and/or B conflict, the language set forth in this Agreement shall control.

ARTICLE 13 – COMPLETENESS OF AGREEMENT

This Agreement, and any additional or supplementary documents incorporated herein by specific reference, contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

ARTICLE 14 – NON-BENEFICIARY CONTRACT

This Agreement is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.

ARTICLE 15 – INVALID PROVISION

If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

ARTICLE 16 - CERTIFICATION

The persons signing on behalf of CONSULTANT and COUNTY certify by said signatures that they are duly authorized to sign this agreement on behalf of CONSULTANT and COUNTY and that this Agreement has been authorized by CONSULTANT and COUNTY.



IN WITNESS WHEREOF, the parties have fully executed this agreement on the day and year first above written.

COUNTY OF SAGINAW

By: \_\_\_\_\_  
Christopher Boyd, Chair  
Board of Commissioners

By: \_\_\_\_\_  
By:  
Its:

APPROVED AS TO SUBSTANCE:

By: \_\_\_\_\_  
Mary Catherine Hannah, County Administrator

APPROVED AS TO PROPER DEPARTMENT EXPENSE

By: \_\_\_\_\_

APPROVED AS TO LEGAL FORM:  
GILBERT & SMITH, P.C.

By: \_\_\_\_\_  
Civil Counsel