



Setti D. Warren
Mayor

City of Newton, Massachusetts
Department of Planning and Development
1000 Commonwealth Avenue Newton, Massachusetts 02459

#295-17
Telephone
(617) 796-1120
Telefax
(617) 796-1142
TDD/TTY
(617) 796-1089
www.newtonma.gov

Barney S. Heath
Director

MEMORANDUM

DATE: September 22, 2017

TO: Councilor Ted Hess-Mahan, Chairman
Members of the Zoning and Planning Committee

FROM: Barney S. Heath, Director of Planning and Development
James Freas, Deputy Director of Planning and Development
Rachel Blatt, Long Range Planner

RE: **#295-17 Zoning Amendment for a Shared Parking Pilot Program**
DIRECTOR OF PLANNING AND COMMISSIONER OF PUBLIC WORKS
requesting amendments to Chapter 30, Zoning Ordinance, to allow for non-accessory parking in accordance with a Shared Parking Pilot Program.

MEETING DATE: September 25, 2017

CC: Donnalyn Khan, City Solicitor
Jonah Temple,
Nicole Freedman, Transportation Director

The Newton Centre Parking Strategy found that the on-street parking spaces closest to businesses, the “front door spaces,” are almost always occupied, but that in general there is substantial underutilization of parking around the village center. On-street parking in the core of Newton Centre is functionally full during much of the day, but even at the busiest times 43% of the total parking in Newton Centre is empty. Given this situation, one of the primary tactics identified in the strategy is to find ways to encourage parking to shift to underutilized locations.

This fall, the Public Works Department, with the assistance of the Planning Department, Police Department, and others, are working on the implementation of 3 Pilots to improve the parking experience in Newton Centre.

- Shared Parking Pilot – Make some parking spaces in private lots open to public parking in off-hours times
- Kiosk Payment Pilot – Make payments customer-friendly and data collection easier
- District Parking Pilot – Manage parking on neighborhood streets closest to Union Street

The attention of the Zoning and Planning Committee is requested with regards to a zoning amendment to enable the shared parking pilot to move forward.

Shared Parking Pilot Program

One challenge is that many of the underutilized parking spaces in Newton Centre are located in privately owned and managed lots. The private lots and parking garages that sit empty during busy times are the most visible signs of the parking system being inefficient.

For the past year, the City has been exploring programs that would **allow private lot owners with excess capacity and parkers looking for space to find each other**. The City explored programs where City staff would administer a permit program to match parkers with lot owners (like Lexington, MA uses) as well as technological solutions (via smartphone app) that would allow parkers and lot owners to connect directly. The technological solution offers a number of advantages over a traditional permit system for all parties involved. A draft RFP, attached, has been prepared in order to select a private sector technology partner for this proposed program.

An illustrative story: What to do with the grocery store parking lot that is always half empty except for the day before Thanksgiving?

The grocery store chain wants to keep the parking lot just as is to attract people on those peak days, but for most of the year the parking lot is underutilized, wasted space. Meanwhile, the restaurant across the street keeps hearing from their customers that there isn't enough parking and keeps hearing from the neighbors that the restaurant customers are clogging the streets in the evenings. The grocery chain, worried about liability, tows any vehicle parked in their lot after the store closes at 6pm, mostly affecting people who are going to the restaurant.

The restaurant owner reaches out to the grocery store to see if a deal can be reached, but there's little the restaurant can offer a big national grocery chain in a one-on-one negotiation, particularly with legal and insurance related complications. Nothing is resolved, and everyone remains frustrated.

This type of story plays out in many Newton villages. There are large private lots and garages in Newton Centre, West Newton, Newtonville, and other locations throughout the City where the mechanism for agreement simply cannot be found, even though the outcome of sharing parking when one business has extra space and another is particularly busy seems to be a win for all parties – businesses and neighbors alike.

We hope to cultivate a system in which the City plays the matchmaker – enabling lot owners and parkers to find these fortuitous connections on their own, rather than by individually connecting a lot owner with an interested parker. The benefit to the City is an efficiently operating parking system, relieving pressure on on-street parking facilities, and offering additional choices to constituents. Such a solution is a boon to economic development for Newton, because customers may be more likely to shop in our village centers and shop more frequently without the hassle and stress of searching for parking.

The key to making shared parking work for all parties is to be dynamic in time. The City's zoning ordinance regulates non-accessory parking to ensure that the parking that the City required them to

make available to visitors is in fact made available to visitors of the property. That said, there are numerous examples where sharing in time is beneficial to all parties involved, if only the systems existed to make it easy.

City staff explored the possibility of a paper permit program administered by the City, but found that it is difficult to make such a system dynamic or responsive to changing needs. For example, how to handle one off events like a Wednesday baptism at a Church or a holiday party at an office building that normally closes at 5pm. A paper permit works well if the spaces can reliably be made available for routine daily parking. Selecting how many spaces could be made available every day can be challenging and leaves everyone wondering about the “What Ifs.” A technological partnership frees everyone from speculating and ensures that the principal user has the ability to use the spaces they have when they need them because whenever a need arises, they have the ability to block off the parking in the app for their exclusive use.

Benefits to a Shared Parking Pilot with a Technological Partner

For the Parker...Shared Parking means a guaranteed space when arriving in Newton Centre

The technological partnership means...

- Online/In-Phone booking & payment
- Clear directions to the parking space
- In-App Communications with Space Owner if issues arise

For the Lot Owner...Shared Parking means supplemental revenue from an underutilized resource

The technological partnership means...

- Ability to offer shared parking only when it’s not needed by the primary users with the option to ‘black out’ dates for peak parking lot use and adapt to schedule changes
- Professional IT support
- Revenue tracking
- In-App communications with parkers if issues arise

For the City... Shared Parking means more effective use of parking resources and freeing up of front door spaces for customers

The technological partnership means...

- Professional back end management and customer service by the partner company
- Partnership allows City to ensure only legal parking spaces are offered, and that the system is used in compliance with the zoning ordinance
- Reduce overall need for new parking

Shared Parking & Zoning

Turning to Zoning, the Public Works Department, Planning Department, Inspectional Services Department, and Law Department have reviewed the Zoning Ordinance and found that the technological partnership also offers clear benefits.

The Zoning Ordinance allows non-accessory parking in non-residential zones by Special Permit. While not defined in the ordinance, non-accessory parking is understood to mean any parking that is not affiliated with activity on the site. While the use table outlines the special permit requirement for non-accessory parking, Section 5.1.3.E under General Regulations offers a more nuanced perspective:

“All required parking facilities shall be provided and maintained so long as the use exists which the facilities were required to serve. Reasonable precautions shall be taken by the owner or operator of particular facilities to assure the availability of required facilities for the employees or other persons whom the facilities are designed to serve. Required parking stalls shall not be assigned to specific persons or tenants nor rented or leased so as to render them in effect unavailable to the persons whom the facilities are designed to serve.”

A technological partnership is the most flexible method available to ensure that parking stalls are not rendered “in effect unavailable to the persons whom the facilities are intended to serve” because it puts the decision in the hands of the principal user of the parking. The proposed zoning amendment text, underscores participants responsibilities to use the Shared Parking Pilot Program in conjunction with their own property’s needs.

The benefit of partnering with a technology provider rather than simply being a stakeholder in the market place operations is that the City will have a clearly articulated role in evaluating proposed rentable spaces to ensure that all spaces rented are legally created, and appropriate for this use. Another aspect of zoning to consider in respect to the shared parking pilot is the possible existence of special permits on properties that participate. The Special Permits conditions need to be considered before a property joins this program. During the pilot, City staff will work with the technological partner to review each property before it begins to offer parking.

Shared Parking Pilot Zoning Amendment

A new section 5.1.3.G outlines that for a 3-year pilot period, properties located in non-residential districts may participate in the Shared Parking Pilot Program without a special permit for non-accessory parking.

The 3-year period is expected to be a proof-of-concept phase. At first, the City anticipates working with the technological partner to bring on board those properties with very large lots and working with them to make a portion of their spaces available. From preliminary conversations with shared parking app providers, they have also found success working with small numbers of parking spaces (1-2) in small-medium parking facilities. We would expect that to be a secondary priority. A second phase may include allowing for residential uses in non-residential zones to try out shared parking. Anecdotal reports from the Back Bay in Boston are that shared parking apps are working well for both residents and parkers. This is something we would discuss further into the pilot phase.

**CITY OF NEWTON
PURCHASING DEPARTMENT**

***CONTRACT FOR PUBLIC WORKS DEPARTMENT
TRANSPORTATION DIVISION***

REQUEST FOR PROPOSAL:

PILOT SHARED PARKING PARTNERSHIP

RFP #18-26

Proposal Due Date: September 28, 2017 at 11:00 a.m.

SEPTEMBER 2017

Setti D. Warren, Mayor

**CITY OF NEWTON
PURCHASING DEPARTMENT**

REQUEST FOR PROPOSALS #18-26

The City of Newton (City) invites sealed proposals from Contractors for:

PILOT SHARED PARKING PARTNERSHIP

Proposals will be received until: **11:00 a.m., Thursday, September 28, 2017**
at the Purchasing Department, Room 201, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459.

Immediately following the deadline for proposals a list will be created of all proposers names received and will be posted to the City's website: www.newtonma.gov/bids .

Contract documents relating to this Request For Proposals will be available on line at www.newtonma.gov/proposals or for pickup at the Purchasing Department after: **10:00 a.m., September 14, 2017.**

Award will be made to the most advantageous proposer for services based on proposer's responses to Required Technical Question, meeting Minimum Criteria, Comparative Criteria evaluations, and price. Two proposal submissions are required: a Price Proposal, and a Technical or Non-Price Proposal.

The term of the awarded contract **shall extend from the time of execution through October 31, 2018.** The City shall have the option, at its sole discretion, to **extend the agreement for two (2) additional one (1) year terms with no change in the contract price and terms and conditions.** The exercise of each option to renew shall be subject to appropriation and /or continuation of funding.

All proposals shall be submitted as one ORIGINAL and three COPIES.

All City of Newton proposals are available on the City's web site, www.newtonma.gov/bids.

It is the sole responsibility of the contractor downloading these proposals to ensure they have received any and all addenda prior to the proposal opening date.

Addenda will be available online with the original proposal document.

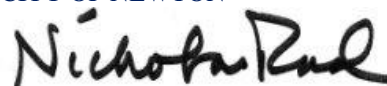
If you download proposals from the internet site and would like to make it known that your company has done so, you may fax the Purchasing Department (617) 796-1227 or email purchasing@newtonma.gov with your NAME, ADDRESS, PHONE, FAX **AND REQUEST FOR PROPOSALS NUMBER.**

The City will reject any and all proposals in accordance with the above referenced General Laws.

In addition, the City reserves the right to waive minor informalities in any or all proposals, or to reject any or all proposals (in whole or in part) if it be in the public interest to do so.

In the event that any person wishes to attend a bid opening or pre-bid meeting, accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. For Telecommunications Relay Service, please dial 711.

CITY OF NEWTON



Nicholas Read
Chief Procurement Officer
September 14, 2017

**CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
RFP #18-26**

I. DECISION TO USE COMPETITIVE SEALED PROPOSALS

The *Chief Procurement Officer* has determined that in order to select the most qualified vendor that will partner with the City to pilot technology-enable shared private parking in select commercial areas of Newton (hereinafter referred to as the “Services”) the appropriate procurement method is a Request For Proposals (RFP). In order to select the most advantageous Services proposal, comparative judgments of technical factors, in addition to price, will be necessary. Proposals are being sought to insure that the best available Services are received by the City and its residents at competitive costs. The City will not provide any money to the vendor, but through this RFP process will endorse the selected vendor. The vendor is not expected to share revenue with the City.

II. INSTRUCTIONS TO PROPOSERS

- A. **GOVERNING LAW and DEADLINE FOR SUBMISSION:** All proposals must be submitted in accordance with Massachusetts General Laws Chapter 30B, Section 6, to the *Chief Procurement Officer* in the Purchasing Department, Newton City Hall, 1000 Commonwealth Avenue, Room 201, Newton, MA 02459, no later than **11:00 a.m., Thursday, September 28, 2017.**

Proposals shall consist of two parts: (i) a Technical Proposal, which shall consist of all information responsive to this RFP except the fee the proposer will charge for equipment and services hereunder and (ii) a Price Proposal, which shall consist solely of the proposer’s fee. Proposers shall submit one **original and three (3) copies of the Technical Proposal** in one envelope and **one (1) Price Proposal** in a separate sealed envelope. Please ensure that Technical and Price Proposals are submitted in **separate sealed envelopes**. A copy of the Technical Proposal in digital DVD format is requested but not required. A Technical Proposal which includes Price Proposal information may be rejected as non-responsive.

The Proposal envelopes shall be marked as follows:

1. **“TECHNICAL PROPOSAL - RFP #18-26 – “Pilot Shared Parking Partnership”**
and
2. **“PRICE PROPOSAL – RFP #18-26 – “Pilot Shared Parking Partnership””**

Technical Proposals must have information submitted in the same order of the criteria as listed in this RFP and pages shall be numbered in the bottom footer. **There is no special form for proposers to provide non-price information; proposers may provide the information necessary for the City to rank their qualifications in any form they like, so long as all information is provided. The proposer shall acknowledge all addenda, if any, in its Technical Proposal transmittal letter.**

IF PRICE IS INCLUDED IN THE TECHNICAL PROPOSAL, THE PROPOSAL MAY BE DISQUALIFIED.

Faxed proposals will not be accepted. If you wish to receive notification of bids, please email us your company information to purchasing@newtonma.gov , otherwise you may view all City of Newton public bids online at www.newtonma.gov/bids .

- B. **QUESTIONS/ADDENDUMS:** Inquiries involving procedural or technical matters should be directed in writing, no later than **Friday, September 22, 2017 at 12:00 noon** to:

purchasing@newtonma.gov or facsimile (617) 796-1227
Chief Procurement Officer
Purchasing Department, City of Newton
1000 Commonwealth Avenue
Newton, MA 02459

ADDENDA: Each proposer is required to acknowledge any/all Addenda. Proposers shall acknowledge addenda on the first line of their Transmittal/Cover Page which shall be placed as the first page of the Technical Proposal as well as on the designated line of the Price Proposal.

Addenda will be posted online and emailed to every individual or firm on record as having received a set of Contract Documents. If you have downloaded the RFP from the internet, you must make your company known to the City of Newton, Purchasing Department by emailing or faxing your company's: name, address, phone, fax, and email address and include the RFP NUMBER (#18-26) and project title. It is the Contractor's sole responsibility to ensure that it has received all addenda prior to the RFP submittal date. Copies of addenda will be made available at the Purchasing Department and on the City's website: www.newtonma.gov/bids

If you have downloaded the RFP please be sure to email us (purchasing@newtonma.gov) your Name, Address, Phone and Fax numbers, email address and what RFP number and project title you have downloaded.

- C. EXAMINATION OF DOCUMENTS: Each proposer shall be satisfied as to the requirements of the contemplated services to enable the intelligent preparation of this proposal. The proposer shall be familiar with all RFP documents before submitting the proposals in order that no misunderstanding shall exist in regard to the nature and character of the supplies to be provided and the services to be performed. No allowance will be made for any claim that the proposal is based on incomplete information as to the nature and character supplies to be provided or the contemplated services.
- D. The City of Newton will reject any and all bids when required to do so by the above referenced General Laws. In addition, the City of Newton reserves the right to waive minor informalities in any or all bids, or to reject any or all bids in whole or in part, if it be in the public interest to do so.
- E. TIMELINE:

RFP Released:	September 14, 2017 at 10:00 a.m.
Questions Deadline:	September 22, 2017 at 12:00 noon
Addenda w/Answers:	September 26, 2017 at 9:00 a.m.
Proposal Submittal:	September 28, 2017 at 11:00 a.m.
Award:	TBA

III. BACKGROUND

The City of Newton seeks to enter into a contract with a qualified vendor that will partner with the City to pilot technology-enabled shared private parking in select commercial areas of Newton. The City will not provide any money to the vendor, but through this RFP process will endorse the selected vendor. The vendor is not expected to share revenue with the City.

The term of this pilot arrangement will be one year, with two options to extend for an additional one year each. The City seeks to begin Shared Parking operations by December 20, 2017. The pilot will take place in Newton Centre, West Newton and Newtonville using private lots affiliated with commercial and institutional buildings. The City may elect to expand the scope to residential parking at its sole discretion. Establishing a robust shared parking system in Newton Centre is of particular importance, due to the recent release of the Newton Centre Parking Plan.

The vendor will work with staff, elected officials, business owners, neighborhood and community associations, and other stakeholders to introduce shared private parking in partnership with the City of Newton.

The vendor will oversee all aspects of implementation including: planning, operations (IT, customer service, marketing and outreach, financial and data management), and evaluation. The vendor will need to undertake substantial outreach to educate stakeholders and promote to users information about shared parking. The City makes no representations as to how many customers or parking space owners there will be for the program and that the vender has sole responsibility for building the user base.

To ensure the Shared Parking App project balances the needs of the public sector, the City will have the sole authority with respect to sensitive decisions impacting the public including, but not limited to: approval of parking spaces available for rent, creation and implementation of a parking space approval process, establishment of geographic service area limits, hours of operation, etc.

This RFP is conditioned upon the City passing a zoning amendment to allow for the creation of this pilot. Officials at DPW and Planning are actively pursuing the zoning amendment with a goal of facilitating a December 20, 2017 launch.

IV. DESIRED GOALS

The City believes that technology enabled shared parking is a transformational tool that will efficiently and effectively address Newton's acute parking problem, particularly in village centers. This public-private partnership will benefit Newton businesses, residents and visitors in the following ways:

- Increase overall availability of parking in commercial areas of Newton, thereby attracting new patrons to businesses
- Provide reliable parking for business employees, which likewise frees up valuable front door parking spaces for customers
- Reduce congestion and time-to-destination by providing guaranteed parking spaces for customers, thereby eliminating need to circle for parking
- Reduce overall amount of new surface parking required, allowing for better uses of land
- Allow local businesses a supplementary revenue stream by optimizing use of underutilized parking spaces
- Provide an enhanced parking experience for Newton residents and visitors through a new phone-enabled parking option

V. SCOPE OF WORK

Vendor will implement technology-enabled solution for shared parking, consistent with vendor's core business, in collaboration with and under the authority of the City of Newton.

- **Planning**
 - Implement a shared parking pilot including establishment of goals, projections and method for evaluation
 - Meet with stakeholders to introduce concept of shared parking.
 - Comply with all law and regulations, including the zoning ordinance.
 - Identify private parking spaces in service area and recruit parking space owners to list parking spaces available. Parking spaces may be located in parking garages, parking lots, and other locations. Incorporate system to vet appropriateness of parking spaces, which will be approved at the sole discretion of the City.

- **Operations**

Operations should include most of the following:

- *Information Technology* - Employ technology-enabled phone application based solution, with supportive website, to allow users to access privately-owned parking spaces in service area.
- Automated registration for owners and/or renters
- Parking space reservations by hour, day, week or month
- Owner dashboard that allows parking space owners to view and manage reservations in real-time, track finances, or view activity summaries
- Ability for renter to search for parking options at their destination, make a reservation and get clear directions to the parking space, including photos of parking space

- Automated agreement with parking space owner and parking renter outlining vendor's and City's role in key legal issues such as injury, damage or death
- Automated payments by credit card, debit card, PayPal, or other major forms of currency with PCI compliance
- IT support to respond to system failures and issues in a timely fashion

- *Marketing & Outreach* - Design and implement extensive marketing plan for Newton to recruit, register and grow number of parking renters and owners. Marketing campaign should include regional marketing, targeted email marketing, search engine optimization, social media, etc.

- *Customer Service* - Provide customer service support via phone, email, live chat and/or other to be able to respond to issues and complaints in a timely fashion. Provide customer service to parking space owners through account executives. Offer parking space owners signs as requested to mark their parking space.

- *Financial and Data Management* – Set rates and manage all financial transactions.

- **Evaluation**
 - Based on goals and projections established with the City, continually evaluate the system and implement improvements
 - Provide regular reports to the City, with usage data such as rentals and renters by month, registered owners, usage by location, etc.

VI. REQUIRED TECHNICAL QUESTIONS/MINIMUM CRITERIA

Vendors must respond to all of the questions, and parts thereof, contained in this Required Technical Questions/Minimum Criteria section. It is recommended that the vendor address all elements in the Scope of Work into their responses. Please answer questions in the order provided and include question title and number .

A. Required Technical Questions

1. Qualifications
 - a. Please describe your company's qualifications and include the experience of key team members involved in this process. Who will be the primary liaison to the City? What cities does your company currently serve? How many registered parking spaces and renters does your system currently have across the country and in metro-Boston? How many parking spaces does your system rent per day or year?

2. Scope of Work
 - a. Planning (overview)- Please describe your overall approach to planning for the project. Please include your approach to identifying parking spaces and recruiting parking space owners, introducing the concept to the public and stakeholders, general outreach and education within the City's designated service area.
 - b. Operations - Please provide an overview of your approach to operations including: information technology, marketing and outreach, customer service and financial and data management.
 - c. Planning (projections) - Please provide projections for the first 12 months of operations, based on the City' designated service area relative to number of parking spaces offered in the system, number of unique parking space owners, registered renters residing in Newton, total number of rentals (by length), occupancy rate, , etc.

- d. ADA - Please provide your approach to providing accessible parking spaces consistent with the Americans with Disabilities Act.
 - e. Operations (timeline) - Please include a schedule of activity, including key milestones, starting from award date. Anticipated award date is late September or October.
 - f. Evaluation - Please describe what reports you will generate for the City and at what frequency.
 - g. General – Is there anything else we have not asked that you would like to tell us?
3. Financial Questions
- a. What price ranges do you estimate parking space owners will charge renters per hour, day, week, month or year?
 - b. What fees or percentages do you charge parking space owners?

B. Minimum Criteria

In addition to providing responses to the question in Section VI(A) above, each proposer submitting a proposal for the Services must satisfy all the Minimum Criteria listed below.

The City will not award a contract except to a responsible and responsive proposer that has documented successful experience in accordance with the following minimum requirements:

- 1. A completed Price Adjustment Rider (p. 7).
- 2. Completed Bidder's Qualifications and References Form
- 3. Completed Certificate of Non-Collusion
- 4. Completed Debarment Letter
- 5. Completed IRS Form W-9
- 6. Completed Certificate of Foreign Corporation (if applicable)

Proposals that do not provide responses to the Required Technical Questions and demonstrate compliance with the Minimum Criteria may not be further considered.

To the extent that a Minimum Criterion requires the certification of fact, the proposer's certification as to that fact shall be an adequate response provided, however, that on request the proposer shall provide to the City such evidence as the City may request to support that fact.

VII. COMPARATIVE EVALUATION CRITERIA

Proposals from contractors which provide responses to the Required Technical Questions and which meet or exceed the Minimum Criteria will be evaluated and rated on the basis of the following Comparative Criteria. The City reserves the right to ask any proposer to provide additional supporting documentation in order to verify its response.

Ratings of Highly Advantageous (HA); Advantageous (A); Not Advantageous (NA); or Unacceptable (U) will be given to each of the following criteria for each respondent. A composite rating will then be determined. A composite rating of Highly Advantageous or Advantageous may be assigned only if a proposal has received at least one such rating among the criteria listed below.

To the extent that an Evaluation Criterion requires the certification of fact, the proposer's certification as to that fact shall be an adequate response provided, however, that on request the proposer shall provide to the City such evidence as the City may request to support that fact.

Ratings for Comparative Criteria will be weighted as follows: 30% - Qualifications; 60% --Scope of Work. The proposer's Financial Proposal will be weighted 10%.

1. Qualifications

- Highly Advantageous – Vendor is established leader in nascent shared parking industry with robust existing renter and owner base, including in Boston; team members have extensive and highly relevant experience to perform scope of work
- Advantageous – Vendor is established in shared parking industry with existing renter and owner base; team members have relevant experience to perform scope of work
- Not Advantageous – Vendor has not yet launched a shared parking product and/or is not established in the shared parking industry; Vendor has minimal if any existing renter and owner base; team members do not have relevant experience to perform scope of work

2. Scope of Work

- Highly Advantageous – Vendor demonstrates sophisticated operations relative to IT, marketing, customer service and financial and data management; vendor presents a highly thoughtful approach to planning supported by realistic projections with a knowledgeable response to the public concern; vendor offers robust and relevant reports to the City; vendor's proposed timeline is realistic and meets the City's target launch.
- Advantageous – Vendor demonstrates capacity to undertake operations relative to IT, marketing and operations, customer service and financial and data management; vendor presents a reasonable approach to planning supported by projections and has an acceptable response to the public concern; vendor offers relevant reports to the City; vendor's proposed timeline is acceptable, but may not meet City's target launch date.
- Not Advantageous – Vendor does not demonstrate capacity to undertake operations relative to IT, marketing and operations, customer service and financial and data management; vendor does not presents a reasonable approach to planning supported by projections and nor has acceptable response to the public concern; vendor may offer reports to the City; vendor's proposed timeline does not seem realistic.

The City reserves the right to interview the two or more Proposers that have the most advantageous responses to the written proposals. Interviews will receive equal weight to the written proposal. The City reserves the right to not contract with any Proposer.

VIII. EVALUATION OF PROPOSALS

There will be no public opening of submitted proposals. Following the deadline for receipt, the Chief Procurement Officer will open the Technical Proposals and prepare a register of those firms submitting proposals which shall be available for public inspection. All proposal contents shall be confidential until the evaluation is final and award has been made.

The Technical Proposals shall be evaluated by an Evaluation Committee appointed by the Chief Procurement Officer who shall prepare their evaluation instructions based on the criteria contained herein.

Upon completion of the technical evaluation, the Chief Procurement Officer will open and evaluate the Price Proposals. A contract will be awarded to the responsive and responsible proposer whose proposal is determined to be most advantageous taking into consideration cost and evaluative criteria. The City reserves the right to reject any and all proposals and to award a contract as determined to be in the best interests of the City.

All proposals shall remain firm for sixty (60) calendar days after the proposal opening.

Business, Mixed Use & Manufacturing Districts	BU1	BU2	BU3	BU4	BU5	MU1	MU2	MU3	MU4	M	LM	Definition/ Listed Standard
Bank, up to 5,000 square feet	P	P	P	P	--	SP	P	SP	P	--	P	Sec. 6.4.4
Bank, over 5,000 square feet	P	P	P	P	--	SP	SP	SP	P	--	P	Sec. 6.4.4
Bowling alley	--	P	--	--	--	--	--	--	--	--	P	Sec. 6.4.5
Business incubator	P	P	P	P	--	P	P	P	--	P	p	Sec. 6.4.6
Business services	--	--	--	--	--	SP	P	--	--	--	--	Sec. 6.4.7
Car-sharing service, car rental, bike rental, electric car-charging station	P	P	P	P	P	P	P	P	P	--	P	Sec. 6.4.8
Car wash	--	--	--	--	--	--	--	--	--	SP	--	Sec. 6.4.9
Drive-in business	SP	SP	SP	SP	--	--	--	--	--	--	SP	Sec. 6.4.11
Dry cleaning or laundry, retail	P	P	P	P	--	SP	P	P	P	--	--	Sec. 6.4.12
Fast food establishment	--	SP	--	--	--	--	--	--	--	--	SP	Sec. 6.4.13
Fuel establishment	--	SP	--	--	--	SP	SP	--	--	SP	SP	Sec. 6.4.14
Funeral home	SP	SP	SP	SP	--	--	SP	--	--	--	--	Sec. 6.4.15
Health club, above or below ground floor	P	P	--	P	--	P	P	P	SP	P	P	Sec. 6.4.16
Health club, ground floor	P	P	--	P	--	SP	SP	SP	SP	P	P	Sec. 6.4.16
Hotel or lodging establishment	SP	SP	SP	SP	SP	--	SP	SP	SP	--	--	Sec. 6.4.17
Job printing, up to 3,000 square feet (area used for work and storage)	P	P	P	P	--	--	P	--	--	P	--	Sec. 6.4.18
Job printing, over 3,000 square feet (area used for work and storage)	SP	SP	SP	SP	--	--	SP	--	--	P	--	Sec. 6.4.18
Kennel	--	--	--	--	--	--	--	--	--	P	P	Sec. 6.4.19
Office	P	P	P	P	P	P	P	L	L/ SP	P	P	Sec. 6.4.20
Office of a contractor, builder, electrician or plumber or similar enterprises	--	L	--	--	--	--	--	--	--	--	L	Sec. 6.4.21
Open-air business	SP	SP	SP	SP	--	--	--	--	SP	--	SP	Sec. 6.4.22
Outdoor storage	--	SP	--	--	--	--	--	--	--	--	--	Sec. 6.4.23
Parking facility, accessory, single level	P	P	P	P	--	--	P	--	P	P	P/ SP	Sec. 6.4.24
Parking facility, non-accessory, single level	SP	SP	SP	SP	--	--	SP	--	SP	SP	SP	Sec. 6.4.24 Sec. 5.1.3
Parking facility, accessory, multi-level	SP	SP	SP	SP	--	--	--	--	P	SP	SP	Sec. 6.4.24
Parking facility, non-accessory, multi-level	SP	SP	SP	SP	--	--	--	--	SP	SP	SP	Sec. 6.4.24 Sec. 5.1.3
Personal service, up to 5,000 square feet	P	P	P	P	--	--	P	P	P	--	P	Sec. 6.4.25
Personal service, over 5,000 square feet	P	P	P	P	--	--	P	SP	SP	--	P	Sec. 6.4.25

P = Allowed by Right L = Allowed Subject to Listed Standards SP = Special Permit by Board of Aldermen Required -- Not Allowed

- E. All required parking facilities shall be provided and maintained so long as the use exists which the facilities were required to serve. Reasonable precautions shall be taken by the owner or operator of particular facilities to assure the availability of required facilities for the employees or other persons whom the facilities are designed to serve. Required parking stalls shall not be assigned to specific persons or tenants nor rented or leased so as to render them in effect unavailable to the persons whom the facilities are designed to serve.
- F. Municipal parking lots shall not be used to meet the parking requirements of this Sec. 5.1
- G. Notwithstanding the special permit requirement for a non-accessory parking facility in Business, Mixed Use and Manufacturing Districts (section 4.4.1), where the owner or operator of property located in a Business, Mixed Use, or Manufacturing District wishes to utilize their premises for non-accessory parking and where they have been approved as a participant in the Shared Parking Pilot Program, such owner or operator may utilize their existing parking stalls for non-accessory parking without a special permit in strict accordance with the requirements, terms, and conditions of the Shared Parking Pilot Program to be issued by the Director of Planning and Development. Participants in the Shared Parking Pilot Program shall be responsible for ensuring that the use of their existing parking stalls for non-accessory parking will not render any required parking stalls unavailable to the persons whom the stalls are designed to serve in accordance with Sec. 5.1.3.E. All other non-accessory parking facilities shall continue to require a Special Permit as required by Sec. 4.4.1. This provision shall expire three (3) years from the date of adoption.

(Ord. No. 202, 03/21/77; Ord. No. 284, 06/19/78; Ord. No. S-260, 08/03/87)

Business, Mixed Use & Manufacturing Districts	BU1	BU2	BU3	BU4	BU5	MU1	MU2	MU3	MU4	M	LM	Definition/ Listed Standard
Bank, up to 5,000 square feet	P	P	P	P	--	SP	P	SP	P	--	P	Sec. 6.4.4
Bank, over 5,000 square feet	P	P	P	P	--	SP	SP	SP	P	--	P	Sec. 6.4.4
Bowling alley	--	P	--	--	--	--	--	--	--	--	P	Sec. 6.4.5
Business incubator	P	P	P	P	--	P	P	P	--	P	p	Sec. 6.4.6
Business services	--	--	--	--	--	SP	P	--	--	--	--	Sec. 6.4.7
Car-sharing service, car rental, bike rental, electric car-charging station	P	P	P	P	P	P	P	P	P	--	P	Sec. 6.4.8
Car wash	--	--	--	--	--	--	--	--	--	SP	--	Sec. 6.4.9
Drive-in business	SP	SP	SP	SP	--	--	--	--	--	--	SP	Sec. 6.4.11
Dry cleaning or laundry, retail	P	P	P	P	--	SP	P	P	P	--	--	Sec. 6.4.12
Fast food establishment	--	SP	--	--	--	--	--	--	--	--	SP	Sec. 6.4.13
Fuel establishment	--	SP	--	--	--	SP	SP	--	--	SP	SP	Sec. 6.4.14
Funeral home	SP	SP	SP	SP	--	--	SP	--	--	--	--	Sec. 6.4.15
Health club, above or below ground floor	P	P	--	P	--	P	P	P	SP	P	P	Sec. 6.4.16
Health club, ground floor	P	P	--	P	--	SP	SP	SP	SP	P	P	Sec. 6.4.16
Hotel or lodging establishment	SP	SP	SP	SP	SP	--	SP	SP	SP	--	--	Sec. 6.4.17
Job printing, up to 3,000 square feet (area used for work and storage)	P	P	P	P	--	--	P	--	--	P	--	Sec. 6.4.18
Job printing, over 3,000 square feet (area used for work and storage)	SP	SP	SP	SP	--	--	SP	--	--	P	--	Sec. 6.4.18
Kennel	--	--	--	--	--	--	--	--	--	P	P	Sec. 6.4.19
Office	P	P	P	P	P	P	P	L	L/ SP	P	P	Sec. 6.4.20
Office of a contractor, builder, electrician or plumber or similar enterprises	--	L	--	--	--	--	--	--	--	--	L	Sec. 6.4.21
Open-air business	SP	SP	SP	SP	--	--	--	--	SP	--	SP	Sec. 6.4.22
Outdoor storage	--	SP	--	--	--	--	--	--	--	--	--	Sec. 6.4.23
Parking facility, accessory, single level	P	P	P	P	--	--	P	--	P	P	P/ SP	Sec. 6.4.24
Parking facility, non-accessory, single level	SP	SP	SP	SP	--	--	SP	--	SP	SP	SP	Sec. 6.4.24 Sec. 5.1.3
Parking facility, accessory, multi-level	SP	SP	SP	SP	--	--	--	--	P	SP	SP	Sec. 6.4.24
Parking facility, non-accessory, multi-level	SP	SP	SP	SP	--	--	--	--	SP	SP	SP	Sec. 6.4.24 Sec. 5.1.3
Personal service, up to 5,000 square feet	P	P	P	P	--	--	P	P	P	--	P	Sec. 6.4.25
Personal service, over 5,000 square feet	P	P	P	P	--	--	P	SP	SP	--	P	Sec. 6.4.25

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- E. All required parking facilities shall be provided and maintained so long as the use exists which the facilities were required to serve. Reasonable precautions shall be taken by the owner or operator of particular facilities to assure the availability of required facilities for the employees or other persons whom the facilities are designed to serve. Required parking stalls shall not be assigned to specific persons or tenants nor rented or leased so as to render them in effect unavailable to the persons whom the facilities are designed to serve.
- F. Municipal parking lots shall not be used to meet the parking requirements of this Sec. 5.1
- G. Notwithstanding the special permit requirement for a non-accessory parking facility in Business, Mixed Use and Manufacturing Districts (section 4.4.1), where the owner or operator of property located in a Business, Mixed Use, or Manufacturing District wishes to utilize their premises for non-accessory parking and where they have been approved as a participant in the Shared Parking Pilot Program, such owner or operator may utilize their existing parking stalls for non-accessory parking without a special permit in strict accordance with the requirements, terms, and conditions of the Shared Parking Pilot Program to be issued by the Director of Planning and Development. Participants in the Shared Parking Pilot Program shall be responsible for ensuring that the use of their existing parking stalls for non-accessory parking will not render any required parking stalls unavailable to the persons whom the stalls are designed to serve in accordance with Sec. 5.1.3.E. All other non-accessory parking facilities shall continue to require a Special Permit as required by Sec. 4.4.1. This provision shall expire three (3) years from the date of adoption.

(Ord. No. 202, 03/21/77; Ord. No. 284, 06/19/78; Ord. No. S-260, 08/03/87)