

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AUTHORIZING)	RESOLUTION NO.92-1591
THE ISSUANCE OF THE RFP FOR)	
THE OREGON CONVENTION CENTER)	
PARKING REQUIREMENTS SURVEY)	Introduced by Rena Cusma
AND REPORT)	Executive Officer

WHEREAS, Metro staff have prepared the attached Request for Proposals for an Oregon Convention Center Parking Requirements Survey and Report (attached as Exhibit A) which is designed to determine the current and projected parking demand at the Oregon Convention Center and to make recommendations regarding proposed solutions to meet such demand; and

WHEREAS, to properly perform the work required in the RFP, the selected consultant will conduct parking surveys during peak events at the Oregon Convention Center; and

WHEREAS, some of the peak events to be surveyed occur in FY 92-93, thereby necessitating a multi-year contract; and

WHEREAS, the Metro Code at Section 2.04.033 (a) (1) and (b) requires the prior approval of the Metro Council for the release of such a multi-year contract RFPs; and

WHEREAS, the Metro Code at Section 2.04.033 (b) provides also that the the Metro Council may waive the requirement of Council approval of the Contract once a Contractor has been selected via competitive process and authorize the Executive Officer to execute the Contract;

NOW THEREFORE, BE IT RESOLVED, that the Council hereby authorizes the issuance of the RFP for the Oregon Convention Center Parking Requirements Survey and Report and, upon selection of the Contractor by competitive process, authorizes the Executive Officer to enter into such Contract.

ADOPTED by the Council of the Metropolitan Service District this 9th day of April, 1992.


Jim Gardner
Presiding Officer

METROPOLITAN SERVICE DISTRICT
REQUEST FOR PROPOSALS
for
OREGON CONVENTION CENTER
PARKING REQUIREMENTS SURVEY AND REPORT

INTRODUCTION

The Metropolitan Service District (Metro) is a regional government responsible for the management of the Metro Washington Park Zoo; St. Johns Landfill, Metro South Station, Metro Central Station; urban growth and transportation planning; Oregon Convention Center, Portland Center for the Performing Arts, Civic Stadium, and Memorial Coliseum.

Metro is soliciting written proposals for consulting services to provide a Parking Requirements Survey and Report for the Oregon Convention Center (OCC). The required tasks are detailed in the attached Scope of Work.

PROPOSAL INFORMATION

Proposals will be received at the offices of the Metropolitan Service District, Regional Facilities Department, 2000 SW First Avenue, Portland, Oregon 97201-5398, to the attention of Ms. Berit Stevenson, Project Manager until 5:00 p.m. PST, _____, 1992. [Five business days after date of release.] Proposals submitted prior to that date should be delivered to the Regional Facilities Department. marked "Proposal - Oregon Convention Center Parking Requirements Survey and Report."

The contract period will be from April 15, 1992 through December 31, 1992.

Each proposal must be submitted in a form as described in this proposal document.

EVALUATION CRITERIA

1.	Experience with similar studies/reports	20 points
2.	Experience, training, and qualifications of personnel	20 points
3.	References and reputation in the community	20 points
4.	Cost for services	20 points
5.	Location and ease of access to Metro staff	20 points
	Total Possible Points	100

PROPOSAL INSTRUCTIONS

1. Deadline and Submission of Proposals:

Three copies of the Proposal shall be furnished to Metro addressed to:

Ms. Berit Stevenson, Project Manager
Regional Facilities Department
Metropolitan Service District
2000 SW First Avenue
Portland, OR 97201-3598

and clearly marked "Proposal - Parking Requirements Survey and Study."

Proposals will not be considered if received after 5:00 p.m. PST, _____, 1992. [Five business days after date of release.] Postmarks not acceptable.

2. Basis for Proposals:

This Request for Proposals represents the most definitive statement Metro will make concerning the information upon which the Proposals are to be based. Any verbal information which is not addressed in this Request for Proposals will not be considered by Metro in evaluating the Proposal. All questions relating to the Request for Proposals should be addressed to Berit Stevenson, Project Manager. Any questions which in the opinion of Metro warrant a written reply or Request for Proposals amendment will be furnished to all parties receiving this Request for Proposals.

3. General Proposal and Contract Conditions:

Limitation and Award -- This Request for Proposals does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of Proposals in anticipation of a contract. Metro reserves the right to accept any or all Proposals received as the result of this request, to negotiate with all qualified sources, or to cancel all or part of this Request for Proposals.

4. Contract Type:

Metro intends to award a Personal Services Agreement with the selected firm for this project. A copy of the standard agreement form which the successful consultant will be required to execute is attached.

5. Validity Period and Authority:

The Proposal shall be considered valid for a period of at least 90 days and shall contain a statement to that effect. The Proposal shall contain the name, title, address and telephone number of an individual or individuals with authority to bind any firm contracted during the period in which Metro is evaluating the Proposal.

TERMS OF AGREEMENT

The initial term of this contract shall be from April 15, 1992 through and including December 31, 1992.

PROPOSAL CONTENT

All Proposals must be submitted in the format described below. Submissions which do not address all questions posed or are otherwise incomplete will be deemed nonresponsive and not considered as part of this competitive process. Interviews may be scheduled at Metro's discretion.

General Information:

1. Provide name, address of provider, date established, and brief description of the individual or firm's background.
2. State the number of personnel in your firm and their general duties.
3. Describe the experience and professional credentials of the staff who would be assigned to perform the work for Metro. Resumes of individuals proposed for this contract may be attached.
4. Provide a copy of your firm's Affirmative Action Plan.
5. Give a brief written explanation of your understanding of the effort needed to complete the Scope of Work, and why you should be considered to be the most qualified proposer.

Attachment

SCOPE OF WORK

Oregon Convention Center Parking Requirements and Study

Introduction

Metro is the agency which owns and operates the Oregon Convention Center (OCC) located in Northeast Portland. The OCC currently is served by two surface parking lots with a total of 850 spaces. The main lot is located immediately south of the building and contains 753 spaces. The auxiliary lot is located just south of Glisan Street and contains 97 spaces. The existing parking has proven inadequate frequently during the OCC's nearly two years of operation. Most often the shortage is evident during events which attract large amounts of public visitors and during simultaneous events with the nearby Memorial Coliseum. Further, projections of the OCC use suggest a justification for expansion in the 1995-1997 time frame. The purpose of this study is to determine the near-term and long-term demand for parking generated by the OCC and to examine possible alternatives to either reduce or provide for such demand.

Task 1 Project Initiation

Consultant will meet with Metro representatives as required to discuss and finalize project scope of work. These discussions will include at a minimum project schedule, coordination of where, how and when data will be collected, study area boundaries, assumptions, modelling techniques, etc.

Task 2 Parking Inventory

Consultant shall inventory existing parking supplies within a 1/4 mile radius of the Oregon Convention Center (OCC). Consultant shall obtain all currently available data, including existing City of Portland parking inventory data. All existing data shall be field checked if dated. The total public and private parking supply within a reasonable walking distance of the OCC will be determined. This parking supply information will be used to establish an accurate description of the parking surpluses and deficiencies on a block-by-block basis. The inventory will be coded according to use and availability and located on inventory maps.

Additional information to be included on the inventories is current parking fee structure, parking restrictions, and substandard conditions. Information relative to the market value of the off-street facilities shall also be collected for use in conducting future financial evaluations.

Task 3 Parking Utilization Surveys

The OCC hosts three types of events; consumer shows (public event), conventions and trade shows (non-public events). Typically, conventions and trade shows occur during weekday daytime hours and consumer shows experience their peak hours on weekends or evening hours. In conjunction with Metro, Consultant shall identify typical events and peak events to consider in determining the parking demand for the OCC. Consultant shall perform the parking analysis for an existing peak trade event, convention and consumer event.

Parking utilization baseline surveys shall be conducted when no event is occurring at the OCC during those hours when a peak event would be occurring. These baseline surveys shall be taken over the course of two to three days to ensure determination of the average condition. The purpose of this survey is to determine the baseline parking demand from other competing uses which may have available parking which could supply the OCC patrons. In addition, statistical sampling of average car occupancies and mode split information shall be collected. Notification of all owners/operators of private facilities of the surveying activity at least 2 business days prior to the survey is required.

Task 4 Identified Parking Supply and Demand

Using the inventory data collected in Task 2 and the occupancy data collected in Task 3, Consultant shall develop a shared parking model of the existing OCC area parking system. Metro will supply the land use information necessary for calibration of the model. This shared parking model will identify the overlapping parking demands existing in the area and determine the minimum number of spaces necessary to satisfy the parking needs of the OCC, as it exists now. The model shall consider a scenario of concurrent peak events at the OCC and the Memorial Coliseum.

Task 5 Future Parking Demand Scenario

In the future, both the supply of parking and the demand for parking in the OCC area may change. The purpose of this task is to determine through discussions with Metro, known development plans for the area which may increase competing parking demand and plans for the OCC which may increase its parking demand. At a minimum, Consultant will be required to evaluate the effect of the impending Trailblazer Oregon Arena, the proposed Headquarters Hotel and the proposed expansion of the Oregon Convention Center. As well, there may be changes in the parking supply (new facilities or changes in the on-street parking management system). The relationships developed in the calibrated shared parking model will be assumed to remain the same.

Task 6 Determination of Parking Facility Requirements

Any identified shortfall in parking supply, either near-term or long-term, should be addressed through a series of alternatives which include:

1. reducing parking demand through transportation demand management;
2. provision of sufficient off-site/remote parking in under-used facilities through contract arrangement (including shuttle service);
3. construction of sufficient on- or near-site parking to satisfy parking shortfall; and
4. construction of sufficient on- or near-site parking to satisfy total OCC parking demand.

Each alternative should be analyzed on the basis of ability to meet parking demand (near-term and long-term) and estimated cost to Metro. Consultant shall conduct Traffic Impact Analysis as required to adequately identify likely development costs associated with construction of on- or near-site parking facility.

Task 7 Report

Consultant shall prepare a report documenting all analysis, assumptions, conclusions and recommendations. The report shall be accompanied by a technical appendix with the parking inventory and occupancy survey data, the shared parking model, and any financial analysis spreadsheets. The analysis tools shall be provided to Metro in electronic form on 3-1/2" disk. The report shall be completed and delivered to Metro within 60 calendar days from the completion of data collection activities.

REGIONAL FACILITIES COMMITTEE REPORT

RESOLUTION NO. 92-1591, AUTHORIZING ISSUANCE OF AN RFP FOR OREGON CONVENTION CENTER PARKING STUDY

Date: March 27, 1992

Presented by: Councilor McLain

COMMITTEE RECOMMENDATION: At its March 24, 1992 meeting the Regional Facilities Committee voted 4-0 to recommend Council adoption of Resolution No. 92-1591. Voting were Councilors McLain, DeJardin, McFarland, and Washington. Councilor Collier was absent.

COMMITTEE DISCUSSION/ISSUES: Regional Facilities Director Neil Saling presented the staff report. He explained that the Oregon Convention Center was expected to be expanded five to seven years after opening, which expansion will require replacement of the existing parking lot. Construction of a parking garage, if built, should begin by summer of 1993 to accommodate a 1995-97 expansion of OCC. He said there are four key items in a scope of work for the parking study: inventory of parking spaces within 1/4 mile radius of the Convention Center; identify and analyze parking at peak events; project future requirements, taking into account expected construction of a headquarters hotel and the new arena; and propose alternative solutions. The study proposed in the RFP would continue into FY 92-93, and would cost \$25,000-\$35,000. Funds are available, though a carryover appropriation into next year will be needed.

Councilor DeJardin asked if the alternatives might include additional parking farther away than a quarter mile, with some sort of shuttle bus arrangement. Mr. Saling said the plan now is only to study parking within the quarter mile radius, but a shuttle system might be investigated. Councilor DeJardin asked if the Union Station area might be included. Mr. Saling said it might, and that the Trail Blazers were including that area in their plans for arena parking; he added that the study under consideration would utilize the work already done by the Trail Blazers.

Councilor McFarland asked if the extra parking at Metro headquarters would be included in the inventory. Mr. Saling said it would.

Following the vote, Chair McLain directed this item go on the Council's Consent Agenda.

STAFF REPORT

CONSIDERATION OF RESOLUTION 92-1591 FOR THE PURPOSES OF AUTHORIZING THE ISSUANCE OF THE RFP FOR THE OREGON CONVENTION CENTER PARKING REQUIREMENTS SURVEY AND REPORT

Date: March 3, 1992

Presented by: Neil Saling

FACTUAL BACKGROUND

The 500,000 square foot Oregon Convention Center has been in operation since September 1990. The Center currently is served by two surface parking lots providing a total of 850 spaces. The main lot is located immediately south of the building and contains 753 spaces. The auxiliary lot is located just south of Glisan Street and contains 97 spaces. The existing parking has proven inadequate frequently during the Center's nearly two years of operation. Most often the shortage is evident during consumer shows which attract large amounts of public visitors and during simultaneous events with the nearby Memorial Coliseum.

ANALYSIS

Three proposed development activities will effect the parking situation at the Oregon Convention Center. First, actual bookings at the Center have exceeded early expectations and suggest a justification for expansion of the Center in the 1995-1997 time frame. The proposed expansion would displace the main parking lot, eliminating the existing parking. Secondly, plans for the proposed Headquarters Hotel include an 800 space parking structure. Lastly, the imminent construction of the new Trailblazer arena will likely impact the Center's parking situation significantly. When the new Arena is completed, it will be operated in conjunction with the Memorial Coliseum. Projections include 100 events per year which should require increased area parking.

Metro staff have prepared the attached RFP for the Oregon Convention Center Parking Requirements Survey and Report. The RFP is designed to elicit information based on future projections of development nearby the Convention Center. Specifically, the RFP identifies the projected Trailblazer Oregon Arena Project, the Headquarters Hotel Project and the expansion of the Oregon Convention Center as imminent development considerations.

The scope of work is characterized as a reconnaissance effort, intended to supply information on which to base future decisions for more focused study. In this case, the future decisions may be to proceed with more detailed architectural/engineering

work for a parking structure, implement a public involvement effort in anticipation of construction of such parking structure, investigate possible funding sources, etc.

To properly perform the work required by the RFP, the selected Consultant will need to collect data from typical peak events at the Center. The events to be considered are trade shows, consumer shows and conventions. If original data is required (previously collected data may be available and usable), the Consultant will be unable to survey a peak consumer show until October 1992 when the next large consumer show is scheduled. This will necessitate a multi-year contract. The Metro Code at Section 2.04.033 require Council approval of multi-year contracts.

BUDGET IMPACT

Regional Facilities staff have estimated that the cost for this proposed Contract will be \$25,000 to \$35,000. The FY 91-92 Budget included \$178,000 in the Convention Center Project Capital Fund to be used for a parking study and preliminary architectural work. An adjustment would be made to the proposed FY 92-93 budget to reflect the contract as an existing multi-year contract and to provide for the anticipated contract(s) resulting from the study funded with residual Capital Fund dollars.

To facilitate timely execution of the contract with the selected consultant, it is also requested that the Council authorize the Executive Officer to enter into the contract without further Council approvals.

RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 92-1591 by the Metro Council.