Task Order Request for Proposal

Curb occupancy data collection

DATE

Project Manager: NAME, PHONE NUMBER, EMAIL

If NAME is not available, requests for information can be directed to NAME, PHONE NUMBER, EMAIL

Scope of Work:

Consultant to collect curb occupancy data for the Balboa Reservoir project on two (2) days, three (3) times each day (9am, 2pm, 8pm) making sure there are no major events (e.g. street cleaning, holiday, sporting event, street closure) that would result in abnormal parking behavior within the project area.

The route can be seen in Figure 1 with the segments identified in Table 1. The route is approximately 3 miles. Consultant should review route information provided along with other major events to determine which days to collect data being sensitive to when people would relocate a vehicle in anticipation of street cleaning. Further, the directionality (east, west, north, south) of block face should be consistent for all data collections of that route. That is, if on Day 1_AM you collect the east side of segment 1, the north side of segment 2, the east side of segment 3, (etc), consultant will collect data for the same street directionality on Day 1_midday and PM and on Day 2_AM, midday and PM. With a parking survey having been completed, parking supply is well documented so occupancy will simply require counts on the specified block faces with the following variables to be documented:

- License plate numbers
- Parking restricted (e.g. temporarily restricted for construction)
- Illegally parked (e.g. double parked, parked at red zone, in crosswalk)
- Parked in curb cut (i.e. yes, blank otherwise)
- Scooter/motorcycle
- Regulation (metered space, time limit, RPP)
- City & County parking permit (e.g. RPP including zone, Contractor)
- ADA placard (i.e. yes, blank otherwise)
- Color curb (white, yellow, green, blue)

Comment [HME1]: Critical

Comment [HME2]: critical

Comment [HME3]: critical

Comment [HME4]: critical

Comment [HME5]: semi-critical

Comment [HME6]: not critical—we have a database with this info—it would just be good to confirm

Comment [HME7]: Not critical

Comment [HME8]: not critical

Comment [HME9]: not critical

Schedule:

Pending weather delays and other major events, the Balboa Reservoir data collection is to be completed within X weeks of Consultant receipt of the purchase order (PO) _and_ an emailed "Notice to Proceed" (NTP).

Budget:

Total budget: $5,000.

Unless noted otherwise in the Scope of Work above, Consultant to ensure the following guidelines are met when preparing a proposal and performing work:

1. Consultant has reviewed request and confirmed understanding of route, considerations for which days to collect data, information to be collected, method, and duration(s).
2. The following assumptions hold unless otherwise specified by the task order:
   a. Two days of data will be collected, three times on each day at 9am, 2pm, and 8pm unless otherwise agreed upon by both parties
   b. Route is approximately 3 miles
   c. All counts will be conducted on a Tuesday, Wednesday, or Thursday during non-major events that would result in abnormal parking behavior in the project area
   d. All counts will be conducted unless there is a greater than 20% chance of rain

Delivery of Request Checklist:

1. Consultant has confirmed each count report includes the following information unless otherwise specified by Balboa Reservoir staff:
   a. Date/Time(s)/Location(s) including directionality (east, west, north, south) of block face.
   b. Parking occupancy with the following variables as specified: License plate numbers, City & County parking permit, Illegally parked, ADA placard, Regulation, Parked in curb cut, Scooter/motorcycle, Parking restrictions
   c. Contractor who undertook the count effort with contact info
2. All data reports shall be in an editable Excel workbook format unless otherwise specified
   a. For multi-time, multi-day counts, data should be formatted as one workbook for each day and time period for the route. For example:
      - Balboa Reservoir_Day 1_AM
      - Balboa Reservoir_Day 1_Midday
      - Balboa Reservoir_Day 1_PM
      - Balboa Reservoir_Day 2_AM
      - Balboa Reservoir_Day 2_Midday
      - Balboa Reservoir_Day 2_PM

3. Naming convention.
4. Quality Control. Consultant confirms they have reviewed the data to ensure there are no major flaws (e.g., no mathematical errors or data omissions) and count data collected appears reasonable

Comment [HME10]: revise if edits made to list on page 1

Comment [HME11]: do you have a naming convention protocol? If so you should identify it here and attach with the scope of work