
October 22, 2026

Bidder:

The City of Traverse City will receive sealed bids in the Office of the City Manager, second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Tuesday, November 17, 2026, at 11:30 AM** for the following:

Parking and Transportation Demand Management Plan Revision 2

If the specifications are obtained from the City's website link at: [City of Traverse City Bids](#), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids are posted by sending an e-mail requesting same to tcmanage@traversecitymi.gov

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City. The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for the "Elevator Service, Examination & Maintenance at the Hardy Parking Structure, Old Town Parking Structure, and Carnegie Building."

You must submit **two (2) sealed copies** of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Alternatively, emailed bids **will be** accepted. Please indicate in the subject line of your e-mail that you are submitting a "Sealed Bid" together with the project description, "Parking and Transportation Demand Management Plan Revision 2" and submit your emailed bid to tcmanage@traversecitymi.gov **before Tuesday, November 17, 2026, at 11:30 a.m.**

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met. If you have any questions, please contact Nicole VanNess, Director of Parking Services, at (231) 922-0241 before the bid is submitted.

PLEASE SUBMIT BID TO: Ariane Sarasin, Executive Coordinator
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684
tcmanage@traversecitymi.gov

**CITY OF TRAVERSE CITY
PARKING & TRANSPORTATION DEMAND MANAGEMENT
2nd 5 YEAR REVISION**

REQUEST FOR BIDS

1. INTRODUCTION

The City of Traverse City is requesting proposals from professional parking and transportation planning firms to review the adopted Transportation Demand Management (TDM) plans, evaluate implementations and revise recommendations for reestablishing attainable goals. This will be the second five year plan which will integrate with the City's adopted Strategic Action Plan.

The City intends to select a qualifying vendor on the basis of qualifications, ability, relevant experience, cost, possession of required licenses and insurance and other pertinent factors. The vendor must have all required licenses and will be required to accept a service order from the City for this work. All requirements of the service order must be met, including insurance and workers compensation insurance pursuant to Michigan state law.

2. ANTICIPATED SELECTION SCHEDULE (SUBJECT TO CHANGE)

Questions Due November 5, 2026
Addendum (if applicable) issued November 10, 2026
Bids are due on November 17, 2026 at 11:30 a.m.
City Commission contract award on December 21, 2026
Contract executed on/after January 4, 2027

3. PROJECT BACKGROUND

ABOUT TRAVERSE CITY PARKING SERVICES

In 1991, the City entered into an Operation and Management Contract agreement with the Downtown Development Authority (DDA) to operate and maintain parking facilities and assets to promote economic growth and prevent further deterioration with the DDA District for the benefit of the public. Over the years, parking management and responsibilities increased and expanded beyond the scope of the DDA District. In May of 2024, the City terminated the agreement with the DDA, and all parking operations transitioned back to the City. The Department of Parking Services was established as a City department.

BACKGROUND

The TDM plan that was published in 2017 and revised in 2022 considered parking management and operations, reviewed future parking needs based on planned public & private developments and recommended short-term and long-term management strategies to maintain a self-sustaining parking system.

4. PROJECT OVERVIEW

The purpose of the Parking & Transportation Demand Management Revision 2 is to reexamine and revise short-term and long-term management strategies to align with current conditions. The City Commission has adopted a Strategic Action Plan. The plan will incorporate parking and transit-supportive initiatives that are identified in each of the six pillars to meet the objectives of corridor improvements, urban design, neighborhood character, environmental sustainability and year-round economy.

Traverse City Parking Services is interested in pursuing a comprehensive parking and transportation strategy to maximize use of available on-street and off-street parking, the economic value of shared parking to encourage redevelopment of vacant and surface parking lots, provide for future parking improvements, establish and promote market rates that generate revenue for a self-sustaining parking system, considerations for permit diversity to support employees, residential parking permit programs to preserve neighborhoods, and improve parking and transportation efforts for the City's residents and visitors.

Proposals may include stakeholder engagement and surveys as needed.

5. PROJECT GOALS AND PROPOSED STRATEGIES

All community comparisons should be similar in size (population and parking footprint), preferably in Michigan, and seasonality (summer = high demand tourism and employee vs winter = low demand resident and employee).

- Evaluate on-street and off-street parking management and provide recommendations, policy changes, or ordinance amendments that will best serve employees, residents, visitors, and property/business owners, and suggest alternative transportation amenities.
- Review current parking inventory and develop a plan for strategies that meet anticipated parking needs.
- Review and revise parking requirements and regulations that support best use of parking resources.
- Review and develop revenue schedules that generate revenue for a self-sustaining parking system that allows for future parking development.
- Develop a process to regularly review utilization and evaluation of parking programs.
- Identifying opportunities integrate alternative modes of transportation.
- Develop strategies for optimal year-round and seasonal utilization of parking.

DEMAND & SUPPLY ANALYSIS

A. Current & Future Parking Needs

- Assess current demand levels in the public parking system and in

individual parking facilities. Assess demand for days of the week and seasonality. How often/when/where do parking facilities reach capacity? How long are patrons parking?

- Assessing parking demand trends. How has usage changed and what is the projected need for the future?
- Parse out information by user groups. For instance, how much demand is placed on the public parking system by residents, events, and employees, vs customers?
- How does the availability/attractiveness of alternate transportation choices (transit, bicycles, carpool, car sharing, etc.) interrelate with parking demand and future parking and transit needs.

B. Current Policies

- Is there a good balance between monthly parking permits and hourly parking spaces in the parking system and in each parking facility?
- Are parking rates a determining factor affecting demand? Compare TCPS meter and permit rates, as well as fines with other Michigan communities.
- Compare parking expenses with costs for transportation alternatives.
- Are there opportunities to better maximize usage of existing public parking facilities?
- How is current supply and demand of parking and other transportation options impacting attraction and retention of downtown businesses, employees, visitors, and residents? Where are strengths & shortfalls?
- How do parking and transportation options affect the success, diversity, and number of downtown business types? How price-sensitive or convenience-sensitive are the various downtown user groups?
- Evaluate the parking system from a management and operations perspective. Analyze management of the current system, processes, and regulations and make recommendations for improvements based on industry standards and best practices.
- The City implemented a residential permit system in 2016. How can a permanent policy protect the residential character of the neighborhoods while addressing spillover parking pressure from downtown and emerging corridor developments?

C. Anticipating the Future

- What is the projected parking demand over the next five to ten years, based on trend data, including utilization, anticipated future downtown development, etc? Is this demand due to mode shifts or is this new demand?
- How is demand going to be affected by changes in use such as planned developments, demographic changes, downtown commercial changes including office occupancy, greater residential densities in the urban core, infrastructure investment and other shifts?
- What is the projected transit, biking and walking demand over the next five to ten years based on trend data in this and similar communities? Is

this demand due to mode shifts or is this new demand?

- How can incremental parking and multi-modal improvements be implemented in emerging corridors with new multi-use developments.
- Should additional public parking be constructed as an economic tool to meet current and future demand as a way of encouraging future development and encouraging business and residential success?
- Should future developments construct their own parking for both public and private use. What is the cost to the public when parking is constructed by a private developer.

STRATEGIES

Over time TCPS has implemented recommended strategies from the 2017 and 2022 TDM plans which it uses to support downtown development and activities. As the City continues to evolve, an updated set of TDM-based strategies must be reworked account for implemented strategies and to integrate corridor developments, in addition to new services and new facilities. The consultant will utilize the findings to compile an expanded tool kit with quick-wins, short-term and long-term initiatives to assist TCPS with parking management strategies and multi-modal investments to support growth, vitality and livability.

Recommendations should include a range of options and be organized by anticipated impact, cost, and priority.

6. REFERENCE DOCUMENTATION

- a. Transportation Demand Management Study and Appendices 2017 - <https://www.traversecitymi.gov/government/city-departments/public-parking/rules-and-ordinances/transportation-demand-management-study.html>
- b. Revised Transportation Demand Management Study and Appendices 2022 - <https://www.traversecitymi.gov/government/city-departments/public-parking/rules-and-ordinances/transportation-demand-management-study.html>
- c. Downtown Employee Survey 2017 - <https://www.traversecitymi.gov/government/city-departments/public-parking/rules-and-ordinances/transportation-demand-management-study.html>
- d. Downtown Employee Survey 2022 - <https://www.traversecitymi.gov/government/city-departments/public-parking/rules-and-ordinances/transportation-demand-management-study.html>
- e. City of Traverse City Strategic Action Plan - <https://www.traversecitymi.gov/projects/strategic-planning.html>
- f. Local City Ordinances - https://library.municode.com/mi/traverse_city/codes/code_of_ordinances
- g. 3-Year Rate Increase Schedule - <https://www.traversecitymi.gov/government/city-departments/public-parking/rules-and-ordinances/approved-rate-schedule.html>

7. PROPOSAL RESPONSE FORMAT

8. INSURANCE

The Vendor is required to provide and maintain insurance at all times during the agreement. The insurance shall be contracted with a company licensed to do business in the State of Michigan and shall be subject to the approval by the City. Certified copies in duplicate, setting forth the limits and coverage, shall be furnished to the Purchasing Agent before commencing with any work. The policy shall contain endorsements stating that at least a 10-day notice will be given to the City prior to termination or any change in the policy. Should any required insurance be cancelled, materially reduced or expired, all activities under this service order shall immediately cease until substitute insurance in compliance with all requirements hereof has been procured and evidence thereof presented to the City. The policy shall describe the project and provide coverage for the following terms:

A. Contractor's Commercial General Liability Insurance:

The Contractor shall procure prior to, and maintain during the life of the service order, Commercial General Liability Insurance on a "Per Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence including personal injury, bodily injury and property damage, naming the City of Traverse City as additional insured.

B. Workers Compensation Insurance:

The Contractor shall procure and maintain during the life of this service order, Workers Compensation Insurance Coverage in accordance with all applicable statutes of the state of Michigan.

C. Cancellation:

If any of the insurance is canceled, the Contractor and all subcontractors shall cease operations, and shall not resume until new insurance is obtained.

9. PAYMENT

Payment shall be made by check when services are rendered following approval of an invoice. The City issues checks on Thursdays. Approved invoices may take up to two weeks before checks are issued.

10. THIRD PARTY PARTICIPATION

The Vendor agrees that despite any subcontract entered into by the Vendor for execution of activities or provision of services related to the completion of this project, the Vendor shall be solely responsible for carrying out the project pursuant to this service order. The Vendor shall specify in any such subcontract that the subcontractor shall be bound by this service order and any other requirements applicable to the Vendor in the conduct of the project unless the City and

the Vendor agree to modification in a particular case. The Vendor shall not subcontract unless agreed upon in writing by the City.

11. PROTECTION OF WORK AND PROPERTY

The Vendor shall continuously maintain adequate protection of the Contractor's work from damage and shall protect all public and private property from injury or loss arising in connection with Vendor's work, and shall defend and save the City harmless from all such damages or injuries occurring because of Vendor's work.

12. SILENCE OF SPECIFICATIONS

The apparent silence of these specifications and any supplemental specifications as to any detail, or the omission from them of a detailed description concerning any point, shall be regarded as meaning only that the best commercial practices are to prevail and only material of the first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of these specifications will be made upon the basis of this statement.

13. SUBMITTAL OF BID

Each vendor shall sign the bid summary sheet giving vendor's name, address and status, that is, whether an individual, partnership or corporation.

Vendors shall be State of Michigan qualified in the type of work which is included in this request for bids. Bids are solicited only from those who will start work promptly after award is made.

The City reserves the right to accept any bid or to reject any or all bids; also to waive defects or informalities in bids should it deem it in the best interest of the City to do so.

Contractors should submit two sealed copies of each of your bids or one electronic copy containing:

- A. Bid Summary Sheet.
- B. A statement of professional qualifications.
- C. A statement of the contractor's previous experience, with references of at least three (3) recent customers.
- D. **Introduction** – Lead firm contact information, Joint venture firm contact information, contact name of the individual who should be contacted during the selection process.
- E. **Statement of Understanding** – State your understanding of the revised plan and your firm's approach to meet the requirements.
- F. **Technical and Management Approach** – Names and positions of lead and joint venture staff that will be involved in the project and Project Manager. Provide qualifications and responsibilities for each position. Include qualifications and experience from previous projects like our community.

- G. **Previous Experience** – Provide at least two examples of projects similar in scope.
- H. **Response** – Provide a response to reflect your understanding of the Project Goals and Proposed Strategies.
- I. **Proposed Project Schedule** –
 - 1. Provide an overall project schedule,
 - 2. Include timeline to collect information from year-round and seasonal/event population, if applicable
 - 3. Include timeline to engage with stakeholders, if applicable, and
 - 4. Include timeline for surveys, if applicable.
- J. **Cost** –Details for each items should be included for each item included in the Bid Summary Sheet (Item A of Submittal)
 - 1. Not-to-exceed cost to update TDM Plan and Appendices based on Project Goals and Proposed Strategies
 - 2. Cost for stakeholder meetings with details on what is included in cost
 - 3. Cost for surveys with details on types of recommended surveys that may be collected
 - 4. Cost of value added items that are recommended by the contractor with details

Bidder - Please complete and return

BID SUMMARY

TITLE: Parking and Transportation Demand Management Plan Revision 2

DUE DATE: Tuesday, November 17, 2026

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept the City's standard Purchase Order / Service Order / Contract, the terms of which are not negotiable, and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Parking & Transportation Demand Management Plan Revision 2

1. Not-to-exceed cost to update the Parking & Transportation Demand Plan Revision 2 and Appendices based on Project Goals and Proposed Strategies.

\$ _____

Value-Added Services

2. Cost for stakeholder meetings with details on what is included in the cost.

\$ _____

3. Cost for surveys with details on types of recommended surveys that may collected.

\$ _____

4. Cost of value-added items that are recommended by the contractor with details.

\$ _____

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone Fax

City, State, Zip

EMAIL ADDRESS:

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____
Contact Person: _____ Telephone: _____

2. _____
Contact Person: _____ Telephone: _____

3. _____
Contact Person: _____ Telephone: _____

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

2. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____

3. _____
Contact Person: _____ Telephone: _____
Services to be Performed: _____