



REQUEST FOR QUALIFICATIONS

Downtown Fairfield Parking Study

ISSUE DATE: August 10th, 2026
PROPOSAL DEADLINE: September 11th, 2026 - 2:00 PM

SUBMIT PROPOSALS TO:

Connecticut Metropolitan Council of Governments
Attn: Nicolas Dostal
1000 Lafayette Boulevard, Suite 925
Bridgeport, Connecticut 06604
ndostal@metrococt.gov

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1. INTRODUCTION

The Connecticut Metropolitan Council of Governments (MetroCOG) and the Town of Fairfield Community and Economic Development Department are partnering on the *Downtown Fairfield Parking Study*. The *Downtown Fairfield Parking Study* is intended to develop a Parking Master Plan that seeks to optimize parking operations and land utilization within Downtown Fairfield. A baseline parking conditions evaluation will serve to identify the current strengths, challenges, and opportunities for improvement. Robust engagement will be conducted throughout the process to ensure that improvements are consistent with the needs and standards of Fairfield Town Staff, Fairfield Boards and Commissions, residents, property owners, merchants and their employees, and visitors. A review of zoning regulations, parking codes, and ordinances will identify and address institutional barriers to improvements. Lastly, a final Master Plan and accompanying Action Plan will outline recommendations for physical, operational, and experiential improvements that will serve towards a safer, easier to navigate, and more vibrant Downtown Fairfield.

The Downtown Fairfield Parking Study will be administered by MetroCOG, the host agency for the Greater Bridgeport and Valley Metropolitan Planning Organization (GBVMPO), which is the federally designated transportation planning agency for the Greater Bridgeport & Valley Planning Region. MetroCOG is also the Regional Council of Governments that includes the City of Bridgeport and the Towns of Easton, Fairfield, Monroe, Stratford and Trumbull. The Town of Fairfield Community and Economic Development Department is the local partner on the project that is providing the match funding to enable the study.

MetroCOG, The Town of Fairfield Community and Economic Development Department, and the selected firm will be coordinating with the Town of Fairfield Department of Public Works, Police Department, Parking Department, Planning Department, Engineering Department, Building Department, and other key stakeholders throughout the duration of the study.

2. PURPOSE & BACKGROUND

The General Study area is defined as the general commercial area surrounding the Fairfield Center Train Station and greater Fairfield downtown walkshed. (See Map in Attachment A). According to data from the Parking Reform Network, 39% of Downtown Fairfield is comprised of off-street parking. In outreach conducted as part of the Fairfield Plan of Conservation and Development (POCD), residents rated traffic and parking as the top area that could be transformed in Fairfield. Further, they expressed a desire for the Town to encourage better access to the commercial areas for all users, specifically better pedestrian and bicycle access, along with better wayfinding for parking. Additional concerns in the study area include vulnerability to flooding that occurs in part due to a high coverage of impervious asphalt parking lots, and traffic, of which INRIX studies show that up to 30 percent of traffic in urban areas is a result of drivers searching for parking.

The Downtown station area has the strongest walkable character of any area of Fairfield, with shopping, dining, community uses, schools, and workplaces all located in the area. It also has the same level of train service as the Fairfield Black Rock station and on-street parking is regulated. Yet the area is subject to the same parking standards as less walkable and transit-accessible areas. There are several areas where the Town currently does not have standards to protect and promote an active pedestrian environment. This includes a lack of standards for landscape buffers around parking lots, green stormwater management strategies, and standards for active ground floor uses along parking structures.

In response to these issues, the POCD calls for “a parking study to explore expanded shared parking opportunities to reduce the amount of land dedicated to surface parking, other possible parking reductions, and explore eliminating parking minimums where possible.” The plan also outlines additional strategies to reduce and equalize parking requirements for different uses and zones to reduce development burdens and encourage investment.

The Downtown Fairfield Parking Study aims to assess current parking conditions and utilization through data collection, mapping, and stakeholder engagement to provide a clear image of the shortcomings and assets in the study area. Further zoning, parking code, and ordinance reviews will evaluate structural barriers that contribute to an excess parking provision and hamper walkable developments. The final master plan will detail physical improvements to parking space, propose opportunities for re-use and redevelopment, and suggest improvements to the pedestrian realm. Improvements to management and operations are included to help optimize practices and the use of space in Downtown Fairfield. The master plan will also identify strategies to enhance the user experience to make wayfinding an accessible, straightforward, and consistent endeavor. An accompanying action plan will guide the Town and its stakeholders in implementing these recommendations.

The Downtown Fairfield Parking Study will build upon previous planning studies including the Town of Fairfield’s POCD, Complete Streets Policy and Ordinance, TOD Study, and Downtown Green Infrastructure Assessment to envision a holistic strategy for parking and re-use in Downtown Fairfield.

3. SCOPE OF SERVICES

See Attachment A for Scope of Services.

4. INQUIRIES

General questions regarding this RFQ should be submitted in writing to Mr. Nicolas Dostal at ndostal@metrococt.gov by August 21st, 2026.

Inquires and responses will be posted at www.ctmetro.org no later than August 28th, 2025. Please note that MetroCOG will respond to technical questions only. No interpretive guidance, written or oral, regarding this RFQ will be given and no phone calls will be accepted. Written

approval by MetroCOG is required prior to public disclosure of submissions intended for MetroCOG. Interested consultants are expected to monitor www.ctmetro.org for amendments and responses to inquiries.

5. SUBMISSION REQUIREMENTS

Prospective consultant(s) should submit a response consisting of the following sections:

A. *Letter of Interest*

The Letter of Interest shall include the following:

- i. Name and address of firm
- ii. Name and address of any proposed subconsultants.
- iii. Contact Information (name, title, e-mail, phone) for the Principal-in-Charge/Project Lead
- iv. Contact Information (name, title, e-mail, phone) for the Project Manager

B. *Statement of Qualifications/Technical Response*

- i. Firm experience, including demonstrated knowledge of transportation planning and engineering, experience working with Connecticut municipalities and the Connecticut Department of Transportation, and familiarity with studying, designing, and implementing parking, placemaking, and economic development projects.
- ii. Project understanding and innovative approaches to the scope of services.
- iii. Any recommendations to improve/support the scope of services.
- iv. Examples and descriptions of comparable project experience, including a list of recently completed, comparable projects.
- v. References from the comparable types of projects outlined above. Include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate the role of your firm in each project, each project's cost and date of completion, and the team members which delivered each project.
- vi. Organizational framework/organization chart, including identification and resumes of the project team (Lead Consultant, Project Manager, Subconsultants (if any), etc.)
- vii. Identification of a day-to-day point of contact(s) for the project as well as their respective contact information.
- viii. Current Federal Form SF-330 Part II.
- ix. Debarment Certification Form – all respondents must provide a properly executed form ensuring the firm is not debarred from receiving federal funds (Attachment B).

Each consultant must submit two (2) paper copies and one (1) digital copy (USB flash drive) of their qualifications in a sealed envelope. Please include the name of each firm, full address, and

the name of the project (Downtown Fairfield Parking Study) on the envelope. Address proposals to:

Nicolas Dostal, Transportation Planner II
Connecticut Metropolitan Council of Governments
1000 Lafayette Boulevard, Suite 925
Bridgeport, Connecticut 06604

6. SUBMISSION PROCESS

1. *Proposal Submission Date: **September 11th, 2026, by 2:00PM.***

2. *Key Dates & Times*

MetroCOG's preliminary schedule is as follows. Please note the schedule may be altered at the MetroCOG's discretion.

<i>Activity</i>	<i>Anticipated Completion Date</i>
<i>RFQ Issued</i>	<i>August 10th, 2026</i>
<i>Questions/Inquiries to MetroCOG</i>	<i>August 21st, 2026</i>
<i>MetroCOG's Response to Questions/Inquires</i>	<i>August 28th, 2026, by 4:30PM.</i>
<i>Proposals Due</i>	<i>September 11th, 2026, by 2:00PM</i>
<i>Consultant Interviews (Tentative)</i>	<i>October 2026</i>
<i>Contract Negotiations/Agreement Process</i>	<i>October/November 2026</i>

7. EVALUATION CRITERIA

MetroCOG will follow a Qualifications Based Selection (QBS) process for selecting the preferred consultant. All responses will be reviewed by an RFQ Selection Committee established by MetroCOG. Responses will be reviewed and scored on the evaluation criteria listed below.

- Qualifications & Experience with Parking, Transportation, Placemaking, and Economic Development Studies 25%
- Project Understanding/Approach to Scope of Services 25%
- Project Organization, Schedule, and Staff Commitment 25%
- Completeness, Feasibility, and Quality of Response 25%

Upon review of responses, the RFQ Selection Committee may elect to interview a select number of firms for the purpose of presentation and clarification of materials. Upon completion of interviews, the RFQ Selection Committee will recommend the preferred consultant (or

consultant team) and will authorize MetroCOG to notify the consultant of their selection and begin contract negotiations.

The preferred consultant will be notified of the decision of the RFQ Selection Committee and contract negotiations will commence immediately upon notification. MetroCOG and the preferred consultant will work to finalize the Scope of Services, Project Budget, and legal Professional Services Agreement. At the end of the negotiations, the contract shall be awarded. If a negotiated agreement and fee cannot be mutually agreed to by both parties, MetroCOG will terminate negotiations and begin negotiations with the next highest rated firm.

The selected consultant will be required to prepare project documents in a timely manner and submit monthly status reports indicating work completed to date and any problems that have affected the project schedule. To this end, the consultant will be expected to assign sufficient staff to complete the Scope of Services within the established and agreed upon schedule.

8. FEDERAL FUNDING REQUIREMENTS

This project is funded through FHWA's Metropolitan Planning Program funds. Firms must demonstrate their ability to comply with all applicable Federal laws and regulations, including but not limited to:

- **Title VI of the Civil Rights Act of 1964:** The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
- **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 C.F.R. Part 21.
- **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of

equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

- **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
- **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
- **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States. Firms should also reference and adhere to all applicable Terms, Conditions and Forms outlined in Attachment C.
- **Cost Principles and Procurement:** All subsequent contracts resulting from this solicitation will be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200). The Contractor must ensure that all costs incurred under this resulting contract comply with the Federal Cost Principles in 2 CFR 200, Subpart E, and are reasonable, allocable, and necessary; and any subcontracting or procurement of work by the Contractor adheres to the Federal procurement standards in 2 CFR §§200.317 through 200.327.

9. EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS

Consultants and their subcontractors will not discriminate on the basis of race, color, national origin, or sex in the award and performance of services. Respondents must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity.

Consultants must ensure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, physical disability, mental disorder, ancestry, marital status, sexual orientation, criminal record or political beliefs. Consultants must uphold and operate in compliance with Executive Order 11246 and as amended in Executive Order 11375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990.

Each Respondent should furnish a **detailed statement** describing its Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its workforce or its subcontractors.

10. INSURANCE REQUIREMENTS

- A. The Consultant shall carry and maintain in full force and effect for the duration of any contract resulting from this RFQ, appropriate insurance. The Consultant agrees to protect and defend, indemnify, and hold MetroCOG, the Town of Fairfield, and their respective employees (collectively, the “Indemnitees”) free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by in the Indemnitees in defense of same, arising in favor of taxes, claims, liens, debts, personal injuries, including employees of MetroCOG, death or damages to property (including property of MetroCOG) and without limitations by enumeration, all other claims, or demands of every character occurring and caused in whole or in part by any negligent act or omission of the Consultant, any one directly or indirectly employed by the Consultant or anyone for whose acts the Consultant may be liable regardless of whether or not it is caused in part by MetroCOG. The Consultant will designate and provide MetroCOG with the identity of a person or persons in the Consultant’s employ who shall be responsible for handling claims from the public efficiently and expeditiously. Policies shall be issued by an insurance company authorized to do business in the State of Connecticut.
- B. Insurance similar to that required by the Consultant shall be provided by or on behalf of all subcontractors to cover their operations performed and included in all subcontracts.
- C. **Insurance certificates are required with responses to this RFQ.** Insurance certificates must be provided at the time of bid for site-specific work documenting coverage for the following:
 - i. Workers’ Compensation and Employer’s Liability in accordance with State of Connecticut requirements.
 - ii. Public Liability Insurance: Comprehensive General Liability, (bodily injury, personal injury, and property damage liability) including company’s contingent Completed operations and contractual liability with a minimum:
 - a. \$1,000,000 each occurrence
 - b. \$1,000,000 personal and advertising injury

- c. \$1,000,000 general aggregate; and
- d. \$1,000,000 products/completed operations aggregate
- iii. Comprehensive Automobile Liability Insurance. Covering all owned, hired, and rented vehicles and equipment, with limits of liability of not less than \$1,000,000 for injuries to, or death of one or more persons resulting from any one occurrence and property damage limit of liability of not less than \$500,000 per occurrence.
- iv. Professional liability and errors & omissions insurance in the amount of \$1,000,000.
- v. In lieu of the insurance coverage listed under (ii) and (iii) above, the Consultant may fulfill the insurance requirements by having and maintaining excess or umbrella liability insurance with a minimum:
 - a. \$1,000,000 per occurrence;
 - b. \$1,000,000 aggregate of other than products/completed operations and auto liability; and
 - c. \$1,000,000 products/completed operations aggregate.
 - d. All insurance certificates must name MetroCOG as additional insureds on the policies. The insurance certificates must state that coverage cannot be cancelled or materially altered without thirty (30) days' written notice to the MetroCOG.

11. ADDITIONAL SERVICES

If you believe that additional services in addition to those requested in the Scope of Services are necessary, please identify those services and your reasons for recommending such services.

12. PERSONNEL

The Consultant shall provide the professional services identified in the Scope of Services and requested by MetroCOG. The proposal must identify the person or persons who will be responsible for conducting the work listed in the Scope of Services, and include a copy of each person's resume, including persons of the sub-contractor, if any. MetroCOG is requesting that a senior experienced person be the primary representative of the consultant in performing the services.

13. LENGTH OF SERVICE

It is expected and required that the work covered by this Scope of Services shall be completed in an expeditious manner. The project is expected to be delivered within (12) months from the effective date of award. The proposal should include a detailed project timeline that indicates an approximate date for completion of the project.

14. CONTRACT/AGREEMENT

The successful Consultant will be required to sign a Professional Services Agreement ("PSA") prepared by MetroCOG's attorney. MetroCOG will deliver a copy of the PSA to the successful Consultant following notice of award. Depending upon the content of the Consultant's qualifications, MetroCOG may modify the customary form of PSA. MetroCOG reserves the right to cancel the award to a successful Consultant if the successful Consultant proposes modifications to the PSA or attempts to modify the terms of the PSA after being notified of the

award. Under the PSA, MetroCOG will have the right to terminate the Consultant's services for cause.

15. FREEDOM OF INFORMATION ACT

Respondents are advised that any and all materials submitted in response to this RFQ shall become the sole property of MetroCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

16. INCURRED COSTS

This Request for Qualifications does not commit MetroCOG to award a contract or to pay any costs incurred in the preparation of a response to this request. MetroCOG will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

17. SEVERABILITY

If any terms or provisions of this Request for Qualifications shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

18. ACCEPTANCE OR REJECTION BY THE CONNECTICUT METROPOLITAN COUNCIL OF GOVERNMENTS

MetroCOG reserves the right to accept and or reject any or all responses submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of MetroCOG.

19. AMENDING OR CANCELING REQUEST

MetroCOG reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is deemed to be in its best interest to do so.

20. WAIVER OF INFORMALITIES

MetroCOG reserves the right to accept or reject any and all responses to this RFQ, or any part thereof, and waive any informalities and/or technicalities that are deemed to be in its best interest.

21. WORK PRODUCTS

All reports, data, and other documents prepared by the consultant shall be submitted to MetroCOG for review and approval. Resulting work products of the Consultant pursuant to this solicitation shall be provided in both easily accessible printed and digital format and shall become the property of MetroCOG in which the consultant is contracted with. The use of consultant generated media, photos, surveys, and videos may be used by MetroCOG for future planning purposes and documents. Member municipalities may utilize work products as well. No such approval shall in any way be construed to relieve the consultant of responsibility for technical adequacy or operate as a waiver of any of MetroCOG's rights. The consultant shall remain liable according to applicable laws and practices for all damages to MetroCOG caused

by the consultants' negligent performance of any of services furnished relative to any agreements resulting from this solicitation.

22. SUBCONTRACTING

Consultants may team as they deem necessary to respond to this RFQ. In their response, the prime consultant and all subconsultants should be clearly identified along with the responsibilities of each. The successful respondents may utilize the services of specialty, currently unidentified subconsultants on those unforeseen portions of the work that under normal practices are performed by specialty firms. In this event, the consultant shall obtain and make available fee proposals from qualified sub-consultants for those services. The successful respondent shall not award any portion of the work to a firm that is not on the selected project team without prior written approval of MetroCOG. The acceptance of any and all subconsultants shall reside with MetroCOG and their decision shall be final. The successful respondent shall be fully responsible for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby. The primary consultant will be required to include all mandatory Federal clauses, including Title VI/EEO (23 CFR 200), Debarment (2 CFR 180), and required Contract Provisions (2 CFR 200.327), in all lower-tier subcontracts or subawards.

23. ASSIGNING/TRANSFERRING OF AGREEMENT

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from MetroCOG.

24. TERMINATION

MetroCOG may terminate a consultant's contract due to cause, default or negligence on the part of the consultant; or if the consultant fails, in the opinion of MetroCOG or its member municipalities, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of MetroCOG or its member municipalities.

25. ACCEPTANCE OF RFQ

Respondents shall describe in detail any and all exceptions to any of the conditions outlined in this RFQ. MetroCOG assumes that each Respondent will accept each and every one of the conditions of this RFQ unless an exception or exceptions are specified in the Respondent's statement of qualifications.

26. NO WARRANTY

Respondents are required to examine the RFQ, specifications, and instructions pertaining to the services to be provided. Failure to do so will be at the Respondent's own risk. MetroCOG assumes that the Respondent has made full investigation and is fully informed of the extent and character of the services to be provided under this RFQ and of the requirements of the specifications. No warranty is made or implied as to the information contained in this RFQ, specifications, or instructions.

27.RESERVATION OF RIGHTS

MetroCOG reserves the right to reject any, or any part of or all statement of qualifications for any reason; to waive informalities and technicalities; and to accept the proposal which MetroCOG deems to be in its best interest. MetroCOG reserves the right to review the qualifications and reject all proposals or take no action or elect not to select any response. MetroCOG also reserves the right to cancel this RFQ at any time and to reissue this or a substitute RFQ at a later date. In its sole discretion and without prejudice, MetroCOG will award a contract to the Respondent that it feels is best suited to complete the scope of services. This RFQ does not constitute a contract or offer of employment.

Proposal Submission Deadline:
September 11th, 2026 @ 2:00 pm

Address all Proposals to:

Mr. Nicolas Dostal
Connecticut Metropolitan Council of Governments
1000 Lafayette Boulevard, Suite 925
Bridgeport, CT 06604
ndostal@metrococt.gov

ATTACHMENTS

- A. SCOPE OF SERVICES
- B. DEBARMENT CERTIFICATION FORM

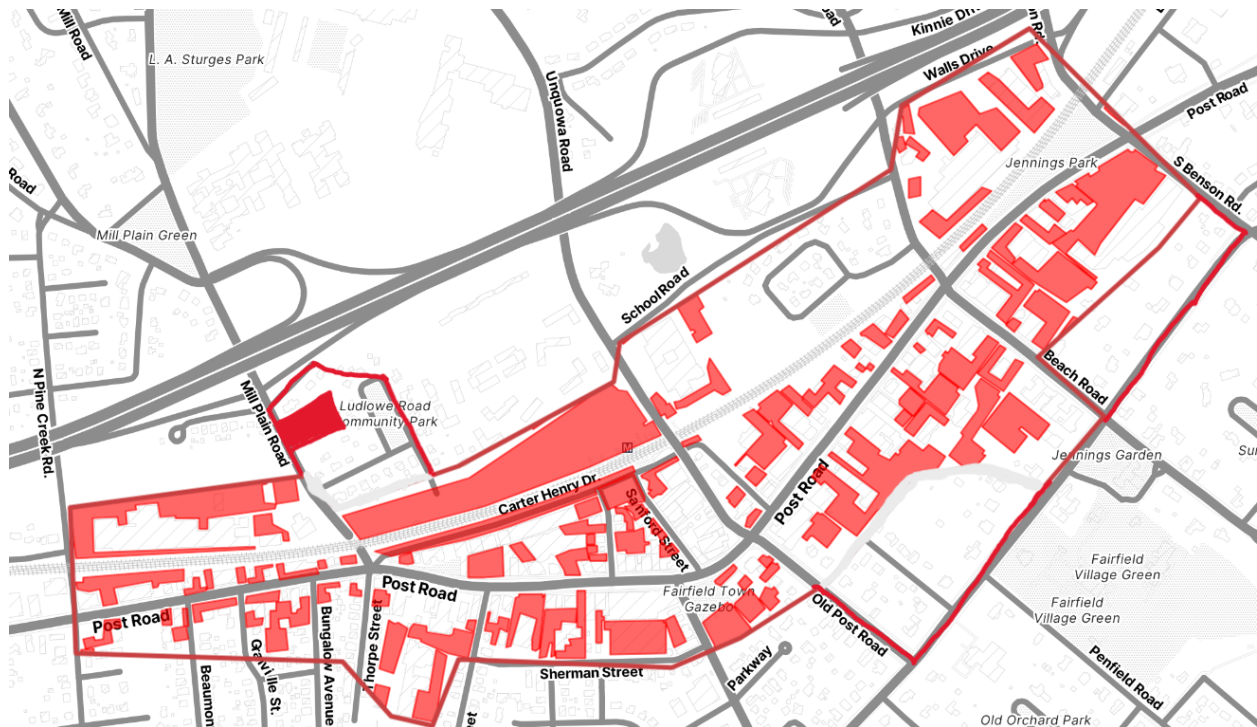
ATTACHMENT A:
SCOPE OF SERVICES

Downtown Fairfield Parking Study

SCOPE OF WORK

Prospective consultants are encouraged to propose additional scoping items and alternative approaches to developing the Plan. The consultant is expected to work closely with the Town of Fairfield Community and Economic Development Department, Department of Public Works, Police Department, Parking Department, Planning Department, Engineering Department, Building Department, and other key stakeholders throughout the study process.

General Study Area Map:



The General Study area is defined as delineated in the map above which generally represents the commercial area surrounding the Fairfield Center Train Station and greater Fairfield downtown walkshed. Parking information shall be provided on both sides of any street included in the boundary area.

Task 1: Baseline Parking Conditions Evaluation

- Review existing parking data and information provided by the Town of Fairfield and MetroCOG. Identify missing data required to fill any gaps.

- Collect quantitative and qualitative data regarding on-and off- road parking asset location, ownership, management, regulations, and enforcement.
- Evaluate the provision of ADA accessible on-road parking spaces and analyze the potential impact of new State Statutes that restrict intersection adjacent parking per CGS 14-251 (b).
- Measure and map parking utilization rates and summarize differences in parking demand across Downtown Fairfield. Consider seasonal and event-driven parking demands, including commuter activity, University events, outdoor dining, community festivals, beach season, and factors that impact parking utilization.
- Document existing wayfinding, lighting, pedestrian infrastructure (sidewalks and ADA ramps), and crossings to assess the existing pedestrian experience.
- Evaluate and map current pedestrian movement patterns and walking distances in relation to parking spaces.
- Evaluate and determine locations and challenges where informal parking and loading occur related to safety, circulation, and accessibility. Evaluate locations where illegal parking affects intersections, crosswalks, ADA accessibility, fire hydrants, loading zones, emergency vehicle access, and overall traffic circulation.
- Document the location, type, and utilization of bicycle parking.
- Evaluate loading zones, rideshare pick-up and drop-off activity, commercial deliveries, and short-term parking needs as separate components of the overall parking system.
- Evaluate how temporary parking impacts associated with construction projects, utility work, and special events can be managed while maintaining safe pedestrian accommodations, ADA accessibility, emergency access, and efficient traffic operations.

Task 1 Baseline Condition Deliverables: The consultant shall provide the following as deliverables for the initial corridor assessment:

1. Summary document that details existing parking and mobility conditions in downtown Fairfield that identifies current strengths, challenges, and opportunities for improvement.
2. Area maps that show:
 - a. Base map of public and private parking spaces with ownership information where available indicating quantity, time limits, and any restrictions indicated with existing informational signage locations indicated.
 - b. Existing Parking utilization Map
 - c. Pedestrian experience and pathway map

3. Existing Parking peak data count by parking lot – provided during a) a weekday or weekend peak lunch period and b) an evening peak period (Friday or Saturday evening 6-9 pm) to be determined at initial scoping meeting depending on an anticipated seasonal high usage date with events at SHU Theater and/or FTC or a community event where high parking rates are anticipated with associated maps, and narrative as part of the document as needed.

Task 2: Engagement

- Conduct stakeholder interviews and/or focus groups to solicit feedback on parking challenges, needs, and opportunities for improvements. Minimum of 3 Focus group meetings conducted at key phases of the study. Minimum of 2 rounds of additional stakeholder outreach. Minimum of 1 Joint meeting of Town of Fairfield Boards/Commissions. The following stakeholders should be engaged at a minimum:
 - Downtown Property owners
 - Merchants and their employees
 - Residents
 - Fairfield Town Staff, including but not limited to: the Community and Economic Development Department, Department of Public Works, Police Department, Parking Department, Planning Department, Engineering Department, and Building Department.
 - Relevant Town of Fairfield Boards and Commissions including but not limited to: the Economic Development Commission, Town Planning & Zoning Commission, and the Fairfield Traffic Authority.
 -
- Conduct in-person public outreach at community events to gather input from visitors and residents on their experience with parking and mobility conditions within the study area. Minimum of 2 in-person events.
- Develop, distribute, and analyze the results of an online survey.

Task 2 Engagement Deliverables: Summary document of outreach and input received. Provide data, maps, and narrative as part of the document.

Task 3: Zoning Regulations and Parking Codes and Ordinances Review

- Conduct a comprehensive review of the Town of Fairfield's Zoning Regulations, Parking Ordinances, and Parking Policies related to the form, provision, and development requirements for parking including provisions for area employee parking. Identify regulatory barriers to development and any excess parking requirements.

Task 3 Regulation and Ordinance Review Deliverables: Provide a summary document outlining current zoning obstacles and model language for improvements, including:

- Propose revisions to current parking requirements to “right-size” the provision of parking for new and existing developments. Identify opportunities to improve regulations related to shared, decoupled, decentralized, and other innovative parking techniques to incentivize use. Provide recommendations to the Town of Fairfield’s Zoning and Parking Regulations, Ordinances, and Policies. Develop and provide model language and in-line code improvements to apply the recommendations.
- Provide recommendations for any modification to on-street parking limits or locations where limitations are in effect both additions and subtractions, making recommendations for on-street areas where passenger loading/unloading (rideshare or mobility related) or delivery loading/unloading may be appropriate.
- Model future parking needs and conditions based on current trends and full build out scenarios to estimate what level of development the downtown area could support given its existing parking assets.

Task 4: Develop Parking Master Plan

- Utilize and include the previous three deliverables to formulate a comprehensive parking master plan for Downtown Fairfield that details immediate, short-, and long-term strategies for improvements.
- Explore innovative techniques to optimize parking operations and land utilization within the project area. Consideration should be given to maximizing co-benefits to walkability, safety, traffic, placemaking, livability, economic development, and sustainability.
- Strategies should include the following:
 - o Physical Improvements
 - Outline and estimate costs for physical improvements to off-street parking lots and structured parking (if found necessary).
 - Detail opportunities for re-use and redevelopment of excess, underutilized, and informal parking space. Analyze opportunities for economic development, urban design improvements, and sustainability enhancements including new development, outdoor dining, seasonal markets, parklets, and green stormwater infrastructure/pervious pavement, and green space. Provide re-use maps and concepts where proposed.

- Recommendations for on-street parking areas including reconfiguration and adjustments to time limits and loading areas.
- Provide recommendations for improvements to the pedestrian realm, connecting people from parking to downtown destinations. Include improvements to sidewalks, crossings, opportunities for pedestrian zones and pathways, lighting, and opportunities for public art and aesthetic enhancement. Provide cost estimates and concepts for preferred recommendations.
- Management and Operational Improvements
 - Methods to more effectively improve utilization and optimization of parking facilities.
 - Detail specific opportunities to expand shared parking initiatives to consolidate parking space.
 - Opportunities for cooperation between public and private partners.
 - Recommendations for parking enforcement policies, practices, and operations that recognize available staffing resources.
- User Experience Improvements
 - Develop a placement plan, visual identity, and detailed concepts for wayfinding and signage.
 - Create a set of uniform enforcement guidelines that are clear, consistent, and easily understood to simplify the parking experience for users.
 - Design digital materials and marketing strategies for communicating parking information and changes to members of the public.
 - Consider technologies including digital parking information, occupancy monitoring, and mobile payment options where appropriate.
- To accompany the Master Plan, develop an Action plan that summarizes key recommendations from the report, outline next steps for the implementation, estimates anticipated timelines, and assigns implementation responsibility.
- Once a draft plan is developed, present the strategies to stakeholders. Incorporate feedback into the final Parking Master Plan.

Task 4 Parking Master Plan Deliverables: Final Parking Management Plan for Downtown Fairfield. The implementation plan should be inclusive of concepts, visualizations, maps, cost estimates, next steps, and anticipated maintenance/enforcement requirements. Upon completion of the Master Plan deliverables, GIS files for all maps and visuals created shall be provided to MetroCOG and the Town of Fairfield for their future use.

ATTACHMENT B:
Debarment Certification Form

ATTACHMENT B
DEBARMENT CERTIFICATION FORM

This statement must be reproduced on company letterhead and signed by an authorized representative of the firm.

*I, _____ an authorized representative of _____ (company) certify that
_____ (company) is not debarred from receiving Federal funds.*

(Signature)

(Print name)

(Title)

(Date)