

REQUEST FOR QUALIFICATIONS

Parking and Management Consultation Services



University
of Idaho

REQUEST FOR QUALIFICATIONS

for Parking and Management Consultation Services

University of Idaho Long-Range Parking and Transportation Plan
University of Idaho – Moscow, Idaho
UI PN: CP260041

To: Parking Services and Parking Systems Management Consultants

From: Kim Salisbury, Senior Associate Vice President, Finance and Planning,
University of Idaho

Subject: Consultation Services to Create a Long-Range Parking and
Transportation Plan

Date of Issue: Monday, February 23, 2026

Submission Deadline: Thursday, March 26, 2026

The University of Idaho (U of I) is seeking qualifications from interested parking services and parking systems management consulting firms to provide the university consulting services necessary to analyze, study and create a comprehensive Long-Range Parking and Transportation Plan for its main campus in Moscow, Idaho. The qualified consultant will have experience in higher education and develop recommendations and implementation strategies. The Plan will be a forward-looking, data-driven, 10-year strategy which aligns with the university's growth trajectory and integrates seamlessly with its broader Long-Range Campus Development Plan (LRCDP) and strategic goals and objectives.

Qualification Statements from firms/teams interested in providing related services for this effort will be received at the office of Architectural & Engineering Services, University of Idaho, Moscow, Idaho, until **5:00PM, PT, Thursday, March 26, 2025**.

Contact Information

All questions related to this RFQ shall be directed to:

Céline Acord
Project Manager
Architectural and Engineering Services
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Program clarification and additional data may be requested. To ensure fairness and consistency of responses, please direct all communications regarding this RFQ only to the individual listed above.

Background

The University of Idaho (U of I) is located in northern Idaho in the City of Moscow. As the state's land-grant institution, the University of Idaho is committed to serving Idahoans through education, research, and outreach. The university enrolls over 12,000 students, with approximately 10,000 attending the main Moscow campus. The university also operates centers in Coeur d'Alene, Boise, Idaho Falls, and Post Falls, along with research centers and county extension offices statewide.

More information regarding the university may be obtained by visiting the university website at www.uidaho.edu or by visiting the University of Idaho Architectural and Engineering Services webpage at www.uidaho.edu/leadership/finance-administration/campus-planning-development.

Project Information

General

Parking and Transportation Services at the University of Idaho operates within the Division of Finance and Administration and oversees the parking system, provides accessible transportation, alternative transportation options, and supports the free, local public transit system. The system includes approximately 6,800 parking spaces across 99 paved and gravel surface lots and campus streets. The university also manages parking on city-owned streets within campus boundaries under an

ongoing Memorandum of Understanding (MOU) with the City of Moscow. At present, there are no parking garages in the system.

System Information

The University of Idaho is experiencing ongoing changes to its physical campus that directly affect parking availability. Several major construction and infrastructure improvement projects are currently underway, resulting in temporary and long-term reductions in parking inventory. Additional capital projects planned over the next several years will continue to place pressure on the system. While these efforts represent essential investments in the university's future, they create a cycle in which parking resources are frequently disrupted. Strategic planning is required to manage these impacts, maintain operational continuity, and ensure the system can support institutional growth.

The recently adopted University of Idaho Long Range Campus Development Plan (LRCDP) envisions future development for building expansion, pedestrian walkways and revisions to traffic flow patterns – all which will affect the distribution of parking resources. Some existing parking lots identified in the LRCDP are slated for removal or repurposing due to academic, housing, or research facility expansion, along with expanding the pedestrian campus walkway network which will affect traffic flow, while other campus parcels and areas are identified as potential sites for new parking. A comprehensive evaluation is needed to understand the net effect of these changes and inform decision-making regarding replacement capacity, investment priorities, and long-term planning.

Institutional Growth and Parking Demand

Recent and planned housing development on campus continues to increase the number of students living on campus. As additional housing becomes available, parking demand rises accordingly. Although a one-to-one parking ratio is neither desirable nor sustainable, the university must balance anticipated growth with appropriate levels of access, supported by practical and attainable alternative transportation options and updated permit policies. Clear, data-driven guidance is needed to determine how to right-size parking supply and provide alternative transportation options in tandem with expanding residential capacity.

The University of Idaho's designation as Idaho's only Carnegie R1 Research University underscores its ongoing commitment to significant research investment. Achieving and maintaining this designation will attract additional activities from potential students, faculty and staff. As research expands, so does the need for

reliable parking and mobility options that can serve a more diverse, year-round population of campus users.

Transportation Demand Management and Mobility Options

Alternative transportation methods are currently present on campus and operate with limited funding in competition with other institutional priorities. Although these services are not intended to replace the need for adequate parking, they remain an important supporting component of a balanced mobility strategy. The university seeks guidance on how to appropriately integrate these options, at a scale that is realistic and sustainable, to help moderate parking demand, improve system efficiency, and enhance overall campus access without shifting focus away from the core need for effective parking planning.

Scope/Intent of the RFQ

The suggested scope of work listed below outlines the comprehensive evaluation of the University's parking system, including capacity and future needs assessment, pricing strategy development, and policy evaluation to support long-term operational and financial sustainability.

1. Capacity and Future Needs Assessment

- **Evaluate Current Parking Supply and Utilization**
Conduct a detailed assessment of existing parking capacity, occupancy levels, and operational performance. Analysis should incorporate the upcoming License Plate Recognition (LPR) system scheduled for implementation in Fall 2026.
- **On-Campus Observational Studies**
Perform a minimum of two site visits to observe week-long parking patterns, utilization, and overall system behaviors.
- **Parking Infrastructure Review**
Assess the condition and performance of existing parking assets, including:
 - Maintenance prioritization and improvement needs for current lots
 - Gravel lots and the potential benefits of upgrading to university standards
 - Suitability and cost ranges for development of new lots and/or parking garages/decks
 - Identification of system efficiencies gained through improvements
- **Capacity Planning and Scenario Modeling**
Provide analysis and recommendations on:
 - The Long-Range Campus Development Plan's (LRCDP) near-term and long-term vision and how it will affect parking inventory, contemplate phasing and influence development strategies

- The university's ability to accommodate enrollment growth with current parking resources
- Strategies for replacing lost parking capacity through new construction, land lease, or Public-Private-Partnership (P3) opportunities, pricing adjustments, and/or policy changes
- Future demand thresholds that would trigger the need for structured parking (garage or deck) and the associated considerations
- Long-term alternatives once the campus reaches maximum build-out of surface parking (i.e. alternative transportation strategies)

2. Pricing Strategy and Implementation

- **Rate Structure Analysis**
Review existing parking permit pricing, hourly rates, and comparative benchmarks (i.e. cost of living, wages) to establish an appropriate pricing model aligned with system goals, future development, parking availability, and financial sustainability.
- **Pricing Recommendations**
Provide recommended pricing levels for permits and hourly parking, including supporting rationale and anticipated system impacts.
- **Capital Planning Strategy**
Analyze the university capital planning structure and provide recommendations in which a parking capital improvement plan and related potential capital strategies may successfully execute future implementation of infrastructure upgrades.
- **Phased Rollout Plan**
Develop a timeline for implementing permit price increases, including recommended sequencing tied to strategic goals and stakeholder engagement approach.

3. Policy Evaluation and Development

- **Review of Current Parking Policies**
Analyze existing parking permit categories, assignments, and usage rules for commuter, residential, and specialty user groups.
- **Policy Recommendations**
Provide input and recommendations for updating or creating new policies addressing:
 - First-year student parking restrictions
 - Procedures and mitigation strategies when parking is displaced by new building construction
 - Tiered or structured permit policies based on location, lot size, or availability
 - Permit allocation, distribution, and eligibility criteria for commuter vs. residential users
 - Integration of pricing, enforcement, and operational considerations into permit policies

- **Policy Frameworks for Future Growth**

Recommend policy approaches that support long-term system sustainability, including demand management tools, incentives, and guidelines aligned with potential structured parking or transit expansion.

Timeline

The university's goal is to complete the study by the end of calendar year 2026, recognizing the importance of incorporating data from the License Plate Recognition (LPR) system anticipated to be implemented in Fall 2026. The project schedule and phasing will remain flexible and may be refined collaboratively with the selected consultant following contract execution.

Deliverables

Deliverables are to include copies of supporting documentation throughout the process (i.e. agendas, minutes, presentations, notes, imagery, maps – CAD, GIS or otherwise) and a final report. Community outreach documentation should also be included such as copies of collateral and results/findings.

A final plan must include a comprehensive report in an editable and final format (i.e. InDesign, Word, PPT, Excel, etc.) to include:

- Full written report summarizing process, analysis and final recommendations
- Forecast models, tim projections, pricing strategy, financial modeling
- Policy documents and supporting information for policy proposals
- Technical maps, imagery, layout configuration recommendations
- Metrics and data files for future metric tracking
- Imagery files in original format outside of the report

Required Services

The selected consultant shall provide professional parking systems planning and advisory services in alignment with the University of Idaho's Long Range Campus Development Plan (LRCDP), applicable campus planning documents, and relevant operational and policy considerations. The consultant's work shall be analytical and strategic in nature and is not intended to include architectural or engineering design, construction documentation, or construction administration services.

The consultant shall coordinate as needed with the university project manager, parking deputy director and staff, and relevant stakeholders to review data, confirm assumptions, discuss findings, and refine recommendations throughout the duration of the engagement.

Services shall include, but are not limited to, the following:

- The aforementioned scope and intent of the RFQ
- Review and analysis of existing parking supply, utilization, and operational performance
- Evaluation of current and future parking demand, including impacts from construction activity, LRCDP development, enrollment growth, housing expansion, and research growth
- Development of parking capacity forecasts and scenario analyses
- Assessment of parking infrastructure conditions and high-level improvement or replacement strategies
- Pricing analysis and recommendations for permits and hourly parking, including phased implementation strategies
- Review and development of parking policies, permit structures, and allocation frameworks
- Identification of strategic triggers and considerations for future structured parking
- Evaluation of parking-related implications associated with alternative transportation and demand management strategies
- Development of implementation frameworks, timelines, and prioritization guidance

The consultant shall prepare planning-level cost ranges, financial analyses, and economic evaluations sufficient to support strategic decision-making. Detailed design-level cost estimating is not required.

The consultant may be requested to present findings and recommendations to University leadership, campus stakeholders, or governing bodies as part of the engagement.

Future services may be requested at the university's discretion. Any additional services, if desired, will be negotiated and authorized separately by the University of Idaho.

Informational Documents

The UI Strategic Plan and Long Range Campus Development Plan and other pertinent documents are available on the UI web pages. Items of specific interest include:

- University website: uidaho.edu
- University of Idaho Parking and Transportation website: <https://www.uidaho.edu/parking>
- University Strategic Plan: uidaho.edu/about/thinking-big/strategic-plan

- University Long Range Campus Development Plan (LRCDP):
www.uidaho.edu/leadership/finance-administration/campus-planning-development
- University of Idaho Architectural and Engineer Services, along with University of Idaho Design and Construction Project Standards:
www.uidaho.edu/leadership/finance-administration/campus-planning-development

Proposal Content

A. Basic Qualifications:

Provide basic data relative to the firm's size, history, personnel, special expertise and general credits and qualifications. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

B. Specific Qualifications:

List the team anticipated to accomplish the work required by this request, including any anticipated sub-consultants. Describe who will perform the various tasks, a percentage of time for their involvement, responsibilities and their qualifications. Demonstrate the ability of the project manager and proposed team members to work collaboratively with institutional stakeholders to successfully deliver a project of similar size, scope and complexity. Attention to previous, successful collaborations on similar projects is desired.

C. Approach to Project:

Include a statement of your approach to projects of this nature and how that approach is to be applied in this specific instance. Include an understanding of the university's project as currently defined, possible alternative methods and concepts which may be considered, a preliminary schedule indicating staff and resources to be applied to the project and a preliminary outline of the projected time schedules. Experience with the State of Idaho and University of Idaho processes, procedures, specifications, etc. should be included if applicable.

D. Relevant Experience:

Provide information regarding specific involvement with projects of this type having similar characteristics. Specifically, the university is interested in demonstrated expertise in the strategic planning creation for a short- and long-range parking plans for a higher education campus. Provide a list of a minimum of three (3) similar, or related, studies and plans, with brief descriptions, demonstrating an ability to accomplish projects of this scope.

E. Past Performance:

Submit a minimum of two (2) letters of reference from prior clients or client representatives for this type of management consultant work. Letters from projects listed in Item D are preferred.

F. Additional Information:

Include additional information as applicable.

Submittal

Submit five (5) printed copies of the submittal and an electronic PDF of the submittal. The submittal should be bound and no larger than 8.5”x11” document size with font size no smaller than 10 points. To assist in the evaluation, format the proposal in a similar fashion to the headings listed herein and provide pages numbers. Proposals should be clear and concise. Emphasis should be placed on the specific qualifications of the persons who will actually perform the work of this contract and the specific approach to the execution of said work.

Pre-Submittal Conference

A non-mandatory virtual pre-submittal conference is available for interested parties on Thursday, March 12 at 1:00PM PT. A brief overview will be provided of the RFQ and the remainder of the time will be used for questions and discussions. The virtual meeting link is:

Thursday, March 12: 1:00PM PT

Zoom Link: <https://uidaho.zoom.us/j/81151347810?from=addon>

Meeting ID: 811 5134 7810

Evaluation

A selection committee will consist of five people from the University of Idaho Architectural and Engineering Services, Parking and Transportation Services, and other campus stakeholder groups. The evaluation process is intended to evaluate the capabilities of interested firms to provide services to the university for this project within the context and confines of defined project schedule.

Submitted Evaluation:

The evaluation process evaluates submitted qualifications based on the following criteria:

- A. Basic Qualifications – 10 pts
- B. Specific Qualifications – 20 pts
- C. Approach to Project – 25 pts
- D. Relevant Experience – 25 pts
- E. Past Performance – 15 pts
- F. Overall Impression – 5 pts

Interview Evaluation:

Shortlisted firms will be invited to participate in in-person interviews in Moscow, Idaho, on **Tuesday, April 14, 2026**. All parties will be notified of the exact times and venue/application of their interview. Interested firms should hold these dates available.

Each interview will be a maximum of 60 minutes in duration. The format of the interview will be left up to the proposing firm/team; however, at least 15-20 minutes should be reserved for questions by the selection committee. Members of the firm/team's proposed project management group must be present at the interview. If unforeseen circumstances won't allow sub-consultant firms to be present, they may attend via a virtual meeting tool in order to provide additional information and assist with the presentation. From the perspective of the university, it is not necessary that members of sub-consulting firms be present, however, highly desirable if a majority of the work is performed by the sub-consultant(s). The presence of sub-consultants is therefore at the discretion of the proposing firm/team.

Final selection will be based on qualifications, understanding of project goals, and interview performance.

Award

Based upon the results of the evaluation committee, the selection committee will recommend a course of action to the University of Idaho executive leadership. A notice of intent to negotiate will be issued by the University of Idaho in accordance with the prescribed procedure.

The university will select one firm for the award of the Long Range Parking and Transportation Plan project. Final award is contingent upon successful negotiation and approval of a professional services agreement.

Proposed Schedule

Issue RFQ:	Monday, February 23, 2026
Virtual Pre-Submittal Conf:	Tuesday, March 12, 2026 @ 1:00PM PT (Non-Mandatory)
Solicitation Protest Deadline:	Friday, March 13, 2026 @ 12:00PM PT
Qualifications Due:	Thursday, March 26, 2026 @ 5:00PM PT
In Person Interviews:	Tuesday, April 14, 2026
Announce Final Selection:	Monday, April 20, 2026

Anticipated Performance Period

The university's goal is to complete the study by the end of calendar year 2026, recognizing the importance of incorporating data from the License Plate Recognition (LPR) system anticipated to be implemented in Fall 2026. The project schedule and phasing will remain flexible and may be refined collaboratively with the selected consultant following contract execution.

Additional services and related performance periods may be awarded by the university at the discretion of the university.

Selection

The University of Idaho will attempt to select a consultant/team no later than **Monday, April 20, 2026**. Upon selection of consultant firm/team, the University will issue a letter of intent to negotiate. However, final award shall be contingent upon the successful negotiation and approval of a contract. The contents of a submitted proposal may be incorporated in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could be folded into contractual obligations.

Additional Information

The University of Idaho reserves the right to reject any and/or all proposing consultant firms interviewed.

The University of Idaho may also negotiate separately with any source in any manner necessary to serve its best interests.

The university reserves the right to investigate and confirm the proposer's financial responsibility. This may include review of financial statements, bank references, and interviews with past clients, employees, consultants and creditors. Unfavorable responses to these investigations may be grounds for rejection.

Idaho State law prohibits some professionals from soliciting business in the State of Idaho without proper Idaho licensure. Firms not properly licensed in Idaho, or, unsure of their licensure status, are advised to consult with the Idaho Division of Occupational and Professional Licenses (IDOPL), or an attorney licensed to practice in Idaho ***before*** submitting a response to this invitation.

Protests

Solicitation Protests:

If any invitee is in doubt as to the true meaning of any part of this Request for Qualifications, or detects discrepancies or omissions, such invitee may submit to the university a written request for an interpretation thereof.

If any invitee feels that a particular solicitation provision, condition, or specification limits competition, such invitee may submit to the university a written request for change, including reasons for the request and the proposed change.

Any interpretation of the invitation or approval of changes will be made only by addendum duly issued. A copy of each addendum will be mailed, faxed, or delivered to each invitee receiving an invitation to interview and becomes part thereof.

Receipt of each numbered addendum shall be acknowledged by the invitee in the response to the invitation to interview. The university will not be responsible for any other explanation or interpretation of the invitation to interview.

Prospective interviewees may submit a request for change of particular solicitation provisions and specifications and conditions no later than March 13, 2026 @

12:00PM PT. Such requests for change shall include the reasons for the request and any proposed changes to the solicitation provisions, specifications, and conditions.

Selection Protests:

Any invitee who claims to have been adversely affected or aggrieved by the selection of competing invitees to interview, or by the final selection of a candidate to recommend to the University of Idaho Executive Leadership for award, shall have five calendar days after notification of those firms who will be considered further for this award to submit a written protest of the selection to the Senior Associate Vice President, Capital Planning and Budget, University of Idaho, Moscow, Idaho 83844. This written notification is to be received by 5:00 PM PT within the identified five (5) calendar-day period.

Additional Requirements:

Any firm which accepts an interview shall represent and warrant the following:

- A. That it is financially solvent, able to pay its debts as they mature, and possessed of sufficient working capital to perform the services and work described herein;
- B. That it is capable of performing and completing the services and work described herein and has sufficient resources, experience and competence to do so; and
- C. That it is authorized to practice and to do business in Idaho, properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over it and the services and work described herein, and has or will obtain all licenses and permits required by law.

Submittal Requirements:

Interested firms should submit five (5) copies and one (1) electronic copy of the response materials as described herein. All submittals shall be clearly labeled, reference this RFQ, and be submitted no later than **5:00PM PT, Thursday, March 26, 2026**, and delivered to:

Céline Acord, Project Manager
Architectural and Engineering Services
University of Idaho
875 Perimeter Drive MS 2281
Moscow, Idaho 83844-2281
celine@uidaho.edu

File Record: [https://vandalsuidaho-my.sharepoint.com/personal/celine_uidaho_edu/Documents/DOCS TO SHARE/LRCDP/Parking/Long Range Parking and Transportation Plan-AI-Draft SR_joint edits 10-29-25.docx](https://vandalsuidaho-my.sharepoint.com/personal/celine_uidaho_edu/Documents/DOCS%20TO%20SHARE/LRCDP/Parking/Long%20Range%20Parking%20and%20Transportation%20Plan-AI-Draft%20SR_joint%20edits%2010-29-25.docx)