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ADDENDUM NO. 1

Date: March 13, 2026

UI PN: CP260041

TO THE RFQ DOCUMENT

For consulting services for the:

UNIVERSITY OF IDAHO
LONG-RANGE PARKING AND TRANSPORTATION PLAN
University of Idaho, Moscow, Idaho

To all Holders of the RFQ Document and/or Prospective Respondents:

The following changes, additions, and/or deletions are hereby made a part of the RFQ Document for the University of Idaho, **Long-Range Parking and Transportation Plan** project at the University of Idaho, Moscow, Idaho, dated February 23, 2026, as fully and completely as if the same were fully set forth therein:

RFQ:

1. **DELETE AND REPLACE** the date listed for Interviews and Announcement of Final Selection:

Interviews: Tuesday, April ~~14~~ **21**, 2026

Announce Final Selection: Monday, April ~~20~~ **27**, 2026

(Author's Clarification Note: These dates were correctly written, however scheduling conflicts have arisen.)

Pre-Submittal Conference Meeting:

Also included is documentation from the non-mandatory Pre-Submittal Conference Meeting held virtually on Thursday, March 12, 2026, at 1:00PM PT.

We look forward to receiving submittals which are **due by Thursday, March 26, 2026, 5:00pm PT.**

Thank you for your interest,

Céline Acord
Project Manager
Architectural & Engineering Services

PRE-SUBMITTAL CONFERENCE MEETING

Thursday, March 13, 2026 @ 1:00PM PT (virtually)

UI PN: CP260041

UNIVERSITY OF IDAHO LONG-RANGE PARKING AND TRANSPORTATION PLAN

University of Idaho, Moscow, Idaho

MEETING RECORDING:

https://uidaho.zoom.us/rec/share/95H6olQ_LSDlC7VeQqqzHOJLU8xGmsw1pK8Yszuc0SGcpxB3b0w0pLu6hYtWYrVm.0yT61Pl3q58h_xPe

ATTENDEE LIST:

- Céline Acord, University of Idaho
- Stuart Robb, University of Idaho
- Steve Mills, University of Idaho
- Lee Espey, University of Idaho
- Cathy McKay, SCJ Alliance
- Anna Laura Harmjanz, DJ&A
- Annie Engen, DJ&A
- Brett Wood
- Lana Root, Walker Consultants
- Owen Ronchelli, RWC
- Patrick Russell, Kimley-Horn
- Angela Taylor, Keller Associates
- David Lieb, Walker Consultants
- Brian Shaw, Kimley-Horn
- Eric Haggett, Walker Consultants

PRESENTATION SLIDES (ENCLOSED)

MINUTES:

1. Introductions
2. Project Overview
 - Additional information from the recently approved LRCDP can be found [online](#)
3. Scope of Work

- Capacity and Future Needs Assessment
- Pricing Strategy and Implementation
- Policy Evaluation and Development

4. Timeline

- Ideally work is completed by end of 2026, deliverable by spring 2027

5. Questions

- Some questions were asked prior to the meeting. Information provided on slide deck.
- Some questions were asked in the meeting:

a) Is there a page limit for this proposal?

- No, one was not specified in the RFQ. Only a font size and paper size.

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.

b) Do you have a budget in mind?

- We are hoping to keep the contract in the \$100,000 - \$120,000 range. Much of our existing data is readily available, and better data will begin to be captured with the implementation of License Plate Recognition (LPR) next month. Similarly, the recently adopted Long Range Campus Development Plan has much of the future forecasted.

6. Evaluation Process

- Change in date for interviews – now to be held in person on Tuesday, April 21. Addendum will reflect this change.
- Evaluation criteria point breakdown for interviews provided

7. RFQ Timeline

- Review of timeline, and noted interview date change, along with the final selection date change



**University
of Idaho**

REQUEST FOR QUALIFICATIONS

Long Range Parking and
Transportation Plan

Pre-Submittal Conference | March 12, 2026



AGENDA

- I Introductions
- I Project Overview
- I Scope of Work
- I Questions / Discussion

PROJECT OVERVIEW

- I The system includes approx. 6,800 parking spaces across 99 paved and gravel surface lots and campus and city streets.
- I LRCDP envisions future development for building expansion, pedestrian walkways and revisions to traffic flow patterns – all which will affect the distribution of parking resources.
- I 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.





PROJECT OVERVIEW

- I** The LRCDP is posted at Architectural and Engineering Services website: <https://www.uidaho.edu/leadership/finance-administration/campus-planning-development#planning>
- I** Technical Report Section C4 provides additional information regarding Mobility, Circulation and Parking

Campus development planning

The Long-Range Campus Development Plan (LRCDP) connects the unique physical character of University of Idaho's Moscow campus with the university's strategic goals — to be the West's premier residential campus, grow globally competitive research programs and expand statewide outreach. The plan guides thoughtful principles and guidance, fostering sustainable growth while preserving the open spaces, features, essential character and natural beauty that define U of I.

Shaped by input from students, faculty, staff and alumni, the LRCDP is both a vision and a promise — to safeguard the university's character while ensuring smart, cost-effective planning for the future.

Long-Range Campus Development Plan (Vision 2025)

[LRCDP full text document](#)

[Illustrative plan](#)



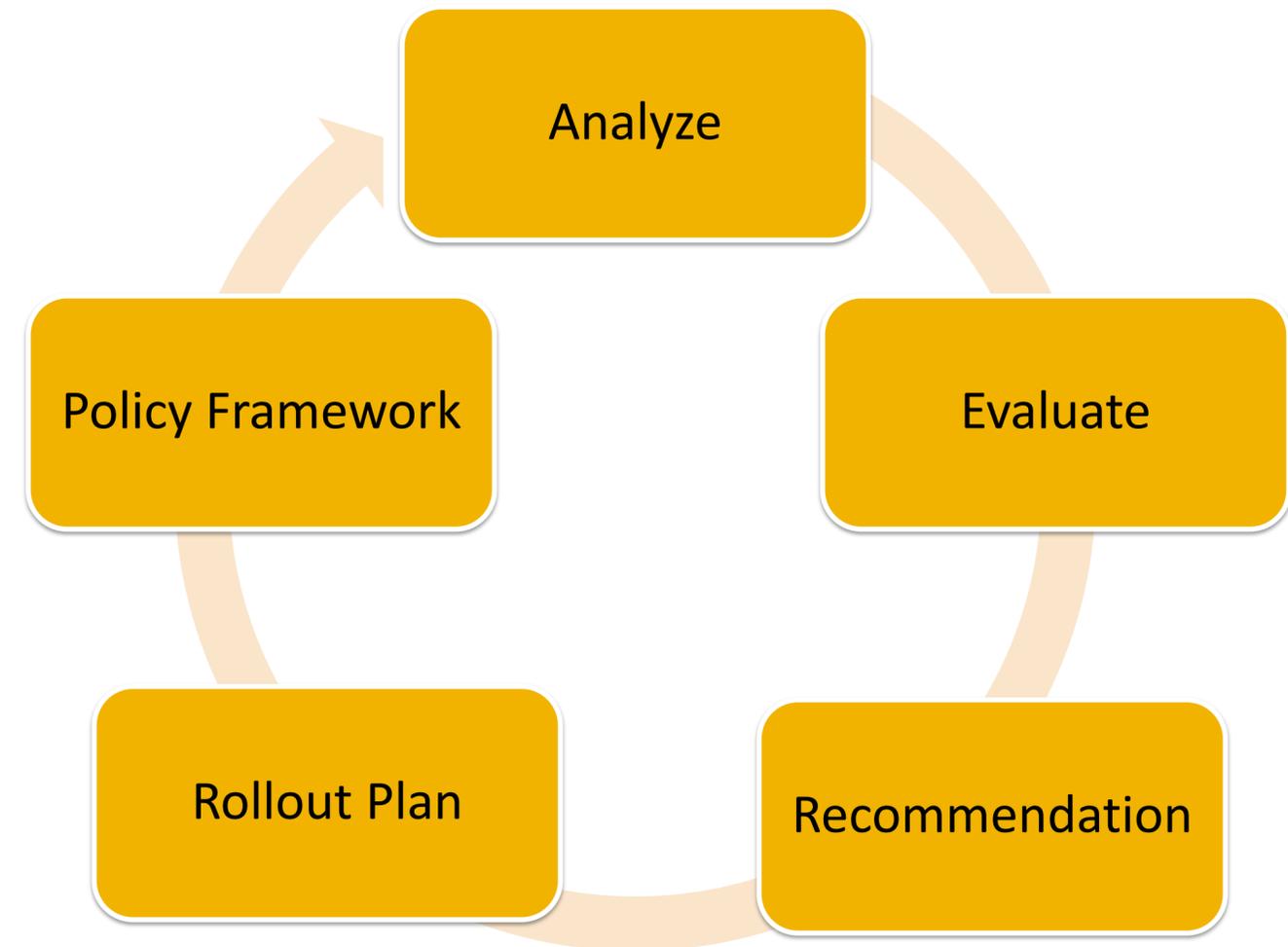
PROJECT OVERVIEW

I Scope of Work:

1. *Capacity and Future Needs Assessment*
2. *Pricing Strategy and Implementation*
3. *Policy Evaluation and Development*

I Timeline:

- Complete study by end of 2026
- Deliverable by spring 2027





QUESTIONS ANSWERED THUS FAR

- I** What system-level data is available (parking inventory, sample occupancy, PARCS data, etc.) now vs. what needs to be collected as part of this project?
 - Currently we have permit sale data (historic), parking utilization data is limited with a 4-day yearly sampling of occupancy per lot taken first few weeks of school each year. Usage collected 3-4 times per day. PTS will be utilizing LPR beginning next month to start more systematic usage collection that than be provided moving forward.
- I** Existing Permit/Citation Management System and LPR system being implemented: EDC -AIMS
- I** Current tiered permit system implemented in 2018
- I** Hourly rates changed 3 years ago.
- I** Last PCI (Pavement Condition Index) was performed about 7 years ago and results of this and prior assessment can be made available.
- I** University internal working group for the project includes: AES (Architecture and Engineering Services), PTS (Parking and Transportation Services), and DFA (Division of Finance and Administration). Additional units may be called on, as needed.



EVALUATION PROCESS

INTERVIEWS: ~~TUESDAY, APRIL 14~~

TUESDAY, APRIL 21

- I** Basic Qualifications – 10 pts
- I** Specific Qualifications – 20 pts
- I** Approach to Project – 25 pts
- I** Relevant Experience – 25 pts
- I** Past Performance – 15 pts
- I** Overall Impression – 5 pts



RFQ TIMELINE

- I Pre-Submittal Conference: Thursday, March 12 @ 1:00PM PT
 - *Addendum #1* *Friday, March 13 by 12:00PM PT*
- I Solicitation Protest Deadline: Friday, March 13 @ 5:00PM PT
- I Qualifications Due: Thursday, March 26 @ 5:00PM PT
- I In Person Interviews: ~~Tuesday, April 14~~ **Tuesday, April 21**
- I Announce Final Selection: ~~Monday, April 20~~ **Monday, April 27**



University
of Idaho

QUESTIONS?

RFQ SUBMISSIONS DUE BY

5:00PM PT, THURSDAY, MARCH 26