TRIANGLE WEST
Transportation Planning Organization

ADDENDUM NUMBER 2

RFLOI for Downtown Durham Parking Study

Addendum Issue Date: November 5, 2026

Purpose: The purpose of this Addendum is to make available answers to questions received about the RFLOI and scope of work.

Acknowledgement: The Triangle West Transportation Planning Organization will not be held liable if a particular Firm did not receive this addendum.

QUESTIONS AND ANSWERS

Questions and Answers (Addendum)

Downtown Durham Parking Study Consulting Services

> **A note on expectations.** Several questions touch on a common theme, which the project team wishes to state once, clearly. This study is to be completed within the scope, schedule, and budget defined in the RFLOI, using innovative, data-driven methods rather than the labor-intensive techniques of a traditional parking study. The City and its partners will provide the data and materials identified in the solicitation and will convene a focused set of stakeholders to advise the work. Proposers are expected to demonstrate creative, efficient approaches that deliver decision-grade results within these parameters; letters of interest that propose additional scope, new field-data collection, or expanded studies beyond those described are not sought.

Q1. Can you please clarify whether an on-street parking utilization study is intended to be included in the scope of work?

Response. A full on-street parking utilization study, including manual counts, is not part of this scope and is not expected. The scope does include a rates and revenue strategy (Task 3), and the City is specifically seeking on-street rate strategies developed in relation to its off-street rates — informed by available data and market analysis rather than a traditional on-street utilization study. Proposers are encouraged to describe innovative, data-driven methods for developing on-street and off-street rate strategies together, without new field-count data collection.

Q2. Please provide insight into the level of community or stakeholder engagement that is desired for this study?

Response. Broad community engagement is not part of this study. The City and its partners will identify a focused set of key stakeholders to review and advise the work at defined points. Given the project's tight schedule, the City is interested in proposers who can offer creative, efficient methods for engaging that stakeholder group and incorporating its input — rather than the extended public-outreach process of a traditional parking study.

Q3. What is the age of the City's parking structures, and does the City have a rich heritage of performing regular asset management that includes parking structure condition assessments every five years or so? If not, should the consultant propose to complete a parking conditions assessment for each asset?

Response. The City of Durham Parking Facilities Maintenance Program, completed in 2022, serves as the most recent facilities condition assessment. It includes recommendations on infrastructure investment and asset-management approaches that the City is addressing through its Capital Improvement Program, and it will be provided to the selected consultant for use in the analysis. An additional conditions assessment is not part of this scope and should not be proposed. The City is seeking consultants with real-estate and asset-economics expertise who can perform the required analysis using the provided condition data and the other materials identified in the solicitation.

Q4. When you say "optimize," what is your definition of the term as it relates to the parking system it intends to keep?

Response. Defining what an optimized parking system looks like for Durham — including the organizational and operational model best suited to managing parking into the future — is precisely the question this study is designed to explore. Rather than prescribe a definition at the outset, the solicitation asks proposers to bring innovative approaches and analysis that help the City answer it. Proposers should demonstrate how they would approach that question within the scope provided.

Q5. What is the history of technology, signage, and other upgrades? Are you able to list the recent upgrades since the 2018 study?

Response. A catalogue of upgrades since the 2018 study is not available for distribution during the solicitation period. The City will provide available information on technology, signage, and related changes to the selected consultant at project start, and will work with the consultant to assemble a complete picture of parking developments since 2018. The

City is seeking a consultant prepared to receive and synthesize this information efficiently at the outset of the engagement.

Q6. What's the backstory informing this request for a letter of interest? It seems that there is more to do than what the RFLOI says. What are the recent priorities and concerns of the elected officials, senior-level city staff, and CPRC?

Response. The project background and purpose are set out in full in the RFLOI, and that document reflects the intent of the sponsoring agencies. Additional background beyond the solicitation will not be provided during this period; proposers should base their letters of interest on the information in the RFLOI. The study itself is designed to surface and address the relevant priorities through its defined tasks.

Q7. What are the larger transportation goals of this community, and how does parking fit into these goals?

Response. The City looks forward to reviewing its transportation goals, and how parking supports them, with the selected consultant at project start. In the meantime, proposers can learn more about the City's Transportation Department and its initiatives at durhamnc.gov.

Q8. What does the most recent master plan include in terms of future development projects, and what does the master plan say about parking?

Response. The City does not maintain a document titled "master plan." Information on the City's adopted plans and strategies, including its Comprehensive Plan, is publicly available at durhamnc.gov, and proposers are encouraged to review it there.

Q9. What level of public outreach is the CPRC, Triangle West TPO, and the City of Durham seeking to achieve? Both internal and external stakeholders?

Response. As noted in the response to Q2, broad public outreach is not part of this study. A focused set of internal and external stakeholders, identified by the project team, will be engaged to review and advise the work at defined points. Proposers are encouraged to propose efficient, creative methods for that engagement, consistent with the project's schedule.