REQUEST FOR INFORMATION
for
Tractor Trailer Truck Parking Options in the City of Philadelphia

Issued by:
THE CITY OF PHILADELPHIA ("City")
Managing Director’s Office of Transportation & Infrastructure Systems ("oTIS")

This document contains a Request for Information (RFI) about options to provide long-haul and local-serving tractor trailer truck parking in the city of Philadelphia. The information obtained from this RFI will inform City policies, future actions, and potential contracting opportunities related to truck parking facilities in Philadelphia. Respondents to this RFI should follow the enclosed guidance when responding.

Responses must be received no later than 5:00 pm, Eastern Standard time, on Friday, June 29, 2018.

Submit responses to:
Elizabeth H. Lankenau, AICP
Office of Transportation & Infrastructure Systems
elizabeth.lankenau@phila.gov

James F. Kenney, Mayor
Michael A. Carroll, Deputy Managing Director, Office of Transportation & Infrastructure Systems
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REQUEST FOR INFORMATION: TRACTOR TRAILER TRUCK PARKING OPTIONS
IN THE CITY OF PHILADELPHIA

RESPONSE CALENDAR

RFI release date
Monday, May 14, 2018

Deadline for questions, requests for clarification, or additional information
Friday, May 25, 2018

RFI response due date
Friday, June 29, 2018

RFI CONTACT INFORMATION FOR REQUESTS

All questions concerning this RFI must be submitted via email no later than 5:00 PM, Eastern Standard time, on Friday, June 29, 2018, and directed to:

Elizabeth H. Lankenau, AICP
Office of Transportation & Infrastructure Systems
elizabeth.lankenau@phila.gov

Responses to such questions and requests shall be at the City’s sole discretion and nothing in the RFI shall create an obligation for the City to respond to the submitting party or at all. At the City’s sole discretion, responses may be posted on the City’s website (https://bigideasphl.com/) without formal notification to prospective respondents.

The City, at its sole discretion, may issue addenda to this RFI containing responses to questions and requests for information, clarifications of the RFI, revisions to the RFI, or any other matters that the City deems appropriate. Addenda, if issued, will be posted on the City’s website at: https://bigideasphl.com/. It is the Respondent’s responsibility to monitor the site for Addenda and to comply with its terms.

Oral responses by any City employee or agent of the City are not binding and shall not in any way be considered as a commitment by the City.

If a Respondent finds any inconsistency or ambiguity in the RFI or an addendum to the RFI issued by the City, the Respondent is requested to notify the City in writing.

UNDERSTANDING OF THE PROBLEM

Philadelphia and its surrounding region lack adequate facilities and resources for truck parking. This is documented in national, state, and regional studies, and is true for long-haul drivers as well as local owner-operators. The lack of parking is more than just an inconvenience; it is a matter of public health and safety for truckers and all of the people who share the roads with them.

The National Coalition on Truck Parking was formed in response to the Federal Highway Administration’s Jason’s Law. Passed in 2012, this law is named in honor of Mr. Jason Rivenburg, a truck driver who, unable to find a truck facility, was murdered while sleeping in his truck at an abandoned gas station. He was waiting for a delivery location to open. Addressing the shortage of truck parking has since become a
national priority, and the United States Department of Transportation is required to conduct a survey of states to: 1) evaluate their capacity to provide adequate parking and rest facilities, 2) assess the volume of commercial motor vehicle traffic, and 3) develop a system of metrics to measure the adequacy of motor vehicle parking facilities.

Even before Jason’s Law, the Pennsylvania State Transportation Advisory Committee prepared a report, *Truck Parking in Pennsylvania* (2007). It summarizes the main parking issues for the Commonwealth, which remain true more than a decade since its publication (pp. 37-38):

- There is a shortage of truck parking in Pennsylvania.
- A shortage of truck parking compromises safety and contributes to other problems, such as environmental impacts and congestion issues.
- The causes of the truck parking problem are complex, including Federal hours-of-service regulations, Pennsylvania’s proximity to major consumer markets, increasing truck volumes, and continuous movement of goods.
- Enforcement alone is not the answer. Enforcement officials are attuned to the Federal hours-of-service regulations imposed on drivers, and if there are no safe places for truck drivers to park, they may not want to wake a tired driver, which would create another safety hazard.
- Truck parking demand will continue to grow. The Statewide Freight model predicted a 50% increase by 2030, and greater increases along major truck routes. Given this growth, and changes in hours of service regulations, maintaining the status quo will only exacerbate potentially unsafe conditions affecting all users of our streets and highways.
- In urban areas, this problem is especially complex. There is likely no “one size fits all” approach to alleviate the problem, and although attention is growing, there are still no clear champions to solve the problem.

The Delaware Valley Regional Planning Commission (DVRPC) published its *Regional Truck Parking Study* in 2011. Like the aforementioned studies, it focused on overnight truck parking; however, it also looked at short-term parking needs. It acknowledges that drivers may need to wait for a distribution center to open, or wait for a local business to accept a delivery. Drivers need down time to get instructions for their next job, or simply to eat lunch. Absent parking options, some drivers may exacerbate traffic congestion by pulling over in shoulders or double parking. While limiting hours of delivery may address the congestion issue, it does nothing to provide an option to the truck drivers for their short-term needs.

This RFI asks that respondents join the City to seek adequate parking solutions for truck drivers in Philadelphia. The City seeks innovative ideas from all segments of the motor freight industry, understanding that the industry representatives best know the industry’s various needs.

**BACKGROUND**

Leaders in the City of Philadelphia recognize the vital role of the trucking industry to the Philadelphia of today and tomorrow, and seek to provide safe, convenient, and affordable parking options for long-haul and locally based tractor trailer truck drivers. With trends showing that the trucking industry is growing, the need for parking options in the City is more than one of convenience for drivers, or solving a local land use problem, it is a public safety issue for all modes of transportation. Indeed, before the City can adequately enforce or restrict truck parking within the city, safe and legal parking options should be explored and communicated.

In 2017, the City of Philadelphia formed a Truck Circulation and Delivery Management Working Group to focus on issues related to goods movement. Most relevant to this RFI, the Working Group seeks to identify
strategies, business models, and locations for tractor trailer parking to meet the needs of long-haul and owner-operator truck drivers.

As discussed above, robust documentation exists in national, state, and regional studies about the dearth of overnight parking facilities, including in southeastern Pennsylvania (see Relevant References section). Locally, however, only anecdotally has the City received complaints about tractor trailers parking overnight in residential areas and in unsafe locations, such as along roadway shoulders. While strong documentation of problem locations does not exist, DVRPC, the expert agency on truck issues in the region, has noted the following through the course of its ongoing research on the subject in Philadelphia:

- Truck parking in residential neighborhoods does not appear to be a city-wide problem, but is restricted to certain neighborhoods.
- The tolerance and perception of truck parking may vary from location to location.
- Comprehensive data on truck parking violations is not readily available, something that is true of many aspects of truck activity in Philadelphia.
- People generally grasp the gravity of the truck parking issue in a short conversation, but translating that to action has been difficult.

GOALS
Through this RFI, the City seeks input about how it can work with the trucking industry as well as related businesses and entities to safely and reliably present affordable parking options for tractor trailer drivers whose needs may vary.

Three (3) goals have been identified.

Goal 1: Identify opportunities and interest in establishing a full-service truck stop in Philadelphia, primarily for the use of long-haul truck drivers. The purpose would be to close the gap of parking spaces and services needed in the region for long-haul truck drivers.

Goal 2: Identify opportunities to establish safe, affordable, and convenient parking options for locally based tractor trailer drivers to park their vehicles when not in use, such as in a secured lot that leases spaces. The purpose would be to encourage truck drivers to park legally and away from areas deemed sensitive, such as residential areas, schools, parks, and recreation centers.

Goal 3: Identify short-term parking options for any trucker who needs to wait before making a pick up or drop off. The purpose would be to encourage drivers to park in safe locations while waiting or resting, but who may not need the services provided, or the expense incurred, at a full-service truck stop.

A series of questions appears in Appendix A, but broadly, this RFI seeks to understand the range of feasible facility types, to match these to our truck parking goals, and identify barriers that can be overcome to expand feasible options.

Ultimately, the City wishes to provide reasonable options to encourage truck drivers to park safely, affordably, and legally in appropriate locations as conveniently as possible. However, if respondents have suggestions about associated enforcement tactics to make the use of parking options more appealing, those ideas would be appropriate to raise in a Response.
Definitions

The following terms appear in this RFI and/or Appendix A, and for the purposes of this RFI are defined as follows:

*Distribution Center* – A warehouse facility that holds inventory pending distribution to the appropriate stores.

*Local-Serving Truck Parking Facility* – A simple parking lot facility. Could be made available to an owner-operator and/or private carrier who lives in the Philadelphia area and wants to rent a space, on a long-term basis, to store their vehicle overnight. Could be used for short-term waiting to make a drop off or pick up when a full-service truck stop is not needed or conveniently located.

*Long-Haul Truck Drivers* – Drivers of tractor trailers with delivery routes requiring drivers to sleep away from home for days or weeks at a time.

*Owner-Operator* – Truck operation in which the owner of the truck is also a driver.

*Private Carrier* – A carrier that provides transportation service to the firm that owns or leases the vehicles.

*Queuing (or Standing)* – Typically, on site (or off site) gathering of a number of trucks awaiting final delivery. For the purposes of this RFI, queuing is the term used for both types of gathering.

*Trucks* – The focus of this RFI is primarily large, tractor trailer type commercial vehicles. It includes unattended trucks, ie, tractor trailers or their components (tractors, trailers, or chassis) that are not in use.

*Truck Stop* – A commercial facility, generally proximate to a major roadway network, that provides refueling, rest (parking), and often ready-made food and other services to motorists, especially truck drivers.

**RELEVANT REFERENCES**

**Studies**


**Websites**


WHO SHOULD RESPOND
The City seeks responses from truck service and parking providers; parking management companies with an understanding of the needs, risks, and liabilities associated with truck parking facilities, or that of a similar industry; distribution centers; local labor organizations; and associations or other organizations with specific knowledge of truck parking needs in Philadelphia. Respondents may work independently or partner with other professionals to develop a Response.

HOW TO SUBMIT
One (1) electronic copy in machine-readable format (PDF preferred, MS Word format also accepted) should be sent via email to elizabeth.lankenau@phila.gov with the subject line: “RFI Submission: [Firm Name] – Tractor Trailer Parking Options.”

Please use the RFI Response Template provided in Appendix A for the Response. It is requested that, to the best of your ability, you use the numbering system in your format; if you choose to not respond to a question, please insert “N/A” to the corresponding number. If you group any questions into an answer, please indicate what numbers are being grouped. Email attachments should not exceed 10MB in total size. If large attachments are required, please use a file sharing service.

Respondents need not address every subject listed in the Response Template to respond to this RFI, but should identify the subject areas to be addressed, and describe the approach for each. Respondents may identify subject matter that is not listed, but in addition to the foregoing information, should explain why the subject matter is important to consider about truck parking options in Philadelphia.

Your submission shall include:
- A cover letter that identifies the type of organization or business of the Respondent, summarizes the key portions of the response, and indicates if supporting documentation is included in the response. Cover letters shall not exceed two pages and should provide clear primary contact information for the Respondent.
- The completed response itself, which should follow the format outlined in Appendix A, covering any or all of the areas of information requested by this RFI.

It is requested that you limit the size of your response to be no more than 25 pages (1” margin, 12 pt. font), including supporting documentation. The two-page cover letter is not included in this total. Responses must be received no later than, Friday, June 29, 2018, 5:00 PM, Eastern Standard time.

Questions regarding this RFI are to be submitted to https://bigideasphl.com/. You will need to register on https://bigideasphl.com/to post your question(s). Only questions posted using the comment tool on https://bigideasphl.com/ will be answered.

The RFI review team will include City staff from oTIS and other City departments and applicable regional organizations. The review team will NOT include representatives of any firms or organizations contracted by the City of Philadelphia that provide truck parking operations in the city.
CONDITIONS REGARDING RESPONSES
The Respondent shall be fully responsible for all costs associated with the development, preparation, transmittal, and submission of any Response or material submitted in response to this RFI. The City assumes no contractual or other obligations as a result of the issuance of this RFI, the preparation or submission of a Response by a Respondent, the evaluation of Responses, or the selection of any Respondent for further discussions.

It shall be the Respondent’s responsibility to ensure that its Response is complete, accurate, and submitted by the Submission Date and Time.

No oral response by any employee or agent of the City shall be binding on the City, or shall in any way constitute a commitment by the City.

Upon submission, a Respondent’s Response shall be the property of the City and will not be returned.

USE OF RESPONSES
The Responses submitted by Respondents to this RFI may be used by the City in the process of preparing a contract opportunity. A contract opportunity may be proposed if the City determines that it would meet the goal of providing long-haul and/or local-serving truck parking options within the city of Philadelphia. A Response to this RFI is not a requirement to submit a proposal for a contract opportunity.

CONFIDENTIALITY AND PUBLIC DISCLOSURE
Respondents shall treat all information obtained from the City that is not generally available to the public as confidential and/or proprietary to the City. Respondents shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. No other party, including any Respondent, is intended to be granted any rights hereunder. Respondents agree to indemnify and hold harmless the City, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney’s fees) resulting from any use or disclosure of such confidential and/or proprietary information by any Respondent or any person acquiring such information, directly or indirectly, from any Respondent.

RIGHTS AND OPTIONS RESERVED
In addition to the rights reserved elsewhere in this RFI, the City reserves and may, at its sole discretion, exercise any or more of the following rights and options with respect to this RFI if the City determines that doing so is in the best interest of the City:

- To reject, or decline to consider, any Response or all Responses; to cancel the RFI at any time; to elect not to proceed with further discussions with a Respondent or with any Respondent; or to reissue the RFI, or to issue a new RFI (with the same, similar, or different terms);
- To waive, for any Response, any defect, deficiency, or failure to comply with the RFI (collectively, “Defect”) if, in the City’s sole judgement, the defect is not material to the response;
- To extend the Submission Date/Time and/or to supplement, amend, substitute, or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting notice thereof on the City web page(s) where the RFI is posted;
- To require permit, or reject amendments (including, without limitation, submitting information omitted), modifications, clarifying information, and/or corrections to Responses by some or all Respondents at any time before or after the Submission Date/Time;
• To require, request, or permit, in discussion with any Respondent, any information relating to the subject of this RFI that the City deems appropriate, whether or not it was included, described, identified, or otherwise reflected in the Response;

• At any time determined by the City, to discontinue discussions with any Respondent or all Respondents regarding the subject matter of this RFI, and/or initiate truck parking options with any other Respondent or with entities that did not respond to the RFI; and

• To do any of the foregoing without notice to Respondents or others, except such notice as the City, in its sole and absolute discretion, elects to post on the City web page(s) where this RFI is posted.

This RFI, and the process described, are proprietary to the City, and are for exclusive benefit of the City. Upon submission, Responses to this RFI shall become the property of the City, which shall have unrestricted use thereof. The City will not accept any information considered as confidential or proprietary information. Responses may be subject to public disclosure under the Pennsylvania Right-to-Know Law.

By submission of a Response, Respondent acknowledges and agrees that the City, as a municipal corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including any response, the extent required thereunder. Without limiting the foregoing sentence, the City’s legal obligations shall not be limited or expanded in any way by a Respondent’s assertion of confidentiality and/or proprietary data.
## APPENDIX A: RFI RESPONSE TEMPLATE

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<th>1. GENERAL INFORMATION</th>
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<td>1.1 Organization Name:</td>
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<td>1.2 Street Address:</td>
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<tr>
<td>1.3 City, State, Zip:</td>
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<tr>
<td>1.4 Primary Business:</td>
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<tr>
<td>1.5 Point of Contact Name:</td>
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<td>1.6 Title:</td>
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<td>1.7 Phone:</td>
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<tr>
<td>1.8 Email:</td>
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<tr>
<td>1.9 Organization Web Address:</td>
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### 2. PROPOSAL INTRODUCTION

2.1 Provide a profile of your company/organization’s operations, including the number of years the company/organization has been in business; number of full-time employees; and brief description of the services or products offered. If your response represents collaboration, please describe the type of subcontractors or partners with whom you are responding. Resumes need not be included.

2.2 Describe your company/organization’s relevant experience (and that of partners, when applicable) in Philadelphia and/or elsewhere.

### 3. PROPOSAL BODY

#### GENERAL QUESTIONS

3.1.1 Given its diverse economy and the large geographic area it serves, how much overnight truck parking should be located within the city of Philadelphia? Please differentiate between traditional truck stops and parking serving locally based owner operators.

3.1.2 What are the major distinctions between parking facilities for long-haul versus locally based needs? How are those needs similar and different?

3.1.3 Could a hybrid model affordably, safely, and conveniently support both long-haul and locally based parking needs? If so, how might this operation work?

3.1.4 What is the best way to inform truck drivers of available spaces at truck parking facilities?

3.1.5 Are you aware of what incentives other cities have provided to encourage truck parking facilities, either truck stops and/or locally based owner-operator options, to open within their boundaries (eg, tax incentives, favorable lease agreements, expedited permitting, etc)?

3.1.6 What successful enforcement practices have you seen in other cities to encourage drivers to make use of the legal parking options available to them?

#### LONG-HAUL TRUCK PARKING OPTIONS

**Goal 1:** Provide a full-service truck stop in Philadelphia, primarily to serve the needs of long-haul truck drivers.

3.2.1 Where would full-service, amenity-driven truck stops be most appropriately located in Philadelphia? What parts of the city are in most need? Near what roadway network(s)?

3.2.2 Would one, large, strategically located truck stop be preferable to a few smaller Truck Stops located in key areas of the city?

3.2.3 What types of services and amenities are needed in the Philadelphia area for long-haul truckers?
| 3.2.4 | What is the minimum size parcel (and/or number of parking spaces) that a truck stop operator would require to open a business in Philadelphia? |
| 3.2.5 | Would a truck stop operator prefer to own land or enter into a long-term agreement with the City? If an agreement is acceptable, what is the minimum term needed? |
| 3.2.6 | What major obstacles exist to operating a truck stop in Philadelphia? Examples might include: perception that no land is available or too expensive, the cost of doing this type of business is too expensive in Philadelphia, unclear point of contact on proposing this use to the City, neighborhood opposition, etc. |
| 3.2.7 | What incentives would you recommend that the City consider to create a new a truck stop in Philadelphia? |

**LOCAL-SERVING TRACTOR TRAILER TRUCK PARKING OPTIONS**

**Goal 2:** Provide safe, affordable, and convenient parking options for Philadelphia-based tractor trailer drivers to park their vehicles when not in use, such as in a secured lot that leases parking spaces.

**Goal 3:** Provide short-term parking options for any trucker who needs to wait (or rest) before making a pick up or drop off in Philadelphia.

| 3.3.1.a | For leased parking spaces and/or queuing, are there basic site needs that would be required versus preferred? Examples may include fencing, lighting, bathrooms, electronic access, other types of security, regular cleaning service, etc. |
| 3.3.1.b | Are there other services or amenities that are desirable (eg, repair station, small convenience shop, etc)? |
| 3.3.1.c | What is the minimum size parcel that would make a truck parking facility operationally efficient and convenient? |
| 3.3.1.d | When considering the need for leased parking spaces and/or queuing, would distribution centers in a concentrated area be willing to consider pooling their parking resources for maximum benefit? If not, why not? |
| 3.3.1.e | What are the hours of operation that would make a local serving truck parking facility most effective? Should this be a 24-hour accessible facility? |
| 3.3.1.f | Do you know of any formal or informal agreements with big box stores, self-storage sites, shopping centers, and/or private distribution centers for local owner-operators to use the lots for parking vehicles to queue while they wait or overnight? |
| 3.3.1.g | If so, how well has this shared use arrangement worked for both parties? What improvements are needed? How might this model be strategically expanded so that more options are available where needed? |
| 3.3.1.h | If not, would this type of shared use agreement be preferable to opening a lot dedicated to the needs of local owner-operators? |

**Leased Parking**

<p>| 3.3.2.a | Is there a business case to be made that local-serving, lease arrangement, truck parking facilities would be well used in Philadelphia? If so, this is based on what market research? How might increased enforcement, or added restrictions, affect this demand? |
| 3.3.2.b | What might the price range be for leased truck parking rates for local owner-operators (weekly, monthly, yearly)? |
| 3.3.2.c | For a lease-arrangement parking lot, would a local-serving truck parking facility provider prefer to own land or enter into a long-term agreement with the City? If an agreement is acceptable, what is the minimum term needed? |</p>
<table>
<thead>
<tr>
<th>3.3.2.d</th>
<th>If leasing land from the City, what are the general risks and liabilities that the City should consider when contemplating working with a local-serving truck parking facility provider or parking management company?</th>
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<td><strong>Queuing</strong></td>
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<td>3.3.3.a</td>
<td>Where in Philadelphia is there a need for short-term truck parking to minimize the need for queuing in roadway shoulders or other types of illegal parking?</td>
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<tr>
<td><strong>OTHER</strong></td>
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<tr>
<td>3.3.4</td>
<td>Please use this section to include information or recommendations that have not been addressed elsewhere in your response. Respondents are encouraged to present any truck parking options that may not have been prompted by the questions proposed in this RFI.</td>
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