

**REQUEST FOR PROPOSAL (RFP)**  
**HIGH CAPACITY TRANSPORTATION STUDY**  
Thurston Regional Planning Council

**I. PURPOSE**

Thurston Regional Planning Council (TRPC) is seeking a qualified consultant (contractor) to assist with a High Capacity Transportation Study examining options for multimodal high capacity transportation to serve travelers on the I-5 corridor between central Thurston county (Lacey, Olympia, Tumwater area) and Pierce county.

This RFP is only open to those qualified firms or individuals who satisfy the requirements stated herein and who are licensed and available to do business in Washington State. TRPC has a budget of up to \$210,000 for this project.

It is anticipated that an agreement will be executed by TRPC and a firm or individual for this project, with an approximate 2-year term. The agreement start date is anticipated to be in September 2022 with a current end date in June 2023. It is anticipated that the State will extend the end date to June 2024. The project's needs are outlined in the following RFP.

**II. BACKGROUND**

Thurston Regional Planning Council (TRPC) is a 23-member intergovernmental board made up of local governmental jurisdictions within Thurston County, plus the Confederated Tribes of the Chehalis Reservation and the Nisqually Indian Tribe. The council was established in 1967 under RCW 36.70.060, which authorized creation of regional planning councils. TRPC's mission is to "Provide visionary, collaborative leadership on regional plans, policies, and issues for the benefit of all Thurston region residents."

As the federally designated Metropolitan Planning Organization (MPO) and the Washington State designated Regional Transportation Planning Organization (RTPO) for Thurston County, TRPC is responsible for coordinated transportation planning in the Thurston Region.

This project will be funded through State funds, and all applicable state and federal laws must be followed.

Thurston County has a population of 295,300, and employment is estimated at 155,000 jobs. The population of the Olympia-Lacey-Tumwater urbanized is estimated at just over 200,000. Intercity Transit provides frequent transit service (15-minute) through much of the core urban area.

**III. PROJECT OVERVIEW**

The Thurston Region is one of the fastest growing areas of the state. The Lacey-Olympia-Tumwater urban area comprises the urban core of our county with a concentration of jobs, population, and activities. It is well-served by transit, but opportunities exist for more frequent and direct transit service along the urban corridors linking our urban centers. Intercity Transit has identified the need for Bus-Rapid Transit service within the urban core, with a desire to provide service by 2026.

We are part of the commute-shed for Tacoma and Seattle to the north, however congestion and reoccurring incidents on Interstate 5, as well as the absence of high-occupancy vehicle lanes, make commute times unreliable. Sound Transit's plans to extend commuter rail to Dupont by 2045 brings opportunities to look to increase options for commuters.

TRPC received funding to conduct a study examining options for multimodal high capacity transportation (HCT) to serve travelers on the I-5 corridor between central Thurston County (Lacey, Olympia, and Tumwater area) and Pierce County. This request for proposals is to assist TRPC staff in the study.

## Project Assumptions

1. Our region chose with their votes to support full implementation of Intercity Transit's (IT) Strategic Plan. Full implementation of IT's strategic plan is TRPC's top transit priority.
2. Our effort focuses not on the services managed by Intercity Transit and others within Thurston County, but potential services between Thurston and Pierce, and other destinations to the north.
3. Intercity Transit already provides weekday and weekend express bus services (route 620) to Lakewood. However, without high occupancy vehicle lanes (i.e., carpool lanes) IT buses are in the same increasing traffic as single occupancy vehicles. Even with limited stops, travel times to the north may therefore be longer compared to single occupancy vehicles.
4. Currently, IT funds this express service through local and grant funds (Regional Mobility Grant).
5. Momentum is gaining for work to address flood risk, habitat degradation, and traffic issues in the I-5 Mounts Road through Tumwater corridor, particularly in the segment between Mounts Road and Marvin Road.
6. What is ultimately constructed on I-5 along this corridor could enhance or limit high capacity transportation options linking the Thurston Region to Pierce and King counties.
7. In the recent Transportation Survey conducted countywide by TRPC, of the respondents who said transportation prevents them from finding a better job, 60% noted the limitation that riding the bus isn't practical. The survey did not distinguish between travel within the Thurston Region and commutes to outside the county.
8. Interest in improving high capacity transportation options linking the Thurston Region to the north is growing. Residents of the Thurston Region and beyond are interested in plans to enhance travel options to the North, evidenced by: the strong public support voters showed for Intercity Transit by passing Proposition 1 in 2018 (which referenced IT's current express service to Lakewood) with almost 66% of the vote, the extension of Sound Transit Commuter Rail to DuPont in 2045; and the legislature's recent look at ferry service expansion in Puget Sound.
9. Passenger ferry service to Olympia is not part of the scope of this work, as this was previously evaluated in the Legislatively funded Puget Sound Passenger Only Ferry Study completed by Puget Sound Regional Council in 2021 ([www.psrc.org/passenger-ferry-study](http://www.psrc.org/passenger-ferry-study)).
10. Based on input received to date, the modes of high capacity transportation likely addressed include:
  - a. Improved express transit service connecting to the North (consider with and without the improvements to I-5 outlined in WSDOT's recently completed Planning and Environmental Linkages report).
  - b. Expanded van pool service connecting to the north (efficacy also impacted by improvements to I-5 noted in a.)
  - c. Commuter rail that uses the existing Amtrak facility along with improved transit between the existing facility and urban areas within Thurston County.
  - d. Commuter rail extending into the Tumwater, Olympia, Lacey metro area.
  - e. Monitoring and any necessary incorporation of the state's ultra-high speed rail effort.

## Study Questions

1. What are the high capacity transportation modes that should be evaluated for the Thurston Region?
2. What are the travelsheds and ridership potential of each of the high capacity transportation modes?
3. How does this ridership potential compare to other metro areas that have developed these types of high capacity transportation options?
4. Are certain modes better suited for ensuring equitable access and results of high capacity transportation options for the region?
5. What are the ranges of costs for each of the high capacity transportation modes? This needs to include both development costs and long-term operational costs.
6. What are the options for obtaining the funds needed to implement each of the high capacity transportation modes?

7. What are the options for who provides services (i.e., Intercity Transit or other) and what would be required to support that organization in providing the services (e.g., what legislative or contractual changes are needed)? For each high capacity transit mode, do local jurisdictions have authority to move forward absent regulatory changes at the state level?
8. On a per person or per household basis, what would the development of each option cost Thurston region residents and/or state residents?
9. Based on the answers to the questions above, what are the feasible timelines for developing each of the high capacity transportation options?
10. Are there any synergies (e.g., long-term cost savings) in developing more than one of these options at the same time?

### **Expected Outcomes**

1. This study is intended to help determine the feasibility, costs, and timeframes of different high capacity transportation options so that the Thurston Region can focus efforts on the most effective and efficient options for the region.
2. This study will not perform SEPA/NEPA tasks, however it will consider - at a high level - the potential environmental impacts of each mode, including potential impacts on greenhouse gas emissions and other climate goals.
3. This study is intended to inform design of options to improve I-5 from Mounts Road through Tumwater so that any I-5 improvements can support feasible high capacity transportation options.
4. Improved public understanding of existing transit services, options for connecting Thurston to the North via high capacity transportation, the general costs of such investments, and the general timeline for developing each of the options. This will be important for managing public expectations and building support for high capacity transportation options.

### **This study will not:**

1. Result in a preferred HCT scenario.
2. Delineate routes or alignments.
3. Further evaluate passenger ferry service to Olympia.

## **IV. SCOPE OF WORK**

The role of the consultant is to assist TRPC in the High Capacity Transportation Study.

The following are the tasks involved in the project. The tasks will be shared between TRPC and the consultant as indicated in Table 1.

### **Task 1. Project Management.**

Task 2. **Study Outline.** Provide to the transportation committees of the legislature a study outline and recommendations of deliverables by December 1, 2022.

Task 3. **Collaboration & Outreach.** Involve a diverse community of interests in the study, including but not limited to transit agencies, businesses, public agencies, tribes, and providers and users of transportation who because of age, income, or ability may face barriers and challenges.

Task 4. **Past Studies Review.** Provide an accounting of previous and ongoing efforts by transit agencies, WSDOT and other relevant entities.

Task 5. **Travelshed Assessment & Ridership Potential.** Provide an assessment of travelsheds and ridership potential.

Task 6. **Connectivity and Accessibility Evaluation.** Provide an evaluation of options (i.e, express bus, bus rapid transit, increased vanpools, commuter rail, light rail, etc.) to enhance connectivity and accessibility for the greater south Puget Sound region with an emphasis on linking to planned or existing commuter or regional light rail.

Task 7. **Cost and Timeframe Estimates.** Based on the information from Task 6, provide high level cost estimates for the different high capacity transportation options. This analysis must include costs on a per person or per household basis for Thurston region residents and an evaluation of how the needing funding could be obtained. Provide an estimated timeline for developing each of the high capacity transportation options identified.

Table 1.

<b>Task</b>	<b>TRPC</b>	<b>Consultant</b>
Task 1	Lead	Support
Task 2	Lead	Support
Task 3	Lead	Support
Task 4	Support	Lead
Task 5	Support	Lead
Task 6	Support	Lead
Task 7	Support	Lead

## V. QUALIFICATIONS

Proposers must have demonstrated experience in high capacity project development for similar-sized travel sheds.

## VI. SELECTION PROCESS, SCORING CRITERIA AND CONTENT

A selection committee comprised of staff from TRPC and partners will review the RFPs. The committee will either recommend a firm based on RFPs or will develop a short list of firms to invite for an interview. TRPC will notify firms of the outcome of this process.

### Phase 1 – RFP Evaluation

<b>Criteria for Selection for Interview</b>	<b>Weight Given</b>
Qualifications	30%
Approach	50%
Budget and Schedule	20%
<b>Total Criteria Weight</b>	<b>100%</b>

*Each RFP will be independently evaluated on the above factors.*

### Phase 2 – Interview (If necessary)

### Phase 3 – References (Pass/Fail)

*Additional information on Phase 1 scoring criteria and RFP content:*

**A. Qualifications**

- i. Name, address and telephone number of the firm or individual and the primary contact.
- ii. Brief description of the organization and its background, size, and nature of services.
- iii. Names of principals and key personnel who would work on the project and their experience and qualifications.
- iv. Availability of personnel who would be dedicated to the project.
- v. Similar relevant projects and where to view them.

**B. Approach**

- i. Provide a detailed scope of work and describe how it will be accomplished. This scope should follow the tasks in Section IV. Scope of Work of the RFP.

**C. Budget and Schedule**

- i. Provide a budget that includes billable hours, cost per hour, and hours per task for each individual on the consultant team, including subcontractors.
- ii. Provide a project schedule that includes all scope of work tasks, milestones, and deliverables.

**D. DBE Participation**

- i. Applicants must demonstrate compliance with Washington State's Department of Transportation's (WSDOT) DBE Participation Requirements. WSDOT did not set a mandatory DBE goal for this project.

**E. References, including names and phone numbers of contact persons**

- i. Provide three references.

**COMPENSATION**

- A. Upon selection of the most qualified contractor based on demonstrated competence and qualifications for the type of professional services required, and development of a detailed scope of work, TRPC will negotiate a price which it determines is fair and reasonable. If TRPC is unable to negotiate a satisfactory contract with the contractor selected, negotiations with that contractor will terminate and TRPC may select another contractor.
- B. Payment by TRPC for the services will only be made after the services have been performed. An itemized billing statement is required to be submitted in the form specified by TRPC and approved by the appropriate TRPC representative, which shall specifically set forth (1) the services performed, (2) the name of the person performing such services, and the (3) hourly labor charge rate for such person. Payment shall be made monthly, within thirty (30) days of receipt of such billing statement.

**PROJECT TIMELINE**

Recruitment will occur with an anticipated project start date in September 2022.

The anticipated dates for key actions are listed below:

Issue RFP: ..... July 7, 2022  
Last date for questions ..... July 22, 2022  
Proposals Due: ..... July 29, 2022 4:00 p.m. PDT  
Interview Notification: ..... August 5, 2022  
Interviews Conducted: ..... Late August 2022  
Contract Negotiations Begin: ..... September 2022  
Consultant (Contractor) Services Begin: ..... September 2022

## SUBMITTAL REQUIREMENTS

- A. Instructions to Proposers
- Submittals must be limited to ten (10) double-sided pages (20 total pages), plus a cover page.
  - Please send an electronic copy of the proposal in PDF format to Tyson Justis, Human Resources and Finance Manager, [justist@trpc.org](mailto:justist@trpc.org). Paper copies will not be required or accepted due to limited office access.
  - All responses must be received by **July 29, 2022 at 4:00 p.m. PDT**.
  - Responses should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of the request. Colored displays, promotional materials, etc. are not allowed.
  - Any questions concerning the RFP's specifications or process shall be directed in writing to Tyson Justis, at [justist@trpc.org](mailto:justist@trpc.org) before **July 22, 2022**. Responses to questions and/or any changes to this RFP during the period of advertisement will be posted on the TRPC website ([www.trpc.org](http://www.trpc.org)).
- B. Any changes to this RFP during the advertisement period will be posted online at [www.trpc.org](http://www.trpc.org).

## TERMS AND CONDITIONS

- A. TRPC reserves the right to reject any and all RFPs, and to waive minor irregularities in any RFP.
- B. TRPC reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. TRPC reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute a contract within thirty (30) days after selection.
- D. Any RFP may be withdrawn up until the date and time set forth in the Project Timeline for opening of RFP. Any RFP not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide TRPC the services described in the attached specifications, or until one or more of the RFP have been approved by TRPC, whichever occurs first.
- E. TRPC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by TRPC.
- F. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

## POST-CLOSING DISCUSSION

After any of the responses are open, conversations may only take place between TRPC and respondents for the purposes of clarification regarding the selection process. Respondents shall be bound by the information submitted in their RFP and subsequent negotiations.

Those submitting an RFP may be required to make a presentation to TRPC and partners as part of the selection process. The presentation team should include the Project Manager and any other key personnel necessary to address administrative and technical issues.

## **PROPOSAL ACCEPTANCE / REJECTION**

TRPC reserves the right to accept or reject any or all RFPs received from this RFP, or to negotiate separately with any respondent, and to waive any informalities, defects, or irregularities in any RFP, or to accept that RFP which, in the judgment of the proper officials, is in the best interest of TRPC.

## **AWARD**

TRPC reserves the right to award the contract to a contractor that they deem to offer the best overall RFP. TRPC has the discretion and reserves the right to cancel this RFP, to reject any and all RFP, to waive any and all irregularities, or to re-advertise with either the identical or revised specifications if it is deemed to be in the best interest of TRPC.

## **ASSIGNMENT**

The awarded contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or of any of its rights, title, or interests therein, without the prior written consent of TRPC.

## **ADDITIONAL LANGUAGE**

TRPC reserves the right to introduce additional terms and conditions at the time the final contract is negotiated. Any additional terms or conditions would be limited to ones having the effect of clarifying the RFP language and/or correcting defects, such as omissions or misstatements, which are discovered after the RFP is issued, or that reflect State or Federal Law changes, or as required by funding entities.