

REQUEST FOR PROPOSAL (RFP)
HIGH CAPACITY TRANSPORTATION SCOPING ROAD MAP
Thurston Regional Planning Council

I. PURPOSE

Thurston Regional Planning Council (TRPC) is seeking a qualified consultant (contractor) to assist with developing a better understanding of the steps necessary to identify and fund a high capacity transportation project in the Thurston Region. 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 \$40,000 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 6-month term. The agreement start date is anticipated to be in January 2022 and the end date in June 2022. 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 leadership on regional plans, policies, and issues."

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 the Surface Transportation Block Grant Program, and all applicable state and federal laws must be followed. Proposers must be familiar and comply with Washington State Department of Transportation's Local Agency Guidelines Manual.

Thurston County has a population of 295,300, and employment is estimated at 155,000 jobs. The population of the Olympia-Lacey-Tumwater urbanized area 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 initiate planning for High Capacity Project Development, focusing on gaining a better understanding of necessary steps, tool/data development, and high level visioning for high-capacity transit both within Thurston County and for out-of-county commuters. This request for proposals is to assist TRPC staff in better understanding the necessary steps in high capacity project development.

IV. SCOPE OF WORK

The role of the consultant is to provide a roadmap to high capacity project development for the Thurston Region.

The consultant's scope of work involves the following tasks.

TASK 1: PROJECT MANAGEMENT AND COORDINATION

Monthly reports of progress and monthly invoices shall be submitted to TRPC documenting work completed for the prior month.

Project coordination phone calls/video calls are expected to occur no less than monthly between the consultant and TRPC, with greater frequency as necessary for successful project administration.

Task 1 Deliverables

- A. Monthly progress reports and invoices
- B. Monthly meetings

TASK 2: ROADMAP

Roadmap to high capacity project development. The roadmap should include the following:

- 1) Review of high capacity project development steps in similar sized communities
- 2) High Capacity Project Development tasks, including identifying:
 - a) Partnerships, governance structure
 - b) Necessary outreach
 - c) Approach to alternatives analysis
 - d) Recommended tool/analysis development
- 3) Budget estimate to support identified tasks
- 4) Reasonable timeline (for similar projects)
- 5) Funding pathways

Task 2 Deliverables

- A. Document containing roadmap to high capacity project development for the Thurston Region.

TASK 3: BRIEFINGS

The consultant will be asked to make two policy maker briefings outlining the high capacity project roadmap.

Task 3 Deliverables:

- A. Two policy maker briefings (30 minutes each; remote meeting (zoom) capability).
- B. Presentation materials.

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

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

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 the Scope of Services section 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 Local Programs 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. This project will require the use of a contract from the WSDOT Local Agency Guidelines:
<https://wsdot.wa.gov/LocalPrograms/LAG/CAI.htm>

- C. 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 January 2022. It is anticipated that implementation will last about six months.

The anticipated dates for key actions are listed below:

Issue RFP:.....	October 7, 2021
Last date for questions.....	October 29, 2021
Proposals Due:.....	November 5, 2021 4:00 p.m. PDT
Interview Notification:	November 15, 2021
Interviews Conducted:.....	Late-November
Contract Negotiations Begin:	December 2021
Consultant (Contractor) Services Begin:	January 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 Veena Tabbutt, tabbutv@trpc.org. Paper copies will not be required or accepted due to limited office access.
- All responses must be received by **November 5, 2021 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 Veena Tabbutt, Deputy Director, at tabbutv@trpc.org before **October 29, 2021**. 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).

- B. Any changes to this RFP during the advertisement period will be posted online at 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. As noted in the RFP's Compensation section, this project will require the use of a contract from the WSDOT Local Agency Guidelines: <https://wsdot.wa.gov/LocalPrograms/LAG/CAI.htm>.
- F. 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.

- G. 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.