

REQUEST FOR PROPOSAL (RFP)

Thurston County Road Retrofit Planning Study Thurston Regional Planning Council

I. INTRODUCTION

Purpose

Thurston Regional Planning Council (TRPC) seeks a qualified consultant to lead technical watershed analysis and stormwater capital facilities planning activities for a multijurisdictional planning project. The project aims to develop science-based, data-driven tools to help municipalities identify stormwater retrofit projects that address impacts from the transportation network in Thurston County, Washington. The project's goal aims to improve water quality in the South Puget Sound in Thurston County, Washington.

This Request for Proposals (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 \$250,000 for the services detailed in this announcement. The proposers shall bear any cost incurred in the development of proposals and participation in the selection process.

About the Project Partners

TRPC is a 23-member council of governments in Thurston County comprising local governments and tribes. TRPC's mission is to provide visionary, collaborative leadership on regional plans, policies, and issues for the benefit of all Thurston region residents.

TRPC leads this project initiative through a joint partner agreement with Thurston County and the cities of Lacey, Olympia, and Tumwater. TRPC coordinates Stakeholder Committee meetings and manages communications among partners, consultants, stakeholders, elected and appointed officials, and the public. The Steering Committee, comprising the stormwater staff from each partner jurisdiction and the Washington State Department of Ecology, provides guidance throughout the project.

Key stakeholders include the Alliance for a Healthy South Sound, the South Puget Sound Salmon Enhancement Group, the WRIA 13 Salmon Habitat Recovery Lead Entity, the Squaxin Island Tribe, the Nisqually Indian Tribe, Wild Fish Conservancy, among others.

II. PROJECT OVERVIEW

Background

Thurston County's growing population and increased travel demand elevate the risk of pollutant loads in roadway runoff, negatively impacting rivers, streams, wetlands, and marine waters. This runoff poses significant threats to public health, aquatic habitat, fish, shellfish, and wildlife. Pollutants of concern include tire wear particles (6PPD-Q), petroleum products, metals and other potential contaminants that are toxic to aquatic life, salmonids and harm water quality.

Improved regional roadway stormwater retrofit planning and collaboration between the partners and stakeholders, including natural resource experts and tribes, will enhance efforts to improve water quality, protect treaty rights, and support fish, freshwater habitats, and marine waters of South Puget Sound.

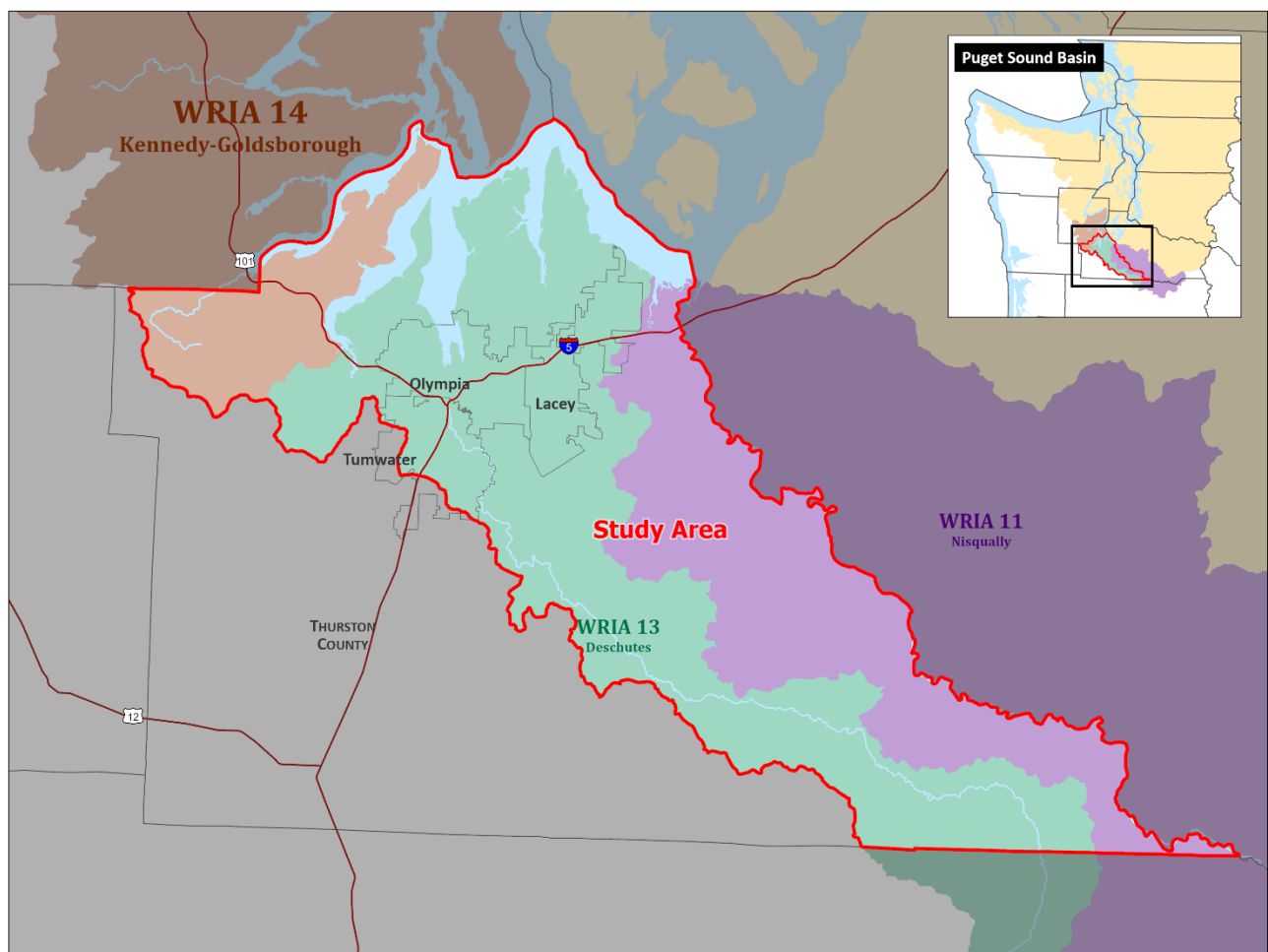
In 2023, TRPC secured a National Estuaries Program Water Quality Stormwater Strategic Initiative grant to fund a planning process to develop a regional prioritization framework for identifying and implementing impactful, cost-effective roadway stormwater retrofit projects as part of the greater Puget Sound recovery effort. The Washington State Department of Transportation's Stormwater Retrofit Management Plan and the 2016 Building Cities in the Rain guidebook informs this project initiative. King County's Water Quality Benefits Evaluation (WQBE) and System for Urban Stormwater Treatment and Analysis Integration (SUSTAIN) modelling tools may also contain useful concepts and approaches.

The partners seek an effective regional project selection and prioritization framework to address urban and rural roadways that lack or have substandard treatment and flow control. This framework is intended to prioritize treatment of direct runoff to receiving waters with fish use, active shellfish beds, or impaired waters with active Total Maximum Daily Load (TMDL) cleanup plan requirements to reducing and eliminating these negative impacts in a strategic way.

The project's objective aims to equip partners with sustainable, data-driven tools to plan, prioritize, communicate, and implement cost-effective regional and local roadway stormwater retrofit projects that will improve water quality in priority watersheds and address the most problematic untreated roadway runoff to these receiving waters.

The project encompasses the Puget Sound drainage areas of Thurston County located within the Nisqually (WRIA 11), Deschutes (WRIA 13), and Kennedy-Goldsborough (WRIA 14) watersheds falling within our project partner's municipal jurisdictions.

Project Area



Scope of Work

The selected contractor, with TRPC's assistance, will coordinate with the Steering Committee and stakeholders to develop effective planning tools and strategies to improve the implementation of priority roadway stormwater retrofit projects.

Tasks

1. *Assessment Methodology and Data Gathering*

Need: Task 1 lays the foundation for the subsequent tasks and deliverables. The consultant will work with TRPC and the Steering Committee to identify priority concerns, goals, and data needs, incorporating feedback from stakeholders. The project partners value stakeholder involvement to foster community support, ensure equitable outcomes for underserved and vulnerable communities, and the project addresses water quality priorities and at-risk aquatic resources in a strategic and efficient way.

The consultant's active participation in the Steering Committee meetings will include giving presentations and facilitating discussions. As such, the consultant may need to attend five to eight meetings.

Deliverables

- a. Identify and document the partners' and stakeholders' goals and concerns for the affected watersheds, along with objectives and criteria for identifying and prioritizing basin/catchment areas and roadway segments for stormwater retrofits.
- b. Gather existing datasets (ideally available consistently across the study area) such as stream basin characteristics, water quality, flow characteristics, land use, habitat/fish usage, impervious surfaces, existing stormwater/drainage infrastructure, and roadway characteristics. Where there is a lack of data or insufficient data, the consultant shall identify data gaps as needed. (e.g. average daily trips, grade, traffic controls).
- c. Draft descriptions of anticipated data analysis and data management procedures for TRPC to include in a standardized Quality Assurance Project Plan (QAPP).

2. *Identify Priority Basins/Catchments and Road Network Segments*

Need: The partners seek a common planning framework and prioritization tools to identify at-risk receiving waters in the region's priority basins and stormwater catchment areas. Within these areas, identify and prioritize locally managed roadway segments (excluding state highways) that present the greatest opportunities to protect high quality receiving waters as well as reduce pollution generating threats to at-risk receiving waters, priority fish populations, salmon recovery priorities and aquatic life. Several criteria should be used to sort priority needs for basins/catchment areas and roadway segments based on varying risks such as salmon, TMDL/water quality, shellfish, etc.

The tools may include relational databases using Microsoft Access or Excel form interfaces, GIS analytical tools and map displays, criteria matrices, or other formats to support decision-making. Consideration should be given to tool features that can readily support or be adapted to provide online public-facing project communication capabilities.

Deliverables

- a. Methodology for prioritizing transportation-related stormwater retrofits in basins and catchment areas that fall within the partners' jurisdictions based on sensitivity of and risk to downstream waters, fisheries, or other criteria based on partner and stakeholder input.
- b. Methodology for prioritizing roadway segments within the priority basins/catchments and study-wide based on pollution generating potential and risk to downstream resources.

3. **Road Retrofit Project Concepts**

Need: The partners seek a list of priority retrofit project concepts that will achieve the project goals for the roadway segments identified in Task 2b. The list of projects should consist of recommended best management practices (BMPs)/facility types, conceptual cost estimates, and other considerations that will position the projects for future development and inclusion in capital planning processes. Structural BMPs could include, but are not limited to, new treatment or flow control facilities, enhancement of existing treatment or flow control facilities, or opportunities to provide additional treatment or flow control service with planned public construction projects.

Deliverables

- a. A list of up to 20 priority concept-level retrofit projects, including concept level designs and cost estimates across the project study area. Ideally the projects would be distributed within each jurisdiction, while also addressing the highest study-wide priority projects from Task 2.

4. **Prioritization Tool Adaptation and Documentation**

Need: Project partners want the planning framework and prioritization tools to remain relevant, adaptive, and functional in future years as new or updated data becomes available. Since not all partners may have access to the necessary data at the time of development, it is essential to devise and incorporate potential default or surrogate input values to ensure the prioritization tools can still provide value to all partners when completed. This will enable consistent application of the tools in the event of missing or outdated data.

Proper documentation of the tools' methodologies, data sources, functionality, and update procedures are necessary for long-term use and for promoting best practices for technology transfers among project partner municipalities and greater.

Deliverables

- a. Standardize methodologies and refine tools to enable future data updates and operation by local agency staff.
- b. A technical report documenting any and all prioritization methodologies or tools utilized. This could include, but is not limited to, data sources, software requirements, formulas, and coding.
- c. A user guide with instructions for operating the tools.
- d. A summary report for staff, policy makers, and the public, documenting the planning framework, prioritization tools methods, and benefits from implementing the priority stormwater roadway retrofit projects.
- e. Recommendations for tool hosting solutions and the tool's key maintenance needs.

5. **Retrofit Best Practices and Retrofit Implementation Strategy Guidance**

Need: TRPC will prepare a Best Practices Report documenting recommendations for integrating roadway stormwater retrofit projects into jurisdictional development and permitting processes and aligning local policies with project implementation. In addition, TRPC will prepare a Stormwater Retrofit Implementation Strategy outlining project leads, schedules, funding sources, and effectiveness evaluation processes. Where possible, the consultant will provide guidance to TRPC to successfully develop these products.

Advisement

- a. Recommend best practices for integrating retrofit projects into the development and permitting process.
- b. Suggest approaches to ensure local policies and procedures support the implementation of identified projects.
- c. Provide guidance in developing the Stormwater Retrofit Implementation Strategy.

Project Timeline

General timeline of the project tasks:

Timeline	TASKS
3 rd - 4 th Quarter 2024	Task 1 & 2
1 st – 3 rd Quarter 2025	Task 2 & 3
3 rd - 4 th Quarter 2025	Tasks 3 -5
1 st - 2 nd Quarter 2026	Tasks 6-7

III. SELECTION PROCESS

A selection committee consisting of TRPC staff and select Steering Committee members will evaluate and score proposals. The committee will develop a short list of firms to invite for an interview. TRPC will notify firms of the outcome of this process.

Evaluation Criteria

TRPC seeks proposals that demonstrate a strong understanding of the project's needs and clearly present approaches and solutions to fulfilling its deliverables. The committee will select the strongest proposals to perform follow on interviews using the criteria shown below.

CRITERIA	WEIGHT
Understanding of the Project: Demonstrated understanding of the project goals, tasks, and deliverables.	20%
Approach and Methodology: Proposed approach to the project, including how well the proposal addresses approaches and solutions for the following: <ol style="list-style-type: none">1. Identifying priority concerns, opportunities, and goals with partners, stakeholders and other interested parties.2. Measuring project benefits or adverse impacts on underserved and socially vulnerable communities.3. Prioritizing drainage basins, catchment areas, and roadway segments and integration methods4. Developing concept level projects.5. Creating defensible, practicable, and sustainable planning tools for the project partners.	50%
Experience and Qualifications: Relevant technical and project experience of the firm and proposed team members.	10%
Timeline: Feasibility and clarity of the proposed project's timeline.	10%
Cost: Reasonableness and transparency of the cost estimate.	10%

Contact Information

For any questions or to obtain additional information about the project, please contact:

Paul Brewster
Senior Planner
Thurston Regional Planning Council
brewstp@trpc.org
(360)741-2526

IV. COMPENSATION

- A. Upon selection of the most qualified vendor based on the selection criteria and successful completion of an interview process, TRPC will negotiate a price it determines as fair and reasonable.
- B. Payment by TRPC for services will only occur for services performed. Payment requires submittal of an itemized billing statement to TRPC. Such itemized billings statements shall include (1) the services performed, (2) the name of the person(s) performing such services, and (3) the hourly labor charge rate for such person(s). TRPC will make payments monthly, within thirty (30) days of receipt of such billing statement. The total payments for services shall not exceed the fixed price of the contracted services.

V. SUBMITTAL REQUIREMENTS

Proposals should include the following:

1. **Cover Letter** (1 page).
2. **Project Approach:** A detailed description of your proposed approach to the scope of work outlined above, including a proposed detailed timeline and cost estimate. Responses should exhibit a strong, evidence-based approach and provide a straightforward, concise description of provider capabilities to satisfy the requirements of the request for services. Emphasis should be on completeness and clarity of content. Promotional materials are discouraged. (12 pages maximum, i.e., 6 double sided pages).
3. **Proposed Team:** Bios of the project manager, principal(s) and key personnel who will be involved on the project and their relevant experience and qualifications (6 pages maximum, i.e., 3 double sided pages).
4. **References:** List of at least three relevant project references, including contact persons, email addresses, and phone numbers (1 page).

Submission Instructions

Please submit your proposals electronically to:

Tyson Justis
HR and Finance Manager
Thurston Regional Planning Council
justisT@trpc.org

Submission Deadline: 5:00 p.m. Pacific Time August 16, 2024.

Recruitment Schedule

The 2024 anticipated dates for the consultant recruitment process are shown below (subject to change).

DATE	ACTIVITY
July 17	Issue RFP
August 16	Proposals due
August 26-30	Interview Notification
September 9-13	Interviews Conducted
September 23	Contract Negotiations Begin
October 14	Consultant Team Services Begin

VI. TERMS AND CONDITIONS

General

- A. TRPC reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. TRPC reserves the right to request clarification of information submitted and to request additional information from any contractor or vendor.
- C. TRPC reserves the right to award any contract to the next most qualified contractor or vendor, if the successful contractor or vendor does not execute a contract within thirty (30) days after selection.
- D. Any proposal may be withdrawn up until the date and time set forth above for opening of Proposals. Any proposal 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 (1) or more of the proposals have been approved by TRPC, whichever occurs first.
- E. This project will require the use of a Contract for Professional Services. TRPC's contract template is available upon request from Tyson Justis, HR and Finance Manager, justist@trpc.org.
- 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. TRPC shall not be responsible for any costs incurred by the contractor or vendor in preparing, submitting, or presenting its proposal.

Washington State

- A. TRPC must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.
- B. TRPC shall follow [Washington State Department of] ECOLOGY's data standards for collected and processed Geographic Information System (GIS) data. Guidelines for Creating and Accessing GIS Data are available at: <https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>.
- C. TRPC, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

Title VI

TRPC ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person based on race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding TRPC's Title VI Program, you may contact the Title VI Coordinator at 360.956.7575 or email info@trpc.org.

Encouragement of Minority, Women's Business Enterprises, and Labor Surplus Area Firms Participation

TRPC strongly encourages the participation of minority businesses, women's business enterprises, and labor surplus area firms in the procurement process. TRPC is committed to providing equal opportunity for all business enterprises to participate in the procurement process and encourages all proposers to take steps to ensure minority businesses, women's business enterprises, and labor surplus area firms are given opportunities to participate in contract performance.

Post-Closing Discussion

Upon the opening of any of the RFP responses, 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 proposal and subsequent negotiations.

Those submitting a proposal may be required to make a presentation to TRPC and others 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 questions and issues.

Proposal Acceptance / Rejection

TRPC reserves the right to accept or reject any or all proposals received from this RFQ/P, or to negotiate separately with any respondent, and to waive any informalities, defects, or irregularities in any proposal, or to accept that proposal 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 Consultant Team that they deem to offer the best overall proposal. TRPC has the discretion and reserves the right to cancel this RFP, to reject any and all proposals, 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 of the final negotiated contract. 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.