

REQUEST FOR PROPOSALS (RFP)
MARTIN WAY CROSSING STRATEGY – CROSSING STUDY
Thurston Regional Planning Council
UPDATED 9/24/2024

INTRODUCTION

Purpose

Thurston Regional Planning Council (TRPC) is seeking a qualified consultant to complete a pedestrian crossing study of the Martin Way Corridor in Olympia and Lacey, WA. The project aims to identify appropriate locations for mid-block crossings on Martin Way and further scope specific improvements necessary to enhance pedestrian safety and mobility, including but not limited to driveway consolidation/access management, refuge islands, sidewalk improvements, and ADA improvements.

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 \$400,000 for the services detailed in this announcement. Any cost incurred in the development of proposals and participation in the selection process shall be borne by the proposers.

About the Project Partners

TRPC will be the lead agency in administering this Request for Proposals (RFP) on behalf of 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 is leading this project in partnership with Thurston County and the cities of Lacey and Olympia, each of whom operate and maintain right-of-way on Martin Way, as well as Intercity Transit, the area’s public transit operator who runs a significant amount of service on Martin Way. A Steering Committee, comprising staff from each partner jurisdiction and Intercity Transit, provides guidance throughout the project. TRPC is coordinating Steering Committee meetings and managing communications among partners, consultants, stakeholders, elected and appointed officials, and the public.

PROJECT OVERVIEW

Background

Martin Way is a major regional thoroughfare and corridor serving the communities of Olympia, Lacey, and Thurston County. The former state highway serves as the area’s primary alternative to Interstate 5, has frequent transit service, and is home to a variety of business activities and destinations. Looking forward, the corridor is forecast to grow in importance as a strategic transportation link and business destination.

Martin Way is challenging to navigate without a vehicle and poses significant safety and accessibility issues to pedestrians and bicyclists. The former state highway is a dividing line where pedestrians must brave high traffic volumes and speeds, a wide roadway with infrequent crossing opportunities, and a disconnected and incomplete sidewalk network. One-third of all fatal and serious crashes on Martin Way in the past five years involved a pedestrian or bicyclist, and several serious incidents since 2015 have been linked to pedestrians attempting to cross the roadway. More than 70 percent of collisions involving pedestrians occurred within 250 feet of an Intercity Transit bus stop, highlighting the vulnerability of transit users.

The 2022 Martin Way Corridor Study, a joint planning study between the Thurston Regional Planning Council, Thurston County, City of Olympia, City of Lacey, and Intercity Transit, affirmed a shared vision for the corridor

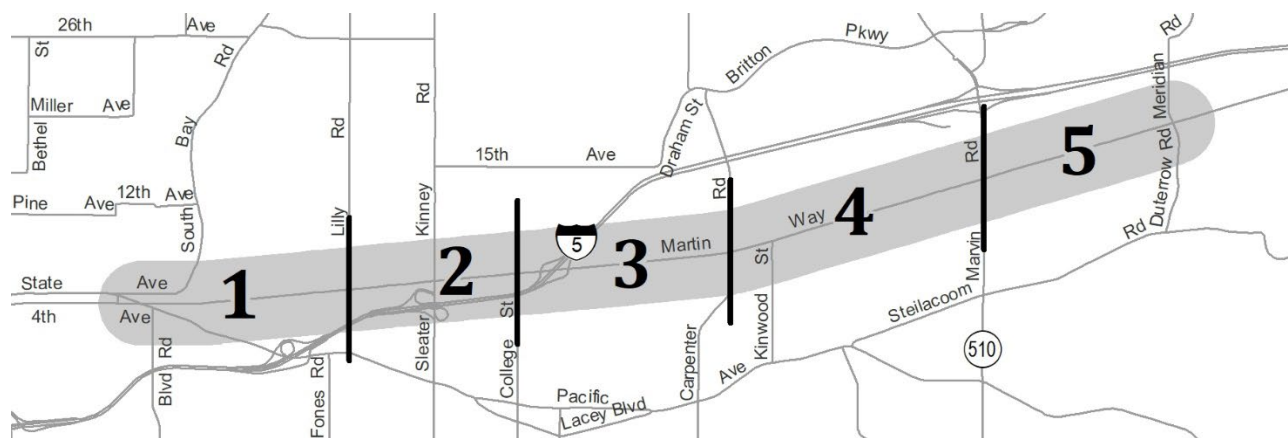
as a more pedestrian-friendly area that supports high-capacity transit and high-density urban growth, including affordable housing options. The study identified a need for additional crossings to address concerns raised through a safety assessment and public engagement. Additional information is available at <https://www.trpc.org/martinway>.

The Martin Way Crossing Strategy will identify appropriate locations for mid-block crossings on Martin Way and further scope specific improvements necessary to enhance pedestrian safety and mobility, including but not limited to driveway consolidation and access management, refuge islands, sidewalk improvements, and ADA improvements. The Strategy will result in preliminary designs (30%) for up to 10 priority crossings or other interventions along Martin Way.

The main issues that will be addressed in the Crossing Strategy include:

- **Mid-Block Crossings and Pedestrian Facilities:** Build on the Martin Way Corridor Study, City of Lacey’s Bicycle and Pedestrian Plan (City of Lacey and unincorporated UGA), and the Transportation Master Plan (City of Olympia) to identify and prioritize locations where additional crossings would better connect pedestrian users of the corridor with transit facilities and other important community-identified destinations. While the focus of this study is on pedestrian improvements, those improvements should consider integration with other active travel modes, including bicycling and transit.
- **Access Management:** Consider ways to manage numerous access points along the corridor that decrease both safety and mobility, including by consolidating driveways, restricting left turns from side streets, and possible median and intersection treatments.
- **Safety:** Take a systemic (system-wide) approach to addressing safety issues along this major arterial, including speed, lighting, transitions between modes (transit to pedestrian), bicycle and pedestrian facilities, and intersections.
- **Transit:** Review existing transit facilities and plans and consider pedestrian-focused design that will support high performance transit (Bus Rapid Transit) service on the corridor.

Figure 1. Martin Way Corridor Study Area and Corridor Sub-sections.



SCOPE OF SERVICES

The selected consultant will work closely with TRPC and in coordination with the Steering Committee to identify appropriate locations within the Martin Way Corridor for additional crossings and further scope specific improvements necessary to enhance pedestrian safety and mobility. The analysis should be based on the project needs and goals, existing relevant jurisdiction work, and results of the early phase of community and business outreach.

Tasks

1. Crossing Study
 - Review previous work on corridor conditions, vision, and goals, and integrate and build on relevant partner efforts, including already-identified crossing locations, planned transit stops, land use plans.
 - Gather existing data sets and information, such as vehicle, bicycle, and pedestrian use; safety; network connectivity; available right of way; design standards; existing and future planned transit operations; alternative routes; access management; environmental concerns, and the corridor land use vision. *Please note: TRPC can provide data on traffic counts, bicycle and pedestrian use through its modeling and data program, but is also interested in considering alternative assessment measures that meet the project needs within the allowed budget.*
 - Work with project partners to prioritize crossing locations and identify countermeasures.
 - Summarize results and recommendations in a final report
2. Project Concepts
 - Develop up to 10 preliminary design plans (30%) to construct crossings and/or other interventions to improve pedestrian safety, comfort, and access.
 - Develop high-level cost estimates.
3. Support for Partner Coordination & Community Engagement – *TRPC will lead partner and community engagement for this project, but is seeking support, including:*
 - Present findings to the staff team and steering committee.
 - Conduct walk audits or other site visits with a diverse group of participants, and document findings.
 - Provide support for public meetings/outreach events, including assisting with event planning and developing materials for in-person and virtual public open houses (up to two)
 - Develop high-quality visuals (e.g. presentations, web content) to aid in stakeholder and policymaker communication.
 - Develop public surveys (up to two – to be administered by TRPC) to gather community feedback on potential crossing locations and preliminary designs.

Strategize approaches to engage with communities using Martin Way that are historically underserved, including households identified as low-income, people of color, people with disabilities, people over the age of 60, and veterans. Create a plan for meaningfully engaging with these communities.

IV. COMPENSATION

- A. Upon selection of the most qualified vendor 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 vendor selected, negotiations with that vendor will terminate and TRPC may select another vendor.

- 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.
- C. Approximately \$400,000 is available for the consultant team portion of the project.

V. PROJECT TIMELINE

Recruitment will occur during Fall 2024, with an anticipated selection date by mid-October and a project start date in early November. The project has an end date of June 2025.

The anticipated dates for key actions are listed below (subject to change):

Issue RFP: September 6, 2024
 Statements of Qualifications Due: September 27, 2024, 4:00 p.m. PDT
 Interview Notification: October 3, 2024
 Interviews Conducted: October 7-11, 2024
 Contract Negotiations Begin: October 14, 2024
 Consultant Services Begin: November 4, 2024

VI. SUBMITTAL REQUIREMENTS

A. Instructions to Proposers

- Submittals must be limited to six (6) double-sided pages (12 total faces), plus a cover page.
- Please send an electronic copy of the proposal in PDF format to:

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

- All responses must be received by **Friday September 27, 2024 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 Allison Osterberg, Planning Manager, at osterberga@trpc.org before September 27, 2024. 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. Contents:

All RFP responses must include the following information:

- Name, address, and telephone number of the firm or individual and the primary contact.
- Brief description of the organization and its background, size, and nature of services.

- Names of principals and key personnel who would work on the project and their experience and qualifications.
- Availability of personnel who would be dedicated to the project.
- Experience working with similar projects.
- List of at least three project references, including contact persons and phone numbers.
- Suggested scope of work and deliverables.
- **A proposed budget and project schedule, based on a not-to-exceed amount of \$400,000 and a project end date of June 2025.**

C. Any changes to this RFP during the advertisement period will be posted online at www.trpc.org.

SELECTION PROCESS

A selection committee comprised of staff from TRPC and partners will evaluate and review 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 for Selection for Interview	Weight Given
Responsiveness to purpose and scope of services.	50%
Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.	30%
Key personnel, and past performance.	10%
Reasonableness and transparency of the cost estimate.	10%
Total Criteria Weight	100%

Each proposal will be independently evaluated on the above factors. Applicants must demonstrate compliance with WSDOT’s DBE Participation Requirements. A mandatory UDBE goal of zero was established by WSDOT Local Programs for this contract. Minority and women-owned firms are encouraged to apply.

TERMS AND CONDITIONS

- TRPC reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- TRPC reserves the right to request clarification of information submitted, and to request additional information from any contractor or vendor.
- 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.
- 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 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. 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.
- H. TRPC shall not be responsible for any costs incurred by the contractor or vendor in preparing, submitting, or presenting its proposal.

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 proposals and subsequent negotiations.

Those submitting proposals 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 proposals received from this RFP, or to negotiate separately with any respondent, and to waive any informalities, defects, or irregularities in any proposals, or to accept that proposals 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 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 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.