

Thurston Regional Planning Council

REQUEST FOR PROPOSALS (RFP)
Emergency Detour Routes

PURPOSE

Thurston Regional Planning Council (TRPC) is seeking a qualified consultant to identify operational improvements to the emergency detour routes network in Thurston County, WA.

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 \$95,000 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 is 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 the Washington State Department of Transportation (WSDOT) and Thurston County, each of whom operate and maintain right-of-way on the detour routes network. Portions of the detour routes network also pass through the cities of Olympia, Lacey, Tumwater, Yelm, and Tenino. The project will also consider strategies to reduce potential traffic impacts on communities located near the detour routes network such as Rainier and Bucoda.

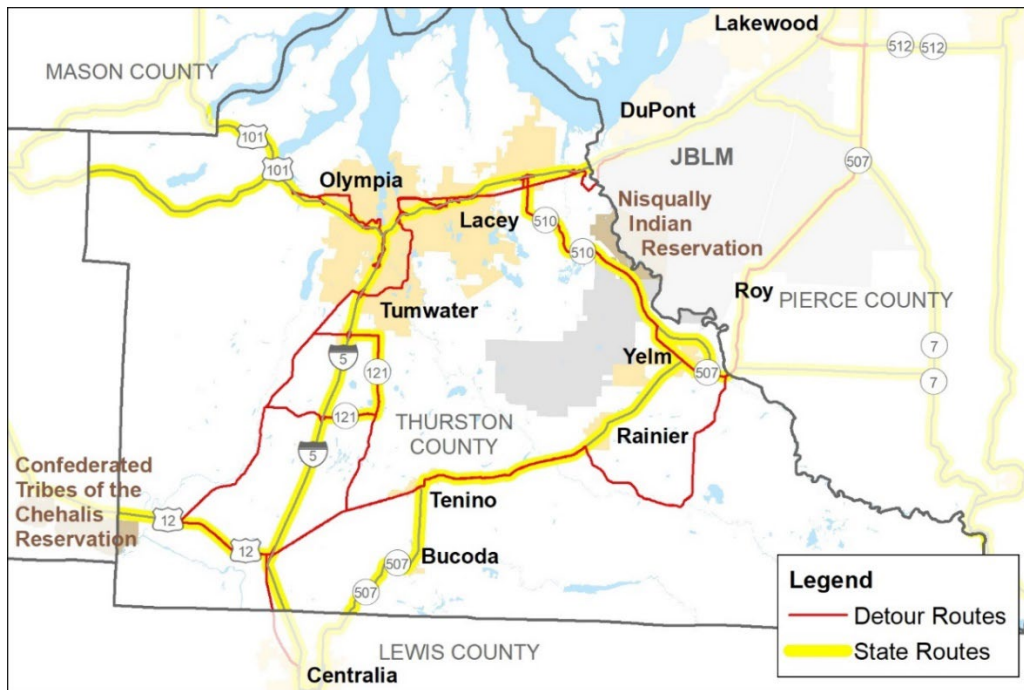
TRPC's Technical Advisory Committee (TAC) will act as the project's review committee, and will provide technical and policy-level input and ensure that the analysis reflects the needs and priorities of the region. The TAC will review key deliverables, advise on engagement strategies, and help identify and evaluate improvement opportunities.

BACKGROUND

When Interstate 5 (I-5) or U.S. Route 101 shuts down due to major collisions, flooding, or other blocking emergencies, traffic is detoured to local streets and/or other state facilities and rerouted to the freeway to bypass the incident. These temporary detours are disruptive to local transportation networks and result in major delays both to local traffic and people passing through. In addition, load restrictions and vertical clearance limitations pose additional constraints for the movement of large trucks. To better manage traffic impacts from such incidents, TRPC, WSDOT, and local agency public works and law enforcement stakeholders have identified nearly 50 pre-determined emergency detour routes.

This project will identify opportunities to improve the operational efficiency of the detour routes, make them safer and more resilient, and assess possible countermeasures to minimize incident traffic impacts on multimodal transportation and on critical community assets such as hospitals, fire stations, schools and other time-critical services. Modeling and operational analysis will consider the effectiveness of modifications such as roundabouts, road reconstruction, increasing vertical clearances, placement of variable message boards, and other options.

Figure 1: Study area and location of detour routes



SCOPE OF WORK

This project involves a partnership between TRPC, WSDOT, and Thurston County. The general scope of work involves the following tasks conducted by TRPC.

- Task 1: Project Management
- Task 2: Outreach and Coordination
- Task 3: Current Conditions Report
- Task 4: Identify and Prioritize Improvements

TRPC has conducted initial outreach and partner coordination (Task 2), completed a [Current Conditions Report](#) (Task 3), and developed a Travel Demand Model and Dynamic Traffic Assignment model to support this project. It is anticipated that the consultant will support Task 4 with the following expected deliverables:

- Identify a range of improvements for the detour routes. This will include an operational analysis using generalized project schematics developed by the consultant for the local (non-state) detour route roadways shown in Figure 1. WSDOT will develop generalized schematics for projects located on state routes.
- Identify projects to mitigate incident traffic impacts on bicycle and pedestrian safety, school and public transportation services, hospitals, fire and emergency medical services, and police services.
- Identify other opportunities for non-infrastructure improvements to the detour routes, e.g. dynamic messaging signs, local access management, interagency coordination review, or community engagement.
- Develop a prioritized project list with planning-level cost estimates for local (non-state) detour route roadways. WSDOT will develop cost estimates for projects located on state routes.
- Present findings to the staff team, TAC/review committee, and provide support for public meetings/outreach (e.g. presenting, preparing materials, etc.)

Roles and responsibilities are outlined below.

Figure 1: Task 4 Deliverables, Roles and Responsibilities

Task 4. Deliverables	TRPC	Thurston County	WSDOT	Consultant
a. Identify range of improvements for detour routes, including operational analysis	Partner		Partner	Lead
b. Identify projects to mitigate multimodal impacts to facilities				Lead
c. List of other actions (non-infrastructure)				Lead
d. Develop prioritization criteria and prioritize improvements	Partner	Partner	Partner	Lead
e. Cost estimates			Partner	Lead
f. Develop Action Plan	Lead			

The operational analysis should be based on the project needs and goals, and information and findings contained in [the project’s Current Conditions report](#).

COMPENSATION

- A. Upon selection of a qualified vendor, based on their demonstrated competence and qualifications to perform the professional services outlined in this RFP and the development of a detailed scope of work, TRPC will negotiate compensation which it determines is fair and reasonable. If TRPC is unable to negotiate a satisfactory contract with the selected vendor, 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 (3) the hourly labor charge rate for such person. Payment shall be made monthly, within thirty (30) days of receipt of such billing statement.
- C. This is one component of a larger project. A limited amount of funding is available for the consultant team portion of the project (not to exceed \$95,000).

PROJECT TIMELINE

Recruitment will occur during Spring/Summer 2025, with an anticipated selection date by June 2025 and a project start date in July. It is anticipated that the project will last about 12 months.

The anticipated dates for key actions are listed below:

- Issue RFP:..... May 1, 2025
- Statements of Qualifications Due:..... May 30, 2025, 4:00 p.m. PDT
- Interview Notification: June 6, 2025
- Interviews Conducted:..... June 11-20, 2025
- Contract Negotiations Begin: June 24, 2025
- Consultant Services Begin: July 14, 2025
- Consultant Services Complete..... July 31, 2026

SUBMITTAL REQUIREMENTS

A. Instructions for Submitting a Proposal to TRPC

- 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:
Jennifer T. McCall
Finance Manager
Thurston Regional Planning Council
mccallj@trpc.org
- All responses must be received by **May 30, 2025, 4:00 PDT**.
- Responses should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of the request. Promotional materials are not allowed.
- Any questions concerning the RFP's specifications or process shall be directed in writing to Jennifer McCall, Finance Manager, at mccallj@trpc.org before **May 30, 2025**.
- 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 will work on the project and their experience and qualifications.
- Availability of personnel who will 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 \$95,000 and a project end date of **July 2026**.

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

SELECTION PROCESS

A selection panel comprised of staff from TRPC and partners will evaluate and review proposals. The panel 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%
Documented experience of successfully performing incident traffic management projects or similar activities that are aligned with this project's objectives.	30%
Project management approach and key personnel.	10%
Reasonableness and transparency of the cost estimate.	10%
Total Criteria Weight	100%

Each proposal will be independently evaluated on the above criteria.

TERMS AND CONDITIONS

- 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 or more of the proposals 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.
- G. TRPC shall not be responsible for any costs incurred by the contractor or vendor in preparing, submitting, or presenting its proposal.
- H. TRPC agrees to monitor Disadvantaged Business Enterprise (DBE) program requirements and seek to actively achieve WSDOT DBE goals.

- I. TRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin 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 purpose of clarifying 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 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 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.