

Thurston Regional Planning Council
REQUEST FOR PROPOSALS (RFP)
Regional Multimodal Level of Service

1. INTRODUCTION

Purpose

Thurston Regional Planning Council (TRPC) is seeking a qualified consultant to help determine the feasibility of establishing a regional multimodal level of service (MMLOS) framework for the Thurston region. A successful framework will implement a system of evaluation to assess whether investments in multimodal transportation align with forecasted population growth and facilitates the development of multimodal transportation goals, standards, and targets.

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 \$50,000 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 TRPC and our Region

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

The council was established in 1967 under RCW 36.70.060, which authorized the creation of regional planning councils. TRPC was later federally designated as the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Organization (RTPO) by Washington State for Thurston County. TRPC recently was also federally designated a Transportation Management Area (TMA). It is the responsibility of our agency to coordinate transportation planning in the Thurston region.

The Thurston region is home to over 300,000 residents and more than 155,000 jobs, with the Olympia-Lacey-Tumwater urban area accounting for over 200,000 people. Population growth and increasing travel demand highlight the need for a transportation system that effectively supports multiple modes of travel—walking, rolling, transit, and driving.

II. PROJECT OVERVIEW

Background

Regional policymakers have long expressed the desire to develop a comprehensive approach to measuring transportation system performance—one that reflects the region's values and multimodal vision, rather than prioritizing vehicle movement alone. This priority is embedded in the TRPC's vision statement:

“The Thurston region will become a model for sustainability and livability. Our residents will enjoy accessible, efficient, and effective, multimodal transportation on a system that is integrated regionally, maintained for longevity, and minimizes its impacts on the region's environment...”

To advance this vision, TRPC is exploring options for establishing a regional MMLOS framework. This project will evaluate best practices and develop recommendations for how MMLOS can support local and regional transportation decision-making. An effective MMLOS framework will help prioritize infrastructure investments, guide planning efforts under the state Growth Management Act, and align with state, federal, and local goals, including reducing vehicle miles traveled, transportation-related emissions, and improving equitable access to mobility options.

This study builds on TRPC’s current and past planning efforts, including the Regional Transportation Plan, Regional Trails Plan, Bicycle Connectivity Strategy, Commute Trip Reduction Program, and many more. Additionally, TRPC’s extensive data programs—including a sidewalk inventory, countywide bike map, and regional travel demand model—offer valuable insights into existing conditions, network gaps, and opportunities for integration in a new performance framework. Together, these resources and datasets will inform the development of MMLOS recommendations that support a more connected and accessible transportation system for all users.

Overall Project Scope & Phasing

TRPC secured federal Surface Transportation Block Grant funds to initiate the first of two phases of this MMLOS study.

- **Phase 1 (Current Study, Funded):** This phase focuses on understanding the current state of practice and evaluating how MMLOS could be applied regionally. It includes a review of existing LOS and MMLOS practices within Thurston County, identification of relevant best practices from across Washington State and the nation, and an assessment of regional needs. Findings and implementation options will be documented in a report with recommendations and potential next steps for TRPC’s governing council.
- **Phase 2 (Future, Unfunded):** Depending on the recommendations of phase 1 and if funding becomes available, the second phase will focus on implementing recommendations from the previous phase, including adopting MMLOS into TRPC’s policies and work products and setting new standards within the Regional Transportation Plan.

The second phase will remain listed in TRPC’s Unified Planning Work Program (UPWP) as an unfunded need until funding becomes available or the project is no longer deemed necessary.

Legislative Context & Regional Coordination

In 2023, shortly after funding for this project was secured, the Washington State legislature approved a suite of changes to the Growth Management Act that updated the state’s planning framework to respond to climate change. Among the changes, RCW 36.70A.070 (6) now requires transportation elements of comprehensive plans to include:

“Multimodal level of service standards for all locally owned arterials, locally and regionally operated transit routes that serve urban growth areas, state-owned or operated transit routes that serve urban areas if the department of transportation has prepared such standards, and active transportation facilities to serve as a gauge to judge performance of the system and success in helping to achieve the goals of this chapter consistent with environmental justice. These standards should be regionally coordinated.”

While TRPC’s project is separate from this new requirement, it provides a timely opportunity to explore how regional MMLOS approaches can complement and align with local jurisdiction efforts. As jurisdictions in our region are among the first to be required to develop these standards, coordination is crucial to ensuring consistency in performance evaluation and maintaining a cohesive approach to multimodal planning.

III. SCOPE OF SERVICES

The selected consultant will assist TRPC in evaluating options for a regional MMLOS framework by researching best practices, assessing its applicability to regional transportation planning, and developing implementation options for consideration by TRPC.

Task 1: Literature Review and Best Practices Assessment

- Conduct a comprehensive review of existing MMLOS methodologies, alternative approaches to traditional Level of Service (LOS) analysis, and ways in which jurisdictions forecast and assess current and future multimodal travel demand.
- Identify three to five case studies of jurisdictions that have successfully implemented MMLOS. Selected examples should represent a variety of approaches, coming from the state, regional, or local levels that could be applied to our region.
- Case studies should summarize each approach by highlighting key findings, methodologies, and any lessons learned, particularly after implementation.

Task 2: Integration with Existing Regional Processes

- Assess how MMLOS could be integrated into TRPC's existing transportation planning, including the MPO process to prioritize and program federally funded projects and the RTPO certification of jurisdiction's Comprehensive Plan transportation elements.
- Identify necessary modifications to TRPC's data programs—such as updating or acquiring new multimodal demand modeling tools or purchasing improved datasets—to enable MMLOS implementation.
- Identify potential applications for MMLOS in shaping regional transportation priorities and supporting local jurisdictions, transit agencies, and regional partners.
- Provide recommendations on how MMLOS could align with and enhance ongoing TRPC initiatives, including the Regional Trails Plan, Bicycle Connectivity Strategy, etc.

Task 3: Development of MMLOS Implementation Options

- Develop a range of MMLOS implementation options for consideration by TRPC's Transportation Policy Board and its governing Council.
- For each option, evaluate:
 - Feasibility within a multi-jurisdictional agency
 - Data needs, availability, and maintenance
 - Impact on regional decision-making
 - Alignment with state and federal requirements
 - General costs of implementation
- Present findings in a structured format, such as a comparative scorecard, that allows policymakers to assess trade-offs and benefits across different alternatives.

Deliverables

- Literature Review Report summarizing findings from Task 1.
- Integration Assessment Memo detailing opportunities for MMLOS within TRPC's planning processes.
- MMLOS Implementation Options Report, including comparative analysis and recommendations.
- Presentation of findings to TRPC's Council and Transportation Policy Board.

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. A total of \$50,000 is available for the consultant team portion of the project.

V. PROJECT TIMELINE

Recruitment will occur during summer of 2025, with an anticipated selection date by late-July and a project start date in mid-August. The contractor portion of the project has an end date of March 2026.

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

Issue RFP:..... June 2, 2025
Responses Due:..... June 30, 2025, 4:00 p.m. PDT
Interview Notification: July 14, 2025
Interviews Conducted:..... July 21-25, 2025
Contract Negotiations Begin:..... July 31, 2025
Consultant Services Begin: August 22, 2025

VI. SUBMITTAL REQUIREMENTS

A. Instructions for Submission

- Please send an electronic copy of the proposal in PDF format to:

Jennifer McCall
Finance Manager
Thurston Regional Planning Council
mccallj@trpc.org

- All responses must be received by **Monday June 30, 2025, 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 Jennifer McCall, Finance Manager, at mccallj@trpc.org before June 23, 2025. Responses to questions and/or any changes to this RFP during the period of advertisement will be posted on TRPC's website (www.trpc.org).

B. Required Proposal Contents

Proposals must not exceed six (6) double-sided pages (12 total faces), plus a cover page and 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.
- Proposed project approach, scope of work, and deliverables.
- A proposed budget and project schedule, based on a not-to-exceed amount of \$50,000 and a project end date of March 2026.

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

VII. SELECTION PROCESS

A selection committee comprised of staff from TRPC 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-up 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 project deadlines, experience in similar work.	30%
References, key personnel, and past performance.	20%
Total Criteria Weight	100%

Each proposal will be independently evaluated on the above factors.

VIII. 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 Thurston Regional Planning Council, 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.
- 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.

IX. POST-CLOSING DISCUSSION

After any of the responses are open, conversations may only take place between TRPC and respondents to clarify 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.

X. 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.

XI. 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.

XII. 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.

XIII. 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.