

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Grand Mound Transportation Study**  
**Operational Analysis & Transportation Alternatives**  
Thurston Regional Planning Council

**PURPOSE**

Thurston County and the Thurston Regional Planning Council (TRPC) seek the engineering services of a qualified consultant to assist with transportation modeling, identification and development of conceptual designs, and planning-level cost estimates for the Grand Mound Transportation Study. Thurston County will use the work to update its Grand Mound Subarea Plan and Capital Facilities Plan.

TRPC will be the lead agency in administering this Request for Qualifications (RFQ) and associated work. TRPC's needs are outlined in the following RFQ.

**BACKGROUND**

The Grand Mound Urban Growth Area (UGA) sits about 15 miles southwest of Olympia, WA, near the border of Thurston and Lewis counties. The unincorporated community of about 1,300 residents is attracting significant commercial development due to a prime location at the nexus of US Route 12, Interstate-5, and Old Highway 99. A Great Wolf Lodge waterpark, hotels and restaurants have risen from the rolling prairie over the past decade. More development is on the horizon, so the time is right to take stock of the area's current conditions and future opportunities.

Thurston County is updating its Grand Mound Subarea Plan, a 1996 document that set a vision and objectives to guide development in the 975-acre UGA. The purpose of the Grand Mound Transportation Study is to identify and describe transportation issues and recommend transportation policies, regulatory revisions, and projects to meet existing and future transportation demands supporting population and employment growth for the Grand Mound Subarea Plan. To date, TRPC has completed a current conditions report and identified sites and draft actions to address transportation challenges identified by members of the public and a technical workgroup. For more information, visit [www.grandmoundplanning.org](http://www.grandmoundplanning.org).

**SCOPE OF WORK**

TRPC has developed a Dynamic Traffic Assignment (DTA) model to assist with this project. The model has a base year of 2017/18 and a future year of 2040.

The selected consultant will work closely with TRPC to conduct an operational and safety analysis of existing and potential intersections and roads. The operational/safety analysis includes factoring in existing traffic volumes, projected traffic volumes from the DTA model, and 5-year collision data from Washington State Department of Transportation (WSDOT). Based on this work, the consultant will work with the TRPC project team to:

- develop alternative multimodal street cross-sections that reflect the underlying land use, street classifications, traffic conditions, and county transportation policies;
- develop a list of transportation projects (e.g., new roundabouts, travel lanes, frontage improvements) and group them together as alternatives for stakeholder and policymaker consideration;
- identify a methodology and criteria for prioritizing the transportation projects. The methodology should be reflective of data/evidence-based information, stakeholder input, and department financial resources;

- develop planning-level designs and cost estimates for projects individually and grouped as alternatives. The analysis may include 8 to 14 intersections identified by the project team and the extent of arterial/collector roads within the Grand Mound UGA. The analysis could also include up to 3 land use scenarios develop by the project team; and,
- present the alternatives and supporting written and visual materials to policymakers and residents at 3-5 public meetings.

A community stakeholder group will recommend preferred alternatives to the Thurston County Board of County Commissioners for consideration and integration into the Grand Mound Transportation Study. The study will be an appendix item of the updated Grand Mound Subarea Plan.

## COMPENSATION

- Upon selection of the most qualified vendor based on demonstrated competence and qualifications for the type of professional services required, 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.
- This project will require the use of a Lump Sum contract from the WSDOT Local Agency Guidelines found through the following link: [www.wsdot.wa.gov/NR/rdonlyres/F28974DF-E704-4997-BD08-BB47778E4F90/0/LP\\_LAPSLumpSum.pdf](http://www.wsdot.wa.gov/NR/rdonlyres/F28974DF-E704-4997-BD08-BB47778E4F90/0/LP_LAPSLumpSum.pdf)
- 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.
- This is one component of a much larger project. A limited amount of funding is available for this portion of the project (approximately \$70,000).

## PROJECT TIMELINE

Recruitment will occur during December 2018 and early January 2019, with an anticipated selection date by February 4 and a project start date on March 18, 2019. It is anticipated that implementation will last about 3 months, with a final product delivered by the end of June 2019.

The anticipated dates for key actions are listed below:

Issue RFQ:.....	Dec. 11, 2018
Statements of Qualifications Due:.....	Jan. 8, 2019, 4:00 p.m. PDT
Interview Notification: .....	Jan. 18, 2019
Interviews Conducted:.....	Jan. 28-30, 2019
Contract Negotiations Begin:.....	Feb. 11, 2019
Consultant Services Begin: .....	March 18, 2019
Final deliverables due: .....	June 30, 2019

## SUBMITTAL REQUIREMENTS

### A. Instructions to Proposers

- Submittals must be limited to six (6) double-sided pages (12 total faces), plus a cover page. (A sheet of paper printed on both sides thus counts as two pages.)
- No faxed or electronic proposals will be accepted.
- Seven (7) hard copies and an electronic PDF file of the proposals shall be submitted.
- All responses must be received by **Tuesday, Jan. 8, 2019 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. Special bindings, colored displays, promotional materials, etc. are not allowed. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with TRPC is desirable whenever practicable. Use of both sides of paper sheets for any submittals to TRPC is desirable whenever practicable.
- Any questions concerning TRPC's specifications or RFQ process shall be directed in writing to Veena Tabbutt, Deputy Director, at [tabbutv@trpc.org](mailto:tabbutv@trpc.org) before Jan. 4, 2019. Responses to questions and/or any changes to this RFQ during the period of advertisement will be posted on the TRPC website ([www.trpc.org](http://www.trpc.org)).
- Proposals must be sealed, plainly marked, and mailed or delivered to:

**Request for Qualifications  
Grand Mound Transportation Study**  
Thurston Regional Planning Council  
Attn: Veena Tabbutt, Deputy Director  
2424 Heritage Ct. SW, Suite A  
Olympia, WA 98502  
(360) 741-2550  
[tabbutv@trpc.org](mailto:tabbutv@trpc.org)

### B. Contents:

All RFQ 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.

C. Any changes to this RFQ during the advertisement period will be posted online at [www.trpc.org](http://www.trpc.org).

## SELECTION PROCESS

A selection committee comprised of staff from TRPC, Thurston County, and WSDOT will begin review of the SOQs during the first week of January 2019. The committee will develop a short list of firms to invite for an interview. TRPC will notify firms of the outcome of this process. SOQs will be evaluated as follows:

<b>Criteria for Selection for Interview</b>	<b>Weight Given</b>
Responsiveness to purpose and scope of services.	40%
Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.	50%
Key personnel, and past performance.	10%
<b>Total Criteria Weight</b>	<b>100%</b>

Each SOQ will be independently evaluated on the above factors. Applicants must demonstrate compliance with WSDOT's DBE Participation Requirements. We anticipate that a DBE goal of zero will be established by WSDOT Local Programs for this contract. Minority and women-owned firms are encouraged to apply.

## TERMS AND CONDITIONS

- A. TRPC reserves the right to reject any and all SOQs, and to waive minor irregularities in any SOQ.
- 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 SOQ may be withdrawn up until the date and time set forth above for opening of SOQs. Any SOQ 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 SOQs have been approved by TRPC, whichever occurs first.
- E. As noted in the RFQ's Compensation section, this project will require the use of a Lump Sum contract from the WSDOT Local Agency Guidelines found through the following link: [www.wsdot.wa.gov/NR/rdonlyres/F28974DF-E704-4997-BD08-BB47778E4F90/0/LP\\_LAPSLumpSum.pdf](http://www.wsdot.wa.gov/NR/rdonlyres/F28974DF-E704-4997-BD08-BB47778E4F90/0/LP_LAPSLumpSum.pdf). TRPC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, 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 SOQ.

## 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 SOQs and subsequent negotiations.

Those submitting SOQs may be required to make a presentation to TRPC 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 SOQs received from this RFQ, or to negotiate separately with any respondent, and to waive any informalities, defects, or irregularities in any SOQ, or to accept that SOQ 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 SOQ. TRPC has the discretion and reserves the right to cancel this RFQ, to reject any and all SOQs, 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 RFQ language and/or correcting defects, such as omissions or misstatements, which are discovered after the RFQ is issued, or that reflect State or Federal Law changes, or as required by funding entities.