



City of SeaTac
Request for Qualifications
Intelligent Transportation Systems Strategic Plan – Phase 1

Purpose

The City of SeaTac Department of Public Works is soliciting qualifications from firms for task orders related to the strategic planning related to the City’s Intelligent Transportation System (ITS) infrastructure.

Scope of Work

The anticipated Scope of Work is outlined below and includes recommended and optional tasks. Level of Effort is approximate, and negotiable based on finalized contractual scope. The budgeted amount for this work is \$100,000.

Task 1 – Existing System Inventory

The purpose of this task is to document existing infrastructure (e.g., conduit, communications, signal/detection equipment). The deliverable would be a GIS database or interactive Google Earth (KMZ) file. OPTIONAL – The task could include documentation of neighboring agency infrastructure.

Level of Effort – 40 hours

Task 2 – Agency Needs Assessment

The purpose of this task is to discuss and understand the needs for the City from a technology and data standpoint. Surveys/workshops would be hosted with City engineering, planning, and IT staff.

OPTIONAL – Additional workshops could occur with key partner stakeholders including King County Roads and Sea-Tac Airport.

Level of Effort – 32 hours

Task 3 – ITS Implementation Plan

The purpose of this task is to (1) create an ITS project priority list and (2) develop an approach to City-wide data collection. OPTIONAL – Host partner agency coordination meetings to promote project collaboration especially as it pertains to grant opportunities.

1. ITS Project List and Descriptions

The ITS Project List and Descriptions prioritizes corridors and intersections for future ITS upgrades. Priority is based on a gap analysis leveraging inventory information from Task 1. The list includes project write-ups detailing project description, priority level, location, PE/CN budget, associated projects, and staffing plan. The list can be used for grant funding applications and City Capital Improvement Program (CIP) alignment. The ITS Project List will be comprised of up to 10 ITS-specific projects. Project examples could include:

- Corridor communications installation (multiple locations)
- Wireless communications deployment for remote locations
- Signal control upgrades and performance monitoring central software
- Vehicle detection upgrades
- CCTV camera deployment and video analytics identifying near-miss collisions
- Signal timing updates and adaptive signal control Systems Engineering
- Third-party data source platforms
- Partner agency center-to-center system integration
- Virtual Traffic Management Center

Level of Effort – 100 hours

2. Data Collection Approach

The Data Collection Approach details where and how the City can collect roadway data leveraging deployed equipment and new detection technologies. The approach will define the technology to be deployed and the data to be collected. More importantly, the approach will provide guidance to City staff on how the data can be used for planning purposes and trend analysis including egress/ingress from major traffic generators including Sea-Tac Airport and I-5 interchanges.

Level of Effort – 40 hours

Task 4 (Optional) – City ITS Standard Specification and Details

The purpose of this task is to review existing King County Roads signal and ITS standard specifications and details and recommend City modifications. Standards may consider Advanced Transportation Controllers (ATC), vehicle detection in support of Automated Traffic Signal Performance Measures (ATSPMs), central management platforms for monitoring and performance measurement, and network communications equipment including hardwired and wireless technologies.

Level of Effort – 32 hours

Task 5 (Optional) – ITS On-Call Design Review Support

The purpose of this task is to provide QC design support during corridor and intersection design projects confirming design plans follow City standards and align with the ITS Implementation Plan.

Level of Effort – Varies depending on project scope

Selection Criteria

All submittals will be scored and ranked on the below criteria. Interviews will be conducted with the three highest scoring firms.

Criteria	Points (100 total)
Organization of the project team along with qualifications of key personnel	20
Project understanding	30
Project approach and task order management	30
Firm’s Quality Assurance/Quality Control Processes	20

Proposed Timeline

Schedule of Events	Date
Request for Qualifications (RFQ) Notice	Sep 28, 2021
Questions Due	Oct 22, 2021 by 5:00 PM PST
Statement of Qualifications Due	Oct 29, 2021 by 5:00 PM PST
Shortlisted Firms Notified	Nov 3, 2021
Consultant Interviews	Week of Nov 8, 2021
Consultant Selection	Nov 17, 2021
Consultant Negotiations Conclude	Nov 26, 2021
Contract Award by City Council	December 2, 2021

Minimum Qualifications

Minimum qualifications are required for a consultant to be eligible to submit an RFQ response. Responses must clearly show compliance to these minimum qualifications. Consultants that do not comply with the minimum qualifications will be rejected by the City without further consideration.

This project will require a consulting firm, or team, with the following minimum qualifications and areas of expertise:

- Consultant must have demonstrated expertise and experience of at least eight (8) years completing similar projects for public agencies like the City of SeaTac.
- Consultant Project Manager must have demonstrated experience working with a public agency like the City of SeaTac within the last five (5) years providing satisfactory services like those expected by the City for this contract.

Legislative Process

The City anticipates this professional services contract will go through the Transportation & Public Works (T&PW) Committee and City Council for approval. City staff will lead all necessary meetings and briefings with the T&PW Committee and full council. The prospective consultant may be asked to supplement staff at certain meetings.

RFQ Questions

Questions or requests for clarification regarding this RFQ shall be directed to the City Engineer, Florendo Cabudol, at fcabudol@seatacwa.gov. Questions must be received in writing no later than 5:00 PM, Pacific Standard Time, Friday October 22, 2021. Questions will be compiled, answered, and distributed via email to all responding consultants.

Proposal Submission Logistics

Proposals must be received electronically via email to the project manager, Florendo Cabudol, City Engineer, at fcabudol@seatacwa.gov no later than 5:00 PM, Pacific Standard Time, Friday October 29, 2021. No hard copy proposals will be accepted. If the file size is larger than 15 MB, contact the project manager for alternative submission options. Upon receipt of your documents, the City will send a confirmation email. Questions about the electronic submittal process can be directed to Florendo Cabudol, City Engineer, at fcabudol@seatacwa.gov.

Preparation Costs

The City of SeaTac shall not be responsible for any costs or fees related to proposal preparation, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Proposals

The City of SeaTac reserves the right to reject any or all proposals if determined to be in the best interest of the City, and to accept or reject minor informalities.

Title VI Statement

The City of SeaTac encourages disadvantaged, minority, women-owned, and veteran-owned consultant firms to respond. 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 26 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.

The City of SeaTac assumes no obligation of any kind for expenses incurred by respondents to this solicitation. The City's fair labor practices and non-discrimination policies shall apply.

Accommodations for persons with disabilities

The City is committed to meeting the requirement of the Americans with Disabilities Act (ADA). To access this document in other formats please contact Florendo Cabudol at fcabudol@seatacwa.gov or 206-973-4740.