

CITY OF SEATAC **REQUEST FOR QUALIFICATIONS**



2024 Transportation Master Plan (TMP)

January 11, 2023

RFQ Due: February 8, 2023, by 11:59 p.m.

Deliver to: Florendo Cabudol, City Engineer, fcabudol@seatacwa.gov

The [City of SeaTac](#) is seeking a qualified Consultant to deliver a major update of both the City's Transportation Master Plan (TMP) and the Transportation Element (TE) of the Comprehensive Plan. Included in the TMP work is a major update to the City's travel demand model (TDM), which is shared with the Port of Seattle and includes [Sea-Tac International Airport](#).

Commented [DT1]: I have included reference to the TE work in the RFP, but if you decide to have the TE work covered under the Comp Plan consultant contract you will need to delete TE references from this document.

Project Description

The City is undertaking a major update of the City's Comprehensive Plan, called "SeaTac 2044," which is scheduled for adoption by December 31, 2024. To comply with requirements of Comprehensive Plan Update, the City is also concurrently updating its Transportation Master Plan (TMP). The TMP covers all modes of travel and provides guidance for local and regional transportation investments to help support the growth and development of SeaTac. The City's TMP is a functional plan that serves as a background report and reference document for the Transportation Element of the Comprehensive Plan. The TMP also establishes a methodological approach to prioritize projects for implementation through subsequently adopted Transportation Improvement Program (TIP) and Capital Improvement Program (CIP) plans. The Transportation Element (TE) provides the long-range vision and a series of goals and policies for the City's transportation system, and the Transportation Master Plan identifies how to implement the TE and delves into the details of the City's transportation system. The delivery of both the Transportation Element (TE) and Transportation Master Plan (TMP) shall be in alignment with the project schedule to adopt the SeaTac 2044 Comprehensive Plan.

For reference, a Draft Scope of Work for the TE and the TMP is included here as Attachment A. The final scope of work and schedule will be prepared by with the selected Consultant.

Project Timeline

It is expected the work will begin by March 2023. Both the draft TMP and TE shall be completed by July 2024, to allow time for staff reviews, Council consideration, and adoption.

Commented [DT2]: 2015 TMP RFQ had the statement below. Interesting that TMP's Council adoption could happen after the state comp plan deadline.

Project Funding

Secured local funding will be used to fund the project. The funds available are anticipated to be approximately \$500,000.

"A final schedule will be prepared by the Consultant. It is expected the work will begin in April, 2014. The draft TECP must be completed by the end of 2014, to allow time for reviews and public involvement prior to Council consideration and adoption in June of 2015. The deadline for completion of the TMP is June 30, 2015 with Council review and adoption to follow by August 29, 2015."

Proposal Submission Requirements

Commented [FC3R2]: Language for the 2024 TMP will align with being on same schedule for adoption as 2044 Comp Plan

Submittals shall not exceed fifteen (15) pages. The front cover, back cover, a one-page cover letter, resumes, and any appendices do not count toward the fifteen (15) page limit. Copies of past project examples are encouraged as part of a submission and do not count toward the fifteen (15) page limit.

As a minimum the following information shall be submitted:

- A proposed schedule for completing the work, including intermediate project stages and milestones leading to a final project and in sufficient detail to allow an assessment of the consultant’s ability to provide the resources necessary to meet the schedule.
- A discussion of previous experience with similar projects
- The consultant’s identification of the critical work elements and how the team would address these issues.
- A discussion of the consultant’s overall approach to the project and plan to produce the required documents.
- An organizational chart and resumes for project team members, including all sub-consultants.
- A statement of the percentage of time the proposed key personnel will have available to devote to the project.

Selection Criteria

All submittals will be scored and ranked on the below criteria. Previous experience with municipal transportation master plans is preferred. Interviews will be conducted with the highest-ranking candidates. A separate scoring system will accompany the interview, and a combination of both proposal and interview scores will be used to determine the awardee.

<u>Proposal Scoring Criteria</u>	<u>Points (100 total)</u>
Organization of the project team along with qualifications of key personnel	20
Project understanding and recent relevant experience with similar projects (Optional: as part of proposal, firm may submit examples of work indicative of successful completion of deliverables or projects that best illustrate what the firm is capable of delivering for SeaTac)	40
Approach to project management and ability to meet project schedule	20
Firm’s Quality Assurance/Quality Control Processes	20

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 11:59 p.m., Pacific Standard Time, February 8, 2023. (No hard copy proposals will be accepted.) If the file size is too large to send via email, please coordinate with the project manager to submit electronically some other way.

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.

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 by no later than 11:59 p.m. February 1, 2023. Questions will be answered via email and sent to all submitters.

Schedule and Deadlines Summary

RFQ issued	January 11, 2023
Questions due	February 1, 2023, by 11:59 p.m. PST
Proposals due	February 8, 2023, by 11:59 p.m. PST
Interviews (approximately-subject to change)	Weeks of February 20 and February 27

Preparation Costs

The City of SeaTac shall not be responsible for proposal preparation costs, 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.

Title VI Statement

The City of SeaTac encourages disadvantaged, minority, women-owned, and veteran owned consultant firms to respond or partner with prospective firms. The City’s fair labor practices and non-discrimination policies shall apply.

Rejection of 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 immaterial defects or minor irregularities in any submittal.

General Terms and Conditions

The following terms and conditions apply to all proposals to provide services to City of SeaTac:

- A. City of SeaTac expressly reserves the following rights:
 - a. To reject any and/or all irregularities in the proposals submitted.
 - b. To reject any or all proposals or portions thereof.
 - c. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
 - d. To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the City, is in the best interest of the City.

- B. In the event negotiations are not completed with the top-ranked consultant team, negotiations may proceed with the next most qualified team or teams.
- C. Any proposal or modification received after the hour and date specified will not be accepted. Receipt time is deemed to be the email's receipt as logged by City's email system.
- D. All documents, reports, proposals, submittals, working papers, or other materials prepared by the consultant pursuant to this proposal shall become the sole and exclusive property of the City, and the public domain, and not the property of the consultant. The consultant shall not copyright, or cause to be copyrighted, any portion of said items submitted to the City because of this solicitation.
- E. Insurance - The consultant shall procure and maintain insurance as outlined below for the duration of this Agreement. Any Commercial General Liability and Automobile Liability insurance policies obtained shall be underwritten by insurance companies which have an A.M. Best's rating of A VII or better, licensed to do business in the State of Washington. Liability insurance policies shall specifically name the City, its elected or appointed officials, officers, employees and volunteers as Primary-Non-Contributory Additional Insureds of said policies.
- F. The consultant shall not begin work under the Agreement until all required insurance has been obtained and until such insurances have been received by the City. The consultant shall file with the City a certificate of insurance evidencing that the policies are in force. The certificate shall be accompanied by policy endorsements as are necessary to comply with these requirements.

The types and limits of insurance are as follows:

COMMERCIAL GENERAL LIABILITY-Comprehensive Form
 \$1,000,000 per occurrence liability /\$2,000,000 annual aggregate.
 Coverage to include Premise and Operations Liability
 Blanket Contractual
 OCP for subcontractors liability
 Product and Completed Operations Liability
 Stop Gap Liability-\$1,000,000/\$1,000,000/\$1,000,000
 Primary-Non Contributory Additional Insured coverage for the City et.al.

AUTOMOBILE LIABILITY
 \$1,000,000 per accident bodily injury and property damage liability, including any owned, hired or non-owned automobile.

WORKER'S COMPENSATION
 Employees of Contractor and Subcontractors are to be insured under Washington State Industrial Insurance.

The General Aggregate provision of the Contractor's insurance policies shall be amended to show that the General Aggregate Limit of the policies applies separately to this contract.

Failure of the Contractor to fully comply with the requirements regarding insurance will be considered a material breach of contract and shall be cause for immediate termination of the contract.

Addenda

If at any time the City changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the City will issue a written addendum to the RFP and post on the City website. It is the Proposer’s responsibility to check for addenda and other new documents online.

Language Accommodation Statement

The City is committed to ensuring equal access to this document. For Limited English Individuals who need further assistance, please contact Florendo Cabudol at fcabudol@seatacwa.gov or 206-793-4740.

Commented [FC4]: Confirm this language with Brion Humenay regarding its consistency with SeaTac's Language Access policy/procedure.

Title VI Statement

The City of SeaTac, 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 as 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.

Accommodations for Persons with Disabilities

The City is committed to meeting the requirements of the Americans with Disabilities Act (ADA). To access this document in other formats please contact Florendo Cabudol at fcabuldo@seatacwa.gov.

Solicitation Recipients: Selected from MRSC Roster

- DKS Associates
- Fehr & Peers
- Transpo Group
- WSP

Attachment A

Draft Scope of Work: Transportation Element & Transportation Master Plan

Coordination with SeaTac 2044: Major Comprehensive Plan Update Project

- In order to increase alignment and leverage City resources, the TMP/TE update project will be highly coordinated with the SeaTac 2044 project. Once both project's consultant teams are under contract, the TE/TMP consultant will work with city staff and the SeaTac 2044 consultant (anticipated to be hired shortly before the TMP/TE consultant) to confirm roles and responsibilities for all parties in developing the Transportation Element and completing inter-connected project work and deliverables.
- The SeaTac 2044 project's public community engagement process is intended to be fully utilized to update the Transportation Element and TMP. The TMP/TE project will contribute staff time and materials for activities related to the Transportation Element and TMP updates. The TMP/TE scope of work shall include its own agency stakeholder plan and resources.
- All SeaTac 2044 items related to the update of the Transportation Element will be completed by TE/TMP consultant and incorporated into the SeaTac 2044 deliverables as appropriate. A high level of coordination between project consultants will be required to ensure the timely completion of deliverables that are compatible with related SeaTac 2044 work product.
- See Attachment B for more information about the anticipated project coordination process for the SeaTac 2044 and TE/TMP update projects.

Alignment with Regional Plans

- The TMP and TE must comply with planning guidelines and requirements laid out by the Growth Management Act (GMA) and WA State Department of Commerce, Puget Sound Regional Council and their VISION 2050 Plan and Regional Transportation Plan (RTP), and King County's Countywide Planning Policies (CPPs). The Consultant will work with the City to ensure the TE and TMP documents align with these requirements, using available resources, guidance, and tools from these agencies.

Existing Transportation System Conditions

- Review Existing Studies, Plans, and Programs:
 - The consultant will review existing City studies, plans, and programs. In addition to those that were in place before the adoption of the 2015 TMP, below is a list of studies, plans, and programs that have been adopted or implemented by the City since then. The Consultant will have to integrate the policies and procedures present in these studies, plans, and programs into the TE and TMP.
 - Angle Lake District Station Area Plan
 - ADA Transition Plan
 - Permit Parking Program
 - City Center Phases I and II
 - Military Road South Five-Way Intersection Study

- South 200th Street Corridor Study
- International Boulevard Corridor Safety Study
- Local Road Safety Plan (LRSP)
- Assemble and Analyze Traffic Data:
 - The Consultant will undertake a data collection effort on the City’s traffic data using the best available means. This may include on-the-ground collection methods such as tube counts, and/or “big data” providers. The City is interested in methods to gather data on bicycling and pedestrian activity in addition to vehicular traffic.
- Evaluate Existing Traffic Operations
 - The City adopted a new level-of-service (LOS) standard for roadways, as well as a related Transportation Concurrency program based on this standard, in 2020. The consultant will integrate these into the TMP and TE.

Major Update of Travel Demand Model

- The City of SeaTac and the Port of Seattle, which operates Seattle-Tacoma International Airport, share a joint travel demand model (TDM). This is mandated per the Interlocal Agreement (ILA) between the two organizations. The TDM was last updated, using the software PTV Visum, as part of the 2015 TMP update, and has not had any minor or versioning updates since. The consultant will perform a major update of the TDM based on the PSRC four-step model (as opposed to PSRC’s activity-based model, or “SoundCast,” which is still in its infancy).

Commented [FC5]: Included per comment from Nic Longo/Port

Analysis of Travel Forecasts

- There are several megaprojects occurring within the City of SeaTac that have the potential to dramatically alter traffic and travel patterns. Sound Transit’s Federal Way Link Extension (FWLE) and I-405 STRIDE Bus Rapid Transit (BRT) projects will be major expansions of the region’s mass transit system, and WSDOT’s SR 509 Completion Project will fundamentally change the way regional traffic flows through the City’s southern end. The consultant will undertake a robust analysis of how these megaprojects will affect traffic and travel patterns in the City. Some major questions, for example:
 - Will the opening of FWLE alter how much vehicular demand the parking garage at the Angle Lake light rail station generates?
 - How will the opening of the STRIDE BRT line’s station adjacent to the Tukwila-International Boulevard light rail station, in conjunction with a major redevelopment project adjacent to the planned station on the City’s border with Tukwila, change traffic and travel patterns in the northeast part of the City?
 - Finally, how will the completion of SR 509 change traffic patterns? Will regional traffic use it despite it being a tolled facility, or will they seek avoid the toll by using City streets? Will airport traffic utilize the new highway and the new interchange at 24th Avenue South as a new southerly access point for SEA Airport, or will they avoid the toll by using South 188th and 200th Streets, or continue north to enter from SR 518?

Commented [FC6]: Nic Longo/Port: Based on the megaprojects listed (BRT and FWLE) and on the questions that City and Port are trying to answer, we should reconsider adding the transit mode to the model. During our previous discussions, we have listed adding the transit mode as 'optional'.

Commented [FC7R6]: FC response: Add example question on RFQ and on Interview questions that speaks to inclusion transit services in TDM Major Update. Currently the TDM has no transit data incorporated. See how the Consultant would react/scope out as part of the TDM Major Update.

Commented [KK8]: I don't see development of a multi-modal LOS here or elsewhere in the RFQ. I believe the Fehr & Peers consultants for the city center project said that multi-modal LOS is a requirement of this periodic update - is that accurate? And, if so, should it be requested as a task in the RFQ?

Update Multimodal Transportation Plans and Master Project Lists with a Focus on Connectivity

- Transportation Plans: Bicycle, Pedestrian, Vehicular/Roadway, Public Transportation, and Freight

Commented [FC9R8]: This can be discussed as an interview question and/or included in the contract scope of work. Want to have a clear understanding of what metric we're trying to measure for non-motorized mobility.

- Master Project Lists: External Agency Projects, City Transportation Programs, Road Projects, and Non-Motorized Projects
- The results of the existing conditions and analyses of forecasts will provide the framework for developing an updated list of multimodal transportation improvement projects and programs. The project list should address transportation safety and operational improvements, non-motorized facility needs and transit enhancement strategies. The project list should be closely coordinated with the Port of Seattle, WSDOT, transit agencies, and other local agencies to provide consistency between plans.
- Specifically, this process should pay special attention to improving connectivity throughout the City. Given the City's long history as a part of unincorporated King County, the parcel and roadway layout is not to an urban standard, and can be inconvenient, haphazard, and not conducive for facilitating a walkable and grid-based transportation and development vision. The consultant should consider where new roadway, shared-use path, and sidewalk connections should be planned to connect residential areas to destinations (such as schools, parks, public transit, services, etc.), improve connectivity, and provide relief to the City's existing transportation network. Examples of opportunities include extending dead-end roadways to connect to public ROW and utilizing unopened or unused ROW to build multiuse path connections. The consultant should rely heavily on the work of the City Center Phase II subarea planning effort, which will take a hard look at connectivity in the central part of the City, within the designated Urban Center, and then expand that analysis to other parts of the City where warranted. **Financial Plan and Impact Fee Program Update**
- The goal of the financial analysis is to provide the City with a planning-level understanding of the potential resources available for future transportation capital projects in order to perform project prioritization and regional transportation planning decisions. The analyses will provide a baseline for assisting the City in fiscally constraining the transportation plan, and indicate levels of resources that are reasonably expected to be available to carry out the transportation program. The fiscal analyses will assist in the project prioritization process to satisfy the state fiscal constraint requirements. In addition, where there are funding shortfalls, the consultant team will assist the City in identifying potential policy options for addressing funding gaps.
- Update and clarify the project prioritization process for implementing improvements that support the TMP's modal plans and to assist in the identification of priority projects for the TIP (Transportation Improvement Program) and CIP (Capital Improvement Program).

Attachment BTE/TMP & SeaTac 2044: Major Comprehensive Plan Updates Anticipated Project Coordination Process

The TE/TMP update and SeaTac 2044 projects will be highly coordinated and leveraged. The City anticipates the TE/TMP consultant will participate in SeaTac 2044 project milestones as summarized in the table below.

SeaTac 2044: Preliminary Tasks/Milestones

(*Note: The [SeaTac 2044 RFP](#) and project contracting process is currently underway. Task/milestones below will be finalized through the SeaTac 2044 consultant contracting process.)

The TE/TMP consultant will be responsible for the completion of deliverables associated with the development of the Transportation Element and TMP updates, and will participate in SeaTac 2044 project work as determined through the collaborative process that will be undertaken by city staff and the consultant teams at the beginning of this project.

Commented [KK10]: Zack: You had asked that an item regarding ensuring alignment with state and regional requirements be added here, but I think the paragraph in Attachment A/Project SOW on regional coordination already addresses that issue - might need to be fine tuned, but, fyi.

SEATAC 2044 CONSULTANT TASKS/ MILESTONES	TE/TMP CONSULTANT ANTICIPATED SEATAC 2044 COORDINATION & ACTIVITIES
Task 1: Project Initiation & Management	<ul style="list-style-type: none"> • Input into & confirmation of TE/TMP consultant roles & responsibilities related to the SeaTac 2044 project
Task 2: Community Engagement for SeaTac 2044 & TE/TMP Update Projects	<ul style="list-style-type: none"> • Participation in development and implementation of SeaTac 2044 community engagement plan as related to TE/TMP update project
Task 3: Review/Audit Comprehensive Plan & Supporting Regulations	<ul style="list-style-type: none"> • Review and auditing of Transportation Element in coordination with SeaTac 2044 project • Assistance with completion of Policy/Code Audit Report to fulfill Department of Commerce Periodic Update Grant, as related to TE/TMP update project
Task 4: Evaluate Potential Changes to Comprehensive Plan & Supporting Regulations	<ul style="list-style-type: none"> • Evaluation of potential changes to Transportation Element in coordination with SeaTac 2044 project • Assisting SeaTac 2044 consultant with development scenario analysis as possible and especially as pertinent to TMP modelling work • Assistance with completion of Potential Changes to Comprehensive Plan Report to fulfill Department of Commerce Periodic Update Grant, as related to TE/TMP update project
Task 5: Draft Updates to Policies, Implementation Strategies & Background Reports	<p>Work with city staff and SeaTac 2044 consultant to align TE and TMP updates with SeaTac 2044 project goals and consider following issues and others as they emerge during the project.</p> <ul style="list-style-type: none"> • Review and refine existing transportation policies for all modes, based on changes in physical conditions, new data, City priorities, and community input. • Clarify and strengthen transportation policies to ensure support of City's long-term growth and development goals for:

	<p>---Access, mobility and connectivity in higher intensity urban village/station areas and throughout the Urban Center,</p> <p>---Creating complete communities within and outside of the Urban Center that promote multi-modal, healthy, equitable, connected neighborhoods with access to parks, neighborhood-oriented retail, and other services.</p> <p>---Provide policy support for streetscape design that is consistent with Land Use and other policy goals, and</p> <p>---Address freight mobility, and the multi-modal needs of commercial and industry clusters throughout the city.</p> <p>---Inform TMP project prioritization criteria to support and align with updated City vision and policies and to ensure compliance with state and regional requirements.</p> <ul style="list-style-type: none"> • Completion of proposed updates to Transportation Element in coordination with SeaTac 2044 project
Task 6: Draft Updates to Regulations	NA
Task 7: Review Critical Areas Ordinance	NA
Task 8: Finalize Comprehensive Plan & Regulatory Changes	<ul style="list-style-type: none"> • Drafting and revising of Transportation Element in coordination with SeaTac 2044 project
Task 9: Environmental Review	<ul style="list-style-type: none"> • Support SeaTac 2044 environmental review work as related to proposed updates to the Transportation Element
Task 10: Final Review & Adoption Process	<ul style="list-style-type: none"> • Assist SeaTac 2044 consultant and city staff with final review and adoption process for updated Comprehensive Plan as related to the draft Transportation Element.