



**City of SeaTac
Request for Qualifications
On-Call Contract for Transportation and
Traffic Engineering Services**

Purpose

The City of SeaTac Department of Public Works is soliciting interest from firms to provide, on an on-call basis, traffic modeling and concurrency management, traffic/transportation engineering, and traffic modeling support services. Firms should have expertise in planning, traffic demand modelling, engineering, design, and construction related to transportation network and systems in an urbanized area; traffic concurrency/demand modeling and testing using Synchro and other related software. This agreement is anticipated to be in effect until December 31, 2026.

Scope of Work

The expected items of work will relate to transportation planning, traffic modeling, traffic engineering, and concurrency testing associated with the City's concurrency policies and approval process. Tasks will likely include but not be limited to:

- Street parking/curb space management;
- Capacity and turn movement analysis for parking garages or unusual parking setups;
- Street and Pedestrian Lighting analysis;
- Traffic signal design;
- Traffic data collection;
- Traffic concurrency testing and modeling for adherence to the City's concurrency program;
- Provide transportation planning and engineering support for design and policies for roadway and intersection improvements;
- Develop, maintain, and update the City's traffic models using (but not limited to) Synchro, Visum, and SoundCast.
- Conduct modeling and sensitivity testing for city and development projects as assigned;
- Conduct special traffic studies and analysis;
- Traffic calming analysis and design;

Selection Criteria

All Submittal of Qualifications (SOQ) will be scored and ranked on the below criteria. Selection will be based on the SOQ scoring.

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	August 3, 2023
Questions Due	August 24, 2023 by 5:00 PM PST
Statement of Qualifications (SOQ) Due	August 31, 2023 by 5:00 PM PST
Notification of Consultant Selection based on SOQ	September 7, 2023
Consultant Negotiations Conclude	September 21, 2023
Contract Award by City Council	October 10, 2023

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 providing complex traffic and transportation planning, engineering,

design, construction and traffic modeling, and traffic concurrency testing support services for a rapidly urbanizing city 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.
- Consultant should have the ability to apply the citywide travel demand model to perform travel forecasting, analyze travel model results, and assess the impacts of infrastructure investments, comprehensive transportation policies, and land-use policies.

Legislative Process

The City anticipates this on-call 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, August 24, 2023. Questions will be compiled, answered, and distributed via email to all solicited 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, August 31, 2023. 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.