**City of Seattle**

**REQUEST FOR QUALIFICATIONS**

**Consultant Contracting**

**Project Title: 14-016 Roosevelt to Downtown High Capacity Transit Project Definition**

**Procurement Schedule**

Table 1: Procurement Schedule

|  |  |  |
| --- | --- | --- |
| **Schedule of Events** | **Date** | **Location** |
| RFQ Release | April 11, 2014 | DJC, eBid |
| Optional Pre-Submittal Conference | April 16, 2014  9:00 – 10:00 AM | Seattle Municipal Tower, 700 Fifth Ave, 38th Floor  Room 3832 |
| Deadline for Questions | April 24, 2014  4:00 PM | eBid |
| Sealed Proposals Due to the City | May 2, 2014  4:00 PM | See Table 2 |
| Potential Interviews | May 13-15, 2014 | Seattle Municipal Tower |
| Anticipated Intent to Award | May 26, 2014 |  |

*The City reserves the right to modify this schedule at the City’s discretion.*

*Notification of changes will be posted on the eBid eXchange.*

**Procurement Contact**

Consultant Contract Unit (CCU) Specialist: Sonia Palma, 206-684-4107, [Sonia.palma@seattle.gov](mailto:Sonia.palma@seattle.gov)

**All questions must be submitted via eBid. Response to questions will be posted eBid.**

Table 2: Delivery Address

|  |  |
| --- | --- |
| **Fed Ex & Hand Delivery - Physical Address** | **US Post Office - Mailing Address** |
| Sonia Palma, Consultant Contract Specialist  Project Controls, Consultant Contracts Unit  Seattle Department of Transportation  **700 Fifth Avenue, Suite 3800**  Seattle, Washington, 98104 | Sonia Palma, Consultant Contract Specialist  Project Controls, Consultant Contracts Unit  Seattle Department of Transportation  P.O. Box 34996  Seattle, Washington, 98124-4996 |

It is important to use the correct address for the delivery method you choose.

Unless authorized by the CCU Specialist, no other City official or employee may speak for the City regarding this solicitation until the award decisions are complete. Any Submitter seeking information, clarification, or interpretations from any other City official or City employee uses such information at the Submitter’s own risk. The City is not bound by such information. Following the submittal deadline, Submitters shall continue to direct communications to only the CCU Specialist.

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# Purpose and Background.

The City of Seattle, through the Seattle Department of Transportation (SDOT), is seeking responses to this Request for Qualifications (RFQ) from qualified transportation planning and engineering teams who can assist the City with a project definition phase (including 10% design) for multi-modal options along the Roosevelt - University District - Eastlake - South Lake Union - Downtown corridor. The project definition effort should build upon the work completed in the Transit Master Plan (TMP), where the Roosevelt to Downtown Corridor was identified as a high capacity transit (HCT) corridor. HCT as defined in the TMP consists of both rubber-tire and rail transit modes that allow for the provision of high-quality transit service and expansion of the frequent transit network. The project definition effort should identify a locally preferred alternative (LPA) and produce 10% design documents of the LPA that can be used to pursue Federal Transit Administration (FTA) funding to complete the design and construction. The LPA will include some early implementation projects. The focus of these projects will be speed and reliability improvements to the existing transit service that are often considered the initial development steps of bus rapid transit (BRT) service. These early implementation projects should be designed in a manner that they will not preclude future HCT implementation.

The purpose of the Roosevelt to Downtown Corridor project definition phase is to determine the detailed benefits, costs, impacts, and opportunities of implementing an HCT corridor between Roosevelt Way Northeast and Northeast 65th Street and the King Street Station in Downtown Seattle as defined in the City’s Transit Master Plan (TMP Corridor 8). Specifically, the project definition will include identification and evaluation of modal options and a “complete streets” approach to meet the needs of the residents and business in the area. If bicycles cannot be adequately accommodated directly on the corridor, a parallel route should be identified and designed to 10% as part of this project. Pedestrian needs should be met directly on the corridor, to the extent that existing facilities are inadequate. Although the corridor is not likely to include designated major truck streets, freight loading and other curbspace use needs will be addressed.

The Roosevelt to Downtown Corridor is a major north-south route in central Seattle. The corridor primarily utilizes Roosevelt Way NE/11th-12th Avenues NE couplet and Eastlake/Fairview Avenue North or Westlake Avenue North, north of Downtown. The corridor as defined in the TMP also utilizes 3rd, 4th, and/or 5th Avenues, depending on mode. This HCT corridor would connect with the rest of the Seattle and regional transit network at multiple locations Downtown and in the University District. A BRT option would operate using modern electric trolley buses and would incorporate existing trolley infrastructure. A rail option would incorporate the South Lake Union Streetcar and proposed Center City Connector rail infrastructure. Both options require new infrastructure. Consideration should also be given to the extension of the corridor to the Northgate Transit Center (NTC).

Estimates from the TMP indicate 7,500 net new weekday transit riders for the BRT option and 10,700 for the rapid streetcar option. The recommended headways for this corridor are estimated to vary based on mode selection. BRT headways are at least every five minutes during peak and 15 minutes during off-peak. Rail headways are at least every eight minutes during peak and 15 minutes during off-peak.

The project will provide many benefits, including but not limited to:

* Increased livability of Seattle’s Center City, South Lake Union, Eastlake, University District, and Roosevelt neighborhoods through transportation infrastructure that supports walkable, bikable, mixed-used communities;
* Supportive of Center City, South Lake Union, Eastlake, University District, and Roosevelt employment growth by connecting residents to jobs with fast and reliable transit service;
* Improved circulation options for visitors, students, and infrequent users by connecting the City’s primary tourist, education, and medical services destinations; and,
* Reduce greenhouse gas (GHG) emissions from the transportation sector.

This project is intended to result in 10% engineering design, complete with cost estimates, a signal and traffic operations plan approved by SDOT, electrical, an assessment of transit ITS infrastructure and applications needs, transit stop designs, Complete Streets assessment and an implementation strategy. This project is anticipated to have Federal funds and federal terms and conditions will apply (see attached boilerplate contract in the Attachments section)

# Period of Performance.

The Seattle Department of Transportation (SDOT) intends to execute the contract in June 2014. The final Scope of Work will be established after the consultant has been selected and contract negotiations have been completed. The entire Scope of Work for project definition is expected to take between 14 to 16 months. The consultant effort is expected to be valued at approximately $1,000,000.

# Solicitation Objectives.

The City expects to achieve the following outcomes through this consultant solicitation:

* Receive qualifications that outline an approach including scope, schedule and budget that will ultimately result in a project definition based on a thorough alternatives analysis and a selected LPA; and,
* Hire a skilled consultant firm/team with a strong record and experience in transit planning and public engagement so as to assure the City receives dependable, responsive, proven, and expert services.
* Establish a collaborative partnership to develop solutions to problems in an efficient and effective manner;
* Create a high quality design;
* Effectively communicate with diverse stakeholders and work closely with Metro, Seattle's primary transit service provider.

# Minimum Qualifications.

The minimum qualifications are required for a Consultant to be eligible to submit a response to this RFQ. Responses must clearly show compliance to these minimum qualifications. Those that are not clearly responsive to these minimum qualifications shall be rejected by the City without further consideration.

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

* Demonstrated expertise and at least 5 years of urban high and/or intermediate capacity transit planning and engineering experience (preferably bus rapid transit and rail planning and design), ridership forecasting, operating plan development, cost estimating, vehicle and facility design, traffic operations and simulation, parking supply and demand analysis, urban design, multimodal planning and design, and public outreach;
* Consultant Project Manager must have demonstrated experience working with a public agency of similar size to the City of Seattle within the last 5 years, with services similar to those expected by the City for this contract;
* Demonstrated experience performing alternatives analysis and determining an LPA for BRT and rail projects seeking FTA New or Small Starts funding; and,
* The Engineer of Record for a roadway design under any work authorized in the Contract must be a current State of Washington licensed engineer in good standing with 5 years of engineering experience.

# Scope of Work.

SDOT is seeking consultant services for project definition of the Roosevelt to Downtown Corridor that results in both a 10% design and a selection of an LPA to detail the benefits, costs, impacts and opportunities of implementing the HCT corridor.

The Scope of Work will likely include, but not be limited to, the tasks listed below. However, SDOT encourages consultant teams/firms to propose alternative approaches that introduce innovative, higher quality or impactful results, and cost savings. A final and more detailed scope of work will be developed and negotiated upon selection of a consultant.

**Task 1: Project Management and Internal Review**

The project team will be led by the SDOT project manager and will include the consultant team project manager, other consultant team members, and other SDOT, King County Metro, and City staff chosen for their subject-matter expertise. This team is anticipated to meet every other week, either in-person or via conference call. The purpose of these meetings will be to review project progress, discuss key issues, and allow for input from all project participants. Additionally, there may be subject-specific meetings to review and discuss key issues requiring a closer reviewer by subject-matter experts.

The project team will be guided by an SDOT Steering Committee (consisting of SDOT upper management) that meets on a bimonthly basis and more often as needed. SDOT-King County Metro management and executive level meetings will also occur periodically, as needed, using existing forums whenever possible. Over the course of the project, the consultant will be expected to participate in at least several of these meetings, and briefings for both the Mayor and City Council.

The consultant will assist in the development of an overall project schedule to include all major phases of project development and implementation. The consultant project manager will manage all technical aspects of the study, including quality assurance and quality control, regular reports of the status of project budget, work effort progress, and schedule.

The consultant should expect that all major work products/deliverables will go through at least two review stages by the project team.

*Expected Deliverables:*

* Statement of project management plan that includes scope, schedule, budget and internal communication processes
* Monthly progress reports that include tasks undertaken, budget tracking, schedule, and emerging and unresolved issues.
* Summary notes for all project meetings
* Presentation materials as needed for internal and external briefings

**Task 2: Project need, goals and outcomes-based evaluation framework**

The consultant will provide a clearly developed project Purpose and Need Statement and Evaluation Framework. Working closely with SDOT staff, the consultant will define project goals, desired outcomes, and evaluation criteria. These will be refined through consultation with city and partner agency staff and stakeholder outreach. This task will also refine the guidelines through which alternatives will be evaluated, a locally preferred alternative selected and a project definition developed. Draft evaluation criteria used during previous alternatives evaluations include:

* Transit ridership: current, opening year, interim years, and 2030 ridership potential;
* Speed, travel time, reliability, and quality of transit experience;
* Support for community/economic development;
* Access to affordable housing: ability to improve housing and transportation affordability;
* Greenhouse gas emissions (increased transit mode, transit emissions, and project construction emissions);
* Costs: capital, operating, and maintenance;
* Potential to incorporate Universal Design Principles;
* Complete Streets attainment;
* Environmental impacts;
* Transportation impacts such as increased transit mobility, parking, non-motorized and vehicle mobility, non-motorized and vehicle safety, and freight movement;
* Equity: potential to serve areas with low-income, senior, people with disabilities, and minority populations;
* Transportation system connectivity and regional access represented by the ability to enhance connectivity among modes and between key Center City population and employment centers and regional transit hubs;
* Consistency with Puget Sound Regional Council's land use and transportation goals; and,
* Leveraging and matching potential: likelihood of leveraging investments across public agencies and private business stakeholders.

*Expected Deliverables:*

* Draft and final technical memoranda presenting the purpose and need, desired outcomes, goals, and evaluation framework

**Task 3: Existing conditions analysis and data collection**

The consultant will collect and analyze relevant information for the study area and city. This includes, but is not limited to, the 2012 TMP (http://www.seattle.gov/transportation/transitmasterplan.htm); other transit planning studies and work plans; University District planning studies; neighborhood plans; other related area plans; land use and zoning; Seattle Bicycle and Pedestrian master plans; King County Metro policy, planning, ridership, service/operations reports and studies; City traffic data; parking inventory and utilization data; bicyclist and pedestrian counts; and, collision data. During review of existing conditions, consideration should be given to the extension of the corridor to the NTC.

*Expected Deliverables:*

* Utilization of this information during the modal analysis
* Utilization of this information in development of alternatives analysis technical reports and other products
* Draft and final technical memoranda summarizing existing conditions including detailed documentation of the existing bus operations in the corridor and potential extension of the corridor to the NTC, existing roadway cross sections, and on-street parking inventory and utilization.

**Task 4: Mode analysis**

The TMP identified rail as the preferred mode for the Roosevelt to Downtown Corridor with the recommendation of additional study to confirm rapid streetcar as the preferred mode. During this task, further analysis will be conducted to validate rail as the appropriate mode or to determine that BRT is more appropriate for the corridor. This analysis will consider the costs and benefits associated with each mode over the life of the investment. This will be a quantitative analysis. Potential evaluation factors include total capital and operating costs, annualized cost per rider, overall network transit ridership, end-to-end travel time savings and annual greenhouse gas emission equivalents as used in the TMP and other factors as appropriate. The analysis should also take into consideration future improvements such as the Link extensions scheduled for 2016 and 2021, as well as any service modifications planned for Metro service and how they may impact ridership in the corridor.

Key to this analysis will be the development of detailed ridership projections for interim years out to 2035. The consultant will develop transit ridership estimates by mode. The consultant will develop a methodology for performing the ridership estimates that meets FTA guidelines. The proposed methodology should address micro-scale transit-specific issues such as the impact of special generators on transit ridership, characteristics of the local transit market and ridership trends based upon socioeconomic growth in the corridor. Multiple iterations of forecasting models are anticipated to optimize operating plans for both streetcar and BRT alternatives, as well as. network design and corridor extent.

It is assumed that the mode analysis will be presented to the public and stakeholders, SDOT Steering Committee, Mayor and Council and will be used during the process of developing alternatives.

*Expected Deliverables:*

* Draft and final technical memoranda documenting forecasting methodology and detailed ridership projections for both rail and BRT modes
* Benefit/Cost analysis of rail and BRT modes over the life of each investment including order-of-magnitude cost estimates to be used in the analysis and performance objectives. All assumptions must be documented including those associated with technology applications assumed for each mode.
* Recommendation of preferred mode
* Presentation materials that can be used by decision makers, stakeholders and the public

**Task 5: Alternatives development and analysis**

This task will build upon prior plans and studies affecting the Roosevelt to Downtown corridor, concepts developed as part of the TMP, and the Recommendation of Preferred Mode. The consultant will develop a set of alternatives consisting of those that are identified by prior plans and studies, as well as those that are based on ongoing public outreach and overall consistency with the project Purpose and Need. The alternatives should include near-term project elements that will not preclude longer-term HCT implementation. The consultant will undertake a high-level screening process to reduce the number of alternatives to a manageable number. The consultant will then fully develop and evaluate a set of final alternatives. Include in each alternative, routing for the implementation of bike facilities consistent with the 2014 Bicycle Master Plan (BMP) Update.

*Expected deliverables:*

* Draft and final technical memoranda describing identification and screening of initial alternatives
* Draft and final technical memoranda describing analysis and screening of alternatives advanced for more detailed evaluation, including planning level of detail and graphical representations of alignments, cross sections, stations and transfer locations
* Draft and final technical memoranda describing detailed evaluation of final alternatives. This phase will include conceptual layout for each final alternative, including street cross-sections, potential stop locations, streetscape needs, maintenance facilities, modal choice, multi-modal impacts and constraints to the existing right of way (including potential utility conflicts). Consultant team will need to develop concept designs that allow for subsequent analysis of the integration of the HCT corridor with other corridor needs, including auto and freight traffic, parking/curbspace uses, bicycle facilities, and pedestrian uses.
* Draft and final technical memoranda including project definition (10% design) of a bike route in the Roosevelt to Downtown HCT Corridor. Project definition to include route and typical treatments, consistent with BMP Update.

**Task 6: Operating plan**

The consultant will coordinate with SDOT and King County Metro to identify a potential operating plan to guide station design and station locations based on the preferred mode. The analysis will assume a range of stop spacing, and will employ signal priority, time-efficient off-board fare collection, other transit priority measures, real-time schedule information, and platform facilities designed to improve efficiency of boarding and alighting and that meet Americans with Disabilities Act requirements. The operating plan will include differing levels of service on non-HCT corridor routes. Details will be provided by SDOT and/or Metro, at the discretion of the SDOT Project Manager. The analysis will identify feasible and recommended:

* Route termini, transfer opportunities, frequency, span of service, stop spacing, and operating speeds;
* Transit speed and reliability treatments to maximize operating speeds;
* Interoperability - solutions to any possible conflicts between the HCT corridor and other transit;
* Station design and locations;
* Roadway channelization and bus bulbs where appropriate; and,
* Maintenance and storage facilities.

*Expected Deliverables:*

* Draft and final technical memoranda describing operating plans for each of the final alternatives

**Task 7: Capital costs**

The consultant will work with the SDOT project team to develop and evaluate existing capital costs associated with transit improvements, and estimate capital costs for the alternatives. Analysis will include:

* Capital costs, including track work (if streetcar), electric overhead infrastructure, roadway/paving, signals and communications, speed and reliability improvements, equipment, fiber communications and ITS network and infrastructure, maintenance facility needs, structures, modifications to existing facilities, ITS improvements, and stations and shelters; and,
* Capital cost estimates will also include costs for project administration, design, and any other items necessary for design and construction.

*Expected Deliverables:*

* Draft and final technical memoranda documenting capital cost estimates and methodology for each alternative

**Task 8: Operating and maintenance costs**

The consultant will develop estimates of operating and maintenance costs of each alternative. These estimates will utilize prior studies and existing operating and maintenance costs of the South Lake Union streetcar for rail mode, supplemented by experience in other locations. For bus-based changes, operating and maintenance costs will be based on the cost structure of King County Metro services. The consultant will also assess funding opportunities.

*Expected Deliverables:*

* Draft and final technical memorandum documenting operating and maintenance costs and methodology for each alternative and potential funding opportunities

**Task 9: Locally preferred alternative and concept design**

The consultant will work with SDOT to develop a draft locally preferred alternative (LPA). The consultant will prepare the draft and final alternatives including detailed traffic simulations and animations to evaluate traffic impacts and a high level environmental analysis document that outlines the evaluation process and LPA. Following public review and meetings, a final LPA will be identified that specifies mode, alignment, stop locations, street cross-sections, span of service, and frequency of the preferred corridor.

A primary objective of this task will be to ensure that the draft LPA is specific enough to present to elected officials, key stakeholders, and affected communities. The LPA must be detailed enough to enable all stakeholders to understand the requirements for its implementation, with the ultimate goal of obtaining FTA acceptance of the alternatives development and review process and resulting LPA.

The final step of this task is to develop a concept design, e.g. 10% design level, order-of-magnitude cost estimate, and implementation plan for the LPA that details the timeline, responsibilities, cost estimates, and funding plan for the development of the corridor.

At the final stage of analysis, the consultant will analyze at a preliminary level the LPA based on criteria including air quality and GHG reduction, noise, vibrations, critical areas, stormwater management, social/economic impacts (particularly during construction), energy consumption, environmental justice, cultural and historic resources, land use, and both motorized and non-motorized transportation safety, mobility and parking. This analysis is only intended to identify environmental considerations associated with the LPA that would prevent advancement of the project.

*Expected Deliverables:*

* Draft and final alternatives analysis and preliminary environmental analysis documents that detail the evaluation process for review by the general public, partner agencies, elected officials, and the FTA
* Individual technical memoranda to include transit operating plans, resultant operations and maintenance costs, capital costs, traffic impacts, ridership, land use and economic development assessments, public outreach, and results of the preliminary environmental analysis
* Draft and final technical memorandum describing traffic analysis and preliminary environmental and evaluation review of the LPA
* Detailed traffic simulations and animations for each alternative
* Traffic and signal operating plan approved by SDOT
* Complete Streets checklist
* 10% design plans including channelization, signage, signal, TSP-compatible signal systems, electrical, ITS applications, and bus stop layout
* Recommended funding strategy for the LPA
* Draft and Final report that includes a recommended approach for proceeding with the NEPA evaluation process that is consistent with Federal Small Starts program requirements, concept design, e.g. 10% design level, descriptions and design drawings, including roadway cross-section.

**Task 10:  FTA project development strategy and technical assistance**

In consultation with the Project Manager, develop a strategy to maintain momentum developed during the project definition phase to advance the project into the next phases of design, environmental review, and funding procurement.  Work may include identification of potential funding sources, assisting staff in fulfilling the requirements of FTA Project Development such as preparing necessary reports or other supporting analysis, identifying issues for final environmental clearance, and conducting preliminary environmental investigations or additional design work to support scoping of future phases.

**Task 11: Public outreach and engagement**

The consultant will lead, with oversight from Project Manager, development and implementation of a comprehensive public engagement strategy. This strategy will ensure that all affected neighborhoods, agencies, businesses, and the general public are provided with an opportunity to become engaged during several stages of the process to develop and review alternatives.

The public engagement strategy will be consistent with the City's Race and Social Justice Initiative and Inclusive Outreach and Public Engagement (IOPE) practices. The consultant will need to develop specific strategies to engage low-income residents in the Roosevelt to Downtown Corridor, those who do not speak English as their native language, people with disabilities, as well as public health and social service organizations. The consultant should demonstrate the capacity to develop clear and concise graphic techniques to communicate key aspects of the study process and technical issues to diverse groups. Include capacity to deploy interactive web tools for public input and participation. Social media will be used as appropriate to share information with the public and receive their input in addition to face-to-face contact.

It is envisioned that stakeholder outreach will commence with the project and general public outreach will begin once the technical work of the mode analysis is complete.

*Expected Deliverables:*

* Management and staffing of numerous public outreach events, including stakeholder meetings and at outreach events open to the general public
* Draft and final public engagement strategy plans that include a website and other web-based tools
* Presentation materials, as needed, to be used at a range of outreach events, including at open houses and focused briefings
* Web content, interactive web tools, social media tools and supporting materials

# Contract Terms and Conditions.

The SDOT consultant contract is provided (see Attachments Section) and includes FTA Terms and Conditions.

Consultants submit proposals understanding all Contract terms and conditions are mandatory and no negotiations of those terms will be invited. Submittal of a proposal is agreement to the entire Contract without exception, unless the City brings forward contract modifications for negotiation. The City is the only party that has the right to negotiate changes to submitted proposals and to change the City's otherwise mandatory Contract form during negotiations. If the Consultant is awarded a contract and refuses to sign the Contract as provided in this RFQ, the City may reject the Consultant from this and future solicitations for the same work. Under no circumstances shall Consultant submit its own boilerplate of terms and conditions.

This contract may be funded through Federal Transit Administration (FTA) grant funds.  The Consultant and any SubConsultants shall be expected provide an overhead report audited rate by the contract award date that has been audited by the Washington State Department of Transportation (WSDOT).  More information may be found at:  <http://www.wsdot.wa.gov/audit/>.

# Instructions, Procedures and Requirements.

This section details the City instructions and requirements for your submittal. The City reserves the right in its sole discretion to reject the submittal of any Consultant that fails to comply with the instructions.

**7.1 Registration into City Registration System.**

If you have not previously done so, register at: [http://www2.seattle.gov/ConsultantRegistration/](http://www2.seattle.gov/VendorRegistration/). The City expects all firms to register. Women- and minority- owned firms are asked to self-identify. For assistance, call 206-684-0444.

## 7.2 Pre-Submittal Conference.

The City shall conduct an optional pre-proposal conference at the time, date and location in page 1. Submitters are highly encouraged to attend but not required to attend to be eligible to propose. The meeting answers questions about the solicitation and clarify issues. This also allows Submitters to raise concerns. Failure to raise concerns over any issues at this opportunity will be a consideration in any protest filed regarding such items known as of this pre-proposal conference.

**7.3 Questions.**

Submitters may submit written questions to the Consultant Contract Specialist via eBid until the deadline stated on page 1. The Seattle Department of Transportation requires questions to be submitted through eBid so that all applicants may see the questions and SDOT’s responses. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Consultant of responsibilities under in any subsequent contract. It is the responsibility of the interested Consultant to assure they receive responses to Questions if any are issued.

## 7.4 Changes to the RFQ/Addenda.

A change may be made by the City if, in the sole judgment of the City, the change will not compromise the City’s objectives in this acquisition. A change to this RFQ will be made by formal written addendum issued by the Consultant Contracts Specialist via eBid and shall become part of this RFQ and may be included as part of the Contract.

**7.5 Receiving Addenda and/or Question and Answers.**

It is the obligation and responsibility of the Consultant to learn of addendums, responses, or notices issued by the City. Some third-party services independently post City of Seattle solicitations on their websites. The City does not guarantee that such services have accurately provided all the information published by the City.

All submittals sent to the City may be considered compliant to all Addendums, with or without specific confirmation from the Consultant that the Addendum was received and incorporated, at the sole discretion of the Consultant Contracts Specialist. The Consultant Contracts Specialist may reject the submittal if it does not fully incorporate an Addendum.

## 7.6 Proposal Submittal.

###### Proposals must be received into the City no later than the date and time on page 1 except as revised by Addenda.

1. All pages are to be numbered sequentially, and closely follow the requested formats.
2. The City has page limits specified in the submittal instructions section. Any pages that exceed the page limit will be excised from the document for purposes of evaluation.
3. The submitter has full responsibility to ensure the response arrives at the City within the deadline. A response delivered after the deadline will not be accepted unless waived as immaterial by the City given specific fact-based circumstances.

**Hard Copy Submittal.**

Submit one (1) original bound copy, and one (1) electronic CD copy of the response. Fax, e-mail and CD copies **are not** an alternative to the hard copy. If a CD, fax or e-mail version is delivered, the hard copy will be the official version. Delivery is to the location specified on Page 1, Table 2.

1. Hard-copy responses should be in a sealed box or envelope marked and addressed with the City contact person name, the solicitation title and number. If submittals are not marked, the Submitter has risks of the response being misplaced and not properly delivered.
2. The Submittal may be hand-delivered or otherwise be received by the Consultant Contracts Specialist at the address provided, by the submittal deadline*.* Delivery errors will result without careful attention to the proper address.
3. Please use no plastic or vinyl binders or folders. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your submission, please use recyclable cardboard binders.

## 7.7 License and Business Tax Requirements.

The Consultant must meet all licensing requirements that apply to their business immediately after contract award or the City may reject the Consultant. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions. The Consultant should carefully consider those costs prior to submitting their offer, as the City will not separately pay or reimburse those costs to the Consultant.

**Seattle Business Licensing and associated taxes.**

1. If you have a “physical nexus” in the city, you must obtain a Seattle Business license and pay all taxes due before the Contract can be signed.
2. A “physical nexus” means you have physical presence, such as: a building/facility in Seattle, you make sales trips into Seattle, your own company drives into Seattle for product deliveries, and/or you conduct service work in Seattle (repair, installation, service, maintenance work, on-site consulting, etc).
3. We provide a Consultant Questionnaire Form in our submittal package items later in this RFQ, and it will ask you to specify if you have “physical nexus”.
4. All costs for any licenses, permits and Seattle Business License taxes owed shall be borne by the Consultant and not charged separately to the City.
5. The apparent successful Consultant(s) must immediately obtain the license and ensure all City taxes are current, unless exempted by City Code due to reasons such as no physical nexus. Failure to do so will cause rejection of the submittal.
6. Self-Filing: You can pay your license and taxes on-line using a credit card <https://dea.seattle.gov/self/>
7. For Questions and Assistance, call the Revenue and Consumer Protection (RCP) office which issues business licenses and enforces licensing requirements. The general e-mail is [rca@seattle.gov](mailto:rca@seattle.gov). The main phone is 206-684-8484, or call RCA staff for assistance (Anna Pedroso at 206-615-1611, Wendy Valadez at 206-684-8509 or Brenda Strickland at 206 684-8404).
8. The licensing website is <http://www.seattle.gov/rca/taxes/taxmain.htm>.
9. The City of Seattle website allows you to apply and pay on-line with a Credit Card if you choose.
10. If a business has extraordinary balances due on their account that would cause undue hardship to the business, the business can contact the RCA office (see contacts above in #7) to request additional assistance. A cover-sheet providing further explanation, with the application and instructions for a Seattle Business License is provided below.
11. Those holding a City of Seattle Business license may be required to report and pay revenue taxes to the City. Such costs should be carefully considered by the Consultant prior to submitting your offer. When allowed by City ordinance, the City will have the right to retain amounts due at the conclusion of a contract by withholding from final invoice payments.

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**State Business Licensing.** Before the contract is signed, you must have a State of Washington business license (a “Unified Business Identifier” known as a UBI number). If the State of Washington has exempted your business from State licensing (some foreign companies are exempt and sometimes, the State waives licensing because the company has no physical presence in the State), then submit proof of that exemption to the City. All costs for any licenses, permits and associated tax payments due to the State because of licensing shall be borne by the Consultant and not charged separately to the City. Instructions and applications are at <http://www.dol.wa.gov/business/file.html> and the State of Washington Department of Revenue is available at 1-800-647-7706.

## Federal Excise Tax. The City is exempt from Federal Excise Tax (Certificate of Registry #9173 0099K exempts the City).

**7.8 Submitter Responsibility to Provide Full Response.**

It is the Submitter’s responsibility to provide a full and complete response that does not require interpretation or clarification by the City. The Submitter is to provide all requested materials, forms and information. The Submitter is to ensure the materials submitted properly and accurately reflects the Submitter’s offering. During scoring and evaluation (prior to interviews, if any), the City will rely upon the submitted materials and shall not accept materials from the Submitter after the RFQ deadline; this does not limit the City right to consider additional information (such as references that are not provided by the Submitter but are known to the City, or past City experience with the consultant), or to seek clarifications as needed.

**7.9 No Guaranteed Utilization.**

The City does not guarantee utilization of this contract. The solicitation may provide estimates of utilization; such information is for Consultant convenience and not a usage guarantee. The City reserves the right to multiple or partial awards, and/or to order work based on City needs. The City may turn to other appropriate contract sources or supplemental contracts, to obtain these same or similar services. The City may re-solicit for new additions to the Consultant pool. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

**7.10 Expansion Clause.**

Note that the contract strictly limits the expansion of scope and addition of new work not expressly provided for within the RFQ Scope of Work. The Submitters are to bring forward any questions about the scope that should be named within the solicitation, during the Question and Answer period.

**7.11 Right to Award to Next Ranked Consultant.**

If a contract is executed because of this solicitation process and is terminated within 90-days, the City reserves the option to return to the solicitation process to award the contract to the next highest ranked responsive Consultant by mutual agreement with such Consultant.  Any new award may also be allowed this right.

**7.12 Background Checks.**

The City may require background/criminal checks during the course of the contract for essential City. The City does not intend to request such background checks unless essential in the opinion of the City.

**7.13 Negotiations.**

The City may open discussions with the apparent successful Submitter, to negotiate costs and modifications to the proposal or the contract, to align the proposal or contract to meet City needs within the scope sought by the solicitation.

**7.14 Effective Dates of Offer.**

Solicitation responses are valid until the City completes award. Should any Submitter object to this condition, the Submitter must object prior to the Q&A deadline on page 1.

## 7.15 Cost of Preparing Proposals.

The City will not be liable for any costs incurred by the Submitter to prepare, submit and present proposals, interviews and/or demonstrations.

**7.16 Readability.**

Submitters are advised that the City’s ability to evaluate proposals depends on the Submitter’s submittal document, including organization, level of detail, comprehensive material and readability.

**7.17 Changes or Corrections to Proposal Submittal.**

Prior to the submittal closing date and time, a Consultant may change its proposal, if initialed and dated by the Consultant. No changes are allowed after the closing date and time.

## 7.18 Errors in Proposals.

Submitters are responsible for errors and omissions in their proposals. No such error or omission shall diminish the Submitter’s obligations to the City.

**7.19 Withdrawal of Submissions.**

A submittal may be withdrawn by written request of the Submitter, prior to the closing date and time. After the closing date and time, the submittal may be withdrawn only with permission by the City.

**7.20 Rejection of Submissions.**

The City reserves the right to reject any or all submissions with no penalty. The City also has the right to waive immaterial defects and minor irregularities in any submitted proposal.

**7.21 Incorporation of RFQ and Proposal in Contract.**

This RFQ and the Submitter’s response, including all promises, warranties, commitments, and representations made in the successful proposal as accepted by the City, shall be binding and incorporated by reference in the City’s contract with the Submitter.

**7.22 Independent Contractor.**

The Consultant works as an independent contractor. The City will provide appropriate contract management, but that does not constitute a supervisory relationship to the consultant. Consultant workers are prohibited from supervising City employees or from direct supervision by a City employee. Prohibited supervision tasks include conducting a City of Seattle Employee Performance Evaluation, preparing and/or approving a City of Seattle timesheet, administering employee discipline, and similar supervisory actions.

The City will not provide space in City offices for performance of this work. Consultants will perform most work from their own office space or the field.

## 7.23 Equal Benefits.

Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether Proposers provide health and benefits that are the same or equivalent to the domestic partners of employees as to spouses of employees, and of their dependents and family members. The Consultant Questionnaire requested in the Submittal instructions includes materials to designate your equal benefits status.

**7.24 Federal Disadvantaged Business Enterprise (DBE)**

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.* The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The agency’s overall goal for DBE participation is 13.6%. A separate contract goal has not been established for this procurement.

The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the City of Seattle deems appropriate. Each subcontract the Consultant signs with a subconsultant must include the assurance in this paragraph (see 49CFR 26.13(b)).

Additional terms and conditions are outlined in Exhibit C Section 28 of the base contract in Attachment #2.

## 7.25 Insurance Requirements.

Any special insurance requirements are provided as an Attachment (see Attachments section). If attached, provide proof of insurance to the City before Contract execution. The City will remind the apparent successful Submitter in the Intent to Award letter. The apparent successful Submitter must promptly provide proof of insurance to the Consultant Contracts Specialist.

Consultants are encouraged to immediately contact their Broker to begin preparation of the required insurance documents, if the Consultant is selected as a finalist. Submitters may elect to provide the requested insurance documents within their submission.

## 7.26 Proprietary and Confidential Material.

## Requesting Disclosure of Public Records.

The City asks interested parties to not request public disclosure of proposal records until a contract is executed. This measure should shelter the solicitation process, particularly during the evaluation and selection process or if a cancellation occurs or re-solicitation. With this preference stated, the City will continue to respond to all requests for disclosure of public records as required by State Law.

**Marking and Disclosing Material.**

## Washington’s Public Records Act (Release/Disclosure of Public Records)

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act*) all materials received or created by the City of Seattle are ***public records***. These records include but are not limited to proposal submittals, agreement documents, contract work product, or other material.

Washington’s Public Records Act requires that public records must be promptly disclosed by the City upon request unless a judge rules that RCW or another Washington State statute exempts records from disclosure. Exemptions are narrow and explicit and are in Washington State Law (Reference RCW 42.56 and RCW 19.108).

Submitters must be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature’s website at <http://www1.leg.wa.gov/LawsAndAgencyRules>).

If you believe any records you are submitting to the City as part of your submittal or contract work product, are exempt from disclosure you can request that the City not release the records until the City notifies you about the pending disclosure. To make that request, you must complete the appropriate portion of the Consultant Questionnaire (Non-Disclosure Request Section) and identify each record and the exemption(s) that may apply. If you are awarded a City contract, the same exemption designation will carry forward to the contract records.

The City will not withhold materials from disclosure because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Identify no entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on in the Consultant Questionnaire. Only the specific records or portions of records properly listed on the Consultant Questionnaire will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and listed on the Consultant Questionnaire, the City will notify you in writing of the request and postpone disclosure, providing sufficient time for you to pursue an injunction and ruling from a judge. While it is not a legal obligation, the City, as a courtesy, allows up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a Court order within the ten days, the City may release the documents.

By submitting for this solicitation, the Consultant acknowledges the obligation to identify such records within the Consultant Questionnaire, and that the City has no obligation or liability to the Submitter if the records are disclosed.

**7.27 Ethics Code.**

Please familiarize yourself with the City Ethics code: <http://www.seattle.gov/ethics/etpub/et_home.htm>. Attached is a pamphlet for Consultants, Customers and Clients. Any questions should be addressed to Seattle Ethics and Elections Commission at 206-684-8500.



**No Gifts and Gratuities.**

Consultants shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Consultant. An example is giving a City employee sporting event tickets to a City employee on the evaluation team of a solicitation to which you submitted. The definition of what a “benefit” would be is broad and could include not only awarding a contract but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items from Consultants. Promotional items worth less than $25 may be distributed by the Consultant to City employees if the Consultant uses the items as routine and standard promotions for the business.

**Involvement of Current and Former City Employees.**

The Consultant Questionnaire within your submittal documents prompts you to disclose any current or former City employees, official or volunteer that is working or assisting on solicitation of City business or on completion of an awarded contract. Update that information during the contract.

**Contract Workers with over 1,000 Hours.**

The Ethics Code applies to Consultant workers that perform over 1,000 cumulative hours on any City contract during any 12-month period. Any such employee must abide by the City Ethics Code. The Consultant is to be aware and familiar with the Ethics Code accordingly.

**No Conflict of Interest.**

Consultant (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Consultant performance. The City shall make sole determination as to compliance.

# Response Format.

**Prepare submissions with the following format and attachments. Failure to clearly and completely provide all information below, on forms provided and in order requested, may cause rejection as non-responsive. Pages described below are considered 8.5” x 11” single sided unless otherwise noted. Cover pages or dividing pages are not allowed as part of your submittal.**

1. **Optional - Letter of interest (1 page).**
2. **Legal Name (1 page):** Submit a certificate, copy of web-page, or other documentation from the Secretary of State (or Washington State Department of Revenue/Licensing if you are a sole proprietor) in which you incorporated that shows your legal name as a company. Many companies use a “Doing Business As” name or a nickname in their daily business. However, the City requires the legal name of your company, as it is legally registered. When preparing all forms below, use the proper company legal name. Your company’s legal name can be verified through the State Corporation Commission in the state in which you were established, which is often located within the Secretary of State’s Office for each state. For the State of Washington, see  **(**[**http://www.secstate.wa.gov/corps/**](http://www.secstate.wa.gov/corps/)).
3. **Minimum Qualifications (1 single sided page for each Minimum Qualification):** Provide a single page that lists each Minimum Qualification, and exactly how you achieve each minimum qualification. Remember that the determination you have achieved all the minimum qualifications is made from this page. The Project Manager is not obligated to check references or search other materials to make this decision.
4. **Mandatory - Consultant Questionnaire:** Submit the following form with your proposal package. Submit this, even if you have sent one in to the City on previous solicitations or contracts.



1. **Mandatory - Ethnic Media Plan:** You must respond to the embedded questions, with a clear and detailed response.



1. **Mandatory - Proposal Response (8 pages maximum, double-sided)**: This document details the forms, documents and format for your proposal response to the City.

**Understanding & Approach (3 pages, double sided)**

Discuss and clearly explain the methodology your firm proposes to use to achieve the City's objective for the Roosevelt to Downtown Corridor. Include in your discussion:

1. A schedule of key tasks and description of your work plan that demonstrate your approach to completing the selection of the locally preferred alternative;
2. Your approach to evaluate corridor concepts and select a preferred alternative, describing how consensus will be achieved with internal and external stakeholders;
3. The three most critical challenges that will need to be resolved to deliver a successful concept design and your proposed approach to resolving each challenge; and,
4. How your team will introduce innovative, higher quality or impactful results, cost savings or efficiencies.

**Proposed Team (3 pages, double sided)**

1. Provide an organizational chart for your proposed project team.
2. Identify your key team members; describe their role and level-of-involvement to the project. Include relevant projects and experience to the type of work described within this SOQ of the key team members. Experience with multi-agency projects and high capacity transit is preferred.
3. Demonstrate national and/or international expertise and experience in high-capacity transit planning and design. This should include preparing and leading transit planning studies, design phases, and environmental analysis.
4. Demonstrate experience in planning and designing multi-modal corridors and incorporating neighborhood connections, urban design, streetscape, and other public space features into the corridor. This includes developing multimodal evaluation criteria and analysis.
5. Demonstrate experience in conducting environmental review and preliminary engineering in preparation for entering FTA Project Development.
6. Demonstrate experience and/or capabilities in public engagement consistent with the City's Race and Social Justice Initiative. This may include, but is not limited to, collecting information preparing information for and facilitating large public meetings, supporting citizen advisory groups, and developing web-based outreach tools.

Submit three references for the Project Manager and Engineer of Record which demonstrate their experience and success in performing work similar to this project. Include name of client, contact person, telephone number and email address. References will not be scored but may be used to verify qualifications, which may affect the rating of the respondent.

**Project Experience of Prime Consultant (2 page, double sided)**

Include in the SOQ projects of similar magnitude and complexity performed by the prime consultant in the last five years. The description should specify the services provided, contract amount, and client's project manager name, email, and phone number. Identify proposed team members who were on the project team and their role. Experience with multi-agency projects and bus rapid transit and rail is preferred.

**Resumes (up to 4 pages, double sided, not counted towards 8 double sided page limit)**

Include resumes of your key project team members.

# Selection Process.

* 1. **Initial Screening**: The Consultant Contracts Specialist shall review submittals for initial decisions on responsiveness and responsibility. Those found responsive and responsible based on this initial review shall proceed to Step 2. Equal Benefits, Minimum Qualifications, satisfactory past performance and/or completed Performance Evaluations, if applicable, satisfactory financial responsibility, Ethnic Media Plan, and other elements are screened in this Step.
  2. **Proposal Evaluation:** The City will evaluate proposals using the criteria specified below. Responses will be evaluated and ranked or scored.

**Evaluation Criteria:**

|  |  |
| --- | --- |
| Project Understanding and Approach | 50 points |
| Proposed Team | 15 Points |
| Project Experience | 35 points |
| Total | 100 Points |

* 1. **Interviews:** The City may interview top ranked firms that are most competitive to determine the most qualified Submitter. Consultants invited to interview are to bring the assigned Project Manager named by the Consultant in the Proposal, and may bring other key personnel named in the Proposal. The Consultant shall not bring individuals who do not work for the Consultant or are on the project team without advance authorization by the Consultant Contract Specialist.
  2. **Professional References:** The City may contact one or more professional references have been provided by the Submitter in the Consultant, or other sources that may not have been named by the Submitter but can assist the City in determining performance.
  3. **Selection:** The City shall select the highest ranked Submitter(s) for award including the interview and written proposal. Following interviews, the City shall select the highest ranked Submitter for award. The scoring for the written SOQ and the interview will not be cumulative.
  4. **A&E Contract Negotiations.** The highest ranked Submitter will be asked to bring forward a fee schedule and pricing proposal for negotiation and discussion with the City. The City may negotiate any aspect of the proposal or the solicitation. The City does not intend to negotiate the base contract, which has been attached (See Attachments).
  5. **Repeat of Evaluation:** If no Consultant is selected at the conclusion of all the steps, the City may return to any step in the process to repeat the evaluation with those proposals active at that step. The City shall then sequentially step through all remaining steps as if conducting a new evaluation process. The City reserves the right to terminate the process if no proposals meet its requirements.

# Award and Contract Execution.

The Consultant Contracts Specialist will provide timely notice of intent to award to all Consultants responding to the Solicitation.

**Protests to Consultant Contracts Specialist.**

Interested parties that wish to protest any aspect of this RFQ selection process must provide written notice to the Consultant Contracts Specialist for this solicitation within the timeframe indicated in the Notice of Intent to Award letter. For further information on SDOT specific protest policies, please contact the CCU Specialist directly. Note that the City is to notify Federal Transit Administration if protesting a solicitation for contracts with FTA funds.

**Debriefs.**

For a debrief of materials produced in the solicitation process, contact the Consultant Contracts Specialist within two weeks of receiving the Notice of Intent to Award letter. **Do not** contact the Project Manager or other staff regarding the selection process.

**Instructions to the Apparently Successful Consultant(s).**

The Apparently Successful Consultant(s) will receive an Intent to Award Letter from the Consultant Contracts Specialist after award decisions are made by the City. The Letter will include instructions for final submittals due prior to execution of the contract.

Once the City has finalized and issued the contract for signature, the Consultant must execute the contract and provide all requested documents within ten (10) business days. This includes attaining a Seattle Business License, payment of associated taxes due, and providing proof of insurance. If the Consultant fails to execute the contract with all documents within the ten (10) day time frame, the City may cancel the award and proceed to the next ranked Consultant, or cancel or reissue this solicitation. Cancellation of an award for failure to execute the Contract as attached may disqualify the firm from future solicitations for this same work.

**Checklist of Final Submittals Prior to Award.**

The Consultant(s) should anticipate the Letter will require at least the following. Consultants are encouraged to prepare these documents when possible, to eliminate risks of late compliance.

* Seattle Business License is current and all taxes due have been paid.
* State of Washington Business License.
* Certificate of Insurance (if required)
* Special Licenses (if any)

**Taxpayer Identification Number and W-9.**

Unless the Consultant has already submitted a Taxpayer Identification Number and Certification Request Form (W-9) to the City, the Consultant must execute and submit this form prior to the contract execution date.

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# Attachments

For convenience, the following documents have been embedded in Icon form within this document. To open, double click on Icon.

**Attachment #1: Insurance Requirements**

* Proof of insurance is required, see the embedded requirements below.

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**Attachment #2: Consultant Contract & FTA Terms**

