

REQUEST FOR QUALIFICATIONS

Services for City Safety Plans

RFQ Published: March 1, 2021

Qualifications Due: March 29, 2021

Issued by:

**Southwest Washington Regional Transportation Council
1300 Franklin Street, Floor 1
Vancouver, WA 98660
(564) 397-6067**

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1 GENERAL INFORMATION

1.1 INTRODUCTION, BACKGROUND, AND GENERAL INFORMATION

The purpose of this Request for Qualifications is for a firm or firms interested in providing professional consultant services for assisting RTC in developing individual Local Safety Plans for the cities of Battle Ground, Camas, La Center, Ridgefield, and Washougal. Development of the Local Safety Plans is included in RTC's adopted FY 2021 Unified Planning Work Program (UPWP).

RTC is the metropolitan planning organization (MPO) designated for the Washington portion of the Portland/Vancouver urbanized area (Clark County, Washington). As a product of the regional transportation planning process, safety has been identified as a priority regional goal. To help meet this goal, the development of Local Safety Plans by cities within Clark County has been prioritized and funded. These Safety Plans will be a means for providing local agencies with an opportunity to address safety needs within their jurisdictions while contributing to the success of Washington State's Target Zero.

The proposed Safety Plans are intended to create a framework to systematically identify and analyze safety problems and recommend safety improvements. The development of Local Safety Plans offers a proactive approach to address safety needs and demonstrate a responsiveness to safety challenges by local cities.

Work will be carried out by RTC in coordination with cities and with consultant assistance.

1.2 DOCUMENT PURPOSE

The Southwest Washington Regional Transportation Council (RTC) is seeking responses to this Request for Qualifications from firms interested in providing consulting services for the development of individual *Local Safety Plans* for the cities of Battle Ground, Camas, La Center, Ridgefield, and Washougal.

Specifically, consultant assistance is requested to provide support for the Plan's development. It is anticipated that the contract will be awarded for consulting services to begin in April 2021.

This RFQ outlines a description of the consulting services sought, as well as the required documents to be submitted by interested firms. All responses shall be submitted by 1:00 p.m. Monday, March 29, 2021. *Any responses received after the deadline will not be considered.*

The responses received by the due date will be used to determine which firms, in the Evaluation Team's sole opinion, best meet the requirements to support the development of (5) *Local Safety Plans*. An evaluation team will review responses, recommend a final ranking order of qualified firms, and select the firm. The final decision regarding contract award will be made by the RTC Board of Directors in an open public meeting.

For its own best interests, RTC reserves the right to accept any response or to reject any and all responses.

The successful contractor will be required to comply with Equal Employment Opportunity laws, as well as other applicable federal, state, and local laws and requirements.

1.3 AGENCY BACKGROUND

The Southwest Washington Regional Transportation Council (RTC) is designated by the Governor of the State of Washington to be the Metropolitan Planning Organization (MPO) for Clark County, Washington. As the MPO/RTPO, RTC conducts numerous regional transportation planning activities for the region.

RTC is responsible for the development of the Regional Transportation Plan for Clark County (RTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), ITS planning and management, transportation operations planning, the Congestion Management Process, air quality planning, transportation demand management, development of the regional travel forecasting model, and other regional transportation studies.

RTC is responsible for the administration and management of the consultant contract.

1.4 FUNDING

Funding for this project will be provided by federal Surface Transportation Block Grant funding, together with local matching funds.

1.5 LOCAL AGENCY ROLES

RTC will have lead responsibility in conducting and managing the *Local Safety Plans*; however, the Plan will be closely coordinated with planning partners in the Clark County region, including the cities of Battle ground, Camas, La Center, Ridgefield, and Washougal. RTC will be supported by the Regional Transportation Advisory Committee (RTAC).

RTC will provide updates to the Regional Transportation Advisory Committee, the RTC Board, City Councils, and other groups as needed. Updates and briefings inform policy makers and technical staff on the status and development of the Safety Plans.

A qualified consultant must be able to understand the current transportation-related activities of the local jurisdictions and interagency relationships regarding regional transportation planning.

1.6 RELATIONSHIP TO OTHER REGIONAL PLANS AND PROGRAMS

The Local Safety Plans relate to implementation of the Regional Transportation Plan, project evaluation, and competitive grant applications as part of the Transportation Improvement Program process.

2 SCOPE OF WORK

2.1 CONSULTANT ACTIVITIES

The tasks in this section describe the activities to be conducted by the consultant as part of the professional services needed for the Safety Plans.

CONSULTANT ASSISTANCE OVERVIEW

The Consultant Assistance Scope of Services is intended to identify specific tasks where assistance is needed to support the development of the Safety Plans.

Consultant assistance specifically requires developing all aspects of the tasks described in Section 2.2. Assistance required in this scope of work relies on the expertise and knowledge of the consultant to assist RTC.

The consultant will provide a Project Manager for the Safety Plans, who will act as the principal contact with RTC. The Project Manager for the consultant will be responsible for ensuring that the appropriate consultant staff and resources are utilized for the discrete expertise required for the tasks described below.

This scope of work requires that the consultant have expert knowledge of developing Local Safety Plans, from policy development to effective and efficient use of resources for safety planning purposes.

2.2 STUDY TASKS

Tasks described below will run concurrently.

Task 1: Consultant Coordination with RTC

This task will provide for consultant coordination with RTC on the overall project and work needed to develop the safety plans. Coordination between the consultant and RTC will include stakeholder outreach, draft and final Plan, and on billing and provision of progress reports to RTC.

Task 2: Data Collection

Task 2 is focused on data collection for the development of safety plans, including collision data, traffic volumes, and other roadway data.

Task 3: Safety Analysis

This task includes the analysis of safety needs, including the establishment of safety goals, safety priorities, potential countermeasures, and identification of potential funding resources.

Task 4: Plan Development

This task will require the development of individual Local Safety Plans for the cities of Battle Ground, Camas, La Center, Ridgefield, and Washougal. Each Plan is to address safety goals, safety priorities, countermeasures, and potential funding resources. Draft Plans will be reviewed by RTC and individual cities before completion and adoption of final plans. This task will include the development of a presentation(s) that can be presented by local staff to the RTC Board and city councils in the adoption process.

2.3 RTC RESPONSIBILITY

RTC will have overall responsibility for managing the Safety Plans and the consultant. RTC will provide direction to the consultant and will carry out project management and coordination activities. RTC and local planning partners will provide review and input on the tasks contained in the scope of work.

In order to maximize efficiency, staff support, and resources, RTC will support the consultant in the following areas:

- RTC will be responsible for overall project management, administration, project support, and meeting organization.
- RTC will coordinate with planning partners, including local cities.
- RTC will coordinate with local and regional decision makers by providing Safety Plan information and materials to the Regional Transportation Advisory Committee (RTAC), the RTC Board, and city councils.
- RTC will manage consultant assistance and technical support as the Safety Plans are developed.

Unless otherwise directed, formal and informal communication following contract award shall be directed to Dale Robins, RTC Project Manager.

2.4 PROJECT SCHEDULE

The following schedule provides a timeline for the Safety Plans. The selected consultant will begin participation in these activities upon execution of a contract.

| | |
|----------------------------|--------------------------|
| Contract Begins | April 2021 |
| Develop Detailed Work Plan | April 2021 |
| Consultant Assistance | April 2021-February 2022 |
| Contract Ends | February 2022 |

2.5 REPORTS BY CONSULTANT

The consultant and the Project Manager shall work together to develop a schedule for the consultant to provide written progress reports and Local Safety Plans to RTC. The consultant shall provide any draft report sections for review by RTC and submit final report(s) to RTC.

2.6 CONSULTANT'S ROLE

The consultant and RTC will work together to develop a work scope that identifies detailed activities, timelines, and budget. Project Manager approval is required before commencing work and/or any changes in the work program. The consultant will carry out activities specified in the work program. Coordination and communication will be required between the consultant and RTC Project Manager.

2.7 SUBCONTRACTING

No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of RTC. Such intent to subcontract should be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

3 GENERAL REQUIREMENTS

3.1 RESPONSE DOCUMENTS

Response documents shall include in fact or by reference, the following:

- Request for Qualifications
- Addenda to RFQ (if applicable)
- Statement of Qualifications
- Project Understanding and Scope of Work

Responses should be prepared simply and economically, providing straightforward, concise descriptions of qualifications and work scope to satisfy the requirements of the RFQ. RTC shall not be liable for any expense incurred in the preparation of responses. All responses and submissions will become the property of RTC and will not be returned to the respondent.

3.2 ADDENDA TO RFQ

RTC reserves the right to make any changes in the RFQ as deemed appropriate. Any and all changes shall be made by written Addendum, which shall be issued by RTC to all interested firms who have been issued copies of the RFQ from RTC.

3.3 SUBMITTAL OF RESPONSES

Statements of Qualifications will be received by RTC until 1:00 p.m. (Local Time), Monday, March 29, 2021. Any response received after the prescribed deadline will not be considered.

Statements of Qualifications may be mailed or hand delivered and shall be addressed as follows:

Mail/Hand Delivery:
Southwest Washington Regional Transportation Council
ATTN: Dale Robins
1300 Franklin St., 1st Floor
P.O. Box 1366
Vancouver, Washington 98666-1366

The Statement of Qualifications shall be sealed in an envelope, box, or other suitable package. To ensure proper identification and handling, mark in the lower left-hand corner of the envelope: "Safety Plans."

One (1) copy and **one (1)** electronic file (PDF format on a USB drive) of the Statement of Qualifications must be furnished to RTC at the time and place specified above.

RTC will send a confirmation e-mail once the file has been received by RTC in an acceptable format. RTC makes no provision for receipt of documents. Proposal submittals should, therefore, be sent in ample time to arrive at RTC before the actual due date. RTC shall not be liable for documents that do not arrive by the deadline.

3.4 INQUIRIES ON RFQ

Questions on this RFQ should be addressed to Dale Robins, RTC, at the above address; phone: (564) 397- 5212. The Executive Director's designee shall be the single point of contact relating to this Work Program during the response period.

3.5 VALIDITY PERIOD

The Statement of Qualifications shall be considered current and a valid offer to undertake the work, subject to successful negotiation of a contract, for a period of at least ninety (90) days and shall contain a statement to that effect.

3.6 RFQ EVALUATION PROCESS

The following time line will be observed in selecting a consultant:

| | |
|------------------------------------|----------------|
| Release Request for Qualifications | March 1, 2021 |
| Submittals Due to RTC | March 29, 2021 |
| Selection | April 7, 2021 |

A time schedule will be established after the Statements of Qualifications are reviewed, scored, and a consultant selected. RTC and the selection committee reserve the right to determine the most qualified team based only on the submitted qualifications. For its own best interests and in its own discretion, RTC reserves the right to accept any response, to cancel this solicitation, and to reject all responses at any time during the procurement process.

4 TERMS OF PAYMENT

The contractor will be paid on a monthly basis for authorized and satisfactorily completed work and services as rendered under this contract. Such payment shall be full compensation for work performed and services rendered; for all supplies, materials, equipment, or use thereof; for all transportation, lodging, and meals; and for all other necessary incidentals. All expenses shall be detailed on invoices submitted by the contractor to RTC. Fees for services shall be detailed by date, type of service provided, hours per type of service, hours per day, hourly rate, and total per day. Reimbursable expenses shall be itemized and shall be detailed by copies of all invoices for all nontravel reimbursable expenses. An original invoice must be received by the third Tuesday of the month for submittal to the RTC Board of Directors for approval and payment after the monthly Board Meeting held on the first Tuesday of each month. Invoices must be addressed to Dale Robins, RTC, P.O. Box 1366, Vancouver, WA 98666-1366.

5 REQUEST FOR QUALIFICATIONS

5.1 RESPONSE REQUIREMENTS

Each response shall contain the following items:

- a letter of transmittal containing a statement addressing the required validity period (see Part 3.5 above) and a statement that the consultant has received, read, and understands this Request for Qualifications
- response documentation as outlined in Part 3.1 above
- table of contents
- Summary
- a written response addressing the items listed in Parts 5.2 through 5.7 below
- an indication of review and understanding of the required certifications (see Appendix of this Request for Qualifications, Attachments 1 and 2). The successful contractor will be required to complete the certifications.

5.2 UNDERSTANDING OF PROJECT BY CONSULTANT

Provide a narrative demonstrating the consultant's understanding of Local Safety Plans for the needed consultant assistance. Address how the consultant will provide guidance and assistance in conducting the following tasks: (1) coordination with RTC, (2) data collection, (3) safety analysis, and (4) plan development.

The narrative should also address how the consultant will coordinate with RTC.

5.3 QUALIFICATIONS OF CONSULTANT

Describe the depth of your team's relevant experience and skills and relate that experience to your understanding of the project. Emphasize the direct and related experience of your team's project personnel, not the reputation or experiences of the firms with which they are associated.

Describe your team's approach in communicating with RTC.

5.4 REFERENCES OF CONSULTANT

Include a minimum of three (3) relevant client references. Provide the name and phone number of the individual to be contacted for each reference. References should include a written description of the work performed.

5.5 PROJECT TEAM

The Request for Qualifications shall include a description of the project team, including the project manager, and an organization chart showing responsibilities and decision-making authority. Project team members are to be identified by name, fields of expertise, specific responsibilities on the project, as well as an estimated percentage of participation in the project. Résumés for project personnel are also to be included.

5.6 AVAILABILITY

Include a statement of other work currently underway or anticipated to be in progress during the time frame of this project and show how the consultant intends to schedule projects so this project is accomplished as well.

5.7 OTHER INFORMATION

Consultants are free to provide other information that may assist the RTC in determining the consultant's qualifications to undertake the work described.

6 CONSULTANT SELECTION

6.1 EVALUATION

Qualifications received in response to this RFQ will be evaluated and numerically ranked by an evaluation team to consist of representatives from the RTC and local partners. The consultant team deemed to be the most highly qualified to provide the services required for the proposed project—based on overall score—and reference checks will be identified as the preferred consultant. Based on the review team’s input, the RTC’s Project Manager may, at his or her discretion, elect to interview top-ranked teams to select the one with the highest qualifications and performance history.

Once selected, RTC’s Project Manager will negotiate a scope of services and a fee that is fair and reasonable. If agreement cannot be reached on scope of services and a fair and reasonable fee, negotiations with that firm shall be formally terminated. At this point, the RTC has the option to select another highly qualified team and enter into contract negotiations.

6.2 EVALUATION TEAM

Qualifications received in response to this RFQ will be evaluated by an evaluation team to consist of representatives from RTC and local partners.

6.3 EVALUATION CRITERIA

The evaluation team shall review the qualifications and proposed work scope in accordance with the following criteria:

- Capabilities of Consultant(s) (45 Points)
 - Knowledge of safety issues and trends, including implementation of policies at local and regional levels. Demonstrate similar study experience that distinguishes consultant capabilities for the proposed Local Safety Plans.
 - Qualifications and experience of key personnel with background in safety planning.
 - Experience and knowledge in working with local jurisdictions.
 - Familiarity with area transportation agencies and their associated transportation programs and issues.
 - Technical skills and strategic knowledge.
 - Expertise in the public decision-making process.
 - Familiarity with the region.
- Proposed Project Approach (35 Points)
 - Project management expertise and philosophy.
 - Understanding of study need and purpose.
 - Proposed study process and work program.
 - Relationship of study objectives to proposed work program.
 - Identification of key issues (technical and policy) to be addressed.

- Commitment of Project Manager and team (if applicable) to project, and experience of team working together.
- Proposed deliverables.
- **Quality of Proposal and References (20 Points)**
 - Readability and Presentation – concise and comprehensive.
 - Clarity – demonstrates communication skills, is well written, logical, and provides an organized qualifications statement.
 - Communication of team strengths and overall approach.
 - Previous client references (provide at least three references).

Total Points: 100

7 GENERAL TERMS AND CONDITIONS

7.1 CONTRACT

The successful Consultant must enter into a Professional Services agreement with RTC. The work shall be executed under the direction and supervision of the RTC Executive Director and his/her properly authorized agents, on whose inspection all work shall be accepted or condemned. The RTC Executive Director shall have the full power to reject or condemn any materials furnished or work performed under the Contract which does not conform to the terms and conditions set forth.

7.2 LIMITATION

This RFQ does not commit RTC to award a contract, or to procure or contract for services or supplies.

7.3 REJECTION OF PROPOSALS

RTC reserves the right to accept or reject any or all proposals received as part of this RFQ, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFQ if it is in the best interest of RTC to do so.

7.4 PROCUREMENT PROTEST PROCEDURE

Every effort will be made by RTC to resolve disputes relating to Consultant selection. The option of informal mediation may be used for resolution. Any Bidder may file a written complaint with the RTC's Executive Director. Upon receiving the written complaint, RTC will determine the most reasonable way to resolve the dispute. Written complaints should be addressed to RTC – Purchasing, P.O. Box 1366, Vancouver, WA, 98666-1366.

7.5 NONDISCRIMINATION

RTC, 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 proposers that it will affirmatively ensure that in regard to any contract entered into pursuant to this Request for Qualifications, minority business enterprises will be afforded full opportunity to respond to this request and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award. Persons with disabilities may request this information be prepared in alternate forms by calling RTC at (564) 397-6067.

7.6 REIMBURSEMENT

RTC will not reimburse suppliers for any costs involved in the preparation and submission of responses to the RFQ or in the preparation for and attendance at subsequent interviews. Furthermore, this RFQ does not obligate RTC to accept or contract for any expressed or implied services. RTC reserves the right to request any respondent to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the response.

7.7 PROPOSALS BECOME PUBLIC RECORDS

During the evaluation process, RTC treats all proposals with the highest level of confidentiality; however, once the evaluation process has been completed and a contract is awarded, the entire procurement becomes public information and subject to the Washington State Public Disclosure Act (RCW 42.17). Any proprietary information revealed in the proposal should therefore be clearly identified as such. RTC will notify any Proposer before releasing the proprietary information to any request for public records.

APPENDICES

CERTIFICATION REGARDING INELIGIBLE CONTRACTORS

The _____ (Name of Proposer) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to this proposal.

The Proposer certifies or affirms the truthfulness and accuracy of the contents of the statement submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801 Et Seq. are applicable thereto.

Authorized Official

Attorney's Signature

Printed Name

Printed Name

Title of Authorized Official

Date

SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL
(RTC)

AFFIDAVIT CONCERNING CONFLICTS OF INTEREST
AND NONCOMPETITIVE PRACTICES

STATE OF _____)

COUNTY OF _____)

The undersigned, being first duly sworn, on oath states on behalf of the contractor:

A. Conflict of Interest

That the contractor by entering into this contract with RTC to perform or provide work, services, or materials to RTC has thereby covenanted, and by this affidavit does again covenant and assure, that it has no direct or indirect pecuniary or proprietary interest, and that it shall not acquire any such interest, which conflicts in any manner or degree with the services required to be performed under this contract and that it shall not employ any person or agent having any such interest. In the event that the contractor or its agents, employees, or representatives hereafter acquire such a conflict of interest, it shall immediately disclose such interest to RTC and take action immediately to eliminate the conflict or to withdraw from this contract, as RTC may require.

B. Contingent Fees and Gratuities

That the contractor, by entering into this contract with RTC to perform or provide services or materials for RTC has thereby covenanted, and by this affidavit does again covenant and assure:

1. That no person or selling agency bona fide employees or designated agents or representatives of the contractor has been employed or retained to solicit or secure this contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and

2. That no gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the contractor or any of its agents, employees, or representatives, to any official member or employee of RTC or other governmental agency with a view toward securing this contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this contract.

Company Name

By _____

Title _____

Subscribed and Sworn to Before Me

this _____ day of _____, 20____.

Notary Public in and for the State of _____

residing at _____