

CITY OF EDMONDS

REQUEST FOR QUALIFICATIONS SUPPLEMENTAL INFORMATION

2023 Transportation Plan &

2023 Public ROW ADA Transition Plan

BACKGROUND

The City of Edmonds is accepting statements of qualifications from consultant planning and / or engineering firms to prepare the *2023 Transportation Plan* and the *2023 ADA Public ROW Transition Plan*.

The Transportation Plan will conform to the requirements for comprehensive planning listed in the *Washington State Growth Management Act* Chapter 36.70A.RCW and be consistent with *PSRC's up-coming Vision 2050*. The plan will include both short-range and long-range strategies that will lead to the development of an integrated multimodal transportation system that facilitates the safe and efficient movement of people and goods while addressing current and future transportation demand as well as land use. The Transportation Plan establishes a methodology / criterion for the prioritization of projects to be included in future planning documents, such as Transportation Improvement Plans (TIP) and Capital Improvement Plan (CIP). The *Transportation Plan* was last updated in 2015.

The City currently has approximately (72) miles of public sidewalks and (24) traffic signals. The Transition Plan was last completed in 2017 when a survey of all the pedestrian facilities within entire system regarding ADA compliance was completed. Since then, many curb ramps have been upgraded to current ADA Standards through new developments and Capital projects. The survey information will need to be updated. The Transition Plan will specify a schedule for achieving ADA compliance and estimating costs for addressing barriers identified with the goal of improving accessibility throughout the entire system within the City ROW. The Transition Plan will provide the basis for prioritizing, budgeting, implementing, and monitoring progress (since 2017 Transition Plan) in addressing barriers.

The response to this solicitation should describe the specific type of experience of the firm, the composition of the proposed team, including all necessary sub-consultants, and have a resume of all key personnel assigned to either project. The response must also present a team organization and management plan.

2023 TRANSPORTATION PLAN SCOPE AND SCHEDULE

The anticipated scope of work for the consultant consists of the following services:

1. Review of existing reports, plans and records, as well as physical features and traffic control devices throughout the City;
2. Review and update goals, objectives, and policies;
3. Review and update of Road Standards;
4. Review and evaluate Accident Data;
5. Update *2015 Transportation Plan* based on current and projected land use conditions (such as *Five Corners re-development, Westgate re-development, Highway 99 Subarea Plan, Highway 99 Improvements and on-going re-developments throughout the City, SR-104 Complete Street Corridor Study...*) and recent / up-coming changes in transportation infrastructure;
6. Develop a City-specific travel demand forecast model using regional and City specific data to understand existing conditions and growth impacts to travel City-wide;
7. Identify all planned roadway projects from 2023 through 2050, based on projected regional growth and land use changes;
8. Update capital improvement project costs from 6-year TIP and 27-year Long Range Transportation Plan (consistent with PSRC up-coming *2050 Vision*);
9. Update *Implementation & Financial Plan*, including various revenue sources and a prioritized Capital Improvement Plan to meet safety needs, preservations, and concurrency requirements;
10. Develop a list of criteria to establish updated *Roadway Priority List*;
11. Establish multimodal Level of Service of the entire transportation system for all users (including at key intersections provided by City staff);
12. Development of Concurrency Management and traffic impact analysis guidelines for future development including determination of impact fees associated with future transportation needs;
13. Update Transit Service provided within the City based on existing / future Sound Transit / Community Transit service expansions and identify opportunities to implement Transportation Demand Management strategies;
14. Review and update the *2015 Walkway plan and 2015 Bicycle Plan* to strengthen multimodal connections for all users to key destinations such as parks, open spaces, schools, business districts, Community Transit's Park 'n Ride, and Downtown Edmonds;
15. Develop list of criteria to establish updated Walkway Priority List and Bicycle Priority List;
16. Review and update *Traffic Calming Program*;

17. Participate in technical advisory committees (with Walkway Committee, Edmonds Bike Group and / or Transportation Committee) and assist with public presentations such as Open House(s) / City Council meeting(s); and
18. Conduct extensive community engagement to ensure all residents, businesses, and visitors are included in the City’s decision-making processes.

The following is the anticipated project schedule for ***Transportation Plan Update***:

<i>Task</i>	<i>Schedule</i>
<i>Kick-off meeting</i>	November 2022
<i>Start of plan</i>	December 2022
<i>Mid-project Update (Open House & City Council)</i>	September 2023
<i>Completion of plan</i>	December 2023

ADA TRANSITION PLAN SCOPE AND SCHEDULE

The anticipated scope of work for the consultant consists of the following services:

1. Update survey data within City ROW of pedestrian facilities such as ADA compliance at curb ramps, tripping hazards / pedestrian clearance requirements within sidewalks (completed as part of last ***ADA Transition Plan*** with updated list of ADA upgrades completed as part of developments and Capital Projects since 2017 / to be provided by the City);
2. Update traffic signal list generated as part of last ***ADA Transition Plan*** (identifying whether necessary ADA upgrade(s) needed to make them ADA compliant);
3. Develop prioritized plan to complete all these necessary upgrades along pedestrian facilities within City Right-of-Way and at all traffic signals (based on updated criteria matrix);
4. Prepare updated cost, budget, and schedule to complete all ADA upgrades within City ROW;
5. Participate in ADA Stakeholder Advisory Committee (reviewing existing policies within current document, assisting in creating prioritization matrix for locations with ADA barriers, and reviewing submittals throughout the entire project);

6. Provide GIS readable data; and
7. Evaluation of existing policies to maintain compliance and compliant procedure (from current *ADA Transition Plan*);
8. Attend at least (3) meetings with City Staff and (2) meetings with Committee (including one City Council meeting for Final approval of the Plan).

The following is the anticipated project schedule for the *ADA Transition Plan*:

Task	Schedule
<i>Kick-off meeting</i>	November 2022
<i>Start of Plan / Update Survey</i>	December 2022
<i>Development of Plan</i>	January 2023 - August 2023
<i>Completion of Plan</i>	September 2023

Both projects are 100% funded through local funds.

SUBMITTAL

Electronic SOQ’s shall be scanned in a (pdf) format and shall be e-mailed to Bertrand Hauss at bertrand.hauss@edmondswa.gov, no later than 4:00 PM on **Friday, October 21st, 2022**. The size of the e-mail with the SOQ attachment shall not be larger than 10 MB (Megabytes). A confirmation email will be sent by the City upon receipt of the SOQ.

Statements of Qualifications shall be limited to single space, typewritten pages, and shall be no more than **25 pages (including resumes)** and bound in a single volume. A page is defined as one side of an 8½ by 11 inch page. The following format and content shall be adhered to by each firm and presented in the following order:

SOQ Evaluation Components/Criteria

- A. **Executive Summary:** An executive summary letter should include the key elements of the respondent’s SOQ and an overview of the consultant team and project manager. Indicate the address and telephone number of the respondent’s office located nearest to Edmonds, Washington, and the office from which the project will be managed.
- B. **Approach:** Describe your firm’s work plan for both projects, who is involved with the decision making process for the development of the work plans, and the elements of the proposed work plans.

- C. Qualifications of Proposed Project Manager: Provide up to three examples for the proposed Project Manager that demonstrates their experience as a Project Manager on similar projects involving preparation of Transportation Plans and Transition Plans for municipalities similar to Edmonds. Include the dates, name of the client, and list responsibilities and tasks.
- D. Expertise of Project Team: List key personnel for the project team and their role/responsibility on both projects. Provide the qualifications and experience of key personnel and provide up to three examples of prior experience on similar projects. Include the name of the project(s), owner(s), dates of the project(s), and roles/responsibilities of key personnel on those project(s).
- E. References/Past Performance: Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects in the last five (5) years. References shall include the project name, dates of service on projects, dollar amount your firm received on projects, contact name, contact phone number, and name of your project manager on projects.

The City’s Evaluation Team will use the following criteria to evaluate each SOQ:

<u>Criteria</u>	<u>Points</u>
Project Approach	0-30
Qualification / Experience of Project Manager	0-30
Qualifications / Experience of Project Team	0-30
References / Past Performance	<u>0-10</u>
Maximum Points	100

The SOQ will be the basis from which interested firms will be selected. At the City’s option, following the City staff evaluation of the SOQs received, selected firms may be invited to make oral presentations before the City’s Evaluation Panel. The City’s representative will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluation, the City’s Evaluation Panel will determine the most qualified firm based on all materials and information presented.

Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the qualifications schedule or issue amendments to the RFQ at any time. The City reserves the right, at its sole discretion, to waive material irregularities contained in the SOQs. The City reserves the right to reject any and all SOQs at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

The City of Edmonds in accordance with Section 504 of the Rehabilitation Act (Section 504) and the American with Disabilities Act (ADA), commits to nondiscrimination on the basis of

disability, in all of its programs and activities. This material can be made available in an alternate format by contacting Mr. Bertrand Hauss at bertrand.hauss@edmondswa.gov or 425-771-0220.

The City of Edmonds, in accordance with Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

If you have difficulty understanding English, you may, free of charge, request language assistance services for this project information by contacting Mr. Bertrand Hauss at bertrand.hauss@edmondswa.gov or calling at (425)771-0220.

Si tiene problemas para comprender el inglés, puede pedir, sin costo, servicios de ayuda lingüística, para la información de este proyecto, poniéndose en contacto con Mr. Bertrand Hauss a bertrand.hauss@edmondswa.gov o llamando al (425)771-0220.

만약 여러분이 영어를 이해하는 데 어려움이 있다면, 이 프로젝트 정보에 대한 언어 지원 서비스를 무료로 요청할 수 있습니다. 기타 세부적인 사항은 Mr. Bertrand Hauss 에게 이메일 bertrand.hauss@edmondswa.gov 혹은 전화 (425) 771-0220 로 연락하세요.