

# REQUEST FOR QUALIFICATIONS

**SPOKANE REGIONAL TRANSPORTATION COUNCIL**

**Division Street Corridor Study & Division High Performance  
Transit Implementation Study**

**ISSUE DATE: April 24, 2019**

**DUE: May 22, 2019  
4:00 p.m. Pacific Standard Time**



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**PUBLIC NOTICE  
REQUEST FOR QUALIFICATIONS:  
DIVISION STREET CORRIDOR TRANSPORTATION PLANNING STUDY**

Spokane Regional Transportation Council (SRTC) hereinafter referred to as “Project Manager,” is requesting submittals from qualified firms with expertise in transportation planning, transit, engineering, and public involvement for a study consisting of two major components: the Division Street Corridor Study and the Division High Performance Transit Implementation Study, hereinafter referred to as “Study.” Electronic submission of qualifications will be accepted until 4:00 p.m. (PST), Wednesday, May 22, 2019 to SRTC, 421 W. Riverside Ave., Suite 500, Spokane, WA 99201, [jlien@srtc.org](mailto:jlien@srtc.org). For the RFQ package and instructions to the proposer, please go to: [www.srtc.org](http://www.srtc.org). A pre-submittal teleconference will be held on Tuesday, May 7, 2019, 11:00 a.m. (PST) to discuss any questions about the project. A dial-in number will be provided to all interested parties.

**Study Description**

The Study will focus on Division Street opportunities and challenges with completion of the North Spokane Corridor and implementation of High Performance Transit (HPT) by STA. Phase 1 of the study will consist of higher-level public engagement to determine the magnitude of potential and desired transportation and land use change within the corridor, starting with the assumption that there will be HPT along Division. Phase 1 has a large public engagement component, in-depth HPT analysis, and multimodal operational analyses to establish baseline and future conditions for the corridor. Next phases of the Study will take findings from Phase 1 and further develop alternative concepts for Division Street. The Study will result in recommendations that address transit operations, multimodal planning, geometrics, safety, and land use opportunities in the corridor study area.

There is no mandatory Underutilized Disadvantaged Business Enterprise goal for this study. Prior to selection, the Firms ability to have a WSDOT approved Indirect Cost Rate (ICR) that is compliant with 48 CFR Part 31 of the Federal Acquisition Regulation (FAR) or has been approved through the Safe Harbor Indirect Cost Rate Pilot Program is required.

**Reservation of Rights**

The right is reserved to reject any or all proposals or a portion of a proposal, to waive any informalities or irregularities in the proposal submission process, to supplement, amend, or otherwise modify the RFQ and cancel this request with or without the substitution of another RFQ, to extend the date for submission of responses, to request additional information and data from any or all Proposers, to reissue the RFQ, to negotiate further with those Proposers within the competitive range, to increase or decrease the scope of work, negotiate changes in the scope of services prior to contract award and to award a contract in the best overall interests of SRTC and STA.

**Americans with Disabilities Act (ADA) Information**

The Project Manager, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commit 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 emailing Jason Lien at [jlien@srtc.org](mailto:jlien@srtc.org) or by calling (509) 343-6370.

**Funding**

Portions of this procurement is partially funded by the United States Department of Transportation, Federal Transit Administration (FTA). Proposers will be required to comply with

all applicable FTA, State, and Local rules and regulations for specific task orders (see Attachment B in the Instructions to Proposers).

**Title VI Statement**

The Project Manager, 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 notify all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Dates of publication in the Spokesman Review: April 24, 2019, and May 2, 2019.

## INSTRUCTIONS TO PROPOSERS

1. **Introduction:** Spokane Regional Transportation Council (Project Manager) is requesting submittals from qualified consultants for the Division Street Corridor Study and Division High Performance Transit Implementation Study, jointly known as the Study. The Study will result in recommendations that address transit operations, multimodal planning, geometrics, safety, and land use opportunities in the corridor study area. All phases of the Study will be completed within 36 months from the date of the Notice to Proceed with the option for the Project Manager to extend it for additional time and cost, if necessary.

Please read the entire package before submitting. Careful attention must be paid to all requested items contained in this formal procurement of services by a Request for Qualifications (RFQ). This RFQ does not commit the Project Manager to enter into an agreement, to pay any costs incurred in the preparation of a submittal to this RFQ or in subsequent negotiations, or to procure or contract for the Scope of Work. The Project Manager expects to negotiate a contract with the most qualified firm.

2. **Confidential Materials:** All material submitted in response to this solicitation becomes the property of the Project Manager and will not be returned. After contract award, the submittals shall be deemed public records as defined in Ch. 42.56 RCW "Public Records Act". Any information in the submittal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire submittal exempt from disclosure will not be honored.

The Project Manager will review any portions of the submittal that the Proposer considers to be confidential and will then make a determination on what should be released. The Project Manager will notify the Proposer in writing of the determination and provide the Proposer an opportunity to respond to the decision prior to releasing the submittal.

3. **Submittals Opening:** Submittals will be identified publicly and the name of each entity submitting will be read at 4:30 (PST) on May 22, 2019 at the SRTC Offices, Riverside Conference Room, 421 W. Riverside Avenue, Suite 504, Spokane, WA 99201.
4. **Pre-Submittal Conference:** A pre-submittal teleconference for the Study is scheduled for the following time:

Tuesday, May 7, 2019  
11:00 a.m. (Pacific Standard Time)

A call-in number will be provided to interested parties. Contact Jason Lien, [jlien@srtc.org](mailto:jlien@srtc.org) to be placed on the call-in list. Meeting notes and a list of attendees will be posted on the SRTC website ([www.srtc.org](http://www.srtc.org)).

5. **Protest Procedures:** SRTC maintains a set of proposer protest procedures. If any Proposer desires this information, it may be obtained by contacting Jason Lien at (509) 343-6370.

## ADMINISTRATIVE REQUIREMENTS

1. **Contract:** This Request for Qualifications is for a cost plus fixed fee contract. SRTC will utilize the Local Agency Standard Consultant Agreement contained in WSDOT's Local Agency Guidelines (LAG) manual for this project.

SRTC's Executive Director shall negotiate compensation with the offeror determined to be most qualified. If a fair and reasonable compensation cannot be negotiated with that offeror, the Executive Director shall initiate negotiations with the next most qualified offeror (see Chapter 39.80 RCW).

2. **Audited Overhead Rate:** The consultant for this project, including all subconsultants, will be required to provide overhead rates that have been issued by the WSDOT Audit Office before being accepted for use in this contract. Proposers that do not have an overhead rate that has been issued by the WSDOT Audit Office are encouraged to contact Keith Martin at WSDOT at (509) 324-6080 to initiate the process of establishing an accepted overhead rate (or rates if using subconsultants).
3. **Monthly Progress Report:** During the course of the project, a monthly progress report is required to be submitted within ten (10) working days after the end of each month until the final report is submitted. Each report shall include a comprehensive narrative of the activities performed during the month, an estimated percent complete for each project task, monthly and cumulative costs by task, activities of any subcontractors, payments to any subcontractors, a discussion of any notable issues or problems being addressed, and a discussion of anticipated activities for the next month.
4. **Audit:** An audit examination of the consultant's records may be required.
5. **Civil Rights Act:** SRTC, 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 notify all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.
6. **UDBE Goal:** There is no mandatory Underutilized Disadvantaged Business Enterprise (UDBE) goal for this study. However, proposers are encouraged to employ reasonable means to obtain UDBE participation. In the absence of a mandatory UDBE goal, a voluntary Small Business Enterprise (SBE) goal amount of 10% of the Consultant Agreement is established. The Consultant shall submit a SBE Participation Plan prior to commencing work.
7. **EEO:** SRTC is an Equal Employment Opportunity (EEO) organizations, which do not discriminate on the basis of race, religion, color, sex, age, marital status, national origin, or the presence of any sensory, mental, or physical disability in consideration of a contract award. The successful Proposer will be required to comply with all EEO federal, state, and local laws and regulations.

8. **Anti-Lobbying:** SRTC complies with the provisions of Section 1352 of Title 31, U.S. Code (Public Law 101.121) as codified in Title 48, Federal Acquisition Regulations Subpart 3.8 and Subpart 52.203-11 and 23 CFR 630.112(c)(5). That legislation prohibits Federal funds from being expended by a recipient or any lower tier sub-recipients of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence a Federal agency or Congress in connection with the award of any Federal contract, the making of any Federal grant or loan, or entering into any cooperative agreement, including the extension, continuation, renewal, amendments, or modification of any Federal contract, grant, loan or cooperative agreement.
9. **Federal Requirements:** The Study will be funded through a combination of federal Surface Transportation Block Grant (STBG), Surface Transportation Program (STP), and local SRTC and STA funds. Because federal funds will be used on this project, the consultant will be required to comply with all applicable federal contracting rules and regulations.
10. **Insurance Requirements:** The firm selected will be required to comply with SRTC insurance requirements which may include Workmen's Compensation, Architects and Engineers Professional Liability insurance, Commercial General Liability insurance, Business Automobile Liability insurance, and Valuable Papers insurance.
11. **Ownership of Data, Reports, Materials, and Property:** Any survey, data, reports, equipment, or presentation materials prepared or purchased with funds from this project will become the exclusive property of the Project Manager. All report originals, presentation materials, and/or equipment must be provided to the Project Manager prior to final payment.
12. **Proposer Certification:** By submittal of a response pursuant to this RFQ, the Proposer certifies the following:
  - a. The submission of the offer did not involve collusion or other anti-competitive practices.
  - b. The Proposer shall not discriminate against any employee or applicant for employment in violation of the Federal Executive Order 11246.
  - c. The Proposer has not given or offered to give and does not intend to give at anytime hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer.
  - d. Failure to sign the offer, or the falsity of a statement in a signed offer, shall void the submitted offer or any resulting contracts, and the Proposer may be debarred.
  - e. That to the best of its knowledge and belief, that it and its principals, including subconsultants, are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded or disqualified from covered transactions by any Federal department or agency.
  - f. The Proposer has not paid or agreed to pay any fee or commission, or any other thing of value contingent on the award of this contract, to any employee, official or current consultant of the Project Manager.
  - g. The Proposer has examined, read and understands the RFQ document, and any amendments, if applicable. Further, the Proposer certifies that its submittal is based upon the materials and requirements outlined in the scope of work in the RFQ document on conditions affecting the work as determined by the Proposer's own examinations, at a proposed sum sufficient to cover the total cost of the work.

## SCOPE OF SERVICES

### **Background and Purpose**

SRTC is the federally designated Metropolitan Planning Organization (MPO) and state designated Regional Transportation Planning Organization (RTPO) for Spokane County, Washington. Spokane Transit Authority (STA) is a municipal corporation formed in 1981 when Spokane voters approved the establishment of a Public Transportation Benefit Area (PTBA), a political boundary encompassing 248 square miles that includes over 80% of the jobs and population of Spokane County. STA is dedicated to providing safe, accessible, convenient, and efficient public transportation services to the Spokane region's neighborhoods, businesses, and activity centers. The Study will be coordinated with a Project Team consisting of representatives from Washington State Department of Transportation (WSDOT), the jurisdictional authority for Division Street (US 2); City of Spokane, the responsible land use authority for most of the corridor length; and Spokane County, the responsible land use authority for the northern portion of the corridor.

Division Street (US 2) is a four to eight-lane principal arterial that travels from I-90 in the south to its junction with US 395 in the north. At this junction it continues northeast as US 2/Newport Highway and directly north as US 395. Both routes then connect to the North Spokane Corridor. Division Street also includes a major 2-mile couplet from I-90 to North Foothills Drive. Division Street is a primary link connecting local, regional, and interstate traffic to I-90. Division Street also serves as a major freight corridor. On a local scale, it connects downtown Spokane to retail, residential, healthcare, and academic activities to the north. Served by STA bus service, Division Bus #25 has the highest ridership in STA's system. Division Street is the most heavily traveled principal arterial in the region.

With construction scheduled for completion in 2029, the North Spokane Corridor (NSC) will add additional transportation capacity to the region by connecting a new limited-access freeway from I-90 to US 2 and US 395 at the north end of Spokane. The new capacity from the NSC is expected to shift travel patterns. STA has identified Division Street as a future High Performance Transit (HPT) corridor and a priority for implementation. In anticipation of HPT implementation and opening of the NSC, there is an opportunity to plan for the Division Street corridor from a multimodal transportation and land use perspective.

The study will advance safety in the Division corridor (US 2/US 395) through analysis of crash data and traffic operations. Study tasks will focus on multimodal operational conditions through the corridor, future travel demand, and elements that can improve both operational efficiency and safety for all users throughout the study area.

The study process will consider a more holistic view of transportation and land use opportunities and connections, including planned multimodal facility investments. The principal consideration is an evaluation of alternative concepts to implement a HPT system in the Division Street study area and to develop and review alternative land use, built form, and multimodal transportation concepts. With thorough public engagement, the community will assist in the development and review of transportation options to ensure alignment with the region's and local jurisdictions' long-term visions and safety goals.

A Project Team comprised of the Project Manager and planners and engineers from WSDOT, City of Spokane, and Spokane County will assist the Project Manager with reviewing the work of the consultant and providing feedback on delivered products. Other key participants will include neighborhood representatives, the business community, Spokane Public Schools, emergency services, freight, and active transportation interests.

## **Proposed Tasks**

The Study effort will be conducted in up to three phases. The approach will be adaptable to the outcomes of the data analysis and public process. Phase 1 is envisioned as a higher-level study to determine the magnitude of potential and desired transportation and land use change along the corridor, starting with the assumption that there will be High Performance Transit along Division. The following major tasks are anticipated to be undertaken by the selected consultant team in Phase 1, pending negotiation of the final scope of work:

### **Task 1 Project Management and Coordination**

This task shall include all work necessary to establish project specific procedures, including coordination efforts with the Project Team to ensure successful completion of projects.

Elements of this task include, but are not limited to:

- Prepare, update and disseminate project information and ensure continuous coordination with the Project Team
- Prepare and update project scope, budget and schedule
- Attend regularly scheduled progress calls and meetings, responding to questions and information requests from the Project Team, coordinating with agencies of jurisdiction
- Prepare progress reports and invoices
- Provide deliverables as needed and as requested for each project
- Maintain quality assurance and quality control procedures and practices

### **Task 2 State of the Corridor**

The purpose of this task is to assess existing multimodal corridor conditions including an evaluation of previous planning efforts, an inventory of transportation facilities, and operational and safety data. This task will provide the factual and analytical basis for the planning study effort and will benefit the safety and operation of US 2/US 395 by establishing a thorough understanding of current conditions. Elements of this task include, but are not limited to:

- Compile operations data—traffic counts, daily/peak volumes, travel times, speed, VMT, VHT, LOS, peak hour delay
- Compile transit data—STA passenger boardings/alightings, mode share
- Compile safety data—type and location of collisions
- Compile available bike/pedestrian data
- Review of previous studies and analysis
- Review ITS infrastructure
- Describe extent and condition of pedestrian, bicycle, and transit facilities, including ADA compliance
- Assess existing land use and scan of parking availability
- Note any historic or cultural resources

### **Task 3 Transit Facilities and Project Planning**

This task shall include providing project planning and engineering assistance and expertise to the Project Team for identifying a preliminary alternative, along with short-term options, for HPT along Division Street. Spokane Transit will be Project Manager for this task. Elements of this task include, but are not limited to:

- Conduct field research and data collection as necessary to complete required tasks
- Analyze and plan improvements based on sound transit principles and guidelines
- Assess existing and future facilities and make recommendations to the Project Team to maximize safe and convenient access to riders
- Identify alternative cross-sections, including:
  - Outside Business Access/Transit (BAT) lanes

- Inside dedicated Bus Rapid Transit (BRT) lanes
- Transit signal priority (TSP) only
- Other possible cross-sections
- Through appropriate evaluation and public engagement, recommend preferred short- and long-term improvements throughout the corridor
- Identify preliminary stop locations for long-term implementation of HPT
- Identify the appropriate northern terminus of the HPT line, considering US 2 (Newport Highway) at Farwell Road and US 395 at Hastings Road among other possible options
- Identify the preliminary alignment through the couplet (W North River Drive – E Cleveland Ave)
- Identify the alignment through downtown Spokane
- Provide rough cost estimates for each alternative for comparative purposes
- Working with stakeholders, identify a preliminary alternative to lead into development of a project scope for initial design
- On a preliminary level, identify the probable scale and scope of future NEPA/SEPA for the preferred alternative

#### **Task 4 Community Outreach Support**

Assist the Project Team to develop and implement stakeholder engagement and outreach strategies that will result in a comprehensive and thoughtful design process from a wide range of stakeholders, agencies, and the public. Elements of this task include, but are not limited to:

- Engage and educate the community through public involvement and community conversations about their desired future for Division Street and discuss safety and operational concerns
- Develop public outreach materials for public meetings, workshops, and open houses as needed
- Attend and lead public meetings
- Coordinate with agencies of jurisdiction throughout project development
- Work with the Project Team in the development of marketing materials and copy for presentation in print and web media
- Develop visual renderings to inform public and stakeholders on design concepts
- Collaborate with stakeholders to integrate their expectations, vision, goals, and knowledge into the study process

#### **Task 5 Corridor Planning and Alternatives Development**

Assist the Project Team to develop and analyze corridor concepts to be tested by travel demand modeling and public engagement. This task will develop alternative Division corridor scenarios stemming from public outreach activities and best use of the street right-of-way given delivery of HPT and anticipated future safety and operational conditions along US 2/US 395. Elements of this task include, but are not limited to:

- Identify multimodal operational, access, and safety constraints and opportunities
- Understand impacts in relation to potential parallel corridor changes on Division and Hamilton Streets and up to 2 other related transportation corridors
- Modeling of future travel demand with HPT, NSC, and alternative Division design scenarios
- Provide community context on best practices from other regions—highlight examples of what other communities have done with similar situations

## **Future Phases**

At the conclusion of Phase 1, the Phase 2 study effort will further explore the options identified in Phase 1 and take a more refined look at multimodal safety and operational benefits to US 2/US 395 as well as impacts to surrounding land use along the Division Street corridor and adjacent neighborhoods. The specific work programs are subject to change and will flow from outcomes of the Phase 1 study process.

### **Phase 2 (2020-2021)**

Phase 2 will look to further refine transportation system concepts, working towards a smaller range of 2 to 3 preferred transportation and land use alternatives. Phase 2 may need to be broken up into shorter project segments based on geography, land use, or other strategic considerations. Phase 2 information may feed back into the transit analysis as STA moves forward with HPT project development.

- Identify logical break points along the Division corridor based on Phase 1 results to identify manageable project segments
- Narrow system scenarios (based on public engagement process and data analysis) to 2 to 3 preferred corridor plan concept alternatives that contribute to safety and multimodal operations throughout the study area
- Evaluate land use and neighborhood integration and explore changes in planning policy to facilitate the identified alternatives
- Continue to engage and educate the community through public involvement and development of visualizations as needed
- Evaluate crosswalk safety and access on Division Street
- Identify bicycle, pedestrian, and micro-mobility infrastructure that could complement transit and land use plans
- Coordinate findings with HPT project development

### **Phase 3 (2021-2022)**

Phase 3 will look to create preferred project scopes from Phase 2 alternatives along with implementation plan(s).

- Identify capital projects that can be phased over time as well as sketch-level project scopes, schedules, budgets, and funding sources for implementation
- Identify short, mid, and longer-term implementation objectives that contribute to safety and multimodal operations throughout the study area
- Coordinate corridor recommendations with next-step neighborhood planning processes
- Recommend local and regional policy updates needed to facilitate implementation of the preferred alternative
- Collaborate with stakeholders and public
- Define success through measured benchmarks
- Compile final corridor report

## **SUBMITTAL CONTENT**

Submittals should include the following information: firm name, phone and fax numbers; name of Principal-in-Charge and Project Manager; and number of employees in each firm proposed for the project. Please submit five (5) copies your Statement of Qualifications to Spokane Regional Transportation Council, Jason Lien through regular mail at 421 W. Riverside Ave., Suite 500, Spokane, WA 99201, **or** by email to [jlien@srta.org](mailto:jlien@srta.org) no later than 4:00 pm (PST) on May 22, 2019.

Submittals will not be accepted after that time and date. Any questions regarding this RFQ must be submitted by email to Jason Lien at SRTC ([jlien@srtc.org](mailto:jlien@srtc.org)) by May 6, 2019. Responses to questions submitted will be provided to each entity that has requested a copy of the RFQ no later than May 13, 2019. All respondents will include Attachment A in their submittal, acknowledging receipt of all amendments.

The submittal shall be a maximum length of 20 pages. This page limit does not include the cover letter, examples of previous work, and resumés. Printing on the front and back of a page will count as two pages. A tabloid (11" x 17") page may be used but will count as two pages toward the maximum page length.

The submittal shall include the following information:

1. A cover letter that has been signed by a party authorized to bind the entity submitting the qualifications.
2. A statement describing the Proposer's organization and outlining its approach to completing the work required by this solicitation. This statement will illustrate the Proposer's overall understanding of the Study and relevant qualifications.
3. A preliminary schedule for the project. The schedule shall indicate work plan tasks and their durations.
4. A staffing plan for the project. The plan shall include the following in table format:
  - a. A project organization chart, identifying the project manager.
  - b. Names of key project team members and subconsultants. Only those personnel who will be working directly on the project should be cited.
  - c. The role and responsibility of each team member.
  - d. Percent of time of each team member, including subconsultants, during the contract period for this study.
  - e. The role and level of SRTC or STA technical staff support, if any.
5. Resumés for key staff members assigned to the project.
6. A summary of the Proposer's recent experience (last five years) in performing work similar to that anticipated herein. This description shall include the following:
  - a. Date of project.
  - b. Name and address of client organization.
  - c. Name and telephone number of individual in the client organization who is familiar with the project.
  - d. Short description of project.
  - e. Proposer team members involved and their roles.
7. Proposers are required to document any potential conflicts of interest in the submittal. A conflict of interest shall be cause for disqualifying a Proposer from consideration. A potential conflict of interest may include, but is not limited to:
  - a. Accepting an assignment where duty to the client would conflict with the consultant's personal interest, or interest of another client.
  - b. Performing work for a client or having an interest which could conflict with this contract.

- c. Employing personnel who worked for SRTC or one of its member agencies within the past year.

The Project Manager will be the final determining body as to whether a conflict of interest exists.

## **EVALUATION CRITERIA AND SELECTION PROCESS**

1. The Study will require a firm or team that possesses the skills and experience necessary to plan and design transit related facilities including park and ride lots, transit centers, urban arterial improvements, stations and stops, and all transit amenities related thereto. The project will require skills in multimodal corridor planning, operational analysis, public engagement, travel demand modeling, and land use planning. The firm(s) shall have experience working with local, state and federal agencies for project delivery and all entitlements necessary to complete the proposed Study.
2. All qualifications will be evaluated by the Project Team. Evaluation criteria used to review the submittals will include the following:

### **Criterion A – Transit Operations & Multimodal Planning – Past Performance and Relevant Experience 30%**

#### Considerations

- Experience working and coordinating with local, state and federal agencies on transit or other transportation projects.
- Knowledge of and experience with NEPA and SEPA processes.
- Expertise in transit facility planning, architecture and design, especially where such facilities interface with highway infrastructure.
- Expertise in operational analysis of transportation systems. Assessment of multimodal transportation conditions, traffic operations, and safety.
- Expertise in intersection and roadway multimodal level of service.
- Expertise in travel demand modeling.
- Expertise in evaluating roadway safety in conformance with the Highway Safety Manual.
- Expertise in preparing transit and transportation infrastructure cost estimates.
- Experience and proficiency in preparing state and federal grants.
- Experience in corridor level planning and planning for multimodal facilities.
- Knowledge of and experience with local, state and federal design requirements related to (but not limited to) geotechnical, environmental, traffic, and right-of-way standards for public projects.
- Knowledge of and experience with Americans with Disabilities (ADA) accessibility requirements, especially pertaining to sidewalk, transit and other transportation infrastructure.
- Familiarity with WSDOT, FHWA, FTA and other applicable transportation planning standards.
- Experience in transit-oriented development and land use planning.
- Proficient understanding of right-of-way acquisition procedures under federal and state laws.
- Proficient in management of all project work and coordination of sub-consultant's work.
- Working understanding of design of transit networks and routes as they relate to other transportation modes and facilities.

## **Criterion B – Public Engagement & Community Involvement – Past Performance and Relevant Experience 25%**

### Considerations

- Expertise in preparing graphics, sketches, and visual renderings to clearly display design possibilities to the public and involved stakeholders.
- Expertise in implementing successful public outreach efforts for transportation/infrastructure projects.
- Experience facilitating public feedback from diverse perspectives and finding areas of consensus.
- Experience implementing multiple public outreach strategies to ensure higher rates of participation and inclusion.
- Experience creating clear, easy-to-understand informational materials.
- Expertise in website development and social media applications for public involvement.

## **Criterion C – Proposed Approach to the Study 30%**

### Considerations

- Presents a workable plan taking into consideration the overall Study objectives, schedule, and desired outcomes.
- Demonstrates a thorough understanding of the scope of the project.
- Demonstrates the identification and assignment of the most relevant staff at appropriate moments in time.

## **Criterion D – References and Exemplary Projects 10%**

### Considerations

- Extent to which the proposed project team has demonstrated competence in performing similar work and/or the extent of former client satisfaction.

## **Criterion E – Qualifications of Proposed Project Manager 5%**

### Considerations

- Relevant project management experience of team leader.
3. Firms submitting qualifications will be reviewed and the most qualified firms will be identified based on the evaluation criteria. Selected firms will advance to an interview process. Firms selected for interviews will be contacted and informed of the in-person interview date. It is strongly suggested that the project manager and key members of the consultant team be present at the in-person interview.
  4. The Project Manager may conduct discussions with Proposers as needed.
  5. The Project Manager reserves the right to:
    - a. Cancel this solicitation.

- b. Reject any and all submittals and re-advertise.
  - c. Waive any informalities and irregularities in the submission process.
  - d. Select the submittal(s) that, in its judgment, will best meet its needs.
  - e. Negotiate a contract that covers selected parts of a submittal, or a contract that will be interrupted for a period or terminated for lack of funds.
6. All firms interested in this RFQ (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, and to protect the integrity of the selection process. All questions on this selection process should be addressed in writing to Jason Lien at SRTC ([jlien@srtc.org](mailto:jlien@srtc.org)).

## **ATTACHMENTS**

- A. Acknowledgments of Amendments
- B. Federal Contract Clauses

**ACKNOWLEDGMENT OF AMENDMENTS**

The following form shall be completed and included in the bid or proposal submission.

Failure to acknowledge receipt of all amendments may cause the bid or proposal to be considered nonresponsive to the solicitation. Acknowledged receipt of each amendment must be clearly established and included with the bid or proposal.

The undersigned acknowledges receipt of the following amendments to the documents:

|               |       |         |       |
|---------------|-------|---------|-------|
| Amendment No. | _____ | , Dated | _____ |
| Amendment No. | _____ | , Dated | _____ |
| Amendment No. | _____ | , Dated | _____ |
| Amendment No. | _____ | , Dated | _____ |
| Amendment No. | _____ | , Dated | _____ |

Company Name of Respondent: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**FEDERAL CONTRACT CLAUSES**

A. The following clauses are required as a result of the Federal assistance provided by FTA for this Contract. Compliance with these Federal contract clauses is material to performance of the CONSULTANT's contractual obligations to STA. The CONSULTANT also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

B. Nondiscrimination.

In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. §6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §12132, and Federal transit law at 49 U.S.C. §5332, the CONSULTANT agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status, age, or disability. In addition, the CONSULTANT agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

C. Equal Employment Opportunity.

The following equal employment opportunity requirements apply to this contract:

1. Race, Color, Creed, National Origin, Sex, Sexual Orientation, Gender Identity. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. §2000e, and Federal transit laws at 49 U.S.C. §5332, CONTRACTOR agrees to comply with all applicable equal employment opportunity requirements of U.S. Dept. of Labor (U.S. DOL) regulations, "Office of Federal Agreement Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR, Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246, Relating to Equal Employment Opportunity," Executive Order No. 13672, "Further Amendments to Executive Order 11478, Equal Employment Opportunity in the Federal Government, and Executive Order 11246, Equal Employment Opportunity," 42 U.S.C. § 2000e note) and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of this project. CONTRACTOR agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, sexual orientation, gender identity, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, CONTRACTOR agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
2. Age. In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §623 and Federal transit law at 49 U.S.C. §5332, CONTRACTOR agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, CONTRACTOR agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

3. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. §12112, CONTRACTOR agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities. . In addition, CONTRACTOR agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
4. CONTRACTOR also agrees to include these requirements in each sub-agreement financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

D. Labor Provisions – Nonconstruction Contracts

1. Overtime Requirements. No CONSULTANT or subconsultant contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which they are employed on such work to work in excess of forty hours per week unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such work week.
2. Liability for Unpaid Wages and Liquidated Damages. In the event of any violation of the clause set forth in subparagraph (b) (1) of 29 CFR Section 5.5, the CONSULTANT and any subconsultant responsible therefore shall be liable for the unpaid wages and applicable liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5 in the sum of \$10 each for each calendar day on which such individual was required or permitted to work in excess of eight hours or in excess of the standard work week of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5.
3. Withholding for Unpaid Wages and Liquidated Damages. The U.S. Department of Transportation (DOT) or STA shall, upon its own action or upon written request of an authorized representative of the DOT, withhold or cause to be withheld, from any monies payable on account of work performed by the CONSULTANT or subconsultant under this contract or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime CONSULTANT, such sums as may be determined to be necessary to satisfy any liabilities of such CONSULTANT or subconsultant for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (b)(2) of 29 CFR Section 5.5.
4. Nonconstruction Grants. The CONSULTANT or subconsultant shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.

5. Subcontracts. The CONSULTANT or subconsultant shall insert in any subcontract the clauses set forth in subparagraphs A through E of this section, and also a clause requiring the subconsultants to include these clauses in any lower tier subcontracts. The CONSULTANT shall be responsible for compliance by any subconsultant or lower tier subconsultant with the clauses set forth in subparagraphs A through E of this section.

E. Recycled Products/Recovered Materials

The CONSULTANT agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

F. Energy Conservation

The CONSULTANT shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC Section 6321 et seq.).

G. Clean Air and Water Requirements

The CONSULTANT agrees to comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR, Part 15) which prohibit the use of nonexempt federal contracts, grants or loans, of facilities included on the EPA List for Violating Facilities. The CONSULTANT agrees to report each violation to STA and understands and agrees that STA will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The CONSULTANT also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

H. Disadvantaged Business Enterprise (DBE)

1. Policy: It is the policy of the Department of Transportation and STA that Disadvantaged Business Enterprises, as defined in 49 CFR, Part 26, shall have equal access to participation in the performance of contracts financed in whole or part with Federal funds under this Contract.
2. DBE Obligations: The CONSULTANT and its subconsultants agree to make good faith efforts to ensure that disadvantaged businesses have an equal opportunity to participate in the performance of contracts and subcontracts financed in whole, or in part, with Federal funds provided under this contract. In this regard, the CONSULTANT shall make a good faith effort to ensure that disadvantaged businesses have an equal opportunity to compete for and perform contracts.
3. The CONSULTANT or subconsultant 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 DOT assisted contracts. Failure by the CONSULTANT to carry out these requirements and the requirements of this section is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- a. Withholding monthly progress payments;
  - b. Assessing sanctions;
  - c. Liquidated damages; and/or
  - d. Disqualifying the Consultant from future bidding as non-responsible.
4. DBE Liaison: STA has designated a DBE Liaison to assist disadvantaged business enterprises and has the authority to administer STA's DBE program. Inquiries and requests concerning STA's DBE program and information for certification shall be directed to:

DBE Liaison  
Spokane Transit  
1230 Boone Avenue  
Spokane, WA, 99201  
(509) 325-6032

5. DBE Delegation and Assignment: If a DBE subconsultant is unable to perform the work contracted for, the prime CONSULTANT must either replace the subconsultant with another DBE or show STA that good faith efforts to do so have been made. Failure by the prime CONSULTANT to comply may result in monetary penalties and partial or total termination for default with resolicitation costs to the prime CONSULTANT or its bond.
6. CONSULTANT Reporting Requirements: STA shall use the Prime CONSULTANT's commitment to DBE subconsultant participation submitted with its bids as the prime CONSULTANT's goal for the contract. However, the prime CONSULTANT shall not be credited with DBE participation until actual payment has been made to the DBE subconsultant involved. Therefore, CONSULTANT shall be required to submit with each payment request the amounts earned by DBE subconsultants and to be paid to DBE subconsultants upon STA's progress payment. In addition, prime CONSULTANTS shall be required to submit verification of receipt of previous payments by DBE subconsultants. Upon receipt of payment verification, prime CONSULTANTS shall receive credit against their goal. STA will require prime CONSULTANTS to maintain records and documents of payments to DBE's for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of STA or DOT. This reporting requirement also extends to any certified DBE subconsultant.

STA will keep a record of payments to DBE firms for work committed to them at the time of contract award. STA may also perform audits of contract payments to DBEs. The audit will review payments to DBE subconsultants to ensure that the actual amount paid to DBE subconsultants equals or exceeds the dollar amounts stated in the schedule of DBE participation.

The CONSULTANT agrees to use his/her best efforts to carry out a policy in the award of subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize disadvantaged business enterprises consistent with the efficient performance of the contract.

I. Regulations Pursuant to the Copeland "Anti-Kickback Act"

The CONSULTANT shall comply with the applicable regulations of the Secretary of Labor, U.S. Department of Labor, made pursuant to the so-called "Anti-Kickback Act" of June 13, 1934, (48 Stat. 948; 62 Stat. 862; Title 18 U.S.C. Section 874; and Title 40 U.S.C. Section 276c), and any amendments or modifications thereof, shall cause appropriate provisions to be inserted in subcontracts to ensure compliance therewith by all subconsultants subject thereto, and shall be responsible for the submission of affidavits required by subconsultants thereunder, except as said Secretary of Labor may specifically provide for reasonable limitations, variations, tolerances, and exemptions from the requirements thereof.

J. Program Fraud and False or Fraudulent Statements and Related Acts

1. The CONSULTANT acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §3801 *et seq.* and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this procurement. Upon execution of this contract, the CONSULTANT certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to this contract or the FTA assisted project for which this contract is being performed. In addition to other penalties that may be applicable, the CONSULTANT further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the CONSULTANT to the extent the Federal Government deems appropriate.
2. The CONSULTANT also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. §5307, the Government reserves the right to impose the penalties of 18 U.S.C. §1001 and 49 U.S.C. §5307 (n)(1) on the CONSULTANT, to the extent the Federal Government deems appropriate.
3. The CONSULTANT agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subconsultant who will be subject to the provisions.

K. Federal Privacy Act Requirements

The CONSULTANT agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. §552(a). The CONSULTANT agrees to obtain the express consent of the Federal Government before the CONSULTANT or its employees operate a system of records on behalf of the Federal Government. The CONSULTANT understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of this contract.

The CONSULTANT also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

L. Suspension and Debarment

This contract is a covered transaction for purposes of 2 CFR Parts 1200 and 180. As such, the CONSULTANT is required to comply with 2 CFR Part 180, Subpart C and must include the requirement to comply with 2 CFR Part 180, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

*The certification in this clause is a material representation of fact relied upon by Spokane Transit Authority. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to Spokane Transit Authority, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 CFR Part 180, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.*

M. Lobbying

Contractors shall provide the certification required by 49 CFR part 20, "New Restrictions on Lobbying" in its bid or proposal. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to STA.

N. Buy America Requirements

If applicable, the Offeror and (if selected) CONSULTANT shall complete and submit a declaration certifying either compliance or noncompliance with Buy America. The CONSULTANT agrees to comply with 49 U.S.C. 5323(j) and 49 CFR Part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7, and include final assembly in the United States for 15 passenger vans and wagons produced by Chrysler Corporation, microcomputer equipment, software, and small purchases (currently less than \$100,000) made with capital, operating, or planning funds.