

**Lewis Clark Valley Metropolitan Planning Organization  
(LCVMPO)**



**REQUEST FOR PROPOSALS**

**FOR**

**CITY OF CLARKSTON / ASOTIN COUNTY TRANSPORTATION PLAN**

**RESPONSES DUE by February 9, 2018, 5:00 p.m. PST**

## GENERAL INFORMATION

### **BACKGROUND:**

The Lewis Clark Valley MPO desires an urban area transportation plan for the City of Clarkston and Asotin County with a specific focus on developing an up-to-date capital improvement plan (CIP) which will include the review of the existing multimodal transportation network in the urbanized area to identify areas for improved connectivity and system efficiency. This study will cover a 20-year horizon and will account for projected growth in the City and the County in the urbanized area.

### **DEFINITIONS/ACRONYMS**

**LCVMPO** – “Lewis Clark Valley Metropolitan Planning Organization”

**LC VALLEY** – “Lewis Clark Valley”

**Plan** – City of Clarkston / Asotin County Transportation Plan

**RFP** – “Request for Proposal”

**TAC** – “Technical Advisory Committee”

**LRTP** – “Long Range Transportation Plan”

**STUDY AREA** – The City of Clarkston, and the area of Asotin County that is within the LCVMPO boundary. The consultant shall review the proposed study area boundary, and submit any resulting proposed area changes to the LCVMPO for approval. This review shall take into consideration changes in land use which are anticipated in the 20-year planning period, the area of jurisdiction of local government entities, the areas included in other recent studies prepared for the Local Officials, and any other factors which may have a material effect on the transportation study effort. The City of Asotin has its own transportation plan, and will become an appendix to this plan.

### **OBJECTIVE:**

The LCVMPO is seeking qualified and experienced consultants to develop a City of Clarkston / Asotin County Transportation Plan. The objective of this project is to:

- Coordinate transportation planning with existing and future land use and community growth policies and guidelines.
- Evaluate existing data to identify areas of concern in the transportation network.
- Review the existing multimodal transportation network to identify areas for improved connectivity and system efficiency.
- Develop an up-to-date capital improvement plan (CIP) based on projected growth in the study area and present and future land uses.
- Ensure that the Plan maintains consistency with the LCVMPO 2040 Long Range Transportation Plan (i.e., *Valley Destination 2040*) or identifies conflicts and rationalizes their existence.

## **SCOPE OF WORK:**

The following is a description of the minimum work required under this contract. Additional tasks and work elements may be added or deleted during contract negotiations. Upon conclusion of the negotiation process and before proceeding with work tasks, the selected consultant will be required to prepare a final scope of work, approved by the LCVMPPO TAC, for inclusion into a contract agreement.

Consultant will identify the information and data needed to accomplish all facets of this planning effort, will search out and evaluate the information and data that is already available for use, and will negotiate with the LCVMPPO on collecting, developing, or assessing any additional information required to achieve the objectives above. The consultant will cite data utilized in the plan to allow users and reviewers of the plan to identify and obtain the referenced material. Any new data and information collected or developed by the consultant shall be appended to the Plan and shall become the property of the LCVMPPO.

Consultant will draft a scope of work based on the following elements:

- Project Management
  - Key personnel and responsibilities.
  - Sub-consultants or partnerships.
  - Proposed schedule.
- Existing Conditions and Planned Improvements
  - Evaluate road designations (arterial, collector, local, etc.) and marked speed limits.
  - Evaluate dangerous intersections, intersection crash analysis, and summary of intersections with known deficiencies.
  - Pavement inventory and condition evaluation of all public roads within the study area.
  - Identify areas of deficient infrastructure (streets, bridges, sidewalk, bike-lanes, right of way, etc.)
  - Evaluate and update typical sections for urban and rural road standards.
  - Create a strategy to modernize the asset management software and GIS.
- Transportation Demand and Needs Assessment
  - Recommend improvements for mobility and the impact of current and future travel demands.
  - LOS evaluation of major intersections.
  - Recommend traffic calming procedures for cut-through traffic and residential speeding concerns.
  - Consider complete street program and the impact it could have on the local transportation network.

- Provide truck traffic analysis and potential truck route identification.
- Review of updating signals for traffic optimization.
- Jurisdiction and Stakeholder Outreach and Engagement
  - Written summary of process and practice with how each agency approves, funds, and constructs transportation and the role the MPO currently plays and could play.
  - Review of operations and maintenance program.
  - Integrate existing right of way policies.
  - Review access management and approach permitting issues.
  - Survey of residents and users of the facility regarding their needs, concerns, and priorities. Including multiple public meetings and outreach events.
  - Formation of a Community Advisory Commission (CAC) to review drafts of the plan and provide input and comments throughout the plan development process.
- Capital Improvement Program
  - Identify improvement priorities, strategies, and policies.
  - Identify potential funding sources and implementation processes for proposed improvements.
  - Integrate the LCV MPO Bike Master Plan Implementation Plan improvements into the transportation plan.
  - Integrate identified public transportation capital projects identified in other related transportation studies connected to the roadways into the transportation plan.
  - Compile PUD future water projects (and sewer/Stormwater projects) with transportation projects.
- Final Plan and Deliverables
  - Develop an integrated package of recommendations and alternatives (based on the analyses of the previously-listed issues and factors) for management and improvement of the transportation system.
  - Prepare a written summary suitable for public distribution of the material described in the previous paragraph.
  - Prepare a presentation, together with appropriate visual/graphic displays, for use at the public meetings.

Scope of work will include a schedule of the work based which includes the Schedule of Key Dates below as well as a breakdown of the proposed budget.

### **ROLES AND RESPONSIBILITIES:**

The Lewis Clark Valley MPO Director, Shannon Grow, is the Project Manager. She will provide project direction, assistance with scheduling, and access to existing data.

The Project Manager will be assisted by a Steering Committee made up of a yet to be determined number of individuals. This Steering Team shall work closely with the Project Manager.

The Consultant shall be responsible for all technical work, stakeholder participation, report preparation, presentations, recommendations, strategies, etc. as agreed to in the final scope of work.

### **RESOURCES:**

The following resources shall be made available for Consultant use:

- Valley Destination 2040, The Long Range Transportation Plan for the Lewis Clark Valley Metropolitan Planning Organization dated September 17, 2013
- LCVMPO Bike Master Plan dated May 31, 2015
- GIS Database(s) and Maps
- Aerial Photos
- QRS II Traffic Model
- Intersection Count Data
- Sign Inventory
- City of Clarkston Comprehensive Plan
- 1999 Asotin County Comprehensive Plan
- City of Asotin Transportation Plan dated March, 2017
- Critchfield Intersection Safety Study, dated December, 2017
- North Clarkston Circulation Study, dated November, 2017

### **ESTIMATED BUDGET:**

LCVMPO estimated a maximum \$150,000 budget to complete this Plan. LCVMPO recognizes that the selected Consultant may not have an office within the LCVMPO region. Some of the costs reflected in their proposal for travel or data collection and public participation efforts may be substantial. The Consultant is encouraged to address this issue in their proposal. This will be an issue discussed in detail during the interview process.

### **PROPOSED CONTRACT:**

The successful Consultant will be asked to provide their boilerplate Contract Agreement for work of this type for use as a starting point for final Agreement.

### **CONTACT INFORMATION**

All questions concerning this project or Request for Proposal shall be directed to Shannon Grow, Director, Lewis Clark Valley Metropolitan Planning Organization, via e-mail at [director@lewisclarkmpo.org](mailto:director@lewisclarkmpo.org).

## **SCHEDULE OF KEY DATES**

Request for Proposal issued	January 3, 2018
Project specific question deadline	January 19, 2018
Last date for posting answers to project specific questions to the LCVMPO website ( <a href="http://www.lewisclarkmpo.org">www.lewisclarkmpo.org</a> ). This service ensures equal access and consistent answers.	January 24, 2018
Final proposals due	February 9, 2018
LCVMPO evaluation of proposals	Feb 12, 2018 – Feb 23, 2018
Consultant interviews if necessary	Feb 26, 2018 – Mar 2, 2018
Scope of Work and Contract Agreement negotiation	March 5 – March 9, 2018
Pre-scoping Meeting	March 12 – March 14, 2018
Final Scope of Work delivered to LCVMPO TAC	March 21, 2018
Final Scope of Work approved by LCVMPO TAC	March 28, 2018
Final Scope of Work and Contract Agreement Approved by the LCVMPO Policy Board	April 12, 2018
Project Start	April 13, 2018
Draft Report Complete and Submitted for Final Comments	March 1, 2019
Policy Board Approval and Project Completion	April 11, 2019

## **PREPARATION INSTRUCTIONS**

Proposals must conform to the following instructions. Any non-conforming proposal may be rejected at the sole discretion of the LCVMPO.

**Responses must be submitted electronically as a .pdf file sent to the e-mail address below. NO PAPER SUBMITTALS WILL BE ACCEPTED.**

The maximum length of the proposal shall be ten (10) pages excluding the cover page. No appendices. Consultant may include embedded links to provide supplemental documents, websites, and other explanatory material. **Use of embedded links is encouraged to reduce the file size of the electronic submittal.**

Late proposals will not be considered, and will not be accepted.

Proposals shall be sent to:

**E-MAIL DELIVERY:** Shannon Grow, Director  
Lewis Clark Valley Metropolitan Planning Organization  
[director@lewisclarkmpo.org](mailto:director@lewisclarkmpo.org)

## **SUBMITTAL CONTENT**

It is essential that the Consultant provide adequate staff of experienced personnel and/or Sub-Consultants capable of and devoted to the successful accomplishment of the Work to be performed under this Request for Proposal. The Project Manager is an assigned key position and shall not be removed or replaced without the prior written approval of LCVMPO. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal. The following criteria apply to both the Consultant and each Sub-Consultant. The proposal response shall include the following items arranged in the order listed below:

- **Introduction:** Introduce the Company, giving location, brief history, and describe how the company is organized to develop this type of project.
- **Project Team:** Identify the Project Manager who will be responsible for all aspects of project execution, cost, quality, work schedule performance, and provision of adequate personnel and other resources for the successful completion of this project. Provide a summary of education, experience, and qualifications as they relate to the management and conduct of this project. Characterize the proposed Project Manager's decision-making authority with regard to all aspects of this project. Identify other proposed key personnel and briefly describe each person's role(s), duties relative to this project, and summary of experiences and qualifications.
- **Project Experience:** Provide a written narrative demonstrating knowledge of methodology, policies, and procedures for accomplishing this type of project. Identify potential issues that may be encountered and proposed resolutions. Provide links to these completed Plan documents.

- **Project Execution Approach and Schedule:** Define and provide a description of the activities required for successful project completion. Describe the Consultant's work plan including procedures for scope and schedule changes, cost adjustment, and quality control. This should include a description of the Consultant's control measures regarding management of key personnel and Sub-Consultant(s). Provide a project schedule in accordance with the Schedule of Key Dates with a Draft Plan completion date on or before March 1, 2019. Schedule shall be logically linked in accordance with best industry practice. Activities of the LCVMPPO and other organizations participating in the execution of the project shall be included within the schedule logic. Contractor shall identify risks and opportunities to project delivery success, and note any exceptions, exclusions, and other assumptions. Identify capability to meet project time and budget requirements. Approach should include a narrative on the firm's experience with stakeholder participation and jurisdiction engagement processes. A Plan for public participation shall be discussed and included in the approved scope of work.
- **References:** Provide three references for other U.S. Clients that the Consultant has contracted with in the past five (5) years to complete a similar Scope of Work. Provide Client company name, a specific currently employed contact person familiar with the Scope of Work and Consultant performance, mailing address, email address, and telephone number.



## **EVALUATION CRITERIA**

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received in accordance with the following evaluation criteria. It is the responsibility of the Consultant to ensure that it complies with this Request for Proposal and provides the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score or disqualification.

<b>Element</b>	<b>Points Possible</b>	<b>Score</b>
A. Project execution approach	30	
B. Qualifications of Professional personnel to be assigned to the project	25	
C – Related experience on similar projects	20	
D – Capability to meet project time and budget requirements	15	
E – Present and projected workloads	10	
<b>Final Score</b>	<b>100</b>	

## **DBE PARTICIPATION**

The Consultant will not be required to meet a specific DBE utilization for this project. However, the Consultant is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project.

## **TITLE VI**

The Lewis Clark Valley MPO, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 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.

## **GENERAL TERMS**

This Request for Proposal does not commit LCVMPO to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

## **RESERVATION OF RIGHTS BY LCVMPO**

The issuance of this RFP does not constitute an assurance by LCVMPO that any contract will actually be entered into by LCVMPO and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Proposal
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this proposal, each respondent agrees that any finding by the LCVMPO of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

## **CONFLICT OF INTEREST**

By the submission of a RFP, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

## **EEO REQUIREMENTS**

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

## **FINANCIAL REQUIREMENTS**

The selected Consultant and their Sub-Consultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with Federal Acquisition Regulations.

## **PROPRIETARY MATERIAL**

LCVMPO assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.