

## **Request for Proposals 2008 Transportation Baseline Study**

### **Engineering Services File No. 2005155**

The City of Spokane is seeking assistance from a qualified firm ("Consultant") in developing a transportation baseline and transportation management plan for the City's arterial street system ("Baseline Study"). The Baseline Study is intended to assist the City in more accurately identifying (1) deficiencies in the City's arterial street system, (2) additional demands that will be placed on the system by new development, and (3) system improvements that will be required to accommodate the City's planned growth. The Baseline Study is also intended to streamline the development approval process by reducing the scope of transportation impact studies that applicants are currently required to conduct in connection with development permit applications.

The Baseline must utilize SYNCHRO 7 and must identify current Level of Service (LOS) values and volume to capacity ratios (v/c) for the City's entire arterial street system, including intersections. To populate the model, the City will provide existing data, including available traffic data, roadway plans, and traffic signal timings. The Consultant will be required to obtain updated data where the City's existing data is more than three (3) years old and will conduct field engineering to confirm roadway information (i.e. turn bay lengths, roadway widths, grades, etc.).

The Consultant must have expertise in traffic engineering, transportation planning, and in the design of transportation improvements.

Copies of the "Request for Proposals – 2008 Transportation Baseline Study and Transportation Management" for the City of Spokane Engineering Services Department, Spokane, Washington ("RFP") are available by contacting the Engineering Services Department at (509) 625-6700.

The proposals received in response to this request will be evaluated in accordance with the rating criteria identified in the RFP.

Qualified consultants are asked to submit eight (8) copies of their response to this RFP to the Purchasing Division, Fourth Floor, City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201-3316 no later than 1:00 P.M., January 28, 2008. No Submittals will be accepted after this date and time. Any questions regarding this RFP should be directed to Ray Wright at (509) 625-6434.

**REQUEST FOR PROPOSALS  
For Consulting Engineering Services**

**2008 Transportation Baseline and  
Transportation Management Plan**

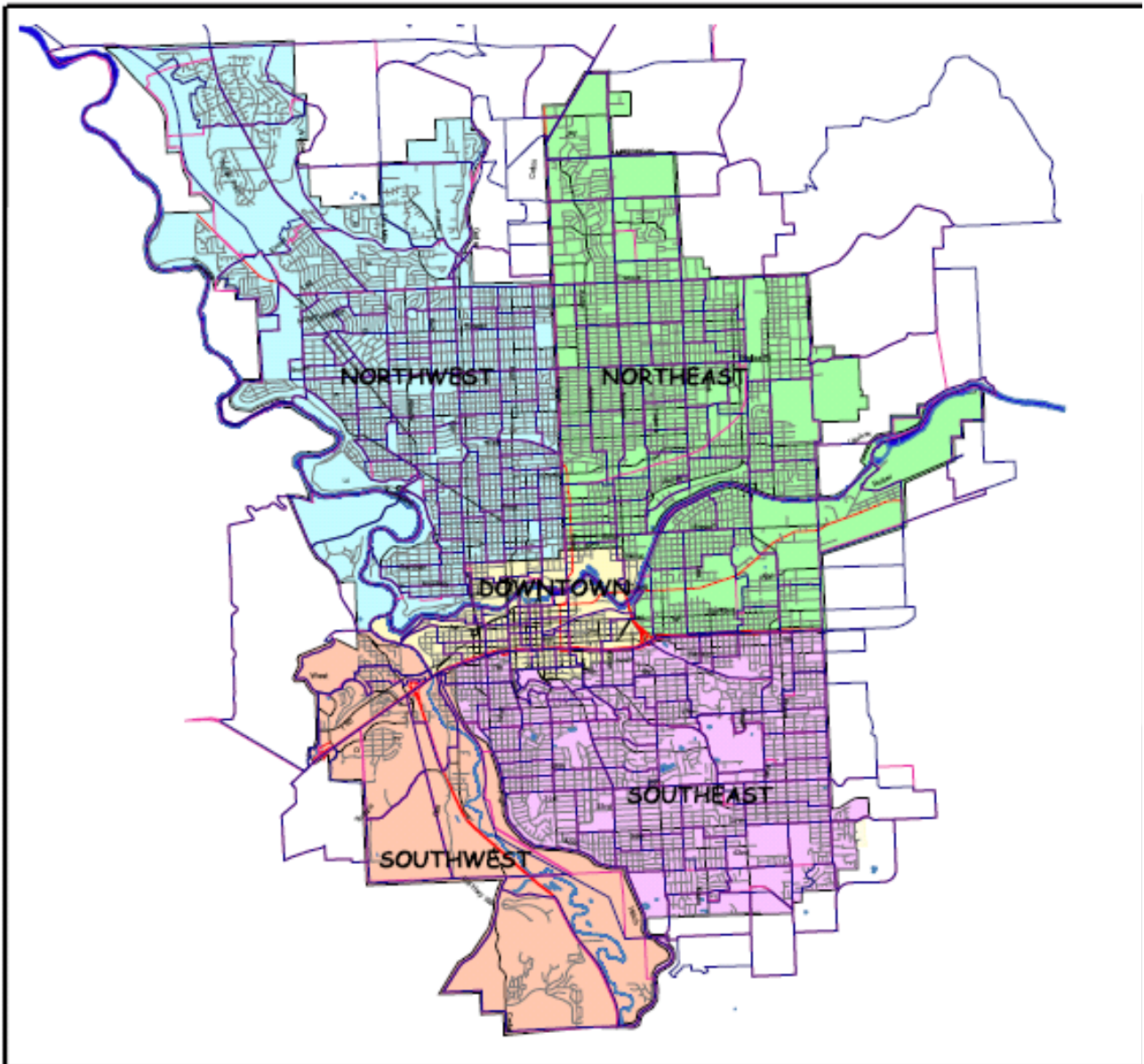
**SPOKANE, WASHINGTON**

**City of Spokane  
Engineering Services  
File No. 2005155**

**January 9, 2008**

**TABLE OF CONTENTS**

	Page
Area Map.....	1
General Information.....	2
Proposal Process .....	2
Requirements.....	3
Proposal Evaluation .....	6
Terms and Conditions.....	6
Scope of Work.....	8



# City of Spokane Transportation Service Areas for Impact Fees

Date: 02/16/2006

### Legend

- Wicwas.sdp
- 6 yr street.sdp
- Sidewalk improv proj.sdp
- Signal\_int.sdp
- Signal\_intersection.sdp
- Taxi25.sdp
- Table t03 capacity improv.sdp
- Table t05 new route.sdp
- Traffic service area.sdp
- Street Capacity (City Only)
- Interstate
- Highway
- Principal
- Collector
- Minor
- Residential
- Downtown tra.sdp
- Northwest tra.sdp
- West central tra.sdp
- Southwest tra.sdp
- Southeast tra.sdp
- East central tra.sdp
- Northeast tra.sdp
- Hydrology.sdp
- Streams, Rivers, Canals, Lakes, Reservoirs & Ponds
- Data
- City of Spokane

3000 0 3000 6000 Feet



*THIS IS NOT A LEGAL DOCUMENT:  
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.*

Digital Orthophoto Data Base ©  
2001, 2002 AVISTA Utilities  
All Rights Reserved



## I. GENERAL INFORMATION

A. Background. The City of Spokane is in the process of implementing transportation impact fees as authorized by the Growth Management Act (Chapter 36.70A. RCW) and RCW 82.02.050-.090 ("Impact Fees"). The City is seeking assistance from a qualified firm in developing a transportation baseline and transportation management plan for the City's arterial street system ("Baseline Study").

B. Purpose. The Baseline Study is intended to facilitate updates of the Impact Fees by helping the City more accurately identify (1) deficiencies in the City's arterial street system, (2) additional demands that will be placed on the system by new growth and development, and (3) system improvements that will be required to accommodate the City's planned growth. The Baseline Study is also intended to streamline the development approval process by reducing the scope of transportation impact studies that applicants are currently required to prepare in connection with development permit applications.

The transportation model used to establish the City's transportation baseline will include all Minor and Principal Arterial streets as designated in the City's Comprehensive Plan (<http://www.spokaneplanning.org/Documents/BEGIN.PDF>), Chapter 4 "Transportation", Map TR3 - "Arterial network".

## II. PROPOSAL PROCESS

A. Selection Schedule. The following schedule is tentative and may change:

	<u>ACTION</u>	<u>DATE</u>
1.	Issue RFP	January 09, 2008
2.	Proposals Due	January 28, 2008
3.	Finalists Notified	February 18, 2008
4.	Interview Finalists	March 3 to March 14, 2008
5.	Contract Negotiations	March 28, 2008
6.	City Council Award of Contract	April 28, 2008
7.	Anticipated Project Start Date	May 1, 2008
8.	Project Completion Date	November, 2009

B. Inquiries. Inquiries and other communications about this Request for Proposals shall be through the City's Engineering Services Department. Direct communications with other management or elected officials may be grounds for rejecting a proposal. Direct inquires to:

Ray Wright, P.E.  
City of Spokane  
Department of Engineering Services  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201-3343  
(509) 625-6434

C. Minority & Women-Owned Business Participation. The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Proposers may contact OMWBE at (360) 753-9693 to obtain information on certified firms.

D. Costs to Propose. The City will not be liable for any costs incurred by the Proposer in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

E. No Obligation To Contract. This RFP does not obligate the City to contract for services specified herein.

F. Rejection of Proposals. The City reserves the right at its sole discretion to reject any and all proposals received without penalty and to not issue a contract as a result of this RFP.

G. Proposals shall remain in effect for a minimum of 90 days from date of the Proposal Due Date, unless extended by mutual consent.

### **III. REQUIREMENTS**

A. Proposals shall be delivered to the City no later than 1:00 p.m., Pacific Time, on January 28, 2008.

B. Each consultant must submit one (1) electronic version (in Word or PDF format) and eight (8) paper copies of its proposal in a sealed envelope. The envelope should be marked "PROPOSAL FOR TRANSPORTATION BASELINE AND TRANSPORTATION MANAGEMENT PLAN." Address the proposal to:

City of Spokane  
Purchasing Division  
Fourth Floor, City Hall  
808 W. Spokane Falls Blvd  
Spokane, WA 99201-3316

### **PROPOSAL CONTENTS**

Proposals shall be submitted on eight and one-half by eleven (8 1/2 x 11) inch paper with tabs separating the major sections of the proposal. The three major sections of the proposal are to be submitted in the order noted below:

1. Letter of Submittal
2. Technical Proposal
3. References

Proposals shall provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Proposer in preparing a thorough response.

## LETTER OF SUBMITTAL

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include the following information about the Consultant and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
2. Legal status of the Consultant (sole proprietorship, partnership, corporation, etc.).
3. Location of the facility from where the Consultant would operate for this project.

## TECHNICAL PROPOSAL

The Technical Proposal shall contain a comprehensive description of services including the following elements:

- A. Project Approach/Methodology – Include a complete description of the Consultant's proposed approach and methodology for the project. This section should convey Consultant's understanding of the proposed project.
- B. Work Plan – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal shall contain sufficient detail to convey to members of the evaluation team the Consultant's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of City staff. The Consultant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
- C. Project Schedule – Include a project schedule, **in Microsoft Project format**, indicating when the elements of the work will be completed and when deliverables, if any, will be provided.
- D. Deliverables – Fully describe deliverables to be submitted under the proposed contract.

## MANAGEMENT PROPOSAL

- A. Project Management
  1. Project Team Structure/Internal Controls - Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority

to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.

2. Staff Qualifications/Experience – Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes (not to exceed two pages per person) for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments, and any other pertinent information. The Consultant shall commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have prior approval of the City.

#### B. Experience of the Consultant

1. Indicate experience the Consultant and any subcontractors have in the following areas: transportation modeling (Synchro 7.0, Visum, etc.), data gathering, developing transportation engineering estimates and community public meetings and workshops.
2. Indicate other relevant experience that indicates the qualifications of the Consultant and any subcontractors for the performance of the potential contract.
3. Include a list of contracts the Consultant has had during the last five (5) years that relate to the Consultant's ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

#### C. References

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of four (4) business references for whom work has been accomplished and briefly describe the type of service provided. The Consultant shall grant permission to the City to contact the references. Do not include current City staff as references.

#### PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Materials submitted in response to this competitive procurement shall become the property of the City.

All received proposals shall remain confidential until the award of contract recommendation has been filed with the City Clerk for City Council action. Thereafter, the proposals shall be deemed public records as defined in RCW 42.56, "Public Records."

Any information in the proposal that the Consultant 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 proposal exempt from disclosure will not be honored.

The City will consider a Proposer's request for exemption from disclosure; however, the City will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the proposal, it will not be made available until the affected proposer has been given an opportunity to seek a court injunction against the requested disclosure.

#### **IV. PROPOSAL EVALUATION**

##### **EVALUATION WEIGHTING AND SCORING**

The following weighting and points will be assigned to the proposal for evaluation purposes:

Technical Proposal – 50%		50 points
Project Approach/Methodology	15 points (maximum)	
Quality of Work Plan	15 points (maximum)	
Project Schedule	10 points (maximum)	
Project Deliverables	10 points (maximum)	
Management Proposal - 50%		50 points
Project Team Structure/ Internal Controls	10 points (maximum)	
Staff Qualifications/Experience	30 points (maximum)	
Experience of the Consultant	10 points (maximum)	
 GRAND TOTAL FOR WRITTEN PROPOSAL		 100 POINTS

Oral Presentations. The City, at its sole discretion, may ask individual proposers to make oral presentations without charge to the City. Such presentations provide an opportunity for the proposer to clarify its proposal to insure a mutual understanding of its contents.

##### **PROTEST PROCEDURE**

Following evaluation, a recommendation for award shall be submitted to the City Council. Award of contract, if made, shall be by the City Council in open meeting. Proposers wishing to protest the award of the contract must make their protests before the City Council at the award hearing.

#### **V. TERMS AND CONDITIONS**

##### **CITY OF SPOKANE BUSINESS LICENSE**

Persons/firms doing business in the City or with the City must have a valid City of Spokane business license. Questions may be directed to the Taxes and Licenses Division at (509) 625-6070.

## ANTI-KICKBACK

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited, accepted or granted, a present or future gift, favor, service, or other thing of value from or to any person involved in the contract.

## NONDISCRIMINATION

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

## LIABILITY

The Consultant shall indemnify, defend, and hold harmless the City, its officers and employees from all claims, demands, or suits in law or equity arising from the Consultant's negligence or breach, or its obligations under the contract. The Consultant's duty to indemnify shall not apply to liability caused by the sole negligence of the City, its officers and employees. The Consultant's duty to indemnify for liability arising from the concurrent negligence of the City, its officers and employees, and the Consultant, its officers and employees shall apply only to the extent of the negligence of the Consultant, its officers and employees. The Consultant's duty to indemnify shall survive termination or expiration of the contract. The Consultant waives, with respect to the City only, its immunity under RCW Title 51, Industrial Insurance.

## INSURANCE COVERAGE

During the term of the contract, the Consultant shall maintain in force at its own expense, each insurance noted below:

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$500,000;
- B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Consultant's services to be provided under this contract; and
- C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired, and non-owned vehicles.
- D. Professional Liability Insurance with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence.

There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without 30 days written notice from the Consultant or its insurer(s) to the City.

As evidence of the insurance coverages required by this contract, the Consultant shall furnish acceptable insurance certificates to the City at the time it returns the signed contract. The certificate shall specify all of the parties who are additional insured, and include applicable policy endorsements, the 30-day cancellation clause, and the deduction or retention level. Insuring companies or entities are subject to City acceptance.

## **VI. SCOPE OF WORK**

Proposals shall include all tasks the Consultant deems necessary to complete a transportation baseline and transportation management plan. In particular, the City anticipates the following minimum tasks:

- This Scope of Work defines expected tasks required to complete the transportation baseline and Transportation Management Plan. The Consultant will have access to City of Spokane (COS) historic transportation data (Traffic data over three (3) years old cannot be used).
- A Transportation Baseline will be developed using SYNCHRO 7 software.
- A Transportation Baseline will model Level of Service (LOS) and volume-to-capacity (v/c) ratios for all Minor and Principal Arterial streets and intersections (where arterial streets intersect).
- A Transportation Baseline will be created using existing signal timings and roadway geometry.
- Using the transportation baseline developed above, outline a strategy to develop a Transportation Management Plan that will allow adding traffic from new development and will maintain an inventory of future development. This plan will be used to identify future transportation projects in the City's Capital Facilities Plan.

### **Task 1: Project Initiation**

The Consultant will, as requested by City staff, meet with designated City staff and/or community stakeholders to identify and quantify the various tasks, identify key components in each service area, and to gather information to develop a schedule that will be used to identify project milestones and completion dates.

### **Task 2: Existing Data and Conditions**

For modeling purposes, available traffic turning volumes three (3) years old or less will be used to establish the baseline. The City possesses recent traffic counts for approximately eighty percent (80%) of the City's signalized intersections. The City also possesses various transportation impact studies that provide peak hour turning counts at several of the City's signalized intersections. Collectively, the foregoing data shall be referred to as "Existing Data". The City will provide the Existing Data to the Consultant that is retained to provide the services contemplated by this RFP. In addition to the Existing Data, and/or in cases where the Existing Data is older than three (3) years, the Consultant will be required to obtain current data by conducting a.m. and p.m. peak hour traffic counts throughout the City.

The City possesses roadway plans, “as-built” drawings, and GIS mapping information. The Consultant may use this data to establish the roadway geometric information required by the model. Although the City will supply the Consultant with a majority of this information, approximately seventy five percent (75%), the Consultant will be required to confirm existing conditions by conducting field reviews throughout the City, to ensure all data in the model reflects actual field conditions.

The City will provide Consultant with signal timing information for all of the City’s nearly two hundred fifty (250) signals.

The City possesses Synchro models and files for a study entitled “The University District/Downtown Transportation Study”. The Consultant will be furnished with these model files and will be expected to refine this data and incorporate them into the transportation baseline model.

The Consultant will conduct at least two (2) meetings with City staff during this task. These team meetings will be held primarily for the benefit of the Consultant. The Consultant will use these meetings to address data quality issues, questions on interpreting the data, data format, etc. The Consultant will conduct the meetings, develop agendas, keep minutes, assign action items, etc. City conference rooms will be provided for these meetings.

### **Task 3: Baseline Model**

Using the data assembled in Task 2, the Consultant will establish a SYNCHRO 7 transportation baseline model for all arterial streets within the City. The City already possesses Synchro 7 software, but the Consultant will be required to possess its own licensed software for developing the transportation baseline.

Once the transportation baseline has been completed, the Consultant and City staff will perform a final quality control audit (QC). Anywhere from five to ten percent (5% to 10%) of the intersections within the model will be randomly selected and the model parameters will be reviewed to confirm that they reflect actual field conditions. This may be in the form of fifteen (15) minute counts, measuring lane widths and turn bay lengths, and signal timings used in the model. The QC audit will document all random checks and if the model parameters are found to possess errors greater than five percent (5%), the Consultant will be expected to review the model parameters and make corrections. No payment will be given for QC audits and corrections beyond the first quality control audit.

### **Task 4: Baseline Implementation**

The Consultant will conduct a project team meeting to present the features of the new transportation baseline model. The Consultant will provide documentation (a maintenance manual – five (5) copies) outlining model parameters, data entry and file structures, model assumptions, etc.

The Consultant will provide five (5) copies of the SYNCHRO 7 dataset files on Compact Disc and five (5) hardcopies and one (1) copy electronically on CD of the transportation baseline maintenance manual to the City of Spokane at the completion of this task.

## Task 5: Transportation Management Plan

Upon completion of the transportation baseline, the Consultant will work with City staff to develop a Transportation Management Plan (planning model). The Consultant will have access to all approved Traffic Impact Analysis (TIA's) and Trip Generation and Distribution letters three (3) years old or less.

Depending on budget, the Consultant will be expected to propose a strategy to develop a transportation management planning model. The planning model may include a combination of these key factors:

- I. Land Use Analysis / Forecast
  - A. Inventory existing undeveloped land and key larger sites available for development
  - B. Identify location and amount of growth in six-year window
    1. Establish realistic development densities based on recent development trends (i.e. number of single-family units per acre; shopping center/retail square footage per acre, etc.)
- II. Forecast Traffic Volumes
  - A. Build forecast model and Traffic Analysis Zones (TAZ's) that will break the Spokane Regional Transportation Council's (SRTC) TAZ's into smaller areas
  - B. Forecast volumes based on land use growth assumptions from the Land Use Analysis/Forecast
  - C. Trip assignment (distribution) of new trips with and without planned major roadway network changes
  - D. Compare forecast volumes to SRTC model runs as a check, make revisions as necessary
- III. Forecast Analysis (based on 6-yr forecast growth)
  - A. Build/modify SYNCHRO 7 model for known, planned arterial roadway network changes
  - B. Future Conditions Analysis (w/ and w/o planned road improvements)
  - C. Identify deficient intersections, roadways and mitigations to address deficiencies
- IV. Develop Final Project List (to be included in 6-yr plan)
  - A. Detailed Cost Estimates
  - B. Prioritize Projects
- V. Impact Fee Update/Revisions
  - A. Identify projects attributable to growth/development and cost share to be funded by impact fee
  - B. Recalculate Impact Fee
  - C. Modify fee categories, ordinance, program procedures as necessary

### Additional Tasks:

1. Community Outreach: meetings to hear citizens' traffic concerns and discuss priorities and potential road improvements.

2. Reports and Documentation: Tech memos documenting analysis approach and assumptions, analysis results, prioritization process, cost estimate assumptions, etc.

The Transportation Management Plan will be designed with a user friendly interface where the user can simply evaluate existing and future conditions, optimizing traffic impacts by considering multimodal transportation systems, quickly identifying deficiencies in the transportation network and easily being adapted to run “what-if” scenarios to identify mitigation.

The primary purpose of the Transportation Management Plan will be to assist the City in more accurately identifying (1) deficiencies in the City’s arterial street system, (2) additional demands that will be placed on the system by new development, and (3) system improvements that will be required to accommodate the City’s planned growth.