

**CITY OF TUKWILA
REQUEST FOR PROPOSALS (RFP) FOR
ALLENTOWN TRUCK REROUTE EIS
Due: Monday, June 13, 2022, by 5:00 p.m.**

The City of Tukwila (City) is soliciting interest from consulting firms (Consultant) with expertise in environmental planning, transportation planning and design, and public engagement, for preparation of a National Environmental Policy Act (NEPA) EIS. This agreement will be for approximately 18 months in duration with the option for the City to extend it for additional time and money if necessary.

The City reserves the right to amend terms of this RFP, to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort consultants have spent on their responses.

Please review the full RFP following this notice

Project Description

The City is seeking RFPs from qualified firms for preparing NEPA documentation needed for the City to propose and analyze alternatives for rerouting freight truck traffic that currently uses surface streets in Tukwila's Allentown neighborhood to access BNSF Railway Company's (BNSF) South Seattle Intermodal Facility. The work to be performed by the Consultant includes preparing preliminary engineering design for project alternatives, preparing NEPA and SEPA-compliant environmental studies, and conducting public outreach. Key project elements include, but are not limited to:

- Project management
- Mapping, surveying, and collecting background information
- Environmental analysis of existing conditions
- Proposing and developing project alternatives
- Preliminary engineering
- Environmental analysis of project alternatives
- Coordinating with cooperating agencies
- Transportation planning and design
- Public engagement, including with populations that are diverse and/or that have barriers to participation

The City reserves the right to retain the services of the successful firm(s) for any subsequent phases associated with this project.

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria:

- Project Understanding and Approach
- Qualifications/Expertise of Project Manager
- Qualifications/Expertise of Team
- Methods for and approach to public engagement

Submittal

Submittals should be no longer than 15 pages, excluding dividers, and should be on 8-1/2" x 11" paper using 11-point fonts. Pages that are 11" x 17" may be used for charts, exhibits and other illustrative and graphical information only. Submittals should also include the following information: firm name, address of an office within 50 miles of greater Seattle, and phone number; name of principal-in-charge and project manager; and number of employees in each firm proposed for project.

Please submit Four (4) bound copies and one (1) electronic copy (in PDF, copied to a thumb drive) of your Proposal to:

*City of Tukwila,
6300 Southcenter Blvd., Suite 200
Tukwila, WA 98188-2544,
Attn: Mark Hafs
Allentown Truck Reroute EIS*

Submitters may also deliver their proposals in person to the above address on Mondays and Wednesdays from 8:30 a.m. to 4:00 p.m.

Submittals shall be received no later than **5:00 p.m. on Monday, June 13, 2022**. Submittals will not be accepted after that date and time. Any questions regarding this project should be directed to *Mark Hafs* at *mark.hafs@tukwilawa.gov*. Only email inquiries will be accepted.

Americans with Disabilities Act (ADA) Information

The City of Tukwila, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing *Mark Hafs* at *mark.hafs@tukwilawa.gov* or by calling 206-431-3685.

Title VI Statement

The City of Tukwila, 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 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.

Published Seattle Times: May 23, 2022 and May 30, 2022

Published Daily Journal of Commerce: May 23, 2022 and May 30, 2022



REQUEST FOR PROPOSALS

Allentown Truck Reroute EIS

Due: Monday, June 13, 2022, by 5:00 PM

Section 1. General Information

A. Preliminary Schedule

The City of Tukwila (the “City”) is requesting proposals from qualified consultants (Consultant) to provide professional services for environmental planning, engineering, and public engagement in support of preparation of an Environmental Impact Statement (EIS) that will consider rerouting the freight truck traffic that currently uses surface streets in Tukwila’s Allentown neighborhood to access BNSF Railway Company’s (BNSF) South Seattle Intermodal Facility. The EIS and the process through which it is developed must comply with federal, state, and local requirements and standards. The purpose of this Request for Proposals (RFP) is to solicit information, in the form of a Proposal, which will be evaluated to determine the most highly qualified Submitters with the capabilities to successfully deliver the project. Short-listed Submitters will be invited to interview as described below.

The City may cancel, modify, or re-advertise this RFP at its discretion.

B. Project Description

The project consultant will prepare a National Environmental Protection Act (NEPA) EIS that provides the documentation needed for the City and cooperating agencies to propose and evaluate project alternatives. The EIS must conform with the requirements of NEPA, the State Environmental Policy Act (SEPA), and associated state and federal environmental policies, regulations, and procedures. The work to be performed by the Consultant includes, but is not limited to, the following key elements:

- Project management
- Mapping, surveying, and collecting background information
- Environmental analysis of existing conditions
- Proposing and developing project alternatives
- Preliminary engineering
- Environmental analysis of project alternatives

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- Coordinating with cooperating agencies
- Transportation planning and design, including for freight operations
- Public engagement, including with populations that are diverse and/or that have barriers to participation.

C. Project Area

Allentown is in northeast Tukwila, its boundaries formed by the right-of-way for a Seattle City Light transmission corridor to the north, I-5 and BNSF's South Seattle Intermodal Facility to the east, and the Duwamish River to the south and west. Zoned for low-density residential development, land use in Allentown is primarily single-family housing, along with several neighborhood parks, the Tukwila Community Center, and the Green River Trail. Natural areas include restored habitat in the Duwamish Hill Reserve, several small wetlands, and the Duwamish River and its riparian corridor. In addition to BNSF's South Seattle facility, nearby land uses include the Gateway Corporate Center, single-family development in the Riverton neighborhood, and commercial development along 48th Ave. S., consisting primarily of freight and truck-related services. Several major transportation routes are in the vicinity of Allentown, including I-5 to the east and south, and to the west, SR 599, Interurban Avenue, E Marginal Way, and an elevated section of Sound Transit's Link Light Rail line.

D. Project Context

S 124th St. is a collector arterial street, connecting the Allentown neighborhood westward to Interurban Ave. S (via 42nd Ave. S and the 42nd Ave. S Bridge over the Duwamish River) and E Marginal Way (via 42nd Ave. S and S 115th St.) and connecting eastward to Martin Luther King Jr. Way over the 129th St. Bridge, which crosses I-5. Freight truck traffic to and from BNSF's South Seattle Intermodal Facility uses S 124th St. as the primary route to access the BNSF facility, connecting to Interurban Ave. S via 42nd Ave. S. A 2021 City of Tukwila traffic study found an average weekday volume of 1,053 heavy truck trips on S 124th St.

Concerns about adverse effects of BNSF truck traffic on the Allentown neighborhood – such as noise, vibration, truck emissions, and the safety of pedestrians and bicyclists – have led to several studies by the City, which have proposed alternatives for rerouting BNSF truck traffic away from S 124th St. and the residential development in the surrounding neighborhood. Based on the findings of these studies, the City now intends to move forward with preparation of an EIS that will propose and assess alternatives for rerouting BNSF truck traffic with the goal of identifying a preferred alternative. For further project background, the City recommends that Consultants interested in submitting an RFP review the draft findings of the *BNSF Railway Intermodal Facility Access Study, Alternative Screening Analysis Report* (David Evans and Associates 2016). A copy of the study can be found at the following <http://records.tukwilawa.gov/weblink/1/edoc/355084/2016-Jan%20SEPA.pdf>

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A recent truck collision that damaged the 42nd Ave. S Bridge has resulted in traffic on the bridge being temporarily limited to southbound travel; this reroute is expected to end with the planned replacement of the damaged bridge in its current location. Engineering and environmental studies related to replacement of the 42nd Ave. S Bridge will not be included in the Project.

E. Selection Process

The City is using a two-step process to select a consultant team to deliver the project. The first step is submission of Proposals in response to the RFP. The second step in the selection process will be interviews of short-listed teams. The City will short-list up to four (if any) qualified Consultants that submit Proposals. Upon completion of the evaluation and scoring of submitted proposals, the City will notify Submitters of the Consultants that have been short-listed, or of a decision not to issue a short-list.

F. Communication – Request for Information, Clarifications, and Addenda

Questions regarding the submittal process and/or the technical aspects of the project should be directed to the City’s Project Manager listed below in Section G. Only email inquiries will be accepted.

Responses will be provided via email by the City’s Project Manager and will be shared with all firms that attend the virtual Pre-Submittal Meeting (see Section H below for information on Pre-Submittal Meeting). Questions submitted after June 9, 2022 may not receive a response.

G. Project Manager Contact Information

Mark Hafs
City of Tukwila Public Works Department
6300 Southcenter Boulevard, Suite 200
Tukwila, Washington 98188
mark.hafs@tukwilawa.gov

H. Pre-Submittal Meeting

Proposers are encouraged, but not required, to attend the Pre-Submittal Meeting, which will be held on June 6, 10:00 a.m. via Microsoft Teams by dialing 1 253-292-9750 and using phone conference ID: 614 862 753#, or via this [link](#). City staff will be available at the meeting to discuss the submittal process and the technical aspects of the project. Interested firms are also encouraged to visit the project area prior to the meeting.

I. Quantities, Due Date, Time, and Location

Four (4) bound copies of the Proposal, and one (1) electronic copy (in PDF, copied to a thumb drive) whether mailed or hand-delivered, must arrive at the address listed in Section G no later than Monday, June 13, 2022 by 5:00 p.m. Proposals may be hand-delivered to

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the address listed in Section G only on Mondays and Wednesdays from 8:30 a.m. to 4:00 p.m. Proposals received later than the submittal deadline will not be accepted. The City will not be liable for delays in delivery of proposals due to handling by the US Postal Service or any other type of delivery service. Faxed or emailed submittals will not be accepted. Please reference the RFP title on all communications.

J. Size Limitation on the Proposal

The Proposal may not exceed 15 single-sided pages, exclusive of covers, section dividers, or appendices. The Proposal may be printed with double-sided pages, but no more than the first 15 sides of text and graphics will be considered. The Proposal must be in a single bound volume. The Proposal may be presented in either portrait or landscape orientation. Except for charts, exhibits and other illustrative and graphical information, all information must be printed on 8.5" x 11" paper. Charts, exhibits and other illustrative and graphical information may be on 8.5" x 14" or 11" x 17" paper, but must be folded to 8.5" x 11". With the exception of charts and graphs, all text must be in an 11-point font size or larger with margins no less than 1". Text within charts and/or graphs may be smaller than 11 point but must be an easily readable size font and type.

The front cover of each Proposal must be labeled with the name and address of the lead Consultant, along with the project title: "Allentown Truck Reroute EIS" and the date of submittal.

K. Terms and Conditions

The City reserves the right, in its sole discretion, to cancel this RFP, issue a new Request for Proposals, reject any or all Proposals, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFP, seek and receive clarifications to a Proposal, and waive any informalities in considering and evaluating the Proposals.

This RFP does not commit the City to enter into a contract or proceed with the procurement of the project. The City assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFP. All such costs shall be borne solely by each Submitter.

Materials submitted in response to this competitive procurement shall become the property of the City and will not be returned. All submittals received will remain confidential until the City and the successful Proposer sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.17.340.

The City of Tukwila, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all its programs and activities. This material can be made

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available in an alternate format by emailing Mark Hafs at markhafs@tukwilawa.gov or by calling collect 206-902-6690.

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

Section 2. Schedule of Proposal Process

A. Preliminary Schedule

The City anticipates the following project milestone dates. This schedule is subject to revision at any time.

<u>Milestone</u>	<u>Target Dates/Times (Pacific Time)</u>
Request for Proposals	May 23, 2022
Optional Pre-Submittal Meeting.....	June 6, 2022, 10:00 a.m.
Deadline for questions	June 9, 2022, 5:00 p.m.
Proposal Due.....	June 13, 2022
Proposal Review	June 14 – 22, 2022
Notify short-listed Submitters.....	June 23, 2022
Interviews.....	June 28 – 30, 2022
Final Selection	July 6, 2022
Notice to Proceed.....	July 27, 2022

Section 3. Proposal

This section describes specific information that must be included in the Proposal. Proposals must follow the outline presented below. Provide brief, concise information that addresses the requirements of the project consistent with the evaluation criteria described in this RFP.

A. Content of Proposal Sections

Follow the outline presented below, which has been created to organize Proposals and facilitate the evaluation. The Proposal shall have three sections, numbered, and titled as follows. An appendix with full resumes is allowed and will not be counted in the overall page count. The appendix material may or may not be considered as part of the selection process. The information required in the following sections will be used in the qualitative assessment of the Proposal.

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Section 1: Introduction

The Proposal shall include an introduction stating the business name, address, and roles of the Submitter and any sub-consultant(s). The introduction shall identify one contact person and his or her address, telephone numbers, and email address. This person shall be the single point of contact on behalf of the Submitter, responsible for correspondence to and from the organization and the City. The City will send all project-related communications to this one contact person.

Section 2: Team and Key Personnel Experience and Capacity

Provide information on the following:

a) Major Team Members

- A listing of all firms on your Proposal team, the type(s) of services that each Team Member will provide, and the number of years each Team Member has been providing those services.
- A list of up to three projects that have been completed within the last five years that have elements that are significantly similar to those of the Project, and demonstrate the expertise and experience required for the Project. Include client/organization name(s) and contact information, the work/services provided on the project(s), project dates.
- A local office that is within 50 miles of the greater Seattle area.

b) Organizational Structure

- A proposed organizational chart, identifying key personnel by name, with lines identifying participants and their reporting relationships.

c) Key Personnel

- Experience and qualifications for each proposed key person.
- Examples of work on projects that have elements that are significantly similar to those of the Project.
- Availability of each key person sufficient to ensure capacity to meet project milestones and deliverables.
- For the Project Manager - up to three project examples that demonstrate her/his experience as a Project Manager with the following items:
 - i. Project schedule
 - ii. Scope of work
 - iii. Budget control
 - iv. Successfully managing changes that arose throughout the life of the project.
 - v. Documentation for SEPA and NEPA EISs and related permitting processes, particularly as related to transportation projects.

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Section 3: Organizational Approach

Provide, at a conceptual level, your team's approach to the project.

a) Work Plan

- Describe your team's proposed work plan for this project.
- Describe each of the elements of the proposed work plan for this project and who is involved with the decision-making process for the development of the work plan.

b) Project Management

- Describe your team's process/concept for managing scope, schedule, and budget.
- Describe how the team organization provides clear levels of authority, responsibility, and decision making.
- Describe your team's communication structure both for the internal project team and for communication with the City.
- Describe how you will meet the Project's administrative requirements.

c) Schedule and Budget Control

- Identify any key issues and critical milestones for the project.
- Describe how the team organization will monitor and control the project costs to complete the project under budget and on or ahead of schedule.

d) Quality Control

- Describe how the team will maintain quality control for engineering, environmental documentation, regulatory processes, and public outreach.

e) Public Engagement

- Describe your team's approach to and methods for engagement with stakeholders, tribes, agency staff, and the public - especially with populations that are diverse and/or that have barriers to participation.

Appendix A: Resumes of Key Personnel

Limit resumes of Key Personnel to two pages each.

B. Proposal Evaluation

Assuming the contract is awarded, award will be made to the Consultant that is determined to be best qualified to provide the services necessary to complete the project.

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C. Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a Consultant for this project. The selection will be made from the submitted proposals and subsequent interviews. Scoring from the short-listing process will be brought forward to the final scoring of the interviewed Proposers. The following criteria will be used to evaluate and rank responses:

Step 1: Short-listing

Criteria	Possible Points
Project Understanding and Approach	30
Qualifications/Expertise of Project Manager	20
Qualifications/Expertise of Team.....	35
Approach to and Methods for Public Engagement	15
Step 1 Total	100 points

Step 2: Final Selection

Score from Step 1	50%
Interview.....	50%

Should a tie result from the scoring process, selection of the winning Consultant will be based on results of reference checks on past projects.

Section 4. Publication

Published Seattle Times: May 23, 2022, and May 30, 2022

Published Daily Journal of Commerce: May 23, 2022, and May 30, 2022