

**CITY OF TUKWILA  
REQUEST FOR PROPOSALS (RFP) FOR  
LOCAL ROAD SAFETY PLAN (TRANSPORTATION ELEMENT)  
Due: Thursday, June 29, 2023 by 5:00 p.m.**

The City of Tukwila is soliciting proposals from consulting firms with expertise in Transportation Planning and/or Civil Engineering Design to assist with creation of a Local Road Safety Plan (LRSP). The work will be incorporated into the ongoing Transportation Element Update and will be for approximately 12 months in duration.

The City of Tukwila reserves the right to amend terms of this "Request for Proposals" (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 for details**

Submit FOUR bound paper copies and one electronic copy (PDF) to:

*City of Tukwila,  
6300 Southcenter Blvd., Suite 200  
Tukwila, WA 98188-2544,  
Attn: Cyndy Knighton  
Local Road Safety Plan  
Cyndy.Knighton@TukwilaWA.gov*

Submittal shall be received no later than **5:00 pm. on Thursday, June 29, 2023** Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to *Cyndy Knighton at Cyndy.Knighton@TukwilaWA.gov*. Only email inquiries will be accepted.

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## **REQUEST FOR PROPOSALS**

### **Comprehensive Road Safety Plan**

**Due: Thursday, June 29, 2023 by 5:00 p.m.**

### **Section 1. General Information**

#### **A. Purpose of Requested Services**

The City of Tukwila is soliciting proposals from consulting firms with expertise in Transportation Planning and/or Civil Engineering Design to assist with creation of a Local Road Safety Plan (LRSP). The work will be incorporated into the ongoing Transportation Element Update. This agreement will be for approximately 12 months in duration with the option for the City of Tukwila to extend it for additional time and money, if necessary. The work must comply with all applicable federal or state requirements. 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 in “Section C: Selection Process.”

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

#### **B. Project Description**

The work to be performed by the consultant will lay out an evidenced-based analysis of crashes and other safety needs, preparing planning level analysis of safety needs, developing a planning level concept and cost associated with needed improvements, and develop a comprehensive safety action plan. All work will be carefully coordinated with the City’s ongoing Transportation Element Update and will be adopted as part of the Comprehensive Plan update. This work requires a strong focus on outreach and equity while developing the Local Road Safety Plan and will require close coordination and collaboration with the Transportation Element work and other ongoing Comprehensive Plan update efforts. The project is being funded by a Safe Streets For All grant and will enable the City to qualify for potential Federal Safe Street and Roads for All implementation funding.

Key Elements:

- Analysis of existing conditions and historical trends
- Analysis of systemic and specific safety needs
- Public Engagement, especially focused on equity and inclusive of underserved communities
- Assess current policies, identify opportunities to improve, create implementation policies, guidelines and standards
- Identify projects, strategies, and prioritization criteria
- Develop performance measures and goals
- Outreach to Tukwila’s extremely diverse population and businesses
- Coordination with ongoing update to the Transportation Element

The City of Tukwila reserves the right to retain the services of the successful firm(s) for any subsequent phases (R/W, CN) associated with this project.

**C. Selection Process**

The City is using a two-step selection process to select a design consultant team (the “Consultant”) to deliver the project. The first step is submission of Proposals in response to this RFP. The second step in the selection process will be interviews of the short-listed teams. The City will short-list up to three (if any) qualified Consultants that submit Proposals. Upon completion of the evaluation, scoring, and short-listing process, the City will notify all Consultants who either submitted a proposal or attended the pre-submittal meeting of the short-listed Submitters or will notify them of any decision not to issue a short-list.

**D. Project Manager Contact Information**

Cyndy Knighton  
City of Tukwila Public Works Department  
6300 Southcenter Boulevard, Suite 200  
Tukwila, Washington 98188  
[cyndy.knighton@tukwilawa.gov](mailto:cyndy.knighton@tukwilawa.gov)

**E. Communications – Requests for Information, Clarifications, and Addenda**

Any questions regarding the submittal process and/or the technical aspects of the project should be directed to the City’s Project Manager listed above. **Any questions regarding this project should be directed to the Project Manager. Email communication is the official method of communication and is strongly preferred.**

All responses will be provided via email in a timely manner by the City’s Project Manager. Questions and responses will be shared with all firms who attend and register at the Pre-Submittal Meeting (see schedule for date). Any question submitted after June 26, 2023 may not receive a response.

## **F. Quantities, Due Date, Time and Location**

Four (4) bound copies of the Proposal and one electronic (PDF) copy, whether mailed or hand-delivered, must arrive at the address listed in Section D no later than **5:00 pm. on Thursday, June 29, 2023.** 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 submittals will not be accepted. Please reference the RFP title on all communications.

## **G. Size Limitation on the Proposal**

The Proposal must not exceed 10 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 10 sides of text and graphics will be considered for scoring. The Proposal shall be in a single bound volume, a single staple is acceptable. 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. Text within charts and/or graphs may be smaller than 11 point but must be a readable size font.

The front cover of each Proposal must be labeled with the name and address of the lead Consultant, along with the project title: "Local Road Safety Plan," "Proposal," and the date of submittal.

## **H. 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 of its programs and activities. This material can be made available in an alternate format by emailing Cyndy Knighton at [Cyndy.Knighton@TukwilaWA.gov](mailto:Cyndy.Knighton@TukwilaWA.gov) or by calling collect 206-431-2450.

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 Project**

**A. Preliminary Schedule**

The deadline for submitting the Proposal is stated below. The City also anticipates the following additional project milestone dates. This schedule is subject to revision at any time.

<u>Milestone</u>	<u>Target Dates/Times (Pacific Time)</u>
Request for Proposal .....	June 8, 2023
Proposal Due .....	June 29, 2023, 5:00 p.m.
Proposal Review .....	June 30 – July 11, 2023
Notify short-listed Submitters.....	July 12, 2023
Interviews.....	July 17-19, 2023
Final Selection .....	July 21, 2023
Notice to Proceed.....	August 23, 2023

**Section 3. Proposal**

This section describes specific information that must be included in the Proposal. Proposals must follow the outline presented below. Submitters shall 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**

The outline presented below shall be followed for preparing the Proposal. This format has been created to organize Proposals and to 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.

*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 with mailing address, telephone number(s), 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: Work Plan*

Provide information on the following:

#### *Project Manager and Key Personnel*

- Proposed Project Manager with a summary of the types of relevant projects they have led.
- Experience and qualifications for each proposed key person.
- Up to three examples for the Project Manager which demonstrates prior experience as a Project Manager on similar projects managing the following items:

#### *Ability to Meet Schedule*

- Identify any key issues and critical milestones for the project.
- Describe your team's proposed work plan for this project.

#### *Approach to 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.
- Describe your team's process/concept for managing scope, schedule and budget.
- Describe your firm's communication structure with the internal project team; describe your firm's communication structure with outside consultant and your client.
- Describe how the team organization will monitor and control the project costs so as to complete the project under budget and on or ahead of schedule.
- Describe how the team will meet administrative and regulatory requirements.

#### *Experience with Past Road Safety Plans*

- Provide a list of up to three projects which has been completed within the last five years that demonstrate the required expertise needed for this project. Include the work/services provided on the project(s), project dates, staff involved also proposed for this project, and client/organization name(s) and contact information.

#### *Appendix A: Resumes of Key Personnel*

Resumes of Key Personnel shall be limited to two pages each.

**B. Proposal Evaluations**

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. Proposals will be judged primarily on the technical analysis presented in the proposal, the interview, and the Consultant’s ability to conduct the full project.

**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 is 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**

<b>Criteria</b>	<b>Possible Points</b>
Qualification of Proposed Project Manager and Firm .....	30
Ability to meet schedule .....	25
Approach to project.....	20
Experience with past road safety plans.....	25
<b>Step 1 Total</b>	<b>100 points</b>

**Step 2: Final Selection**

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

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

**Section 4. Publication**

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