

City of White Salmon
“Lite” Transportation System Plan
Request for Qualifications/Proposed Approach
February 19, 2020, 2:00 PM, PST (Corrected)

1. Introduction and Background

The City of White Salmon is soliciting a Request for Qualifications/Proposed Approach (RFQ/PA) from qualified firms interested in providing professional transportation planning services for developing a “lite” version of a Transportation System Plan for the entire “Urban Exempt Area” of White Salmon including the City of White Salmon. The White Salmon “Urban Exempt Area” is created by the Columbia River Gorge National Scenic Area Act. Klickitat County and the City of White Salmon are non-GMA planning entities.

The City of White Salmon has begun work to update its Comprehensive Plan. The primary goals of a “lite” Transportation System Plan are as follows:

- Inventory and classify existing street system
- Create a locally appropriate hierarchy of street standards for use when permitting new developments
- Identify larger potential for desired street connections.
- Incorporate identified existing and desired bike and pedestrian routes such as safe routes to schools, Loop Road route, possible connections from Mamie Gaddis Park to Spoke Bike Park.
- Develop implementation policies to implement street standards particularly related to instances where off-site substandard conditions exist.
- Identify funding mechanisms and strategies including securing and planning for direct public investment in street infrastructure and planning for reasonable, predictable and consistent exactions from private developers.

The City of White Salmon is also working with Washington State Department of Transportation regarding improvements on Jewett Blvd. (Highway 141). WSDOT has specifically asked the City to provide a City Bicycle/Pedestrian Plan. This plan should be incorporated into the “lite” transportation system plan.

Public involvement is a goal of the city council and planning commission and is expected to be incorporated into the planning process.

2. Solicitation Process and Timeline

The solicitation process will occur in two phases. The first phase is the Request for Qualifications, which will result in a short list of up to three (3) consultant teams to move forward to Phase 2. The City will review and rank each Statement of Qualifications based on how well the proposal meets the criteria described in Section 4 below.

Firms short-listed to proceed to Phase 2 will begin by meeting with City staff to discuss the specifics of the project, the anticipated scope of work, proposed schedule for completion and to answer any questions the team may have. Following these meetings, each short-listed firm will then be invited to participate in a formal interview process and to present a more detailed

Project Approach (PA). The City will rank each team based on the PA, rating criteria and interview. Final consultant selection and award is contingent on City Council approval.

Proposed Timeline

The following is a tentative schedule. The City reserves the right to change the dates or eliminate one or more events from the schedule.

Schedule of Events	Date	Comment
Phase 1: Request for Qualifications (RFQ)		
Advertise RFQ/PA	February 5, 2020	The Enterprise Portland Daily Journal of Comm.
Deadline for Questions	February 12, 2020	Submit to Jan Brending, Clerk Treasurer by e-mail only janb@ci.white-salmon.wa.us
City Response to Questions	February 14, 2020	Questions and responses posted on city website
Statement of Qualifications Due	February 19, 2020, 2 PM PST	Only hard copies will be accepted
Phase 2: Project Approach		
Notify Short-listed Firms	February 24, 2020	Preliminary project scope of work to be provided by City to Short-listed consultants
Submit Proposed Approach	March 6, 2020, 2 PM PST	Only hard copies will be accepted
Interview Short-Listed Firms	March 9-10, 2020	If needed
Select Successful Consultant	March 11, 2020	
Complete Contract Negotiations	March 13, 2020	Final scope of work negotiations
Contract Award	March 18, 2020	Council Meeting
Anticipated Project Start	March 23, 2020	

Questions/Inquiries

Please direct any questions concerning this RFQ/PA to the City's Clerk Treasurer listed below. Written questions may be submitted by e-mail only at any time up to and including the questions deadline identified in the Proposed Timeline. Unauthorized contact regarding this RFQ/PA with other City employees may result in disqualification of a submittal. Any oral communications will be considered unofficial and non-binding on the City.

Project Manager: Jan Brending

Email Address: janb@ci.white-salmon.wa.us

3. Preliminary Scope of Work

The Preliminary Scope of Work will be provided to the short-listed consultants who will be invited to participate in Phase 2 of this solicitation process. The actual Scope of Work will be refined during contract negotiations with the selected Consultant.

Additional supporting information (as provided) will be posted on the City project website at <http://www.white-salmon.net/rfps>.

4. Submittal Instructions and Requirements

Submittal Instructions

All questions will be answered in writing and posted on the City's RFP and Bids webpage at <http://www.white-salmon.net/rfps>. It is the responsibility of individual firms to check this webpage for any amendments or Q&A's related to this Request for Qualifications/Proposed Approach.

Please limit Statement of Qualifications to five (5) sheets in length (10 pages front and back).

Resumes, proof of the firm's legal name and the cover letter will not count toward this page limited. In an effort to promote waste reduction and resource conservation, submittals shall not contain plastic bindings, wire bindings, plastic and/or laminated pages.

Please submit five (5) hard copies of your Statement of Qualifications as well as a PDF uploaded to a USB drive. All materials must be received by the City no later than the due date shown in the Proposed Timeline. Submittals for Phase 1 must be in a sealed envelope and clearly marked – SOQ Submittal – City of White Salmon Lite Transportation System Plan.” No faxed or e-mailed proposals will be accepted.

Include in the submittal the firm's legal name (does not count toward page limit). Submit a certificate, copy of web-age or other documentation from the Secretary of State (or Washington Department of Revenue/Licensing if you are a sole proprietor) in which you incorporated that shows your legal name as a company. This can be verified through the State Corporation Commission in the state in which you were established, which is often located within that Secretary of State's Office. For the State of Washington, see: <http://www.secstate.wa.gov/corps/>. The selected consultant will be required to have a Washington State Unified Business Identification (UBI) number.

Submittal Requirements

A. Cover Letter

Please limited your cover letter to one page and identify the Consultant name and contact person with his/her title; include mailing address, email address, and phone number for the contact person; and include the name of the proposed Project Manager. A duly authorized officer, employer, or agent of the consulting firm must sign the cover letter.

B. Consultant Team Structure

Please provide the team structure, including names of lead persons with title and general project responsibility, and the physical location of each lead person. Provide the names for each sub-consultant (if any).

C. Previous Transportation System/Management Plan Experience

The Consultant will be evaluated on the proposed team's experience in developing other Transportation System/Management Plans. Include descriptions of three (3) similar projects for similar size cities for which the team has had a major role together. Include the location, estimated and final costs, a short project description, start and completion dates, client name and contact information, a description of the team's role

on the project, and specific roles of the key individuals proposed for the project. Please also include your experience in successfully addressing the following:

- Planning for and creating policies and guidance to manage existing and future local and regional connectivity needs and issues that were well accepted by the community.
- Designing and implementing a robust Community Outreach and Engagement Plan. How did you ensure it was effective in educating the public, stakeholders and public officials on the underlying project issues and gaining consensus on the project's vision, goals, objectives and performance measures?
- Developing a feasible plan that incorporated innovative programs, policies or projects. What performance measures did you propose to track the progress?
- Development Transportation System/Master Plans for similar cities such as White Salmon, not only in size but in constraints and opportunities, lack of transit options, topography, etc.

D. Key Personnel Qualifications and Experience

Provide the qualifications of the team's Project Manager including his/her experience in managing similar projects, past working relationship(s) with other proposed team members, expected levels of effort needed to manage this project, and availability for this project. List the lead project personnel, titles and their anticipated responsibilities on this project.

E. Challenges and Opportunities

Briefly describe the opportunities and challenges you foresee in developing the City's first Transportation System Plan.

F. Past Performance/References

Provide five (5) recent references who can verify your firm's performance as it relates to the development of a Transportation System/Management Plan. In listed the references, include the name of the client, mailing address, telephone number, email address, and the name of the project your firm completed. At least here of the references must be able to provide feedback concerning the performance of the proposed Project Manager. The City reserves the right to contact references other than those submitted by the respondent.

5. Evaluation Criteria

Submittals will be evaluated and ranked based on the criteria listed below. The top three-ranked Consultants will be invited to participate in Phase 2 of this selection process.

Criteria	Points
Experience, qualifications and availability of the Project Manager and key personnel on similar projects	25
Prior experience with development of a Transportation System/Management Plan	25
Adequacy and completeness of response to Submittal Requirements	25
General knowledge and understanding of White Salmon transportation planning issue and priorities	25
Total Points	100

Deliver or Mail Request for Qualifications/Proposed Approach to:

Jan Brending, Project Manager
City of White Salmon – City Hall
100 N. Main
PO Box 2139
White Salmon WA 98672
janb@ci.white-salmon.wa.us
www.white-salmon.net

Complete Phase 1 submittals are required to be delivered February 19, 2020, 2:00 PM, PST. All costs for developing response submittals are the obligation of the Consultant and are not chargeable to the City. All submittal documentation will become the property of the City and will not be returned. Statement of Qualifications may be submitted early and withdrawn at any time prior to the published due date listed above, provided notification is submitted in writing to the City’s Project Manager listed in this Request for Qualifications. They cannot be withdrawn after the published closing date.

The City reserve the right to reject any or all submittals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

The City of White Salmon is an equal opportunity employer and provider.