



OLYMPIA, WASHINGTON

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**REQUEST FOR QUALIFICATIONS  
PROJECT 2311**

**TRANSIT PLANNING ON-CALL CONSULTING  
SERVICES**

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**REQUEST FOR QUALIFICATIONS (RFQ) RELEASE DATE:**  
September 6, 2023

**PRE-PROPOSAL MEETING:**

Date: September 20, 2023  
Time: 11:00 a.m. Pacific Time (PT)  
Location: Virtual. See Section 2.3.

**QUESTION/CLARIFICATION DEADLINE:**

Date: September 22, 2023  
Time: 5:00 p.m. (PT)

**PROPOSAL DUE DATE AND TIME:**

Date: September 28, 2023  
Time: 11:00 a.m. (PT)

**CONTACT PERSON:**

Katie Cunningham  
Procurement Coordinator  
(360) 705- 5837  
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**LEGAL ADVERTISEMENT**

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**REQUEST FOR QUALIFICATIONS  
TRANSIT PLANNING ON-CALL CONSULTING SERVICES**

**INTERCITY TRANSIT  
PROJECT 2311**

Intercity Transit, the public transportation provider in Thurston County, Washington, is seeking Statements of Qualifications from qualified and experienced individuals, teams, or firms interested in providing on-call consulting services in one or more of the following categories of service: System Planning; System Engineering and Design; Compliance, Standards, and Reporting; Data, Analysis, and Modeling; Public Outreach and Observational Research; Specialized Program Support; and Financial and Economic Analysis.

Solicitation documents for this opportunity are available online through Washington's Electronic Business Solution (WEBS) located at <https://fortress.wa.gov/ga/webs/>. Proposers are responsible to register in WEBS and download the RFQ 2311 solicitation documents in order to receive automatic e-mail notification of any future Addenda.

An optional virtual Pre-Proposal Meeting will be held on September 20, 2023, at 11:00 a.m. (PT) via Microsoft Teams.

Submittals are due no later than September 28, 2023, at 11:00 a.m. (PT).

Project funding may include local, state, or federal funds. The resulting Contract is subject to all provisions prescribed by the funding source.

Intercity Transit, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 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.

Please contact Katie Cunningham, Procurement Coordinator, by phone at (360) 705-5837 or email at [kcunningham@intercitytransit.com](mailto:kcunningham@intercitytransit.com) with any questions regarding this solicitation.

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                          Washington's Electronic Business Solution (WEBS)  
                          Office of Minority and Women's Business Enterprises (OMWBE)

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## SECTION 1 - INTRODUCTION

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### 1.1 PURPOSE

Intercity Transit (Transit), the public transportation provider in Thurston County, Washington, is conducting this Request for Qualifications (RFQ) in order to establish On-Call Consulting Services Contracts in multiple categories of service. Transit is seeking responses from qualified and experienced individuals, teams, or firms interested in providing consulting services, on an on-call basis, in one (1) or more categories of service as described herein.

Transit has periodic needs for a variety of services to support emerging and on-going projects. The purpose of this RFQ is to competitively establish one (1) or more Contract(s) for consulting services in each Category listed below. The Awarded Consultants will have expertise in and provide support with, including but not limited to, the following categories of service:

- **Category A:** System Planning
- **Category B:** System Engineering and Design
- **Category C:** Compliance, Standards, and Reporting
- **Category D:** Data, Analysis, and Modeling
- **Category E:** Public Outreach and Observational Research
- **Category F:** Specialized Program Support
- **Category G:** Financial and Economic Analysis

Transit will utilize the resulting Consultant pool to obtain professional and technical assistance on short notice on an on-call basis from the Awarded Consultants. No specific projects have been identified at this time. However, Transit's Strategic Plan, showing anticipated projects, can be viewed on Transit's website at [www.intercitytransit.com](http://www.intercitytransit.com).

### 1.2 BACKGROUND

Transit is the leader, major advocate, and primary source of public transportation in Olympia, Lacey, Tumwater, Yelm and parts of unincorporated Thurston County, over an area of approximately 101 square miles. Transit currently operates twenty-one (21) fixed-route bus routes, including an interregional I-5 express service, as well as door-to-door service for people with disabilities, a vanpool program, specialized van programs, and is in the early stages of launching a Bus Rapid Transit (BRT) "BRT-lite" corridor service. Transit is regionally recognized as an active and valued community partner. As such, Transit is charged to balance several important functions: providing primary transportation for people without an alternative, including those with a physical or mental disability; offering high-quality alternative transportation for people with options; providing a stimulant to economic growth; serving as a partner in building livable communities; and being a ready resource able to respond to community emergencies.

Transit's funding is primarily derived from local sales tax and augmented with a variety of federal and state grants, which include both direct formula and apportionment funding as well as competitively awarded funding.

Transit has a history of successful grant pursuits including over \$27 million from the Federal Transit Administration (FTA) Bus and Bus Facilities competitive grant program for the construction and rehabilitation of Transit's main campus. Transit also competes for state

funding from the Washington State Department of Transportation (WSDOT). Transit has secured over \$25 million for innovative and essential capital and operating projects to be completed over the next four (4) years.

Like many transit agencies, Transit is still recovering from the Covid-19 response and its impacts on ridership and labor force. The pandemic response disrupted growing ridership which Transit is gradually restoring as it continues to rebuild its workforce. Transit is working to restore service while monitoring long-term changes in land use and ridership patterns that are persisting. New and innovative opportunities to increase service and accelerate more transit-oriented advancements are potential byproducts of the last few years.

In March 2023, Transit received formal notification from the FTA that it will be redesignated from a Small Urbanized Area (S-UZA) to a Large Urbanized Area (L-UZA), effective October 1, 2023. While Transit has been actively making progress with internal updates, it will need professional services to augment staff in meeting many of the new FTA requirements.

### **1.3 SCOPE OF WORK**

This Scope of Work includes but is not limited to the categories described below for which Transit anticipates it may likely seek assistance with over the next five (5) years. Each category description is intended to convey the nature of work Transit envisions it will need; it is not project specific. Some work may entail multi-disciplinary elements. Proposers are encouraged to respond to one (1) or more categories for which they are qualified. The Awarded Consultant(s) will provide On-Call Consulting Services, including but not limited to, the following:

#### **Category A: System Planning**

Awarded Consultant(s) will support a wide range of transit planning needs for a dynamic, growing urban system. This may entail long-and-short-range systems planning; operational analysis; fleet management planning; park-and-ride facility analysis; corridor studies; and more. Transit's planning interests within the next five (5) years are likely to include, but are not limited to:

1. Fixed-route and paratransit service alternatives and forecasting.
2. Micro-transit, on-demand and other flexible service models, and innovative first-mile/last-mile connection strategies including prototype and demonstration projects.
3. Systems planning for new service areas.
4. Forecasting near-term changes in market demand and ridership post-pandemic.
5. Catalyzing transit-oriented development through transit investments and partnerships.
6. Expanded system performance analysis.

Integration of equity considerations as appropriate into planning processes and products will be expected. Coordination with the plans or planning efforts of other agencies, including but not limited to, jurisdictions, Thurston Regional Planning Council (TRPC), and WSDOT may be necessary at times.

Successful Proposer(s) will demonstrate knowledge of best practices in long- and short-range system planning for systems comparable to Transit in size, services, and environs. Proposers should demonstrate familiarity with relevant transit planning and system optimization activities and be able to clearly communicate examples of effective use of data collection and analysis in system planning. Projections or forecasts of future equipment, staffing, and

facility needs should be highlighted. Experience with transit-oriented development considerations is a plus.

### **Category B: System Engineering and Design**

Awarded Consultant(s) will support Transit's need for skilled engineering analysis and design, environmental documentation, permitting, and construction management for a wide array of facility needs. Several major projects are nearing completion, but expansion of service areas and improvements to some older facilities will generate construction needs in the next five (5) years including, but not limited to:

1. Modernization of bus stop facilities.
2. Development of station-area facilities for new urban services on key arterials.
3. Upgrade of facilities to accommodate hydrogen fuel cell buses, and
4. Roadway and intersection projects to address Transit's operational needs.

Transit's construction projects must comply with the development standards of the jurisdiction in which the facility is located, which may be Lacey, Olympia, Tumwater, Yelm, or Thurston County. In addition, some projects are located within or close to WSDOT right-of-way and must satisfy additional permitting and approval requirements.

LICENSING: Qualified Proposers will demonstrate they are professionally licensed in Washington State. While Transit may have limited need for some specialized architectural design work in the future, Transit expects that most work in this category will require professional engineering services.

- a) Professional Engineers: Provide proof of licensing for the individuals proposed and if applicable, for the Firm. Prior to any award, this information will be verified with the Board of Registration for Professional Engineers & Land Surveyors (BRPELS).
- b) Architects: Provide proof of licensing for the individuals proposed and if applicable, for the Firm. Prior to any award, this information will be verified with the Washington State Department of Licensing.

Successful Proposer(s) will demonstrate knowledge of sound engineering and design principles and construction management practices, particularly as they relate to bus stop and station areas. Experience with NEPA / SEPA compliance is important; Transit regularly has federally-funded projects. Proposers should be able to demonstrate familiarity with local jurisdictional land use regulations and permitting processes. Experience with alternate fuel systems and coordination with utilities should be noted.

### **Category C: Compliance, Standards, and Reporting**

Awarded Consultant(s) will support Transit's compliance with rigorous FTA and WSDOT procurement requirements, civil rights statutes, applicable safety and asset management procedures, annual certifications, and other statutory and administrative requirements. Transit was recently designated a Large UZA transit system and so must meet expanded requirements. Potential areas for compliance support over the next five (5) years include, but are not limited to:

1. Review and update Title VI plan and related data collection and reporting systems.
2. Evaluation and assessment of updated ADA standards for Transit facilities.
3. Update of Asset Management Plan and State of Good Repair strategy.
4. Greenhouse gas emissions tracking and Clean Fuel Standards reporting framework.

5. Performance Based Planning targets, data tracking systems, and reports.
6. Update of Public Transit Agency Safety Plan, Safety Management System, Risk Management System, and performance tracking systems.
7. Respond to expanded National Transit Database (NTD) reporting requirements.

The Intercity Transit Authority (ITA) puts a high priority on policies, guidelines, and standards that meet or exceed minimum standards established by state and federal policies. Transit intends to meet the new requirements associated with a Large Urbanized Area system in a timely and efficient manner.

Successful Proposer(s) will demonstrate knowledge of state, local, and federal policies, and guidelines with which Transit must comply and be familiar with likely implications of the Large UZA designation on Transit's Title VI policy, Community Outreach Plan, Transit Asset Management Plan and its FTA / NTD reporting requirements. Experience in coordinating policy development with data and system analysis or in coordination with the work of other agencies should be highlighted.

#### **Category D: Data, Analysis, and Modeling**

Awarded Consultant(s) will support the robust data collection, analysis, and modeling Transit relies on for system scheduling, performance monitoring, workflow improvements, and communications. Transit depends on an array of integrated platforms including The Master Schedule (TMS) scheduling software, Avail's MyAvail Enterprise Transit Management Software, ESRI ArcGIS, as well as tools like Excel, SQL server reporting services, and MS Power BI. Potential areas of analysis and support over the next five (5) years include, but are not limited to:

1. Expanded GIS programming, coding, and scripting to support enhanced analyses and communications via ESRI ArcGIS.
2. Development of new apps, dashboards, or other tools to communicate Transit's adherence to its performance objectives.
3. Assessment of legacy and new software systems and databases Transit relies on to identify the range of data dependencies with recommendations to improve downstream coordination, clarify roles and responsibilities, and measures to improve processes, workflow, and forward-compatibility as new systems come online.
4. Coordination with TRPC to integrate transit data more effectively into the Multimodal Equilibrium/Equilibre Multimodal (EMME/2) regional multimodal travel demand model and the Dynameq Dynamic Traffic Assignment corridor operations model.

Integrated data systems support every aspect of Transit's operations and planning. Transit must maintain compatibility with its legacy systems as it incorporates powerful new tools and technologies into its information management systems.

Successful Proposer(s) will demonstrate knowledge of transit scheduling software and real-time General Transit Feed Specification (GTFS) bus information and should highlight any experience in applying ridership data from automated passenger counters (APCs) for analysis purposes. Proposers should have familiarity with ESRI ArcGIS and are encouraged to share examples of innovation applications or use of GIS tools in transit analysis or communications. Successful Proposer(s) should be well versed in process and workflow improvement concepts and demonstrate the ability to account for data dependencies with downstream technical systems and in clarifying roles and responsibilities of staff.

### **Category E: Public Outreach and Observational Research**

Awarded Consultant(s) will provide specialized services intended to expand Transit's understanding of the perceptions and needs of current and potential customers. Especially during this post-pandemic period there is a need to stay abreast of evolving public perceptions and be responsive to changing conditions and needs as a "new normal" takes shape. Some areas where Transit expects to need supporting services in the next five (5) years include, but are not limited to:

1. Design and implementation of community outreach and education campaigns.
2. Design and deployment of telephone, mail-in, and/or internet surveys with analysis, report, and documentation to gauge changing perceptions of transit and post-pandemic mobility opportunities over the next three (3) to five (5) years.
3. Design and deployment of on-board rider survey with analysis, report, and documentation to assess changes between pre- and post-pandemic travel patterns and short-term outlooks.
4. Evaluation of website traffic and development of an intercept survey to gauge ease of use and opportunities to enhance the site to better meet customer needs.
5. Focus group design and implementation to drill into one or more emerging topics.

Over the next few years, Transit will roll out new services and technologies while also restoring services that were decimated by the pandemic. Observational research helps Transit maintain awareness of public perception and tailor its messaging to best meet community needs.

Successful Proposer(s) will demonstrate knowledge of survey methodology, sampling and weighting plans and familiarity with internet-based surveys and tools to capture public feedback. Proposers should demonstrate the ability to integrate surveying with the customer outreach process. Experience in coordinating the survey design and approach with key internal stakeholders and presenting key findings to staff and others should be highlighted.

### **Category F: Specialized Program Support**

Transit sometimes needs specialized technical or planning support specific to a particular kind of planning process or area of subject matter expertise. This can entail a Consultant working side-by-side with in-house Transit staff to effectively expand the working capacity of the team. At other times, Transit will need an independent subject matter expert to provide specialized analysis or recommendations to staff or policy makers, or to independently verify a preferred course of action. Transit is engaged in three different program areas that may generate a need for specialized transit support services over the next five (5) years, including but not limited to:

1. **BRT-Lite Demonstration Project:** Transit is deploying an express corridor service featuring many elements of traditional Bus Rapid Transit (BRT) but without dedicated throughways. Consultant support may include modeling and ridership forecasting, station area planning, evaluation of funding options and finance mechanisms, environmental review, optimizing operational technology and system coordination, land use analysis, and communications.
2. **ZEV Deployment:** Transit is completing its Transition Plan and will be working overtime to replace its legacy vehicle technology with Zero-Emissions Vehicles (ZEV). Transit secured funding in 2023 for hydrogen fuel cell electric bus demonstration

projects. Consultant support may include regulatory review, environmental analysis and permitting, electric systems analysis and engineering, life-cycle cost analysis, and Clean Fuel Standard analysis.

3. **Smart Corridors ITS/TSP:** Transit works with municipalities in deploying “Smart Corridors,” a signal coordination/Transit Signal Priority (TSP) project funded by TRPC. Consultant support may be needed to validate or refine performance of Transit’s EMTRAC TSP systems with signal controllers in coordination with local agencies, develop or refine automated data collection and performance monitoring systems, and integrate planning and operational analyses.

There are some overlapping considerations between these areas, but Transit considers these to be three (3) distinctly different areas of multidisciplinary expertise. Requested work may be multidisciplinary in scope or focused on one or two aspects of a bigger effort. Where relevant expertise of the Proposer includes professionally licensed services not included in Category B, System Engineering and Design, Proposer should provide documentation of Washington State licensing as described below.

Successful Proposer(s) will demonstrate multidisciplinary knowledge in the area(s) of specialized program support and familiarity with the applications Transit is pursuing. Proposers should be able to clearly convey their understanding of the opportunities and challenges Transit faces in successfully carrying out this work.

LICENSING: Proposers including professional licensed services in their qualifications in this category will demonstrate they are professionally licensed in Washington State.

- a) Professional Engineers: Provide proof of licensing for the individuals proposed and if applicable, for the Firm. Prior to any award, this information will be verified with the Board of Registration for Professional Engineers & Land Surveyors (BRPELS).
- b) Architects: Provide proof of licensing for the individuals proposed and if applicable, for the Firm. Prior to any award, this information will be verified with the Washington State Department of Licensing.

### **Category G: Financial and Economic Analysis**

Awarded Consultant(s) will support the financial and economic analysis behind Transit’s six-year Strategic Development Plan, Cost Allocation Model, and revenue projections.

Areas where Transit expects to need services in the next five (5) years include, but are not limited to:

1. Independent audit and analysis of fixed-route, Dial-a-Lift, and vanpool operations.
2. Financial analysis for zero-emission fleet transition and related capital facilities.
3. Benefit-cost analysis for major capital investments.
4. Validation and calibration of existing financial models and economic analysis tools or update with more appropriate models designed for Transit’s current and future system.
5. Development of alternate economic forecast scenarios and recommendations.

Financial forecasts and projections underpin critical investment strategies associated with Transit’s Asset Management Plan and vehicle replacement schedules. Introduction of new energy technologies and applicability of new state and federal energy policies will play an increasingly important role in Transit’s economic analyses.

Successful Proposer(s) will demonstrate knowledge of financial and economic modeling and forecasting best practices relevant to Transit's long-range visioning, six-year strategic planning, annual budgeting, and cost reconciliation. Experience with auditing and analysis of Transit services and agency processes should be noted. Proposers should highlight experience with successful benefit-cost analysis for capital investments and note any experience with Washington's early forays into Clean Fuel Standards and/or emissions auction and revenue generation if applicable. Relevant professional financial or economic accreditations should be noted.

**General Requirements:**

Transit may have additional service needs in the future beyond those described above. Transit reserves the right to add, delete, or modify the categories described above if necessary to respond to agency needs. If a change in qualifications is necessary, Transit will notify all Awarded Consultant(s) in relevant categories and provide them with time to respond to the change. If Transit adds new categories, Awarded Consultant(s) will be encouraged to submit qualifications for any additional categories for which they are qualified.

**Awarded Consultant Responsibilities:**

The Awarded Consultant will:

1. Provide a single Point of Contact (POC) who will:
  - a. Oversee Contract performance;
  - b. Provide supervision of all personnel assigned to the Contract;
  - c. Manage records and accounts concerning the Contract;
  - d. Receive Task Order requests from Transit and provide the Awarded Consultant's response.
2. Collaborate, cooperate, and work with various Transit project managers depending on the Task Order project.
3. Assign a designated and experienced liaison to coordinate each Task Order. Transit reserves the right to request that the designated liaison aid in any activities that arise regarding a project associated with the Task Order.
4. Produce written progress reports and conduct briefings for the Contract and/or Task Order, as requested by Transit.
5. Cooperate with Transit and its other consultants to ensure that all Task Order deliverables are completed by the established completion dates.
6. Cooperate with Transit to ensure that any Task Order modification is approved for such changes by the assigned Transit Project Manager. Any Task Order modifications must be formalized via a written Task Order Amendment form signed by both parties. All Task order Amendments will be coordinated with and facilitated by the Transit Procurement Team.
7. Provide written status reports identifying major accomplishments, issues, planned activities and status of deliverables/milestones, as requested.
8. Collaborate and cooperate with Transit to define the Awarded Consultant's responsibilities for each Task Order.

### **Transit's Responsibilities:**

Transit will:

1. Have the sole determination of the responsibilities and extent of commitment required for each Task Order.
2. Participate in issue resolution through documentation, review, and resolution action plans.
3. Acquire the appropriate agency resources for subject matter and technical expertise.
4. Participate in formulation of the detailed work schedule.
5. Define the reporting and deliverable requirements for each Task Order.
6. Review and accept each deliverable and report.
7. Inform the Awarded Consultant, as necessary, of any business or technical issues that may affect contract delivery.
8. Monitor decision-making and management of issues, acceptance, errors, enhancements, and change control.
9. Monitor performance.
10. Designate technical staff and subject matter experts to perform the duties listed below, as appropriate for each Task Order:
  - a. Provide information about business needs, policies, and business procedures.
  - b. Participate in cultural and procedural change management.
  - c. Provide policy clarification and determination.
11. Designate a Transit Task Order Project Manager who will:
  - a. Be the single Point of Contact with the Awarded Consultant for Task Order work-related issues and manage the parties' interface.
  - b. Manage work performed from the Transit perspective for the duration of the assigned Task Order.
  - c. Monitor Consultant's progress to ensure that all milestones are met and approve all work segments of the Task Order.
  - d. Act as the liaison between the Awarded Consultant and Transit executive management and staff.

### **1.4 TASK ORDERS**

When services are needed, Transit will contact one (1) or more Awarded Consultant(s) in the relevant category(ies) to request services related to an individual project. The Consultant(s) will prepare a detailed scope, schedule, and budget. Transit will select the Consultant it deems is in its best interest and work with the selected Consultant to develop a Task Order. Each Task Order must be mutually agreed upon, in writing, between Transit and the Awarded Consultant and identify the detailed scope of work, schedule and cost for a specific activity. Task Orders will be placed on an as-needed basis.

### **1.5 PROPOSER MINIMUM QUALIFICATIONS**

Proposers who respond to this RFQ must meet the following minimum qualifications:

- A. Business License. Be licensed to conduct business in the state of Washington. If the Proposer is not currently licensed, Proposer must provide a commitment that it will become licensed within thirty (30) calendar days of being selected a Successful Proposer.

- B. Experience. Have a minimum of three (3) years of experience providing transit or government related consulting services in each Category for which the Proposer's response applies. Relevant experience working with transit agencies should be highlighted where applicable.
- C. Professional Licensing Qualifications. All Firms submitting qualifications for Category B, System Engineering and Design, and Category F, Specialized Program Support, must provide documentation of professional licenses and/or certifications for relevant skills. Proposals submitted for any other category that is dependent upon the skills of a licensed professional should also include documentation of those licenses as validation.

## 1.6 FUNDING

Funding for any work under the Awarded Contract(s) may include local, state, or federal funds. Any work completed under the Awarded Contract will be subject to all provisions prescribed by the funding source.

## 1.7 AWARD

Transit intends to award the Contract(s) resulting from this Solicitation to the responsive responsible Proposer(s) whose Proposal(s) meets all RFQ requirements and is determined the most advantageous to Transit.

It is the intent of Transit to enter into a minimum of one (1) Contract for each Category. An awarded Contract is not an exclusive Contract for work. At its discretion, Transit may elect to recruit Consultants for specific projects through other competitive procurement processes.

**Transit does not represent or guarantee any work under any Awarded Contract. This Solicitation does not obligate Transit to contract for the services specified herein.** Transit reserves the right to add, remove, or otherwise modify requirements to meet the operational and strategic objectives of the agency.

## 1.8 CONTRACT TERM

The initial term of the Contract(s) resulting from this RFQ will be for five (5) years from the date of execution. The Contract may be extended for up to five (5) additional years in one (1) five (5) year increment, or portions thereof, for a total Contract period not to exceed ten (10) years, unless special circumstances dictate otherwise. Extension for each additional term may be offered at the sole discretion of Transit and will be subject to written mutual agreement.

Any preexisting Task Order work will survive the expiration of the Contract until completion of the Task Order and will incorporate and operate under the Contract's terms and conditions. Preexisting Task Orders surviving the Contract should not substantially change in scope without good cause as approved by Transit.

## SECTION 2 - GENERAL INFORMATION

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### 2.1 PROCUREMENT COORDINATOR

All questions and communication concerning Solicitation must be directed to the Procurement Coordinator listed below. All oral communication will be considered unofficial and non-binding. Proposers are to rely only on written statements issued by the Procurement Coordinator.

**Procurement Coordinator:** Katie Cunningham  
**Email Address:** kcunningham@intercitytransit.com

## 2.2 ANTICIPATED PROCUREMENT SCHEDULE

The activities and dates listed below represent the anticipated procurement schedule. Transit reserves the right to change the schedule. Transit will post any changes to the Pre-Proposal meeting date and time, Questions and Requests for Clarifications deadline, or Proposal Due Date and Time on Washington’s Electronic Business Solution (WEBS) at <https://fortress.wa.gov/ga/webs/>.

Procurement Activity	Date and Time (Pacific Time)
RFQ Release	September 6, 2023
Pre-Proposal Meeting (Virtual)	September 20, 2023 – 11:00 a.m.
Questions and Requests for Clarifications Due	September 22, 2023 – 5:00 p.m.
Proposal Due Date and Time	September 28, 2023 – 11:00 a.m.
Evaluations Begin	September 29, 2023

## 2.3 VIRTUAL PRE-PROPOSAL MEETING

Transit will host an optional virtual Pre-Proposal Meeting at the time and date identified below. While attendance is not mandatory, Proposers are encouraged to attend. This meeting will provide prospective Proposers with an opportunity to seek clarification and raise concerns related to the Solicitation. Each prospective Proposer is obligated to raise pertinent issues during this meeting. If interpretations, specifications, or other Solicitation concerns warrant a change or clarification as a result of the meeting, the Procurement Coordinator will do so by issuing an Addenda posted on [WEBS](#).

**Pre-Proposal Meeting Date:** September 20, 2023  
**Pre-Proposal Meeting Time:** 11:00 a.m. (PT)  
**Virtual Call-In Information:** Virtual via Microsoft Teams

- To join via computer or mobile app use the following link: [Click here to join the meeting](#)
- Or use meeting ID: 272 193 264 096  
Passcode: Ccvi8b
- To call in (audio only) please use the following:  
Phone Number: (844) 730-0140  
Phone Conference ID: 813332244#

## 2.4 SOLICITATION DOCUMENT AVAILABILITY

Solicitation documents may be accessed on-line through [WEBS](#). Proposers are responsible to register in WEBS and download the Solicitation Documents. Contact WEBS customer service at (360) 902-7400 or [WEBSCustomerService@des.wa.gov](mailto:WEBSCustomerService@des.wa.gov) if you require assistance with the WEBS registration process or need help accessing the Solicitation Documents.

Transit will post Addenda or any schedule changes on WEBS. Proposers are responsible to check for updates and obtain any Addenda related to this Solicitation. Failure to do so may

result in the submission of a Proposal that is inconsistent with the most current information and may result in disqualification.

## **2.5 EXAMINATION OF DOCUMENTS**

Proposer must thoroughly examine all Solicitation Documents, including but not limited to, the RFQ, Solicitation Standards, Sample Contract, Proposal Submittal Document, any other material referenced or incorporated herein, and any Addenda. Submission of a Proposal constitutes acknowledgment that the Proposer has thoroughly examined all Solicitation Documents.

Proposer's failure or neglect to receive or examine any of the Solicitation Documents, statutes, ordinances, regulations and permits will in no way relieve the Proposer from any obligations with respect to the Proposal or any resulting Contract.

Transit will reject claims for additional compensation based upon a lack of knowledge or misunderstanding of any of the Solicitation Documents, statutes, ordinances, regulations, permit requirements, or other materials referenced or incorporated in this RFQ.

## **2.6 QUESTIONS AND CLARIFICATION REQUESTS**

Proposer questions and/or requests for clarification regarding this RFQ will be allowed consistent with the respective dates specified in the Anticipated Procurement Schedule. All Proposer questions and/or requests for clarification must be submitted in writing via email to the Procurement Coordinator. It is at Transit's sole discretion to accept or reject any request for changes.

Transit will provide an official written response to Proposer questions received by the respective deadlines. Proposers must not rely on any oral statements or conversations, whether at the Pre-Proposal Meeting or otherwise, with Transit representatives for questions or clarifications regarding this RFQ. Verbal responses to questions and/or clarifications will be considered unofficial and non-binding. Only written responses posted to WEBS in the form of an Addendum will be considered official and binding. All such Addenda will become part of the Solicitation and any awarded Contract.

If no requests for clarification are received, Transit will construe silence as acceptance and that the Proposer intends to comply with the Solicitation Documents as written in their entirety.

## **2.7 SOLICITATION STANDARDS**

The Solicitation Standards document is included in [Appendix A](#). The Solicitation Standards document contains important information for Proposers applicable to this Solicitation. The terms and conditions provided in the Solicitation Standards document apply directly to, and are incorporated by reference, into this Solicitation and the Contract resulting from this Solicitation. As such, Proposers do not need to attach this document with their Proposal. It is the Proposer's responsibility to read and fully understand the details of all items contained herein prior to Proposal submittal.

## **2.8 CONTRACT TERMS**

A Sample Contract is included in [Appendix A](#). Transit expects the final Contract signed by the successful Proposer to be substantially the same as the Sample Contract. Proposer's submission of a Response to this Solicitation constitutes general acceptance of these Contract

requirements. The terms of the Sample Contract are Nonnegotiable and Proposals should be submitted on the terms as written.

## **2.9 INCORPORATION OF DOCUMENTS INTO CONTRACT**

A Proposal submitted in response to this Solicitation is an offer to contract with Transit. This RFQ, all incorporated documents, any subsequent Addenda, and the successful Proposer's Response will be incorporated into the resulting Contract. The Contract Documents comprise the entire agreement between the parties concerning the work to be performed. It is the intent of the Contract Documents to describe the work, functionally complete, to be constructed in accordance with the Contract Documents. Any work, materials or equipment that may be reasonably inferred from the Contract Documents as being required to produce the intended result will be supplied whether or not specifically called for.

## **SECTION 3 - PROPOSAL SUBMITTALS**

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Respond to the following requirements in this section.

### **3.1 PROPOSAL SUBMITTAL REQUIREMENTS**

Proposer must complete and provide the following information using the Proposal Submittal Document provided in [Appendix A](#). Incomplete or vague responses may be considered non-responsive and may be rejected. Failure to complete and submit all items listed in this section may disqualify the Proposer from further participation in this RFQ.

#### **1. Cover Letter**

Proposer must compose and submit a Cover Letter which meets the requirements set forth in the Proposal Submittal Document.

#### **2. Proposer Acknowledgements**

The Proposer Acknowledgements must be signed by the Proposer's Authorized Representative. Proposer is to complete the acknowledgement of Addenda receipt box(es) by filling the "addenda numbers" fields for each Solicitation Addenda issued and complete the signature box information on the Proposer Acknowledgements page.

#### **3. Proposer Information**

Proposer must complete the Proposer Profile, Proposer Authorized Representative, Categories of Service, Proprietary or Confidential Information, Certified DBE and SBE Status, and Statement of Prior Contract Termination sections. Proposer may attach additional sheets if necessary.

#### **4. Subconsultant Information**

Proposer is instructed to complete the Subconsultant Information section if the Proposer intends on utilizing Subconsultants. If Proposer does not intend to use Subconsultants, the Proposer is not required to complete this section of the Proposal Submittal Document. If no information is entered, Transit will assume that Subconsultants will not be used.

Transit will accept Proposals that include third party involvement only if the Proposer submitting the Proposal agrees to take complete responsibility for all actions of such Subconsultants. Proposer must disclose the use of any Subconsultant(s) in their Proposal. Transit reserves the right to request additional information on any Subconsultant, and reject or approve any and all of the proposed Subconsultants.

The Consultant shall be fully responsible to Transit for the acts and omissions of its Subconsultants. Nothing contained herein shall create any contractual relationship between Transit and any Subconsultant.

**5. References**

Proposer must submit a minimum of three (3) references for which the Proposer has provided services similar to those described herein. Through this submission, Proposer grants permission to Transit to independently contact the references. Transit reserves the right to obtain and consider information from other sources concerning a Proposer, such as Proposer's capability and performance under other contracts, Proposer's financial stability, past or pending litigation, and other publicly available information.

**6. Minimum Qualifications**

Proposer must complete and submit the Minimum Qualifications section. Proposer is instructed to provide an answer for each Minimum Qualifications Question. Proposer may attach additional sheets if necessary.

**7. Non-Cost Proposal**

Proposer must complete and submit the Non-Cost Proposal Section. Proposer is instructed to provide an answer for each Non-Cost Proposal Question in each Category they are responding to. Proposer may attach additional sheets if necessary.

**8. Certification Regarding Lobbying**

Proposer must complete and submit the Certification Regarding Lobbying. This form must be completed and signed by the Proposer's Authorized Official.

**9. Certification Regarding Debarment, Suspension, and other Responsibility Matters**

Proposer must complete and submit the Certification Regarding Debarment, Suspension and Other Responsibility Matters. This form must be completed and signed by the Proposer's Authorized Official.

**10. Certification Regarding Conflict of Interest**

Proposer must complete and submit the Certification Regarding Conflict of Interest. This form must be completed and signed by the Proposer's Authorized Official.

**3.2 SUBMITTAL INSTRUCTIONS**

Proposer will submit their complete Proposal in the following manner:

**A. Proposal:** Proposer must complete and submit all sections of the Proposal Submittal Document, located in [Appendix A](#), as their Proposal. One (1) electronic copy of the Proposer's complete Proposal must be received by Transit on or before the **Proposal Due Date and Time** set forth in Section 2.2, Anticipated Procurement Schedule.

**B. Delivery of Proposal:** The Proposal must be delivered as follows:

1. **Electronic Submittal:** Send Proposal Submittal Document as email attachment to [bidbox@intercitytransit.com](mailto:bidbox@intercitytransit.com). Transit will only accept Proposals for this RFQ via email/email attachment. Proposer is required to submit its response to the email address provided in this section. Any other form of delivery will not be accepted and will be deemed non-responsive.
2. **Email Subject Line:** The email subject line should include the RFQ number and Proposer's name (i.e. RFQ 2311 - ABC Company). This RFQ number is used by the

Procurement team for search and filter features. Failure to include the RFQ number in the email subject line may result in the disqualification of your Response.

3. **Maximum File Size:** The maximum file size must be 25 MegaBytes (MB) or less. Files sizes above 25MB may be corrupted and not received by Transit. An automatic courtesy acknowledgement response that we received a message will be sent to you when [bidbox@intercitytransit.com](mailto:bidbox@intercitytransit.com) receives your email. This automatic response is not a guarantee the files were received and/or are intact.
4. **Signature:** For the purposes of this solicitation, Transit will accept a typed signature of an individual's name as the symbol of signature as authorized by RCW 1.80. Proposer is instructed to insert an electronic, typed signature (first and last name typed in), or actual signature into each section of the Proposal Submittal Document where a signature is required/requested. Signatures, that do not identify an individual, such as "Sales Team" or "Company Name" or "Government Contracts", will be disqualified for failing to name an individual.

- C. **Time of Receipt:** Time of receipt will be determined by the date and time the Proposal is received by [bidbox@intercitytransit.com](mailto:bidbox@intercitytransit.com). Proposer accepts all risks of late delivery regardless of fault or chosen method of delivery.

Proposals are to be submitted in the format described in this Solicitation. No oral, faxed, mailed or telephone Proposals or modifications will be accepted or considered. All Proposals and any accompanying documentation become the property of Transit and will not be returned.

- D. **Note to Proposer:** It is up to the Proposer to decide when to submit the Response to Transit. While Transit does its best to make Response submittal easy, technological failures can occur, and while unfortunate, a Response sent by a Proposer but not received or unable to be located by the Procurement Coordinator, corrupted files, and/or Proposals received after the due date and time noted in Section 2.2, as indicated by the timestamp on the email, or any other failure, for any reason, no matter the cause, regardless of responsibility or fault, will be rejected.

### 3.3 LATE PROPOSALS

Any Proposal received after the exact time specified for Proposal due date and time will not be accepted or considered. The exact time is designated as the date and time received by the [bidbox@intercitytransit.com](mailto:bidbox@intercitytransit.com).

### 3.4 PROPOSER RESPONSIVENESS

Proposer must respond to each question/requirement contained in this RFQ. Failure to demonstrate to Transit that your firm meets RFQ requirements and/or comply with any applicable item may result in the Response being deemed non-responsive and disqualified from further consideration.

Transit, at its sole discretion, reserves the right to consider the actual level of Proposer's compliance with Solicitation requirements, accept or reject any and all Proposals received, waive any irregularities or minor informalities, to accept any items or combination of items, and to request additional information required to fully evaluate a Proposal.

## SECTION 4 – EVALUATION AND AWARD

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### 4.1 OVERVIEW

The responsive responsible Proposer(s) whose Proposal(s) is determined to best meet all RFQ requirements and is the most advantageous to Transit, based on the evaluation factors described herein, will be declared the successful Proposer(s). All Proposals are subject to Transit’s final approval as to whether they meet all RFQ requirements.

It is the intent of Transit to enter into one (1) more Contracts in each Category (A-G) listed in Section 1.1, Purpose. Proposers may be selected for more than one (1) Category. If it is deemed in the best interest of the agency, Transit reserves the right to award a single Contract, or no Contract, for one or all Categories.

### 4.2 EVALUATION CRITERIA

Transit will evaluate and select Consultant(s) based on qualifications and alignment with the best interest of Transit.

The scores for each Proposal will be assigned a relative importance for each scored section as follows:

#### **PHASE 1 EVALUATION – NON-COST PROPOSAL (APPLIES TO EACH CATEGORY A-G)**

No.	Criterion	Max Points
1.	Ability and Capacity	20 points
2.	Approach and Methodology	20 points
3.	Experience and Knowledge	20 points
4.	Staff Qualifications and Experience	15 points
5.	Municipal Experience	15 points
6.	Project Management and Quality Control	10 points
<b>Total Possible Phase 1 Non-Cost Points per Category:</b>		<b>100 Points</b>

#### **PHASE 2 EVALUATION – INTERVIEWS (OPTIONAL)**

No.	Criterion	Max Points
1.	Interview	100 points
<b>Total Possible Phase 2 Points</b>		<b>100 Points</b>

### 4.3 EVALUATION PROCESS

#### **1. Initial Determination of Responsiveness (pass/fail)**

Responses will be reviewed initially by the Procurement Coordinator to determine on a pass/fail basis compliance with administrative requirements as specified in this RFQ. Only responses that meet this requirement will move to the next evaluation step.

Transit reserves the right to determine at its sole discretion whether Proposer’s Response meets the Responsiveness criteria as set forth within this document. If all responding Proposers are determined to be deemed Non-Responsive, Transit will cancel the Solicitation and reject all Proposals.

Only Responses that pass the Initial Determination of Responsiveness review will be further evaluated based on the requirements in this Solicitation.

**2. Minimum Qualifications (pass/fail)**

Evaluators will review each element of the Minimum Qualifications submittal to determine on a pass/fail basis compliance with the requirements specified in this RFQ. Only responses that meet this requirement will move to the next evaluation phase.

Transit reserves the right to determine at its sole discretion whether the Proposer’s response meets the Minimum Qualification criteria as set forth within this document, and reject any Proposal that does not meet the Minimum Qualifications. If, however, all responding Proposers in any Category fail to meet any Minimum Qualification, Transit reserves the right to delete the Minimum Qualification or cancel the Category or solicitation and reject all Proposals.

Only responses that pass the Minimum Qualifications review will be further evaluated based on the requirements in this Solicitation.

**3. Phase 1 Evaluation - Non-Cost Proposal (scored)**

Evaluators will score each element of the Non-Cost Proposal. The Procurement Coordinator will tabulate evaluators’ scoring. Transit will calculate a single score for each Non-Cost Proposal Category the Proposer responds to. There are a maximum of **100 points** available for the Non-Cost Proposal per Category as detailed in Table 1 below.

*Table 1: Non-Cost Points Available per Category*

<b>Category</b>	<b>Available Non-Cost Points</b>
<b>Category A:</b> System Planning	100 points
<b>Category B:</b> System Engineering and Design	100 points
<b>Category C:</b> Compliance, Standards, and Reporting	100 points
<b>Category D:</b> Data, Analysis, and Modeling	100 points
<b>Category E:</b> Public Outreach and Observational Research	100 points
<b>Category F:</b> Specialized Program Support	100 points
<b>Category G:</b> Financial and Economic Analysis	100 points

**4. Phase 2 Evaluation - Interview (scored) (Optional)**

Transit reserves the right to schedule Interviews if determined to be in the best interest of Transit. In the event Interviews are required, Transit will contact the top-scoring Proposer(s) to schedule an interview date, time, and location. Phase 1 scoring will only be used to determine which Proposer(s) move to Phase 2. Phase 2 scoring will be used during the remainder of the RFQ evaluation process to determine the Successful Proposer(s). There are a maximum of **100 points** available for the Interview. Commitments made by the Proposer during the Interview, if any, will be considered binding.

**5. References (pass/fail) (Optional)**

Transit reserves the right to check references after Proposal submittal, to assist in determining the overall responsibility of the Proposer. References may be checked during Proposal evaluation to determine the responsibility of Proposers. Transit reserves the right to reject any Proposal submittal if the Proposer receives unfavorable references and may use results as a factor in award. Transit reserves the right to seek and substitute other references to determine the sufficiency of the Proposer’s level of responsibility.

## 6. Evidence of Qualification (pass/fail)

After Proposal submittal, Transit reserves the right to make reasonable inquiry and/or requests for additional information, to assist in determining the overall responsibility of any Proposer. Requests may include, but are not limited to, educational degrees, business licenses, financial statements, credit ratings, references, record of past performance, experience, available equipment, criminal background check, clarification of Proposer's offer, and on-site inspection of Proposer's or Proposer's Subconsultant's facilities. Failure to respond to said request(s) may result in the Proposer being deemed non-responsive and thus disqualified. Transit reserves the right to reject any Proposal where, upon investigation of the available evidence or information, Transit is not satisfied that the Proposer is qualified to fulfill Contract requirements.

### 4.4 OVERVIEW OF THE AWARD PROCESS

The successful Proposer(s), if any, will be the responsive, responsible, qualified Proposer(s) whose Proposal(s), in the sole opinion of Transit, best meets the requirements set forth in this RFQ and is in the best interest of Transit. Transit may enter into Contract negotiations with the successful Proposer(s).

All responsive Proposers responding to this solicitation will be notified when Transit has determined the successful Proposer(s).

If Transit and the successful Proposer(s) are unable to negotiate an acceptable Contract within a reasonable amount of time, Transit will terminate negotiations and will proceed to negotiations with the next highest ranked Proposer(s).

Transit may be required to make a recommendation of the successful Proposer(s) to the ITA. If the Authority concurs, a Contract will be awarded to the successful Proposer(s). **This Solicitation does not obligate Transit to contract for any or all of the services specified herein.**

### 4.5 RATE SCHEDULE

The successful Proposer(s) will be required to submit a Rate Schedule, in the format of the Rate Schedule provided in [Appendix A](#), and include not-to-exceed direct hourly rates, overhead rates, fixed-fee, and fully burdened hourly billing rates. The Rate Schedule **is not** to be submitted with the Proposer's response to this RFQ.

These rates, once agreed to by Transit, will form the basis for a billing/payment provision. Transit reserves the right to request additional documentation supporting the pricing data.

### 4.6 EXECUTION OF CONTRACT

The successful Proposer(s) will execute the final Contract and return to Transit, together with the evidence of insurance, within ten (10) Business Days of its receipt. After execution by Transit, a fully signed Contract will be provided to the Awarded Consultant.

### 4.7 POST AWARD MEETING

The Awarded Consultant may be required to attend a post award meeting scheduled by the Procurement Coordinator to discuss Contract performance requirements. The time and place of this meeting will be scheduled following Contract award.

## **SECTION 5 - FEDERAL TRANSIT ADMINISTRATION REQUIREMENTS**

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### **5.1 APPLICABILITY OF FEDERAL GRANT CONTRACT**

This procurement may be subject to one or more financial assistance contracts between Transit and the U.S. Department of Transportation, which incorporate the current Federal Transit Administration (FTA) Master Agreement and Circular 4220.1F as amended. The Proposer is required to comply with all terms and conditions prescribed for third party contracts in this solicitation.

Federal laws, regulations, policies and administrative practices may be modified or codified after the date this Agreement is established and may apply to this solicitation. To assure compliance with changing federal requirements, Contract Award indicates that the Proposer agrees to accept all changed requirements that apply to this Agreement.

### **5.2 INCORPORATION OF FTA TERMS**

All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F as amended and the Master Grant agreement, are hereby incorporated by reference. Anything to the contrary, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this solicitation. The Proposer shall not perform any act, fail to perform any act, or refuse to comply with any Transit request that would cause Transit to be in violation of the FTA terms and conditions.

### **5.3 FEDERAL FUNDING LIMITATION**

If funds are not allocated, or ultimately are disapproved by FTA for a project, Transit may terminate or suspend Proposer's services without penalty. Transit will notify the Proposer promptly in writing of the non-allocation, delay or disapproval of funding.

### **5.4 FTA REQUIREMENTS**

The Proposer shall also comply with the FTA requirements included in the Sample Contract provided in [Appendix A](#).

## APPENDIX A - PROPOSAL DOCUMENTS

<p><b>Proposal Submittal Document:</b> Proposers must <u>complete and submit</u> the Proposal Submittal Document as their Proposal.</p>	 <p>2311 Submittal Document</p>
<p><b>Solicitation Standards:</b> This document contains the Standard Definitions, Instructions to Proposers and Terms and Conditions. This document <u>does not</u> need to be submitted; however, Proposers are instructed to be familiar with it as it governs this Solicitation and will be incorporated into the resulting Contract.</p>	 <p>2311 Solicitation Standards</p>
<p><b>Sample Contract Document:</b> Transit expects the final Contract signed by the successful Proposer(s) to be substantially the same as this Contract. This document <u>does not</u> need to be submitted; however, Proposers are instructed to be familiar with it.</p> <p>The terms of the Sample Contract are nonnegotiable, and Proposals should be submitted on the terms as written.</p>	 <p>2311 Sample Contract</p>
<p><b>Rate Schedule:</b> The successful Proposer(s) will be required to submit a Rate Schedule in the format provided here. <b>Do not</b> submit this document with your response to the RFQ. This is being provided for informational purposes only.</p> <p>Note: The proposed professional fee/profit rate, is expressed as a percentage of direct labor costs. It is based solely on direct labor costs and does not include overhead or other costs.</p>	 <p>2311 Rate Schedule Sample</p>