



CITY OF BAINBRIDGE ISLAND

REQUEST FOR QUALIFICATIONS (RFQ)

Sustainable Transportation Planning

I. Project Description

The City of Bainbridge Island (City) is soliciting proposals from qualified firms, or partnership of firms, with rich experience in active transportation, transit and last-mile solutions, greenway development, and community consensus-building to work with stakeholders and the public to establish measurable community goals, evaluate the entirety of the section of the City’s Island-Wide Transportation Plan against these goals, and create a strategy for building a sustainable transportation infrastructure for the future of transportation.

II. Background

Reports on climate change indicate that we need to make behavioral changes to reduce our carbon footprint, and our reliance on single occupant vehicle use for primary means of transportation is a sizable contributor. Sustainable transportation initiatives that aim to reduce single-driver trips, promote ridesharing and public transportation, and offer car-free options to Islanders should be at the core of our efforts.

Recent Bainbridge Island surveys show that up to 60% of respondents want and would use new infrastructure for “active transportation” if it felt safe, compared to roughly 5% who currently use active transportation regularly. Bike and car sharing could make housing more affordable by reducing the need for parking requirements. And Bainbridge Island has a built-in incentive to save the cost of driving a car onto the ferry; we can use ferry metrics to help measure success.

The City has identified the following outcomes of this proposal:

- Build consensus and support from stakeholder groups to achieve the greatest sustainable transportation benefit for the most people.
- Define inspiring and measurable goals against which all individual projects can be measured. Measurable goals, for instance, could be to reduce the growth of vehicle use.
- Provide neutral expertise (i.e. not from stakeholders) that can challenge our perceived constraints, suggest best practices, share success stories from other comparable small town/rural communities, apply creative problem solving, and achieve consensus on appropriate standards and guidelines for meeting our goals.
- Include formal partnerships from other jurisdictions (Bainbridge taxing districts, Kitsap Transit, WSDOT, and WSF) to maximize opportunities for new solutions and support for those solutions.

- Communicate a compelling vision and a high-level plan based on these goals and partnerships, with appropriate visualizations, technology enhancements, illustrations, and narrative to tell a story that is accessible to all islanders.

III. Preliminary Scope of Work

This project is envisioned in two phases. The following Scope of Work tasks indicate the broad areas of consideration:

Phase 1

The first phase will consist of developing a community engagement plan and implementing the approved plan. Consultant will provide proposed goals, guidelines, and standards informed by the community engagement.

1.1) Community Engagement Plan/Public Outreach – The consultant team will meet with City representatives to review project goals and strategies, refine working objectives, collect existing data, and establish communication channels. Consultant will develop a community engagement plan that will, at a minimum, include (1) recommending stakeholders to be included in a work group, (2) the process and format for the outreach, and (3) the manner in which the work group will be included in all appropriate aspects of phase 1 and phase 2 of this planning process. The consultant will submit a Community Engagement and Outreach Plan for City approval, then implement the approved plan.

1.2) Develop Goals, Objectives, and Performance Measures – The consultant team will supply sample goals, objectives, and performance measures from other regions to help define measurable goals, objectives, and policies for the city. Consultant will develop performance measures to accurately track and assess the implementation of the Final Plan. Consultant will propose an outreach strategy and communication materials for the subsequent phases of work.

1.3) Education and Promotion – The consultant team will develop a multimedia presentation of the Goals, Objectives, and Performance Measures that provides the narrative, clarity, and specificity needed to communicate with and inspire residents. Consultant team may be asked to bring in additional subject experts (outside the consultant team) for presentations and/or workshops as negotiated in the final scope of work. Consultant will make recommendations for community education and outreach for Phase 2 tasks.

Phase 2

The second phase will consist generally of a gap analysis of existing non-motorized infrastructure and public transportation options, proposed projects and initiatives to further community goals, and recommendations on updates to current transportation plans.

2.1) Review of Existing Conditions and Related Studies – The consultant team will review existing conditions and current related studies to classify the adequacy of existing facilities, and identify and characterize gaps in the bicycle, pedestrian, and paved trail system. Consultant will collect historical data and prepare maps showing: 1) existing bicycle, pedestrian, and paved trail facilities; 2) programmed and planned bicycle, pedestrian, and paved trail facilities; 3) existing

transit routes, bus stops, transit centers, and park-and-ride lots; and 4) key intersection and roadway vehicle counts.

2.2) Develop Alternatives and Other Recommendations – The consultant team will develop bicycle and pedestrian facility decision tools to help the City prioritize appropriate types of facilities to apply to existing streets and neighborhoods. The tools will include a bicycle facility decision matrix and a roadway crossing decision matrix. Consultant will prepare a set of Design Guidelines for transit, bicycle, pedestrian, and paved trail facility design. Consultant will conduct a thorough review and assessment of the current public transportation system in the City and provide options for increasing ridership with last-mile solutions that could include new forms of active transportation. The consultant team will research and solicit a wide network of the most current and innovative expertise and ideas available on the study of sustainable transportation planning and incorporate those experts and ideas into the planning effort.

2.3) Proposed Priorities – The consultant team will recommend a list for a high-priority network of transit, bicycle, pedestrian, and trail facilities for the City in tables and GIS formats, incorporating the existing pedestrian and bicycle network and recommending new routes to address gaps, deficiencies, and needs. Consultant will develop a prioritized project slate and a candidate for a high-profile, “marquee” project. Consultant will provide best practices and examples of funding mechanisms for proposed priority projects.

2.4) Education and Promotion – The consultant team will develop a multimedia presentation of the Final Plan that provides the narrative, clarity, and specificity needed to communicate with and inspire residents. Consultant team may be asked to bring in additional subject experts (outside the consultant team) for presentations and/or workshops as negotiated in the final scope of work. Consultant will make recommendations for education, encouragement, and outreach to increase the use of existing and proposed infrastructure.

A more detailed final scope of work, project timeline, and budget will be developed with the selected consultant firm. All phases will include project management and project coordination tasks.

The City of Bainbridge Island reserves the right to retain the services of the successful firm(s) for any subsequent phases (i.e., further study, plan development, design and alternatives development, preliminary engineering, public outreach and engagement) associated with this project.

IV. Submittal Content

The submittal shall be twenty (20) pages maximum, 8½ x 11 inches, double-sided sheets, 12-point font minimum. All pages count towards the page total *except* the covers, introductory letter (two-page maximum), and organizational chart (if included). The proposal shall be structured per the headings as outlined below.

1. **Description of Firm(s)** – Briefly describe the firm’s areas of expertise and other information that helps to characterize the firm(s). Provide the name, title, address, and telephone number of the primary contact for the lead firm.

2. **Project Manager's Experience** – Identify the project manager who will be responsible for this project. List the project manager's relevant experience and similar work, with emphasis on experience with developing active transportation plans with communities similar to Bainbridge Island.
3. **Personnel** – Describe the project team including name and office location of key personnel, including subs. Describe key personnel's proposed roles and responsibilities on this project, and relevant related experience, with emphasis on experience with the scope of work detailed above.
4. **Project Understanding/Approach** – Describe the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks. Describe resources the firm could provide to enable collection or verification of data in a timely fashion. Describe how the firm will engage the community, and provide examples of graphic products the team could produce. Describe particular challenges which you foresee this project presenting and your approach for addressing these challenges. Show example graphics from past projects that relate to this project.

V. Evaluation Criteria

Proposals will be ranked on qualifications and the City of Bainbridge Island may choose to interview the top ranked firms. However, at its discretion, the City of Bainbridge Island may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

1. Proposal format and organization (5%)
2. Consultant firm's experience (10%)
3. Project manager and team performance preparing innovative sustainable transportation plans in a comparable community. (40%)
4. Project understanding and approach (45%)

A selection committee appointed by the City of Bainbridge Island will assist with firm evaluations. The City of Bainbridge Island will seek to negotiate a contract, a detailed scope of work, fee, and schedule with the preferred firm. If unable to reach an agreement, the City of Bainbridge Island will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

The City of Bainbridge Island reserves the right to waive minor irregularities in a response, request additional information on any response beyond that required by this RFQ, or reject any and all responses and not award a contract as a result of this request for qualifications.

VI. Submittal Deadline

Five (5) copies of the proposal must be received no later than 3:30 p.m. local time on April 19, 2019 to the following address:

City of Bainbridge Island
Public Works Department
280 Madison Avenue North
Bainbridge Island, WA 98110

Attn: Mark Epstein, Engineering Project Manager

Submittals received after the deadline will not be accepted.

Please also provide a PDF digital copy of the submittal to mepstein@bainbridgewa.gov by the deadline.

Questions regarding the project may be directed to Mark Epstein - Engineering Project Manager, City of Bainbridge Island, (206) 780-3721, mepstein@bainbridgewa.gov.

VII. Additional Information

In submitting qualifications, the respondent agrees to comply with all applicable Federal, State, and City of Bainbridge Island laws, regulations, and procedures in the conduct of the work specified herein. The consultant selected will be required to meet City and State Professional Service Agreement and insurance requirements. The consultant selected to work on this project will be required to obtain a City of Bainbridge Island business license.

Americans with Disabilities Act (ADA) Information

The City of Bainbridge Island 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 Epstein at mepstein@bainbridgewa.gov or by calling collect (206) 842-2016.

Title VI Statement

The City of Bainbridge Island 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.”

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