

Skagit Council of Governments

Quote Request

For: Public Participation Professional Services

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2/2/2015

I. BACKGROUND INFORMATION

The Skagit Council of Governments (SCOG) is a voluntary organization of local and tribal governments within Skagit County whose purpose is to cooperate and collaborate in regional transportation and economic development.

SCOG functions as the Regional Transportation Planning Organization (RTPO) and Metropolitan Planning Organization (MPO) for Skagit County. MPOs are federally designated organizations which exist in Urbanized Areas across the country. As the MPO for Skagit County, SCOG leads the continuous, cooperative and comprehensive metropolitan transportation planning process.

SCOG is initiating a Quote Request (QR) from qualified firms and individuals for to conduct a Rail Crossing Study. This QR is only open to those qualified firms and individuals who satisfy the requirements stated herein and who are licensed and available to do business in Washington State. The successful firm or individual will assist SCOG with conducting the study in Skagit County.

The public participation contract will be funded through Federal Highway Administration (FHWA) Surface Transportation Program grant, and matching funds from SCOG. All applicable state and federal laws must be followed and will apply to this contract.

II. SCOPE OF SERVICES

The following are tasks associated with this scope of services. SCOG anticipates selecting a consultant to assist with completing these tasks in the near future. The purpose of the study is to better understand how the transportation system will operate given various levels of rail traffic and to assist in identifying rail crossings for prioritization in the regional transportation plan.

The forthcoming contract is a work activity identified in the adopted [Unified Planning Work Program for SCOG in state fiscal year 2015](#):

Skagit County Rail Crossing Study

Description: *Develop a methodology to assess at-grade rail crossings within Skagit County. The study would develop a set of analytical questions the methodology would strive to answer and test the methodology on one or more at-grade crossings. The methodology would allow assessment of all at-grade crossings to assist in determining where existing and future problems are likely to occur and provide a framework to prioritizing at-grade crossings to be included in plans or programs.*

The following are suggested tasks to be accomplished as part of the contracted services. Resources are identified where appropriate.

Tasks:

1. REVIEW EXISTING DATA AND PREPARE METHODOLOGY
 - A. Review existing data sources and tools. SCOG contracts with Skagit County to conduct vehicle traffic counts annually throughout the county. SCOG also maintains a [VISUM travel demand model](#). The travel demand model is currently being updated and is anticipated to be complete to support this contract. SCOG does not have any on-going or recent data collection related to the rail lines.
 - B. Identify and recommend additional data to be collected if necessary.
 - C. Prepare a draft and final methodology. The methodology should identify key questions the study will address to assist in formulating the methods used. For example, SCOG wants to understand the effects of various levels of traffic (rail/vehicle) have on rail crossings and the associated transportation system. At what conditions would the system being to experience operational problems and what are those problems? Also, how does the system of crossings perform under those conditions? The region has a number of crossing close together that may need to be studied together to understand the effects on the transportation system.
2. CONDUCT ANALYSIS
 - A. Conduct analysis of the rail crossings and associated transportation system in Skagit County. The Skagit Council of Governments would like some analysis for all the rail crossings in the county. SCOG expects the study to prioritize or tier the crossings in order to focus on key crossings that have more significant impact to the transportation system.
 - B. Identify key crossings for more in depth operational analysis.
 - C. Prepare in depth analysis on key crossings.
 - D. Prepare draft analysis results for staff and stakeholder review.
 - E. Prepare final analysis.
3. STUDY FINDINGS AND RECOMMENDATIONS
 - A. Prepare study findings and draft recommendations for staff and stakeholder review. Present findings and recommendations to the Transportation Policy Board.
 - B. Anticipated timeframe: February, 2015 – September, 2015

4. PREPARE FINAL REPORT
 - A. Prepare a draft final report for review by staff and stakeholders that includes methodology, analysis, findings and final recommendations and incorporates comments received from previous tasks.
 - B. Prepare final report.

III. QUALIFICATIONS

Successful offerors must have demonstrated experience in performing transportation analysis relating to rail crossing, transportations systems including roadways and transit operations. Experience in regional planning and public transportation planning processes is desirable.

IV. QUOTE CONTENT

Quotes must include the following information:

1. QUALIFICATIONS
 - A. Name, address and telephone number of the firm or individual
 - B. List of similar relevant projects and where to view them
 - C. Names of project team members, professional certifications/registrations and relevant experience of each
 - D. Three references, including names and phone numbers of contact persons
2. GENERAL APPROACH
 - A. A general approach to how the scope of work would be accomplished. A sufficient level of detail to convey the general approach should be included, but a detailed approach is unnecessary for the quote
3. PRICE
 - A. Estimated billable hours, cost per hour, and hours per task for each individual on the consultant team
 - B. Total overall price quote

Quotes should be less than 10 pages total.

To keep production, shipping and handling costs down, SCOG suggests that quotes are submitted in .pdf form. Mailed quotes will also be accepted. Quotes must be received by **5:00 p.m.** on **February 26, 2015**. Late quotes will not be considered for selection.

V. CONTRACT TERM

The contract shall run through September 30th, 2015. It is estimated that the contract will be executed by February 20, 2015.

VI. SUBMITTAL AND SELECTION PROCESS

Quotes must be received by **5:00 PM** on **February 26, 2015**. References will be contacted prior to final selection of a firm or individual to undertake the project.

Quotes will be evaluated to determine the best value to SCOG based upon the qualifications of the key personnel assigned to the project, past performance and experience with similar projects, general approach, demonstrated understanding of the project and price. SCOG reserves the right to accept or reject any or all quotes received from this QR, or to negotiate separately with any offeror, and to waive any informalities, defects, or irregularities in any quote, or to accept that quote or quotes, which in the judgment of the proper officials, is in the best interest of SCOG. SCOG reserves the right to award the contract to other than the lowest offeror.

This QR includes the scope of services (Section II) to be performed, which should be used as the general basis for the quote. Variations or alternative approaches are welcome. Quotes which do not include all requested information listed in Section IV may be considered non-responsive. All quotes will become a part of the public file on this matter without obligation to SCOG.

VII. INTERPRETATION OF SOLICITATION

Any person contemplating submitting a quote who is uncertain as to the intended meaning of any part of this solicitation or finds discrepancies in, or omissions from the specifications, may request interpretation, clarification, or correction of this QR. Such request must be in writing (letter or email) and must be delivered to the SCOG Contact Person no later than **5 p.m.** on **January 18, 2015**. The person submitting the request is responsible for its timely delivery. Any interpretation, clarification, or correction to the QR will be made by written addendum and will be available on the SCOG website (www.scog.net).

Any questions concerning this solicitation should be directed to:

Kevin Murphy
Executive Director
204 W. Montgomery Street
Mount Vernon, WA 98273
Telephone: (360) 416-7871
kevinm@scog.net

VIII. POST-CLOSING DISCUSSION

Conversations may take place between SCOG and offerors after the quotes are initially reviewed, for purposes of clarification. Offerors will be held to the information submitted in their quote and subsequent negotiations.

IX. INCURRED COST

This QR does not obligate SCOG to award any contract, nor will it be responsible for any cost or expense that may be incurred by the offeror in preparing and submitting a quote in response to this QR, or any cost or expense incurred by the offeror before the execution of a contract agreement. The offeror shall be solely responsible for any and all costs associated with submitting a quote including any and all costs associated with interviews. No claims shall be submitted to SCOG for preparation or presentation of quotes.

All expenditures under any contract are subject to eligibility requirements in the applicable RTPO/WSDOT agreements, as well as all applicable State and Federal laws.

X. PROTEST OF CONTRACT AWARD

Protests concerning the consultant selection process must be delivered by an interested party in writing to SCOG within 14 calendar days of the award announcement. SCOG will review the protest, contact the parties involved, and recommend the appropriate action to the SCOG Board of Directors and/or Transportation Policy Board, and other agencies as applicable. The appropriate Board's decision will be the final SCOG position. The final decision will be presented to all interested parties within forty-five (45) calendar days of receipt of the protest.

A protester must exhaust all administrative remedies with SCOG before pursuing a protest with the Federal Highway Administration. Reviews of protests by the Federal Highway Administration will be limited to:

1. Violations of Federal law or regulations and the standards of this section (violations of State or local law will be under the jurisdiction of State or local authorities), and;
2. Violations of SCOG's protest procedures for failure to review a complaint or protest. Protests received by the Federal Highway Administration other than those specified above will be referred to SCOG.

Unsuccessful offerors will be afforded the opportunity of a debriefing conference if they so request. The request for a debriefing conference must be made within three days of receipt of the notification indicating that their proposal was not selected. Discussions

will be informal and limited to a critique of the requesting consultant's proposal. SCOG representatives will explain the scoring of a consultant's proposal. Debriefings may be conducted in person or by telephone and may be limited to a specific period of time.

XI. ASSIGNMENT

The awarded Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or of any of its rights, title, or interests therein, without the prior written consent of SCOG.

XII. ADDITIONAL LANGUAGE

SCOG reserves the right to introduce additional terms and conditions at the time the final contract is negotiated. Any additional terms or conditions would be limited to ones having the effect of clarifying the QR language and/or correcting defects, such as omissions or misstatements, which are discovered after the QR is issued, or that reflect State or Federal Law changes, or as required by funding entities.

XIII. OFFEROR'S RESPONSIBILITY

By submitting a quote, a firm or individual represents that:

1. The offeror has read and understands the QR, and the quote is made in accordance therewith, and;
2. The offeror is familiar with the local conditions under which this contract must be performed. The offeror possesses the capabilities, resources, and personnel necessary to provide efficient and successful service, and;
3. It is understood, and the offeror agrees, that the offeror shall be solely responsible for all services provided.

Each offeror shall be responsible for reading and completely understanding the requirements and specifications contained herein. The deadline for submission of quotes will be strictly adhered to. Late quotes will not be considered.

XIV. CONTRACT REQUIREMENTS

The successful offeror will be required to enter into a contract with SCOG as per the provisions of the Federal/State Planning Grant Agreement and Metropolitan/Regional Transportation Planning Organization Agreement (Agreements), numbers GCB 1748 & 1770 respectively, copies of which are available at the SCOG offices or electronically upon request to kevinm@scog.net. Through this reference, all the provisions within the Agreements are made a part of this QR.

XV. PROFESSIONAL LIABILITY INSURANCE

Upon selection, the offeror shall be responsible for providing proof of professional liability insurance coverage for errors and omissions in the proposed work. The coverage should amount to at least \$1,000,000.

XVI. TITLE VI ASSURANCES

The Skagit Council of Governments, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-42 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 offerors that it will affirmatively ensure that 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 quotes 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.

XVII. DELIVERY INSTRUCTIONS

Quotes must be received via mail or email by **5:00 p.m.** on **February, 2015**. Quotes should be mailed to:

Kevin Murphy
Executive Director
Skagit Council of Governments
204 W. Montgomery Street
Mount Vernon, WA 98273

Alternatively, quotes should be emailed to: kevinm@scog.net.