

**Skagit Council of Governments**

# **Request for Proposals**

**For: Cook Road Corridor Study**

The preparation and publication of this document was financed in part by funds provided by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration. The provision of Federal financial assistance should not be construed as denoting U.S. Government approval of plans, policies, programs or projects contained herein.



7/11/2016

## 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, Washington. 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. RTPOs are state-designated organizations created to ensure coordinated transportation planning and cooperation among state and local jurisdictions.

SCOG is initiating a Request for Proposals (RFP) from qualified firms and individuals to conduct the Cook Road Corridor Study. This RFP 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.

The Cook Road Corridor Study will be funded through Federal Highway Administration planning funds, with matching funds from SCOG. All applicable state and federal laws must be followed and will apply to this contract.

Minority- and women-owned firms are encouraged to submit proposals. SCOG is an Equal Opportunity and Affirmative Action Employer.

## 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 develop a preferred alternative to address congestion-related issues in the Cook Road/Interstate 5/Old Highway 99 vicinity.

The forthcoming contract is a work activity identified in the adopted [Unified Planning Work Program for SCOG for state fiscal year 2017](#):

### ***Cook Road Corridor Study***

*The Skagit 2040 Regional Transportation Plan identifies the Cook Road Interchange and surrounding vicinity as one of the most congested areas in Skagit County. A number of projects have been identified in Skagit 2040 to address separate components of the issue but it is proposed that a comprehensive corridor study be done to determine the best solutions for the entire region. Potential outcomes of the study may be: a determination of whether a grade-separated railroad crossing is needed and/or feasible, an analysis of alternative roadway alignments and/or interchange locations, and a funding estimate of the preferred transportation solutions in the Cook Road corridor to aid in pursuing funding opportunities.*

The following are suggested tasks to be accomplished as part of the contracted services. Offerors are encouraged to suggest additional and/or alternative approaches to performing the work. Resources are identified where appropriate.

Tasks:

1. STAKEHOLDER COORDINATION

The Cook Road Corridor is a major transportation connection in Skagit County which serves and impacts multiple jurisdictions. It is essential that the appropriate jurisdictional stakeholders are involved in the development of the corridor study. The organizations that are directly impacted by potential improvements on Cook Road will be considered the primary stakeholder group. They consist of the following jurisdictions:

- City of Sedro-Woolley
- Skagit County
- WSDOT

The role of the primary stakeholder committee will be similar to a steering committee. They will be responsible for providing overall direction for the corridor study and providing direct input on consultant selection and scope definition. They will also provide input to the corridor study development process.

The secondary stakeholder committee will consist of organizational stakeholders that are indirectly impacted by improvements to the Cook Road Corridor. They will be used to gain input and expertise regarding the preferred alternative to improve the Cook Road Corridor and identify the associated impacts to their organizations. The secondary stakeholder committee may consist of:

- City of Burlington
- Upper Skagit Tribe
- Port of Skagit
- Burlington Northern Santa Fe
- Skagit Transit

**Assumptions:** It is expected that SCOG will perform the majority of this task but the consultant should include provisions in the project budget for a kick-off meeting with the primary and secondary stakeholder committees and additional coordination meetings.

2. EXISTING/BASELINE CONDITIONS

This task will identify existing and future transportation issues associated with the Cook Road Corridor. The successful offeror is expected to perform operational analysis for roadway conditions within the study area. [The SCOG Rail Crossing Study](#) performed initial queueing analysis associated with the Cook Road at-grade railroad crossing. It is anticipated that

the following intersections will be included in the analysis of existing and future conditions:

- Cook Road & I-5 Southbound Ramps
- Cook Road & I-5 Northbound Ramps
- Cook Road & Old Highway 99
- Cook Road & District Line Road
- Bow Hill Road I-5 Interchange
- SR 11 I-5 Interchange
- SR 20 I-5 Interchange (due to consideration of route jurisdiction transfer, discussed later)

In addition to traffic operational and queueing analysis, consideration should also be given to other modes of travel, including freight, non-motorized, transit, and agricultural uses.

The identification of future transportation issues shall be based on SCOG's 2040 regional travel demand model. Skagit 2040 identifies multiple regional capacity improvement projects within the study area. The successful offeror will be expected to assess the cumulative impact of the proposed projects to determine if further coordination or reassessment is necessary.

### 3. ALTERNATIVES ANALYSIS

This task should result in the identification of at least three alternatives to address the transportation issues in the Cook Road Corridor. Potential alternatives may include a railroad over/undercrossing, rerouting traffic from the current alignment, or the relocation of the Cook Road/I-5 interchange. Offerors are encouraged to identify practical design alternatives.

It is expected that the consultant will engage in a public outreach process to obtain public input on the proposed alternatives.

Through coordination with the stakeholders committee, input from the public outreach process, and direction from the SCOG Transportation Policy Board, the consultant shall identify a preferred alternative for the Cook Road Corridor.

### 4. DEVELOP IMPLEMENTATION STRATEGIES

Once a preferred alternative has been identified, the consultant shall engage in an additional outreach process, focusing on property owners and stakeholders directly influenced by the proposed alternative. This input shall be assessed and addressed before finalizing the proposed alternative. At this point the consultant shall provide a thorough pre-design cost estimate for the preferred alternative. A primary consideration for obtaining a well-vetted cost estimate is to position the region to be competitive for future calls for projects in state and federal funding cycles. The consultant

shall also identify and provide guidance on the availability and timing of potential funding sources for the preferred alternative. The Cook Road Corridor Study should also assess the feasibility and likely impacts of a route jurisdiction transfer of SR 20 from its current alignment through Burlington and Sedro-Woolley to Cook Road. Finally, the consultant shall also identify which jurisdictions are responsible for which tasks to develop the preferred alternative for the Cook Road Corridor.

#### 5. DELIVERABLES

The following is a preliminary list of deliverables for the Cook Road Corridor Study. This list is subject to change through further negotiations with the successful offeror.

- Develop public engagement plan
- Attendance at a kick-off meeting with stakeholder committee
- Periodic progress reports to SCOG project manager
- Traffic operations/queueing analysis of study intersections in existing and forecast years. Original files and associated report PDFs shall be delivered to SCOG upon the completion of the project.
- Presentations to SCOG Transportation Policy Board regarding initial findings, potential alternatives, and preferred alternative
- Focused outreach regarding preferred alternative
- Pre-design cost estimate of preferred alternative
- Identification of potential funding sources
- Identification of implementation roles for stakeholder jurisdictions
- Final report

### III. QUALIFICATIONS

Successful offerors must have demonstrated experience in performing corridor studies along with experience and skill assessing the impacts of at-grade railroad crossings. The offeror must have the ability to provide accurate pre-design cost estimates.

### IV. PROPOSAL CONTENT

Proposals 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. STUDY APPROACH
  - A. An approach to how the scope of work would be accomplished. A sufficient level of detail to convey the approach should be included;
3. PRICE AND AVAILABILITY
  - A. Estimated billable hours, cost per hour, and hours per task for each individual on the consultant team;
  - B. Key staff availability to conduct the scope of work; and
  - C. Total overall price.

Proposals should be no more than 20 pages total.

To keep production, shipping and handling costs down, SCOG suggests that proposals are submitted in .pdf form. Mailed proposals will also be accepted. If proposals are mailed, please include six (6) copies for distribution to the selection team. Proposals must be received by **5:00 p.m.** on **August 18, 2016**. Late proposals will not be considered for selection.

## V. CONTRACT TYPE AND TERM

The contract type will be cost reimbursement and the term is expected to run through September 30, 2017. It is estimated that the contract will be executed by September 23, 2016.

## VI. SUBMITTAL AND SELECTION PROCESS

Proposals must be received by **5:00 PM** on **August 18, 2016**. References will be contacted prior to final selection of a firm or individual to undertake the project.

SCOG reserves the right to accept or reject any or all proposals received from this RFP, or to negotiate separately with any offeror, and to waive any informalities, defects, or irregularities in any proposal, or to accept that proposal or proposals, 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.

Proposals will be evaluated to determine the best value to SCOG based upon the following (weighted) factors:

- (10%) Experience related to conducting corridor studies;
- (10%) Experience in traffic operations analysis and assessing railroad impacts;
- (10%) Experience in developing pre-design cost estimates;
- (30%) Overall approach and understanding of the project;
- (10%) Qualifications of key personnel;
- (10%) Availability and capacity to conduct the work; and
- (20%) Cost and disadvantaged business enterprise related measures.

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

## VII. INTERPRETATION OF SOLICITATION

Any person contemplating submitting a proposal 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 RFP. Such request must be in writing (letter or email) and must be delivered to the SCOG Contact Person no later than **5:00 p.m.** on **August 5, 2016**. The person submitting the request is responsible for its timely delivery. Any interpretation, clarification, or correction to the RFP will be made by written addendum and will be available on the SCOG website ([www.scog.net](http://www.scog.net)).

Any questions concerning this solicitation should be directed to:

Gabe Philips  
Transportation Planner  
204 W. Montgomery Street  
Mount Vernon, WA 98273  
Telephone: (360) 416-6678  
Email: [gabep@scog.net](mailto:gabep@scog.net)

## VIII. POST-CLOSING DISCUSSION

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

## IX. INCURRED COST

This RFP does not obligate SCOG to award any contract, nor will SCOG be responsible for any cost or expense that may be incurred by the offeror in preparing and submitting a proposal in response to this RFP, 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 proposal including any and all costs associated with interviews. No claims shall be submitted to SCOG for preparation or presentation of proposals.

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 Transit Administration. Reviews of protests by the Federal Transit 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 Transit 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 RFP language and/or correcting defects, such as omissions or misstatements, which are discovered after the RFP is issued, or that reflect state or federal law changes, or as required by funding entities.



### XIII. OFFEROR'S RESPONSIBILITY

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

1. The offeror has read and understands the RFP, and the proposal is made in accordance therewith;
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 proposals will be strictly adhered to. Late proposals 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 [Gabe Philips](#). Through this reference, all the provisions within the Agreements are made a part of this RFP.

### 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 proposals 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**

RFPs must be received via mail or email by **5:00 p.m.** on **August 18, 2016**. Proposals should be mailed to:

Gabe Philips  
Transportation Planner  
Skagit Council of Governments  
204 W. Montgomery  
Mount Vernon, WA 98273

If proposals are mailed, please include six (6) copies for distribution to the selection committee. Alternatively, proposals should be emailed to: [gabep@scog.net](mailto:gabep@scog.net).

## **XVIII. SUMMARY OF KEY DATES**

Interpretation of Solicitation	<b>5:00 p.m. on August 5, 2016</b>
Proposals Due to SCOG	<b>5:00 p.m. on August 18, 2016</b>
Anticipated Interviews	<b>August 29 to August 31, 2016</b>
Contract Execution	<b>September 23, 2016</b> or shortly thereafter
Begin Work	Beginning of <b>October 2016</b>
Contract Term Ends	Estimated <b>June 30, 2017</b>