

**Lewis Clark Valley Metropolitan Planning Organization
(LCVMPO)**

LEWIS-CLARK VALLEY



REQUEST FOR PROPOSALS

FOR

**CLARKSTON SCHOOLS INTERSECTION
SAFETY STUDY**

PROPOSALS DUE: JULY 30, 2021, 5:00 P.M. P.S.T.

GENERAL INFORMATION

OBJECTIVE:

The LCVMPO is seeking qualified and experienced consultants to develop a Safety Study that examines the areas surrounding Clarkston High School, Parkway Elementary, Grantham Elementary, and Holy Family School in Clarkston, Washington. The objective of this project is to evaluate the existing conditions in the areas surrounding the schools and propose potential solutions to pedestrian/bicycle conflicts in each area.

DEFINITIONS/ACRONYMS

LCVMPO – “Lewis Clark Valley Metropolitan Planning Organization”

RFP – “Request for Proposal”

TAC – “Technical Advisory Committee”

WSDOT – “Washington State Department of Transportation”

SCOPE OF WORK:

A draft Scope of Work is attached. The Consultant shall utilize this document as the basis for development of a final Scope of Work in conjunction with the MPO Staff that includes all necessary tasks to achieve the final deliverables.

ROLES AND RESPONSIBILITIES:

Shannon Grow, LCVMPO Director, is the Project Manager. She will provide project direction, assistance with scheduling, and access to existing data.

The Consultant shall be responsible for all technical work, stakeholder participation, report preparation, presentations, recommendations, strategies, etc. as agreed to in the final scope of work.

PROJECT DELIVERABLES:

The Consultant shall deliver the following summarized final products in a format mutually agreed to with the LCVMPO:

- Various administrative deliverables as defined throughout the draft Scope of Work.
- Jurisdiction and stakeholder notification and outreach strategy
- Analysis of existing conditions and planned improvements, recommended improvements

RESOURCES:

The following resources shall be made available for Consultant use:

- GIS Database(s) and Maps
- Various traffic analysis, accident data, and pedestrian/bike counts collected.

- Aerial Photos
- Traffic tube counts upon request
- Clarkston / Asotin County Transportation Plan dated June 13, 2019
- Valley Destination 2040 2.0, The Long Range Transportation Plan for the Lewis Clark Valley Metropolitan Planning Organization dated December 10, 2020
- LCVMPPO Bike Master Plan dated June, 2015
- Palouse RTPO Safe Routes to School Plan

ESTIMATED BUDGET:

A \$40,000 budget is estimated to complete this Study.

PROPOSED CONTRACT:

The successful Consultant will be asked to provide their boilerplate Contract Agreement for work of this type for use as a starting point for final Agreement.

CONTACT INFORMATION

All questions concerning this project or Request for Proposal shall be directed to Shannon Grow, Director, Lewis Clark Valley Metropolitan Planning Organization, via e-mail at director@lewisclarkmpo.org.

SCHEDULE OF KEY DATES

Request for Proposal issued	7/2/2021
Project specific question deadline	7/23/2021
Last date for posting answers to project specific questions to the LCVMPO website (www.lewisclarkmpo.org). This service ensures equal access and consistent answers.	7/26/2021
Final proposals due	7/30/2021 5:00 p.m. pst
LCVMPO evaluation of proposals	8/2/2021-8/6/2021
Scope of Work and Contract Agreement negotiation	8/9/2021-8/13/2021
Final Scope of Work delivered to LCVMPO TAC	8/18/2021
Final Scope of Work approved by LCVMPO TAC	8/25/2021
Final Scope of Work and Contract Agreement Approved by the LCVMPO Policy Board	9/9/2021
Project Start	9/20/21
Draft Report Complete and Submitted for Final Comments	1/7/2022
Policy Board Approval and Project Completion	2/10/2022

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal may be rejected at the sole discretion of the LCVMPO.

Responses must be submitted electronically as a .pdf file sent to the e-mail address below. NO PAPER SUBMITTALS WILL BE ACCEPTED.

The maximum length of the proposal shall be five (5) pages. Font size shall be a minimum of 10 point. Consultant may include embedded links to provide supplemental documents, websites, and other explanatory material. **Use of embedded links is encouraged to reduce the file size of the electronic submittal.**

Late proposals will not be considered and will not be accepted.

Proposals shall be sent to:

E-MAIL DELIVERY: Shannon Grow, Director
Lewis Clark Valley Metropolitan Planning Organization
director@lewisclarkmpo.org

SUBMITTAL CONTENT

It is essential that the Consultant provide an adequate staff of experienced personnel and/or Sub-Consultants capable of and devoted to the successful accomplishment of the Work to be performed under this Request for Proposal. The Project Manager is an assigned key position and shall not be removed or replaced without the prior written approval of LCVMPPO. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal. The following criteria apply to both the Consultant and each Sub-Consultant. The proposal response shall include the following items arranged in the order listed below:

- **Introduction:** Introduce the Company, giving location, brief history, and describe how the company is organized to develop this type of project.
- **Stakeholder Participation and Jurisdiction Engagement Process:** It is thought that this plan will be shaped by technical issues and solutions. As such, engagement of the jurisdictions (listed in scope of work) and the MPO TAC is a priority. The Consultant shall describe a thorough methodology for productively and continuously engaging jurisdiction staff through Plan completion.

A Plan for jurisdiction/stakeholder outreach shall be discussed and included in the approved scope of work.

- **Project Team:** Identify the Project Manager who will be responsible for all aspects of project execution, cost, quality, work schedule performance, and provision of adequate personnel and other resources for the successful completion of this project.
- **Project Experience:** Provide a written narrative demonstrating knowledge of methodology, policies, and procedures for accomplishing this type of project. Identify a minimum of three projects of this type specifically relating to Safety Study development within the greater context of a LRTP that your company has successfully completed. Provide links to these completed Plan documents.
- **Project Execution Approach and Schedule:** Define and provide a brief description of the activities required for successful project completion. Provide a project schedule in accordance with the Schedule of Key Dates with a Draft Plan completion date on or before November 19, 2021. Schedule shall be logically linked in accordance with best industry practice. Activities of the LCVMPPO and other organizations participating in the execution of the project shall be included within the schedule logic.
- **Cost Estimate:** Complete a lump sum estimate of total project cost for the performance and delivery of this Work. The proposed cost estimate will not be utilized in the bid evaluation process. Agreed to project cost will be itemized with the successful Consultant prior to contract award.

EVALUATION CRITERIA

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received in accordance with the following evaluation criteria. It is the responsibility of the Consultant to ensure that it complies with this Request for Proposal and provides the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score or disqualification.

Element	Rating	Weight	Score
A – Stakeholder Participation and Jurisdiction Engagement		30	
B - Project Team		10	
C - Project experience		20	
E - Project execution approach		30	
F - Project schedule		10	
Final Score			

Each of the criteria above will be rated 0 (poor or non-responsive) to 5 (excellent) and weighted by the number in parenthesis for each above. Final rating will be the sum of the individual weighted scores for each element.

DBE PARTICIPATION

The Consultant will not be required to meet a specific DBE utilization for this project. However, the Consultant is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project.

TITLE VI

The Lewis Clark Valley MPO, 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 23 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.

GENERAL TERMS

This Request for Proposal does not commit LCVMPO to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

RESERVATION OF RIGHTS BY LCVMPO

The issuance of this RFP does not constitute an assurance by LCVMPO that any contract will actually be entered into by LCVMPO and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Proposal
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this proposal, each respondent agrees that any finding by LCVMPO of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

CONFLICT OF INTEREST

By the submission of a RFP, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

FINANCIAL REQUIREMENTS

The selected Consultant and their Sub-Consultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with Federal Acquisition Regulations.

PROPRIETARY MATERIAL

LCVMPO assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.