

Request for Qualifications

City of Lake Forest Park Safe Highways Study

City of Lake Forest Park
17425 Ballinger Way NE
Lake Forest Park, WA 98155
www.cityoflfp.com



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Overview

The City of Lake Forest Park (the City) is requesting submittals from qualified consultants (Consultant) who can assist the City by completing a comprehensive corridor study of state routes SR 522 and SR 104 within Lake Forest Park city limits.

The goals of the study are to examine scenarios that improve access and connectivity and reduce mobility barriers for all types of travel, including pedestrian, bicycle, automobile, and public transit; improve area health and safety by increasing walkability and bikeability; and identifying needed safety improvements and corresponding remedies.

The City strongly encourages minority- owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this RFQ.

Background

Lake Forest Park borders Seattle on the north with a population of just over 13,000. The City was incorporated in 1961 and has a Mayor-Council form of government. Lake Forest Park is primarily a residential community with a high proportion of long-time residents and medium to large-size lots.

A notable feature of Lake Forest Park is the degree to which the two heavily-traveled state highways SR 522 and SR 104 exist largely within residential neighborhoods and tend to dominate the city. To this extent, the state highways split the neighborhoods and in many stretches currently offer little in the way of shy distance or buffer between the traveled edge and residential properties. There are stretches of these corridors which have inadequate and unsafe nonmotorized facilities, and in some places no facilities at all. A successful outcome for the study will be more balanced options for interactivity.

SR 104

SR 104 between NE 195th Street and SR 522 traverses approximately through the center of Lake Forest Park and carries 18,000 vehicles per day. There are three signalized intersections in this corridor which are owned and operated by WSDOT. The roadway has not been upgraded or improved in many years, with the exception of the signalized intersection at 35th Avenue NE and some spot sidewalk installation. Known shortcomings of this corridor include generally poor sidewalk condition and inadequate sight distance at local street intersections. There are unsignalized intersections which were configured in odd ways that may have been adequate in the past but do not work well and have safety shortcomings considering the current volume of traffic. It is anticipated that with completion of the ST light rail station at I5/NE 185th Street, SR 104 will experience increased traffic from those traveling to the station. Accordingly, there are fears of increased cut-through traffic through LFP neighborhoods by these commuters as there are few agreeable routes for which motorists would willingly stay on the arterial and collector roads. A key challenge for the consultant will be to create design concepts that improve safety features in the corridor while anticipating the likelihood of interest in cutting through neighborhoods and developing creative ways to prevent it.

SR 522

SR 522 between Bothell and Seattle has experienced several large projects as Bothell and Kenmore have sought to improve this 43,000 vehicle per day corridor and make it safer for motorists, bicyclists and pedestrians. When the City of Kenmore completes its West Segment A project (scheduled for 2023), the only unimproved section of SR 522 will be the length that traverses Lake Forest Park. Currently there is

a BAT lane inbound for the entire length from Kenmore city limits to NE 145th Street, but for the outbound direction there is no BAT lane between NE 153rd Street and 41st Avenue NE. Completion of the BAT lane along with pedestrian improvements are key elements of a long range plan for this roadway.

The sheer volume of traffic through Lake Forest Park on SR 522 serves to isolate the lakeside portion of the community. One fifteen block section has private driveways directly entering the highway. Long distances between signalized intersections has led to adventuresome pedestrian crossings.

Sound Transit 3

The recently approved Sound Transit 3 transportation funding measure includes bus rapid transit facilities (BRT) on SR 522 that originate in Woodinville and end at the future Seattle I5/NE 145th Street light rail transit station, along with a 300 vehicle parking garage to be sited on a yet unknown location. The Safe Highways study will commence in advance of ST design work in the SR 522 corridor and it is anticipated that early design considerations attributed to the ST3 project will be significant. While details of ST's project will not be forthcoming in the near term, past ST projects featuring BRT can be analyzed. In addition, WSDOT can be consulted about minimum lane widths and design features. It is expected that through coordination with WSDOT and ST, the consultant will be able to creatively produce roadway section alternatives that meet the goals of efficient travel for all modes while achieving greater safety for nonmotorized modes which this corridor greatly needs.

Project Funding

Funding for this project is provided by a Washington state grant. The adopted Capital Improvement Plan for 2017 provides \$425,000 for this study.

Project Schedule

The project's schedule begins in December 2016 through the end of November 2017. The preliminary schedule is as follows:

Task	Schedule
Advertise RFQ (City)	12/16/16 - 1/13/17
Consultant Contract Signed	3/31/17
Consultant Begins Contract Work	4/14/17
First Draft of Consultant Work Due	7/28/17
Final Draft of Consultant Work Due	11/30/17

Scope of Work

At a minimum, the consultant's final report is expected to address and evaluate the following items:

- Current and future conditions on SR 522 between city limits of Kenmore and Seattle (NE 145th Street) and SR 104 between NE 195th Street and SR 522.
 1. Review and analyze traffic counts, existing travel times, and collision history.
 2. Review bicycle and pedestrian usage.
- Evaluate road capacity and level of service.
- Evaluate traffic channelization, pavement markings, and signage.

- Evaluate non-signalized intersection geometry and configurations.
- Evaluate approaches, business and residential.
- Conduct community meetings with stakeholders to gather public input, consider alternatives, build public consensus in the community, and to present findings and recommendations.
- Create alternatives that address suggested improvements including nonmotorized mobility options.
- Attend meetings with City Council to provide preliminary and final results of the study.

Submittal Deadline

Five (5) copies of the Statements of Qualifications must be received by the City by close of business, 5:00 PM on January 13, 2017. They must be mailed or delivered in a sealed envelope that is clearly marked to the address listed below. Statements of qualifications may not be faxed or emailed. Please direct all questions to Neil Jensen, City Engineer:

City of Lake Forest Park
ATTN: Neil Jensen, City Engineer
17425 Ballinger Way NE
Lake Forest Park, WA 98155
njensen@ci.lake-forest-park.wa.us

The City reserves the right to request follow-up information or clarification from consultants in consideration. Each response to this RFQ shall be prepared at the sole cost and expense of each applicant with the express understanding that no claims against the City for reimbursement of RFQ response preparation will be accepted.

Submittal Requirements

The intent of this RFQ is to enable the City to evaluate the consultant's experience, qualifications and capabilities for a corridor study. Submittals may not exceed 20 pages. The desired qualifications are outlined below. Responders should submit a written narrative corresponding to each of the following items:

1. Transportation Corridor Engineering Experience
 - A. Washington municipal clients (list city name) and transportation studies designed for those municipal clients. Consultant shall be specific about the role in the study, i.e. work performed as a subconsultant should be noted and specific duties listed.
 - B. If no previous municipal experience, explain relevant experience (list other government clients).
 - C. References (minimum three references, including all contact information below)
 1. Client name
 2. Client contact person
 3. Phone and email address
 4. Client address

2. Company Profile
 - A. Number of years in business
 - B. Office location(s) (Include business address)

3. Team Members/Roles (list all personnel to be assigned to this project including subconsultants)
 - A. Name, title, role, professional qualifications
 - B. Past projects

4. Engineering Capability/Availability
 - A. Transportation engineering (including nonmotorized and transit)
 - B. Survey experience
 - C. Community outreach

Deliverables

This section identifies the deliverables associated with this RFQ:

1. Under Submittal Requirements section, complete and return items 1-4.
2. Include a project approach summary for all tasks associated with the study.
3. Include a sample project schedule.

Evaluation and Selection Criteria

The City will review the responses to this RFQ. The evaluation will be based on a comparison of the relative merits of the respective responses, the qualifications, references and overall fit of each responder with the City. The City will select the consultant which, in the opinion of the City, is the most qualified to provide the desired services and who will best serve the interests of the City; the City reserves the right to reject any or all submittals.

Firms are encouraged to identify and label in their SOQ how each criterion is being addressed. Evaluation of the responses to the RFQ will be based only on the information provided in the SOQ package, and if applicable, interviews, and references responses. The City reserves the right to request additional information or documentation from the firm regarding its SOQ documents, personnel, or other items in order to complete the selection process.

The following criteria using a point system of relative importance with an aggregate total of 100 points will be utilized as part of the City’s evaluation of the qualifications and responsiveness of each firm:

Evaluation Criteria		Weighting
1	Evidence of the firm’s ability to perform the required services	35
2	Qualifications/expertise of the key personnel on the team	25
3	Past performance and record of successful completion of similar work	25
4	Evidence of availability of staffing to begin immediately upon award of Contract	15
Total		100

Selection Process

The selection process will involve the following phases:

- Phase 1: A review team will evaluate submittals. The initial review will determine conformance to submission requirements and whether responses meet minimum criteria established. Review will include the consultant's acceptance of RFQ terms and completeness of submissions.
- Phase 2: Interview of most qualified applicants
- Phase 3: Review team will check references and review other information regarding the responding consultants' past performance and experience.
- Phase 4: The City will enter into contract negotiations with the preferred consultant, who is expected to execute a professional services agreement in the form attached.

Consultant Selection Schedule

The approximate RFQ schedule is summarized below:

- Issuance of RFQ: 12/16/2016
- Consultant submittals due:1/13/2017
- Consultant interviews, reference checks: 2/8/17-2/22/17
- Consultant approval, enter negotiations, execute a professional services agreement in the form attached: 2/27/17-3/16/17
- Dates are subject to change

Compliance with Laws

In responding to this RFQ, all consultants shall comply with all applicable federal, state and local laws, rules, and regulations, and agree to hold the City harmless against any and all claims arising from the consultant's violation thereof.

Inquiries

Inquiries about this request for qualifications must be in writing, email preferred, and directed to:

Neil Jensen
City Engineer
17425 Ballinger Way NE
City of Lake Forest Park, WA 98155
Email: njensen@ci.lake-forest-park.wa.us

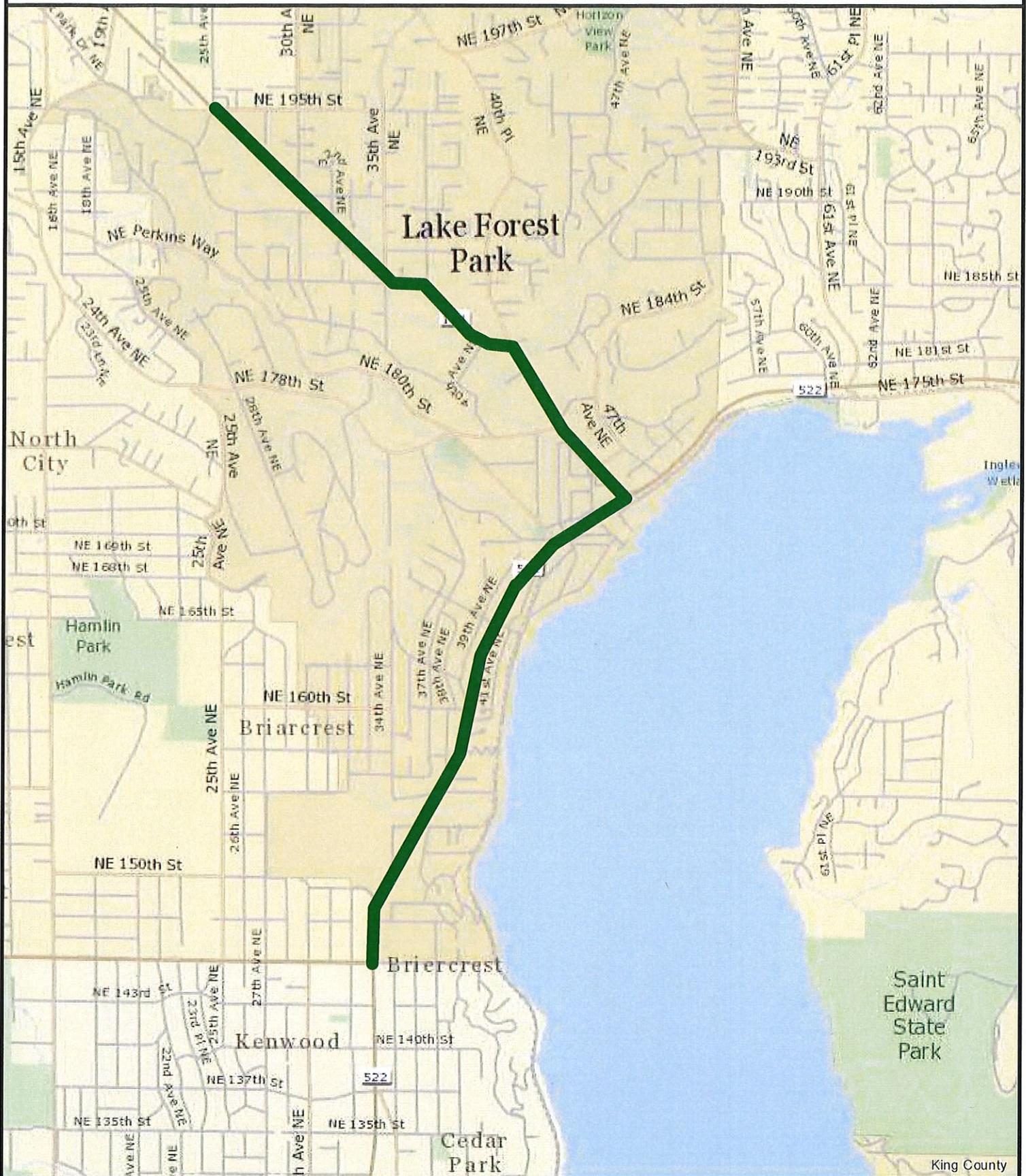
RFQ Responses May Be Public Records

Persons responding to this RFQ should be aware that their response will be considered a public record and may be subject to public disclosure under the Public Records Act, Chapter 42.56 RCW. If you believe that any part of your response to this RFQ should be exempt from public disclosure under RCW Ch. 42.56 as a trade secret or otherwise, please segregate the information that you maintain should not be disclosed in a separate file or folder, and include with your RFQ response an explanation of why you

believe such information is exempt from disclosure. The City will make an independent determination as to whether information received as part of RFQ responses is required to be disclosed, but will consider requests for exemption submitted as part of an RFQ response prior to releasing requested records.

End of RFQ

LFP Safe Highways



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