

KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS

**AGENDA STAFF REPORT**

**AGENDA DATE:** June 17, 2014

**ACTION REQUESTED:** To Advertise a Request for Qualifications (RFQ) for a consulting firm to provide public outreach services for QUADCO's Regional Transportation Plan update

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**BACKGROUND:** Kittitas County is the lead planning agency for Quad County Regional Transportation Planning Organization (QUADCO). QUADCO is comprised of Kittitas, Grant, Lincoln, and Adams counties and the cities and towns within these counties.

Public Works is requesting qualifications from consulting firms to conduct public outreach services for QUADCO's Regional Transportation Plan update.

**INTERACTION:** Public Works

**RECOMMENDATION:** Board of County Commissioners to Authorize Public Works to Advertise the Request for Qualifications.

**HANDLING:** Return one copy to Public Works

**ATTACHMENTS:** Resolution  
RFQ

**LEAD STAFF:** Jan Ollivier  
Public Works Transportation Manager

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION NO. \_\_\_\_\_**

**TO ADVERTISE A REQUEST FOR QUALIFICATIONS FOR A CONSULTING  
FIRM TO PROVIDE PUBLIC OUTREACH SERVICES FOR QUADCO'S  
REGIONAL TRANSPORTATION PLAN UPDATE**

**WHEREAS:** Kittitas County Public Works is requesting Statements of Qualifications from interested and qualified public outreach consultants for professional public outreach services for QUADCO's Regional Transportation Plan update; and

**NOW, THEREFORE BE IT RESOLVED** the Kittitas County Board of County Commissioners declares it be in the best interest of the public, and does hereby authorize the Kittitas County Public Works Department to prepare and advertise a Request for Qualifications for professional public outreach services for QUADCO's Regional Transportation Plan update.

**DATED** this 17th day of June, 2014, at Ellensburg, Washington.

**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

\_\_\_\_\_  
Paul Jewell, Chair

\_\_\_\_\_  
Gary Berndt, Vice-Chair

\_\_\_\_\_  
Obie O'Brien, Commissioner

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board

**Public Notice**  
**Kittitas County, Ellensburg WA**

Kittitas County Public Works Department, serving as the lead agency for the Quad County Regional Transportation Planning Organization (QUADCO), comprised of Kittitas, Grant, Lincoln, and Adams counties, solicits interest from consulting firms with expertise in conducting public outreach services. The work to be performed by the Consultant consists of providing public outreach services for QUADCO during the Regional Transportation Plan (RTP) update process. Public outreach is expected to begin in July, 2014 and be completed in March, 2015. The request for qualifications may be downloaded for this project from the official County website at: <http://www.co.kittitas.wa.us/>

Statement of Qualifications will be received until, but not after 5:00 p.m., July 3, 2014 at the Kittitas County Public Works Department, 411 N. Ruby Street, Suite 1, Ellensburg, WA 98926, (509) 962-7523. Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect (509-962-7523). QUADCO encourages disadvantaged business enterprise CONSULTANT firms to respond.

The Recipient, 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 49m 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 CONSULTANTS 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 a Statement of Qualifications 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.

More information is online at <http://www.co.kittitas.wa.us/notices/>.

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Clerk of the Board

Publish:

Daily Record: 06/20/14; 06/26/14

Daily Journal of Commerce: 06/20/14; 06/26/14

For more information, contact Public Works

Kittitas County shall evaluate statements of qualifications and performance data submitted by firms regarding the proposed project. Following the evaluation, the county may invite one or more firms to meet with county officials to discuss the project and the relative benefits of various methods of providing the desired services. The county then selects from among those firms the one "most highly qualified" to provide the required services. County procedures and guidelines are to include a plan to ensure that women, minority, and veteran-owned firms have the maximum opportunity to compete for the contract. The level of firm participation should be consistent with their availability within the relevant professional community.

After choosing the most qualified firm, the county then negotiates with that firm for a contract at a price the county determines is fair and reasonable, considering the estimated value of the services to be rendered, as well as the scope and complexity of the project. If a satisfactory contract cannot be negotiated, the county formally terminates the negotiations with that firm and attempts to negotiate a contract with the next most qualified firm. The process continues until an agreement is reached or the search is terminated.

In emergency situations, the process outlined above for procuring services maybe dispensed with upon a finding by the county that an emergency requires the immediate execution of the work involved.

All submittals shall become the property of Kittitas County.

Kittitas County reserves the right to reject all submittals and re-advertise if necessary.

## **REQUEST FOR QUALIFICATIONS**

Quad County Regional Transportation Planning Organization  
NOTICE TO CONSULTANTS FOR  
**Public Outreach Services**  
for Quad County's Regional Transportation Plan Update

Kittitas County Public Works Department, serving as the lead agency for the Quad County Regional Transportation Planning Organization (QUADCO), comprised of Kittitas, Grant, Lincoln, and Adams counties, solicits interest from consulting firms with expertise in conducting public outreach services. Consultants will be considered for the following project.

### **PROJECT DESCRIPTION**

The work to be performed by the CONSULTANT consists of providing public outreach services for QUADCO during the Regional Transportation Plan (RTP) update process. Public outreach is expected to begin in July, 2014 and be completed in March, 2015.

The latest version of the RTP was prepared in 2007 and can be viewed at the following website:

<http://www.co.grant.wa.us/GCPW/HTM/QUADCO-RTPO.htm>

The RTP describes the Quad County region, identifies future improvements to the regional transportation system, and determines funding sources. Outreach efforts and developing partnerships with the region's stakeholders are important to developing an effective and robust RTP.

CONSULTANTS may propose to complete any part, or the entire described project.

Work performed by the CONSULTANT shall comply with Agreement No. GCB 1769. This agreement is between the Washington State Department of Transportation and QUADCO for performing regional transportation planning work. A copy of this agreement is available upon request.

The request for qualifications may be downloaded for this project from the official County website at:

<http://www.co.kittitas.wa.us/>

### **SUBMITTAL**

Submittals shall include the following information: firm name, email address, phone and fax numbers; name of principal-in-charge and project manager; and number of employees in each firm proposed to work on this project.

Submittals will be evaluated and ranked based on the following criteria:

1) Key personnel; 2) Firm experience with providing public outreach services; 3) Firm experience with providing services for local city and county agencies; 4) Ability to meet schedule; 5) Approach to project; 6) Familiarity with RCW 47.80.030 - requirements for Regional Transportation Plans; 7) Past performance/references.

## **REQUEST FOR QUALIFICATIONS**

QUADCO encourages disadvantaged business enterprise CONSULTANT firms to respond.

Please submit one electronic version of your Statement of Qualifications (pdf format) and one paper copy of your Statement of Qualifications to: Jan Ollivier, 411 N. Ruby Street, Suite 1, Ellensburg, WA 98926 by July 3, 2014 not later than 5:00 p.m. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to: Jan Ollivier, Transportation Manager at (509) 962-7523.

QUADCO reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals. QUADCO shall have the sole discretion to determine the most responsive proposal.

QUADCO may choose to interview CONSULTANTS, depending upon evaluation scoring. A separate scoring matrix will be used during the interview process.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect (509-962-7523).

The Recipient, 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 49m 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 CONSULTANTS 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 a Statement of Qualifications 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.

Dates of publication: June 20, 2014 and June 26, 2014.

### **BACKGROUND:**

The Quad County Regional Transportation Planning Organization (QUADCO) currently consists of 34 elected or designated officials and representatives of the cities, towns, and counties within the four-county region of Adams, Grant, Kittitas, and Lincoln. QUADCO provides a continuing, cooperative, and comprehensive transportation planning and decision-making process among the member agencies.

QUADCO is required to periodically update its Regional Transportation Plan (RTP) under RCW 47.80.030. The original QUADCO RTP was adopted in June, 1994. It was amended in 2004 and 2007. The current RTP is being updated to reflect changing conditions and new data available.

## REQUEST FOR QUALIFICATIONS

### SCOPE OF WORK:

#### **Task 1 MANAGEMENT/COORDINATION/ADMINISTRATION**

##### **1.1 *Project Management:***

The CONSULTANT shall identify a project manager for all matters relating to the administration and completion of the project.

Kittitas County's Transportation Manager, Jan Ollivier, is the primary Project Manager for all matters relating to this project. The CONSULTANT and Project Manager have the authority to jointly move budget amounts among tasks in order to take advantage of cost savings and additional needs, such as technical analysis or public involvement, which arise through the project. The CONSULTANT will meet, via conference call, with the Project Manager on at least a monthly basis to monitor the progress of plan development, and review and discuss the status of project deliverables.

##### **1.2 *Project Coordination:***

QUADCO's lead agency is Kittitas County Public Works Department and shall be the major point of contact for this project. Kittitas County's Transportation Manager, Jan Ollivier, is the primary Project Manager for all matters relating to this project.

The CONSULTANT shall provide quarterly progress updates to QUADCO's Transportation Policy Board, a Board appointed by QUADCO's Council to provide policy advice on the update of the RTP. The CONSULTANT may also work on specific project tasks with QUADCO's Transportation Policy Board.

The CONSULTANT shall provide a presentation of the public outreach activities completed during the development of the RTP to the QUADCO Council prior to adoption of the RTP. The QUADCO Council is the body of members who have been appointed to represent member agencies to carry out all delegated powers and managerial and administrative responsibilities of the Quad County Regional Transportation Planning Organization.

##### **1.3 *Project Reporting:***

Invoice and status reports shall be provided by the CONSULTANT to the Project Manager, by the 15<sup>th</sup> of each month. The status report will identify work completed and will note any key issues especially relating to scope, schedule, and budget. The report will compare percent of work completed against the budget at the task level.

#### **Task 2 PROJECT ACTIVITIES**

##### **2.1 *Stakeholder Feedback Coordination:***

The CONSULTANT shall obtain feedback from stakeholders and interest groups early in the planning process during the summer of 2014 to develop trend analysis and a vision for the RTP as well as get their feedback prior to going to the general public for input.

## **REQUEST FOR QUALIFICATIONS**

The target audience for this initial stage shall include, at a minimum, the following types of stakeholders:

- Community residents.
- Private businesses and commodity associations (farmers, cold storage houses, apple, potato, hay, livestock, etc.).
- Economic Development Councils.
- Port Districts.
- Grant Transit Authority.
- Emergency service providers.
- General Aviation Airports including WSDOT Aviation.
- Bicyclists, pedestrians and trail user groups.
- Transportation providers including public transportation, rail (BNSF and other carriers), freight shippers, and private providers of transportation.
- Affected public agencies.
- Minorities, people with mobility disabilities, low-income, and persons speaking English as a second language.
- Representatives of users of pedestrian walkways and bicycle facilities.
- Tribal Governments including Colville and Yakama Nations.
- QUADCO Transportation Policy Board.
- QUADCO Council.

### **2.2 *Communication Tools and Strategies:***

The CONSULTANT shall develop and provide the following communication tools and strategies, at a minimum, to assist QUADCO's public outreach program:

- Create a new website for QUADCO to provide an electronically accessible format for providing materials and information to the public. This website will be used by QUADCO for this Regional Transportation Plan Update process and all future RTPO public coordination.
- Conduct media relations by providing news releases and advertisements.
- Prepare an electronic survey to obtain public opinion on regional transportation issues and needs.
- Conduct public outreach proactively.
- Have face-to-face meetings at public open houses.
- Communicate using plain talk with coordination materials such as flyers, comment cards, presentation boards.

## **REQUEST FOR QUALIFICATIONS**

- Use the newly created QUADCO website to obtain comments and provide RTPO materials.
- Record ideas, comments, and other details for QUADCO to consider in the update.
- Provide Spanish translations of outreach materials and translators at open houses.

The CONSULTANT shall hold a minimum of 4 Open Houses, one in each of the QUADCO counties, for public comments and public interaction to take place in the fall of 2014 during the evenings. Open Houses shall take place in locations along bus routes if possible. This will include advertising the open houses and request written ideas in the papers of record within each of the four counties. The CONSULTANT shall prepare all of the handouts and presentation materials for these Open Houses.

### **2.3 *Public Outreach Goals:***

- Information will be provided to the public in a timely manner.
- The public will understand the purpose of the RTP and the reasons for the update.
- The public will have the opportunity to review the draft RTP and provide their input.
- The public will understand the types of projects that QUADCO is planning.
- Public comments will be considered, documented and responded to. The CONSULTANT shall be responsible for collecting, documenting, and responding to all public comments and will coordinate with the Project Manager and the QUADCO Transportation Policy Board prior to responding.

## **Task 3 PROJECT SCHEDULE AND BUDGET**

### **3.1 *Project Schedule and Milestones:***

The CONSULTANT will develop a project schedule that defines tasks and identifies milestones in the contract for services, as approved by the QUADCO Transportation Policy Board. The public outreach activities shall coincide with development of the RTP, which is scheduled to be adopted at the end of March, 2015.

### **3.2 *Budget Management:***

The CONSULTANT will develop a project budget by task in the contract for services (not to be included in the qualifications submittal) , as approved by the QUADCO Transportation Policy Board.