

# **City of Sammamish Transportation Master Plan**

## **Request for Qualifications/Proposed Approach**

### **I. INTRODUCTION and BACKGROUND**

The City of Sammamish is soliciting a Request for Qualifications/Proposed Approach (RFQ/PA) from qualified firms interested in providing professional transportation planning services for development of the City's first Transportation Master Plan (TMP).

The City's Comprehensive Plan was updated in 2015 and includes citywide transportation goals and policies. The four goals include supporting growth; providing greater transportation options and improving mobility; prioritizing operations, maintenance, management and safety; and incorporating sustainable measures when planning and implementing city programs and projects. The Comprehensive Plan transportation policies direct capital investments for projects that support growth and development.

The City desires to evaluate other important criteria that should be factored into decisions regarding transportation system capital investments and their timing. In addition, there are a number of separate but related transportation issues (e.g. connectivity strategies, financial sustainability, transit, etc.) that need to be updated and clarified so that projects and programs can be planned, prioritized and implemented to better achieve the City's transportation vision and goals. There is also a need to update the City's 20-year capital project list including implementation strategies, priorities and funding options.

Upon incorporation in 1999, the City inherited a largely neglected and inefficient transportation network. Since then, major transportation investments have included widening of 228<sup>th</sup> Avenue SE; East Lake Sammamish Parkway; 244<sup>th</sup> Avenue NE; and numerous intersection, non-motorized and safety improvements. Several other large transportation projects are currently in design including SE 4<sup>th</sup> Street, 212 Way SE and Issaquah-Fall City Road. These major roadway investments are driven by ongoing development needs and are vehicle-centric.

The TMP will provide a framework to guide future transportation investments in accordance with the community's vision and goals and will be developed through a robust, collaborative process with stakeholders and the community.

The TMP will include both short and long-range strategies leading to the development of an integrated multimodal transportation system that facilitates the safe and efficient movement of people and goods, accommodates anticipated development, is environmentally and fiscally sustainable, balances the needs of an efficient and effective transportation system with the desire to maintain the character of existing neighborhoods, and promotes economic development opportunities to help achieve the City's transportation vision and goals over the next 20-30 years.

The TMP will also outline the City's investment and identify priorities for roads, transit, freight, bicycle and pedestrian improvements; identify sustainable funding strategies; and describe the goals, objectives, policies, and performance measures to support the City's decisions and choices regarding all transportation-related investments. The TMP will coordinate with the City's

financial investment plans and related planning documents, including the City's 2015 Comprehensive Plan, six-year Transportation Improvement Program and the Parks, Recreation and Open Space (PRO) Plan.

There are separate but related work activities underway including updates of the City's Traffic Impact Fee, concurrency list, recalibration of the traffic model, and the PRO Plan. In addition, some minor corrections are being made to the data and other traffic-related information contained in the 2015 Comprehensive Plan Transportation Element chapter. These updates will be used to support and inform development of the TMP.

## **II. SOLICITATION PROCESS and TIMELINE**

The solicitation process will occur in two phases. The first phase is the Request for Qualifications, which will result in a short list of up to three (3) consultant teams to move forward to Phase 2. The City will review and rank each Statement of Qualifications based on how well the proposal meets the criteria described in Section IV below.

Firms short-listed to proceed to Phase 2 will begin by meeting with City staff to discuss the specifics of the project, the anticipated scope of work, proposed schedule for completion and to answer any questions the team may have. Following these meetings, each short listed firm will then be invited to participate in a formal interview process and to present a more detailed Project Approach (PA). The City will rank each team based on the PA, rating criteria and interview. Final consultant selection and award is contingent on City Council approval.

### **Proposed Timeline**

The following is a tentative schedule. The City reserves the right to change the dates or eliminate one or more events from the schedule.

<b>Schedule of Events</b>	<b>Date</b>	<b>Comment</b>
<b>Phase 1: RFQ</b>		
Advertise RFQ/PA	February 7, 8 & 13, 2017	Seattle Times and DJC
Deadline for questions	February 15, 2017	Submit to Cheryl Paston, Project Manager by e-mail only <a href="mailto:cpaston@sammamish.us">cpaston@sammamish.us</a>
City response to questions	February 17, 2017	Questions and responses posted on project website
Statement of Qualifications due	<b>February 24, 2017, 2PM PST</b>	Only hard copies will be accepted
<b>Phase 2: PA</b>		
Notify short-listed firms and	March 1, 2017	Preliminary project scope of work to be provided by City to short-listed consultants
Individual meetings with each firm	March 6-7, 2017	
Submit Proposed Approach	<b>March 20, 2017, 4PM PST</b>	
Interview short-listed firms	March 23-24, 2017	Only hard copies will be accepted

Select successful consultant	March 28, 2017	
Complete contract negotiations	April 12, 2017	Final scope of work negotiations
Contract Award	April 18, 2017	
Anticipated project start	April 19, 2017	

### **Questions/Inquiries**

Please direct any questions concerning this RFQ/PA to the City's Project Manager listed below. Written questions may be submitted by e-mail only at any time up to and including the question deadline identified in the Proposed Timeline. Unauthorized contact regarding this RFQ/PA with other City employees may result in disqualification of a submittal. Any oral communications will be considered unofficial and non-binding on the City.

### **Project Manager: Cheryl Paston**

Email Address: [cpaston@sammamish.us](mailto:cpaston@sammamish.us)

### **III. PRELIMINARY SCOPE OF WORK**

The Preliminary Scope of Work will be provided to the short-listed consultants who will be invited to participate in Phase 2 of this solicitation process. The actual Scope of Work will be refined during contract negotiations with the selected Consultant.

Additional supporting information is posted on the City's project website at:

<https://www.sammamish.us/government/departments/public-works/current-projects/>

### **IV. SUBMITTAL INSTRUCTIONS and REQUIREMENTS**

#### **Submittal Instructions**

All questions will be answered in writing and posted on the City's project webpage at <https://www.sammamish.us/government/departments/public-works/current-projects/>. It is the responsibility of individual firms to check this website for any amendments or Q&A's related to this RFQ/PA.

### **DELIVER OR MAIL RFP SUBMITTAL TO:**

Cheryl Paston, P.E., Project Manager  
City of Sammamish – City Hall  
801 – 228<sup>th</sup> Avenue SE  
Sammamish, WA 98075  
[cpaston@sammamish.us](mailto:cpaston@sammamish.us)  
[www.sammamish.us](http://www.sammamish.us)