**CITY OF POULSBO**

**REQUEST FOR QUALIFICATIONS**

# POULSBO COMPLETE STREETS PLAN

**DUE JUNE 24th, 2021 BY 2:00 PM**

## OBJECTIVE AND PURPOSE

The City of Poulsbo Public Works Engineering Division desires to prepare a Complete Streets Plan for the City's primary streets that improves safety and connectivity, reduces congestion, and enhances the City's streetscape and transportation system for all users.

The City is seeking Statement of Qualifications from consulting firms with experience in Traffic Engineering, Non-Motorized Transportation, Urban Design, Parking and Public Outreach.

## BACKGROUND

The City of Poulsbo applied for a Planning Grant to the Puget Sound Regional Council in 2019 for preparation of a Complete Streets Plan. Attachment A provides excerpts from the City's grant application which provide information on the context, needs and desired outcomes for the project.

## SCOPE OF SERVICES

The project will develop a Complete Streets Plan that includes streetscape planning and preliminary design within the public right-of-way with a focus on potential redevelopment or new development of streets and sidewalks; evaluation of parking demand and available facilities; and conceptual design of pedestrian, parking, transit, and streetscape improvements. The project goal is a plan that provides safe, convenient travel and access for users of all ages and abilities, regardless of their mode of transportation. The final plan will include a report identifying specific projects, costs and prioritization for development and implementation.

Services needed may include, but are not limited to:

- Transportation mode inventory and assessment
- Development of street typology system
- Parking assessment and parking/TDM alternatives
- Pedestrian, transit and streetscape design concepts and cost estimates
- Support the City with stakeholder and public outreach activities

## REFERENCE DOCUMENTS

The City's current Transportation Plan, Street Safety Assessment and Non-Motorized Plans can be accessed here:

https://cityofpoulsbo.com/wp-content/uploads/2017/02/Appendix-B-4-2016-Transp-Plan-Update.pdf

https://cityofpoulsbo.com/wp-content/uploads/2019/09/CITY-COUNCIL-APPROVED-UPP-MAY-2019.pdf

https://cityofpoulsbo.com/wp-content/uploads/2018/11/Poulsbo-Street-and-Pedestrian-Safety-Plan_FINAL_04-16-18.pdf

**ESTIMATED BUDGET AND SCHEDULE**

The budget for consultant effort is approximately $200,000. The City desires to enter into a contract with the selected consultant in August 2021, with completion of the plan by December 31, 2022.

**SELECTION CRITERIA AND QUALIFICATION REQUIREMENTS**

After reviewing this RFQ, any firm that determines it has the necessary expertise and experience to successfully perform the required services may submit a Letter of Interest and Statement of Qualifications (SOQ) addressing the items set forth herein. Women and minority businesses are encouraged to apply.

The criteria outlined below will be used in evaluating the proposals:

1. Project Team Experience (25%)
2. Staffing Plan and Project Manager Experience (25%)
3. Understanding and Approach to the Project (25%)
4. Familiarity with local plans, policies, conditions, goals, challenges, and opportunities (15%)
5. Past performance and/or references (10%)

A "short list" of firms will be made within four weeks of the submittal deadline. All consultants submitting a proposal will be notified of the selection. Short-listed consultants may be asked to participate in an interview process to finalize selection.

The final selection, if any, will be that submittal and interview results which, in the opinion of the City, best meets the requirements set forth in this RFQ and is in the best interest of the City. The City of Poulsbo does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision services.

**ACCEPTANCE/REJECTION OF RESPONSES**

The City reserves the right and holds at its discretion the following rights and options:

- to waive any or all informalities in any SOQ.
- to reject any or all responses.
- to issue subsequent requests.

This RFQ solicitation does not commit the City to enter into a contract or proceed with the procurement of the project. The City assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne by each company submitting an RFQ response.

**ADDENDUMS TO THE RFQ**

Any revisions, updates, clarifications, of the RFQ will be posted on the City's webpage at: https://cityofpoulsbo.com/engineering-notices/ and Proposers are encouraged to subscribe to updates or register as provided for on the page.

**CONTRACT**

Following the submittal of satisfactory scope of services, fees, schedule, and insurance coverage, the City Engineer will recommend to the City Council that they authorize the City Mayor to execute a professional services agreement with the recommended firm. The City reserves the right to reject any and all proposals.

The City will utilize the WSDOT Local Agency fixed fee contract for this project. The City reserves the right to continue use of the selected consultant for design services; however, design services are currently not funded and the City makes no assurances whatsoever regarding the scope or schedule of subsequent design services. The duration of the contract is expected to be two years.

**SUBMITTAL FORMAT REQUIREMENTS**

The submittal shall follow the format below and not exceed 6 pages plus resumes and project examples for a maximum of 15 pages. **Five (5) copies** of the submittals must be submitted on typed, 8½-inch by 11-inch paper, and with type size no smaller than 12-point font. One pdf copy shall also be provided to azieman@cityofpoulsbo.com.

Submittals shall include:

1. A letter of interest signed by a company principal with a statement of availability to complete projects;
2. Team Organization, Bios and Project Manager Qualifications
3. Project Understanding and Approach
4. Relevant Project Experience Summary
5. At least 3 references including names and telephone numbers of current and previous clients with similar projects.
6. Attachment A: Resumes (Optional)
7. Attachment B: Relevant Project Examples (Optional)

**Please note the submittal requirement format. Submittals that do not follow the format provided below will not be reviewed.**

**TIMELINE FOR SUBMITTALS**

The deadline for submission of qualifications is **June 24th, 2021 at 2:00pm.** Post marks will NOT be accepted. If you have questions, please contact April Zieman, Project Coordinator, at 360-394-9746 or azieman@cityofpoulsbo.com.

The City of Poulsbo 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 insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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 or national origin or sex in consideration for an award.

*Deliver to:*
City of Poulsbo
Engineering Department (2nd Floor, 3rd Ave Entrance)
200 NE Moe Street
Poulsbo, WA 98370

*Mail to:*
City of Poulsbo
Engineering Department
200 NE Moe Street
Poulsbo, WA 98370

Published: The Seattle Times – June 3, 2021

Daily Journal of Commerce – June 3, 2021

# ATTACHMENT A – EXCERPTS FROM GRANT APPLICATION

The Complete Streets Plan will consider the following strategies to provide better access, community mobility, multi-modal access and improve circulation:

1) The City' primary streets and intersections were historically designed primarily to reduce traffic delay and promote automobile throughput. This emphasis on automobile traffic LOS resulted in streets that are less safe or impractical for walking, bicycling, and transit use. The Complete Streets Plan will provide treatments for City arterials and collectors that offer a way to keep traffic moving while also providing for other modes, preserving character and meeting community values.

2) Poulsbo's "Little Norway" cultural heritage has resulted in a strong and growing tourism based historic downtown area with heavy pedestrian use. Existing pedestrian facilities are not adequate to support this use. The City's streets are its largest landholding and one of its greatest assets. The Complete Streets Plan will identify ways to maximize the value of this asset in a way that reflects the community's vision of itself, and not simply as an opportunity to move vehicles. The study will explore the potential to designate a district, corridor, and/or intersections where walking, bicycling, and transit are prioritized, and further road expansion is prohibited.

3) The City has designated LOS F as acceptable at several intersections and roadway segments due to the limited ability to add roadway capacity. The planning study will review innovative traffic concepts such as compact roundabouts as potential measures to reduce congestion while also calming traffic and improving non-motorized accessibility and safety.

4) Parking demand, particularly on weekends, results in significant congestion in the City's Historic Downtown District. The planning study will examine Transportation Demand Management (TDM) strategies including transit, shuttle and parking optimization as cost effective alternatives to parking capacity improvements. The study will assess potential opportunities, constraints and trade-off of continuing, eliminating or modifying (parklets, angled versus parallel, etc.) parking on one or both sides of the street.

5) Stakeholder and public involvement will be a central element of the study. The City will form a Complete Street Advisory Committee early in the planning process consisting of user groups, partners in other departments and partner agencies to engage in a process to identify alternative strategies and prioritize projects to meet those needs. Stakeholders would include Kitsap County, Kitsap Transit, Port of Poulsbo, WSDOT, the Historic Downtown Poulsbo Association and bicycle advocacy groups. The project will provide opportunity for public involvement through project open house(s) and City Council workshops and will respond to the specific needs and desires of the local and regional community for safe and integrated non-motorized facilities.

6) The study will develop a street typology system and design guidelines. This would include developing a consistent multi-modal classification system of streets throughout the City that will be the basis for identifying vehicle commuter routes, transit routes, bike lanes,

as well as corridors for other modes of transportation. Street typologies will be developed to ensure the function of streets in the overall network, taking into account contextual factors such as land use and modal priority. The street typology process will overlay component modal networks (e.g. a bicycle network, truck access, transit network, etc.) to identify synergies and conflicts as well as overlaying land uses to help determine street functions that will help identify modal priority on key streets and resolve difficult trade-offs in constrained rights-of-way.

7) The Complete Street Plan will provide a blueprint for enhancing mobility and connectivity within the City. It will identify specific projects, priorities and methods of funding for capital development and maintenance; facilitate volunteer maintenance and stewardship activities; and tie together transportation elements of multiple City, County and State plans, including the City's Comprehensive Plan, Transportation Improvement Plan and Capital Improvement Plan; Kitsap County Non-Motorized Plan; Kitsap Transit's SR305 Bus Rapid Transit Plan; and WSDOTs' SR305 Corridor Vision.

8) The study will specifically address what are typically the most significant potential barriers to Complete Streets implementation including; public support, City council direction, interjurisdictional coordination, funding and updating design standards.