

**City of Mountlake Terrace  
Planning for Transportation Efficiency:  
Request for Qualifications (RFQ)**

Revised

Summary

The City of Mountlake Terrace is seeking professional services, either by contract or temporary hiring of an employee, to assist in planning for transportation efficiency under a grant awarded by the state Department of Commerce. Project budget is \$75,000, but the exact amount for contracted services depends on the final scope approved by the City. The project would begin circa February 2010 and be completed by May 2012. Due date for responses is January 18<sup>th</sup>, 2010, at 4:00 pm.

About Mountlake Terrace

The City of Mountlake Terrace is a few miles north of Seattle, at the southern boundary of Snohomish County. The City is the intended location for a light rail line and station, as approved by voters. Exact rail alignment and station site have not been determined but participation in the locational process would be part of the project. The City has adopted a generalized, preferred route mainly within the eastern portion of the I-5 right of way through Mountlake Terrace. At I-5 and 236<sup>th</sup>, a five-level park-and-ride garage was built by Community Transit last year and an adjacent Freeway Station is now under construction by Sound Transit. When the Freeway Station is complete in 2011, it will connect by a pedestrian bridge to the park-and-ride garage and will provide for express bus service both north and south. A light rail station is expected to be in the same vicinity. About ¼ mile to the east, the Town Center district begins. A Town Center Plan, which envisions an active downtown with mixed uses, guides development in this area. A new civic campus is also planned within ¼ mile. Mountlake Terrace is home to 21,000 people and has 6,700 jobs within four square miles. To learn more, see the City's website at: [www.cityofmlt.com](http://www.cityofmlt.com).

Existing Resources

The state Department of Commerce is providing \$75,000 for the project from federal stimulus funds. City staff will provide oversight and be involved in the policy issues. In addition, City personnel will arrange public meetings, prepare press releases, post information on the City's website, provide certain mapping and background documents, and perform other appropriate duties related to this project.

Project Description

This project will help the City of Mountlake Terrace accomplish four major goals, namely to: (1) Reduce fossil fuel consumption and emissions; (2) Better coordinate land use and transportation policies; (3) Achieve compact, energy-efficient development; and (4) Ensure a sustainable future for the community and region.

Specifically, the work will include planning for: (a) light rail and station area (since the city has already been designated for a Sound Transit light rail line and station); (b) transit-oriented development; and (c) more use of transit, walking, and bicycling for transportation. The latter activity includes coordination on bus service, recommending multimodal transportation concurrency standards, improving the transportation demand management program,

developing a strategy for electric vehicle charging, and assistance in preparing concepts for bike and pedestrian facilities to better access the existing Transit Center. Work will be done in coordination with the three transit agencies serving the city (Sound Transit, Community Transit, and King County Metro) and with input from other organizations and interests. Some of the resulting products will be incorporated into an update to the Transportation Element of the City's Comprehensive Plan. Others will be incorporated into development regulations and incentives and into the development of future bike, pedestrian, and transit facilities.

Work Program and Deliverables

The tasks and deliverables listed below represent the City's draft work program and deliverables as part of a grant funding agreement with the State. Exact tasks and due dates expected of any consultant selected for the project would differ from the City's draft work program (below). Note: City staff will carry out some parts of the work.

<b>City's General Activities and Tasks (Draft)</b>	<b>Month-Year</b>	<b>Month-Year</b>
Task 1. Assemble project team and develop detailed schedule	Feb-10	Apr-10
a. Procure assistance (through contract or new staffing) to implement project	Feb-10	Mar-10
b. Develop detailed project schedule and assign responsibilities for tasks	Mar-10	Mar-10
c. Prepare overall public participation plan for project	Feb-10	Mar-10
d. Meet with team members to clarify information and take next steps	Mar-10	Apr-10
e. Review existing conditions and informational materials	Feb-10	Mar-10
Task 2. Develop study and recommendations for transit-oriented development in priority areas	Feb-11	Mar-12
a. Prepare map(s) to show the area within ¼ and ½ mile of Transit Center ("station area"), including current uses and zoning	Feb-11	Feb-11
b. Identify properties or zones within the station area that have potential for more intense development	Mar-11	Jul-11
c. Identify obstacles to transit-oriented development and possible solutions	Aug-11	Dec-11
d. Provide for public input	Jun-11	Feb-12
e. Develop recommendations	Jan-11	Feb-12
<b>Deliverable 2: Transit-oriented development study and recommendations</b>	<b>Feb-12</b>	
Task 3. Plan for location of light rail line and station in Mountlake Terrace in coordination with Sound Transit and WSDOT	Feb-10	Mar-12
a. Contact Sound Transit and WSDOT representatives	Feb-10	Feb-10
b. Jointly identify key planning issues	Mar-10	May-10
c. Prepare maps to identify alternative locations and related issues	Mar-10	Aug-10
d. Identify site-specific issues to be resolved	Sep-10	Jan-11
e. Provide for public input	Feb-11	Mar-12
f. Develop and analyze preliminary recommendations	Feb-11	Jan-12

<b>City's General Activities and Tasks (Draft)</b>	<b>Month-Year</b>	<b>Month-Year</b>
<b>Deliverable 3: Report on status of light rail line and station siting</b>	<b>Mar-12</b>	
Task 4. Work with transit agencies in planning for bus service	Mar-10	Dec-10
a. Contact Community Transit, King County Metro, and Sound Transit representatives	Mar-10	Apr-10
b. Identify joint objectives and key planning issues	Apr-10	Jun-10
c. Prepare analysis regarding community's bus service needs	Jul-10	Sep-10
d. Provide for agency and public input	Jul-10	Oct-10
e. Develop recommendations	Oct-10	Nov-10
<b>Deliverable 4: Draft Preferred Bus Service Strategy</b>	<b>Dec-10</b>	
Task 5. Develop Transportation Demand Management Strategy for increasing use of alternative transportation modes	Sep-10	Jan-12
a. Review city's current program and regulations	Sep-10	Oct-10
b. Compile information on what other cities do	Oct-10	Dec-10
c. Analyze opportunities	Jan-11	Oct-11
d. Provide for public input	Feb-11	Jan-12
e. Make recommendations	Nov-11	Dec-11
<b>Deliverable 5: Draft Transportation Demand Management Strategy</b>	<b>Jan-12</b>	
Task 6. Develop multimodal transportation concurrency standards	Apr-10	Nov-10
a. Review city's current program and regulations	Apr-10	May-10
b. Compile information on what other jurisdictions do	May-10	Jul-10
c. Analyze opportunities	Jun-10	Aug-10
d. Provide for public input	Aug-10	Oct-10
e. Make recommendations for standards and performance measures	Sep-10	Oct-10
<b>Deliverable 6: Draft multi-modal concurrency standards</b>	<b>Nov-10</b>	
Task 7. Develop electric vehicle charging station strategy	Aug-11	Jan-12
a. Analyze city's current approach	Aug-11	Aug-11
b. Compile information on other jurisdictions' strategies	Aug-11	Sep-11
c. Identify options	Sep-11	Nov-11
d. Provide for public input	Oct-11	Jan-12
e. Make recommendations	Nov-11	Dec-11
<b>Deliverable 7: Draft Electric Vehicle Charging Strategy</b>	<b>April 30, 2012</b>	
Task 8. Develop a conceptual plan for bike or walking facilities to connect with the Transit Center	Sep-11	Apr-12
a. Develop map(s) to show existing bike or walking facilities connecting with Transit Center	Sep-11	Oct-11
b. Identify opportunities for improving or adding bike or walking facilities	Oct-11	Feb-12
c. Provide for public input	Oct-11	Apr-12
d. Make recommendations	Feb-12	Mar-12

<b>City's General Activities and Tasks (Draft)</b>	<b>Month-Year</b>	<b>Month-Year</b>
<b>Deliverable 8: Conceptual plan for bicycle and walking paths connecting to Transit Center</b>	<b>April 30, 2012</b>	
Task 9. Update Comprehensive Plan for light rail facilities, express bus service, transit-oriented development, etc	Mar-11	Dec-11
a. Compile information	Mar-11	Apr-11
b. Develop draft text, maps, and policies	May-11	Jul-11
c. Provide for public input	Mar-11	Dec-11
d. Refine draft text, maps, and policies	Aug-11	Sep-11
e. Propose updates	Sep-11	Oct-11
<b>Deliverable 9: Draft Transportation Element update for Comprehensive Plan</b>	<b>Dec-11</b>	
Task 10. Close-out Reporting as required by Commerce and DOE	Mar-12	Apr-12
<b>Deliverable 10: Close-out Reports</b>	<b>Apr-12</b>	

[Note: Deliverables provided by the Consultant for the project generally must be in Word or Excel format, unless otherwise specifically approved, and should include compatible graphics.]

RFQ Updates

If you are interested in responding and want to be sure to receive any information updates from the City about this RFQ, we recommend that, as soon as possible, you provide the City with your email address and your interest in being on the Interested Firms List. This information should be sent to: [llavoie@ci.mt.wa.us](mailto:llavoie@ci.mt.wa.us).

Demonstration of Interest and Qualifications

To be eligible for consideration, four hard copies of a detailed response, including a **letter of interest** (LOI) and a **statement of qualifications** (SOQ) must be submitted to the City by 4:00 pm, January ~~18~~**19**, 2010. This response should address your firm's ability to carry out the project—or, if preferred, specific components of the project. Identify the names, team roles, and qualifications of people who would implement the project. Include subcontractor names as appropriate. Provide the name and phone number of the firm's proposed project manager. If team members have completed any similar work, please reference it and/or include excerpts of work products in your response. Indicate the nature of work your team or team member contributed to the activity or product. Additional information about your approach to this project or others is welcome. Provide at least three references, with phone numbers, from local government or transit agency personnel with whom you have worked.

Your response package should be **no more than 12 pages** (8.5 x 11 inches), excluding the one-page letter of interest and any excerpts attached from other work. [A page is defined to include either side of a paper that contains text or illustrations.]

Response Deadline and Delivery

Your LOI and SOQ must be **received** at the Mountlake Terrace City Hall by 4:00 pm, January ~~18~~**19**, 2010. Address your submittal to the attention of Leslie Lavoie, and hand deliver it to the Community and Economic Development Department located at: City of Mountlake Terrace,

Interim City Hall, 6100 219<sup>th</sup> Street SW, Suite 200, Mountlake Terrace, WA 98043, or mail it to: Leslie Lavoie, City of Mountlake Terrace, PO Box 72, Mountlake Terrace, WA 98043.

### Partnerships

To provide the necessary expertise for this project, firms may partner with each other. Such arrangements should be indicated in the SOQ.

### Selection Criteria

Responses will be evaluated in relationship to the selection criteria for this project. Selection criteria and scoring range are as follows:

- Demonstrated ability to do the project (up to 60 points)
- Responsiveness to project requirements and issues (up to 15 points)
- Organization and clarity of response (up to 10 points)
- Skill in visual presentation and/or graphics (up to 10 points)
- Familiarity with Mountlake Terrace (up to 5 points)

### Selection Process

During the same approximate timeframe as selection of a consultant to carry out the project, the City may also consider any persons that submit applications for temporary employment with the City to carry out this project. If the City decides to hire or use employees to carry out the project, the consultant selection process will be canceled. Otherwise, a short list of preferred consulting firms will be selected by approximately January 26, 2010. These firms will be contacted for an interview with the City's project manager or project team before a final selection is made. The interview will address budget, schedule, and other factors. Upon selection of a consultant, the City expects to negotiate and execute a professional services agreement as quickly as possible. If the City is unable to reach satisfactory terms with its first selected firm, the City may begin negotiation with the next candidate firm (based on scoring order).

### Caveat

The City reserves its right to cancel, postpone, or start over the consultant selection process.

### Questions

If you have questions, you may contact the department's Administrative Assistant, Leslie Lavoie at: [llavoie@ci.mlt.wa.us](mailto:llavoie@ci.mlt.wa.us). The City's substantive responses to questions will be provided to all email addresses contained in the Interested Firms List. (For more about this list, see the section "RFQ Updates" above.)