



## City of Leavenworth

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### City Council

Carl J. Florea - *Mayor*  
Carolyn Wilson  
Mia Bretz  
Sharon Waters  
Clint Strand  
Jason Lundgren  
Anne Hessburg - *Mayor Pro Tem*  
Zeke Reister  
Joel Walinski - *City Administrator*

## REQUEST FOR QUALIFICATIONS AND PROPOSALS

### FOR

## THE CITY OF LEAVENWORTH TRANSPORTATION ELEMENT UPDATE

The City is soliciting proposals from qualified firms to update the Transportation Element

**Posting Date: February 13, 2020**  
**Proposals Due: March 13, 2020 by 5:00 pm**

### SUBMIT QUALIFICATIONS AND PROPOSAL TO:

**Attn: Chantell Steiner, City Clerk**  
**700 US Hwy 2 / P.O. Box 287**  
**Leavenworth, WA 98826**  
**[financedir@cityofleavenworth.com](mailto:financedir@cityofleavenworth.com)**

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### INTRODUCTION

The City of Leavenworth is seeking proposals and qualifications from individuals, firms, and/or teams (hereinafter referred to as Consultant) with demonstrated experience in traffic forecasting, analysis of traffic related issues and future land use needs, and amending existing Comprehensive Plan Transportation Elements.

### PROJECT OVERVIEW

Leavenworth's location is in a valley with outstanding natural scenic beauty, enhanced by the adoption of the Old World Bavarian Alpine Theme, forms the basis for a thriving tourist industry upon which the City's economic health so heavily depends. The City experiences significant increases in traffic during summer months, fall and winter festivals. The analysis and recommendations that result from forecasting should factor in seasonal variations and must include a detailed review of impacts to existing and future land uses.

The objectives of this project are to incorporate the 2018 Parking Study, the pending US 2 Upper Wenatchee Valley Corridor Study (to be completed April 1, 2020), review peak hour travel and various level of service

standards in coordination with an evaluation of the impacts of new and future development, and update the 20-year Transportation Improvement Plan. Review must include existing goals and policies within the Leavenworth Comprehensive Plan, with specific consideration of how transportation affects housing, land use and economic development.

The City desires to complete the project by October 1, 2020. The consultant should anticipate working directly with the Planning Commission which will provide oversight and input throughout the process. Additionally, each of the monthly Planning Commission meetings are intended to provide public review, comment and engagement for this project.

### **DRAFT SCOPE OF WORK**

The following draft scope of work represents the City's best estimate of the work needed to accomplish the objectives for this project. The City is open to alternative approaches which meet the project objectives.

- A. **Project Kick-off.** Staff will provide Consultant with relevant background information in an electronic format, where available. This may include, but is not limited to:
1. Comprehensive Plan, maps and text
  2. Development regulations, zoning maps, and text
  3. Downtown Master Plan
  4. Parking Study 2018
  5. Corridor Study (anticipated April 1, 2020)

Consultant shall review the background materials and meet with City staff, Chelan-Douglas Transportation Council and Washington State Department of Transportation to obtain documents and traffic related data.

The Consultant will also meet with the Planning Commission, during which time, public engagement is encouraged. This meeting will primarily focus on clarifying the objectives of the update, outlining future Planning Commission/Public Engagement meetings, and any other issues necessary to clarify the scope and schedule.

Product: Memo documenting meeting outcomes and providing a final scope of work.

- B. **Existing Conditions and Requirements.** Consultant shall prepare documents detailing existing conditions at various times of the year and during various festivals (though not all festivals). Additionally, consultant will summarize existing State law requirements and existing City code requirements for land use planning and development.

Product: Memo and, as appropriate, maps documenting existing conditions and requirements.

- C. **Projected Demand Analysis.** Consultant will prepare a forecast of traffic volumes, based on vetted assumptions with the Planning Commission, showing changes in traffic based on existing land uses, zoning buildout, various peak hours/days, and population growth. Consultant will use forecast data to analyze potential impacts and buildout requirements for City streets. Additionally, analysis of impacts to the State highway will be necessary to understand impacts at intersections with City streets. Consultant will use analysis to draft various recommendations.

Product: Draft Findings and Recommendations.

- D. **Planning Commission Workshop(s).** Consultant, with the assistance of City staff, shall conduct one or more Planning Commission workshops for public review, comment and recommendation on the Draft

Findings and Recommendations. Additionally, consultant shall present draft at the City Council Study Session.

Product: Summary of workshop comments and responses from the consultant.

- E. **Final Report.** Consultant shall prepare a final report incorporating the analysis from the previous tasks with recommendations and implementation tasks, as appropriate, to ensure that any changes to the Transportation Element are implemented. The report must summarize the public engagement process, alternatives considered, and the rationale for recommendations. Consultant shall provide a draft of the report to the City for one round of edits, and shall be available for presentation of the final report to both the Planning Commission and the City Council at one or more meetings.

Product: An electronic copy and six (6) hardcopies of the final report.

Consultant shall coordinate as needed with City staff throughout the process. Unless otherwise specified, it is the City's preference that work product be delivered in an electronic format. Should Consultant develop any GIS data layers in conjunction with this project, such data shall be provided to the City with delivery of the final report.

#### **BUDGET AND SOURCE OF FUNDS**

The City has not determined a final budget for this project. The budget range is estimated at \$60,000 to \$75,000 depending on the level of data collection and determination for final scope of work.

#### **PROJECT PROPOSAL REQUIREMENTS**

Proposals should be organized in the following format:

1. **Cover Letter.** Provide a cover letter, signed by a duly constituted official legally authorized to bind the proposer to both its proposal and cost estimate. The cover letter must include the name, address, and telephone number of the proposer submitting the proposal and the name, title, address, telephone number, fax number, and email address of the person, or persons, to contact whom are authorized to represent the proposer and to whom correspondence should be directed.
2. **Project Approach and Understanding.** Provide a detailed description of the Consultant's proposed approach demonstrating how the City's objectives will be accomplished as outlined in the above draft Scope of Work. Clearly describe and explain the reason for any proposed modifications to the methods, tasks and products identified in the draft Scope of Work outlined in Section 3 of this RFP.
3. **Project Organization and Team Qualifications.** Identification of all services to be provided by the principal firm and those proposed to be provided by subcontractors and information regarding the firm(s) assigned to the project including size of firm(s) and overall capabilities of each as considered relevant to this project. Provide information regarding all personnel assigned as team members to this project including names, prior experience, position, role and level of responsibility in the project. The City reserves the right to reject any proposed firm or team member or to request their reassignment. The project manager shall be identified by name and shall not be changed without written approval by the City. The principal consulting firm must assume responsibility for any sub-consultant work and shall be responsible for the day to day management and direction of the project.
4. **Project Timeline.** Proposed timeline for accomplishing the project, including critical paths and milestones, and specific consulting staff by task based on the draft Scope of Work.

5. Project Coordination and Monitoring. Describe the process for ensuring effective communication between the Consultant, Stakeholders, and the City, and for monitoring progress to ensure compliance with approved timeline, budget, staffing and deliverables.
6. Proposed Cost of Services. Provide a budget summary broken down by task, time, personnel, and hourly rate, number of hours and cost for each team member including those employed by subcontractors. Fee information should be formatted to correspond to tasks identified in this RFP; however, this format may be modified to suit the consultant's approach to this project. The summary shall include a budget for reimbursable expenses. The final cost of consulting services will be based on a negotiated detailed scope of work. The budget summary shall also include all required materials and other direct costs, administrative support, overhead and profit that will apply.
7. Similar Project Experience. Specific examples of comparable work which best demonstrate the qualifications and ability of the team to accomplish the overall goals of the project under financial and time constraints. Provide names, addresses and telephone numbers of clients associated with each of these projects. Through submission of a proposal, all respondents specifically agree to and release the City of Leavenworth to solicit, secure and confirm information provided.

**Response Requirements & Format**

All costs for developing a response to this RFP are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent(s). Proposals cannot be withdrawn after the published close date.

**SELECTION OF PROPOSALS**

All interested parties are requested to provide a response containing all required elements herein to the City by the deadline given. A selection committee will review and evaluate all proposals, with the intention of selecting a Consultant who provides a proposal that, in the opinion of the City, provides the best value (receives the highest score, as determined by the evaluation criteria listed below). If the selection committee so chooses, respondents may be invited for an interview to supplement their submission.

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| Thoroughness, quality and conciseness of submittal.  | 25 pts.  |
| Project understanding and approach for accomplishing the City's objectives.  | 20 pts.  |
| Qualifications of the project manager and project team, and proven ability to successfully complete projects of similar scope. | 20 pts.  |
| Ability to complete the Scope of Work within the specified time frame.   | 15 pts.  |
| References from past and present clients.  | 10 pts.  |
| Proposed cost of services  | 10 pts.  |
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| Total  | 100 pts. |

During evaluation, the City may consider the following:

- o References – history of errors and omissions via reference checks
- o Quality of previous performance
- o Ability to meet contract deadlines

- Staff availability for the project
- Responsiveness to solicitation requirements
- Strength and stability of the firm

Consultants will be evaluated initially based on their Proposals by select members of the City Public Works and Economic Development Committees and key staff. Oral interviews may be requested depending on the number of qualified firms submitting. The final selection will be made with approval of the Mayor and City Council based on recommendation of staff. If the City of Leavenworth and the selected consultant are unable to agree on the terms and conditions of the contract, the City will terminate negotiations and the next most suitable consultant will be contacted for contract negotiations.

The City reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is at the City's sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them. Selection is expected to be completed by April 2020.

### **Terms and Conditions**

The City reserves the right to amend terms of this RFP to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort firms may have spent on their responses.

### **Performance Criteria**

Consultant shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Consultant shall be documented by the City and submitted to the Consultant for corrective action. Continued poor performance shall be deemed a breach of City requirements and shall be the cause for immediate termination of services.

### **Proposed Personnel**

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The City shall not unreasonably withhold approval of staff changes.

### **Proposal Submittals**

Proposals may be submitted by mail (received at City Hall no later than March 13, 2020), in person or by email:

City of Leavenworth  
Attn: Chantell Steiner, City Clerk  
Transportation Element Update  
700 US Hwy 2 / P.O. Box 287  
Leavenworth, WA 98826  
[financedir@cityofleavenworth.com](mailto:financedir@cityofleavenworth.com)

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP; if any are not included, your proposal may be judged as non-responsive. A review committee will evaluate the submitted proposals. During the evaluation process, the City reserves the right to request additional information or clarification from firms responding to this RFP.

Questions should be directed to Lilith Vespier, AICP, Development Services Manager at [dsmanager@cityofleavenworth.com](mailto:dsmanager@cityofleavenworth.com)