

**Kitsap County
Department of Public Works**

Request for Proposals

Consultant Services for:

**Silverdale Transportation Implementation Strategy
(Circulation Study)**

**Submission Deadline:
November 7, 2016, 4:30pm**

**Kitsap County Department of Public Works
614 Division Street, MS-26
Port Orchard, WA 98366**



Kitsap County Public Works
An APWA Accredited Agency



Request for Proposals

Silverdale Transportation Implementation Strategy (Circulation Study)

1.0 Objective

The Kitsap County Department of Public Works is soliciting proposals from qualified firms to develop a Transportation Implementation Strategy for County's transportation system in Silverdale. Firms should be experienced in traffic/transportation modeling and analysis, system and project design/engineering, systems planning, financial analysis, systems prioritization, program management, and public outreach.

This project is a technical analysis project which will lead to a prioritized Transportation Implementation Strategy to be implemented via the County's Transportation Improvement Process and associated recommended financial strategies.

The project will be based on the growth assumptions identified in the 2016 Kitsap County Comprehensive Plan Update and will not consider alternatives to land use. It is not anticipated that this project will require SEPA analysis or review.

The intent of this project is to:

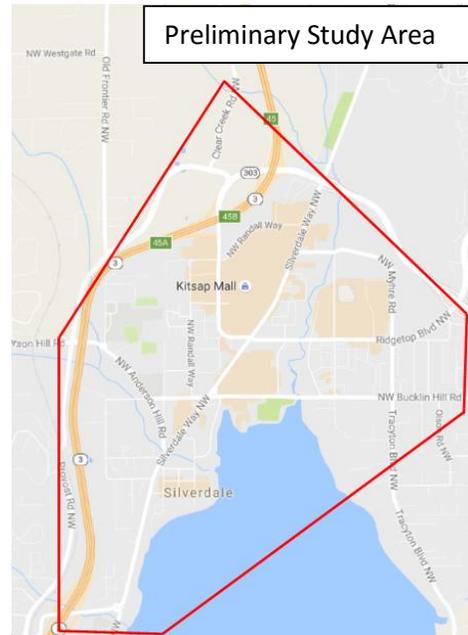
- Validate prior "existing and future" transportation circulation and performance analysis and refine or rework analysis, as needed, to support multimodal strategies and project development.
- Validate prior design/engineering concepts and identify/analyze alternative strategies and projects.
- Identify strategies and projects for detailed operational and circulation analysis, engineering/design, and cost estimating.
- Explore financial strategies to support implementation.
- Select a prioritized Transportation Implementation Strategy for Silverdale that will:
 - Support multimodal connectivity and the Regional Center;
 - Provide specific scope, design, phasing, and estimates to support program management, systems management, and project delivery;
 - Be financially implementable and directly applied to the County's short-term (1-6 years), mid-term (7-12 years), and long term transportation implementation plans;
 - Identify requirements to support amendments to Silverdale's development regulations and roadway design standards; and
 - Support development and potential implementation of identified funding strategies.

2.0 Background

The preliminary project area is a portion of the Silverdale Urban Growth Area (UGA) including the Silverdale Regional Center. The 2016 Kitsap County Comprehensive Plan describes the area:

Vision for Silverdale Sub Area

Land Use - Within the Urban Growth Area, Silverdale has a mix of residential development, commercial centers and light industrial areas that serve the housing and employment needs of the community. These areas are integrated with the natural amenities of the landscape including the striking views of mountains and water, and access to open space, maintaining Silverdale's high quality of life. Community gathering places including meeting spaces and connecting sidewalks, which provide local shopping, services and opportunities for recreation, are interspersed throughout the area and are connected through pedestrian-friendly trail and path systems. Through the application of urban design guidelines, the unique characteristics of existing districts are preserved and identities for new development are fostered.



Economic Development - Our status as a regional retail and service center is complemented by the expansion and diversification of our economic base, particularly through expansion of businesses, as well as through development of educational opportunities.

Transportation - We have a transportation system that will properly support community and residential needs. We have a multimodal circulation system; it accommodates transit, bicycles, pedestrians and autos. There are many options for getting into, out of and moving within the urban growth area, and bypassing the urban core. Downtown circulation is improved, we have a walkable environment and our grid system is expanded.

Housing - Our community provides a wide choice of housing types and prices -- accommodating a diversity of lifestyles and incomes. New residential development is centered in mixed income neighborhoods that are safe and secure. Each neighborhood has a character of its own and includes a mix of uses that provide opportunities for localized services and recreation close to home. We respect existing neighborhoods; their character is key to the long-term sustainability.

Governance - Within the 20-year planning horizon, Silverdale may be a self-governing city.

Social Capital - We have diverse opportunities for arts, recreation, entertainment, leisure activities and culture; activities we can "do" are continuously being created.

Capital Facilities - We have the public facilities to support a vibrant and growing city.

Natural Environment - We have tremendous natural resources and amenities. We are sensitive to our existing natural systems— maintaining, protecting and conserving them in a way that is sensitive to their environmental functions, particularly Dyes Inlet watersheds and water quality and aquifer recharge areas. We are rich in significant, pristine resource areas.

Vision for Silverdale Regional Center

The Silverdale Regional Center Plan (Plan) will guide the evolution of the Silverdale Regional Center from a collection of strip malls and office buildings into a more livable, sustainable and balanced mixed use urban area serving everyday essentials to residents, employees and visitors. A regional growth center designation is acquired through the Puget Sound Regional Council and must include:

- A vision for the center that describes the role (economic, residential, cultural, etc.) of the center within the county and region;
- Clearly identifies the area designated as a regional growth center;
- Describes the relationship of the center plan to the County’s Comprehensive Plan, PSRC Vision 2040, and countywide planning policies; and ☐ Includes a market analysis of the regional growth center’s development potential.

Significant housing and job population increases over the next 20 years will drive this transformation. A key component of the Plan is channeling anticipated growth of Silverdale Urban Growth Area into the Silverdale Regional Center. This will protect the character and scale of Silverdale’s existing neighborhoods and create a vibrant urban community with convenient access to commercial activities and increase the number of jobs in the Silverdale core.

A Green Corridor Network linking major destinations, community and neighborhood parks, riparian corridors, tree lined streets, active and passive plazas and other shared urban spaces, is fundamental to the Silverdale Regional Center’s livability. Connectivity will be achieved by incentivizing mixed use developments and providing easy, safe and enjoyable pedestrian and vehicle connections to retail shopping, major public facilities, open space and other neighborhoods. A vibrant retail core and strong residential community can be sustained and enhanced by making pedestrian circulation a priority.

The Urban Community, Connectivity & Mobility, Environment, Economic Development and Housing Elements in this Plan lay the groundwork for urban density development that creates a sense of place, promotes an active transportation system for pedestrians, cyclists, transit and cars, and protects and includes the natural environment - all without sacrificing Silverdale’s existing character and vitality. The Silverdale Regional Center’s growth and transformation will not happen overnight. Amenities, such as the Green Corridor Network and capital investments in parks and transportation, will encourage and support the redevelopment of the Silverdale Regional Center

Transportation Planning

The “Silverdale Access & Circulation Study”, completed in 1998, has been a prominent influence on transportation planning in Silverdale. Much of the transportation improvements in the area can be traced to the recommendations and analysis of the study. The study focused predominately on access to Silverdale while also addressing internal circulation. Since the study, many of the proposals have been implemented or basic findings and recommendations have been used for project development and development review. The original work from 1998 study has been updated at the project level by past

and current transportation projects and development review; and on a systems level through regional traffic analysis to support the Comprehensive Plan update.

3.0 Scope of Work

Consultant teams are expected to propose an approach and a scope of work/work plan that fulfills the intent of the project.

Project Administration

The scope of work will specifically detail how the consultant team will develop and conduct the project as well as the anticipated products and results. The scope of work must clearly define the approach and methodology proposed for the project.

The project will be managed by a Kitsap County Public Works Project Manager. A Project Advisory Group consisting of staff and other representatives will assist in providing guidance, analysis, and review of the process and products. It is anticipated that appropriate consultant team members will meet with the Project Manager and Project Advisory Group throughout the process.

This project will include public participation through 2-3 public workshops (possibly in association with a Community Advisory Committee) and final briefing to the Board of County Commissioners.

Baseline and Future Assessments: Validate prior “existing and future” transportation circulation and performance analysis and refine or rework analysis, as needed, to support multimodal strategies and project development.

The purpose of this task is to refine, or rework, the analysis and document the existing and future multi-model transportation system within Silverdale. The process will include, but is not limited to: identify circulation and travel patterns, deficiencies, gaps, and how the transportation system within Silverdale functions (or doesn't function) under existing and future conditions.

Data Collection: Kitsap County will provide existing data, 2016 Comprehensive Plan analysis, and applicable prior studies. The consultant team shall ensure the data, if used for the project, is relevant to the circulation project. For the locations where new field data collection is needed, the consultant team shall prepare and submit a data collection plan. To the extent practical, additional data collection will be conducted by Kitsap County. Some of the potential data elements are listed below:

- Traffic data.
- Crash mode, location, and cause data.
- Transit data and network will be provided by Kitsap Transit.
- Bike, pedestrian, and freight facilities.
- Roadway, bike, pedestrian, and trail networks, plans, development standards, and prior studies.
- Land use data.
- Network geometrics/aerial/ROW data.
- Stormwater system improvement plan.
- Utility system improvement plans (Utilities).
- Environmental data (planning level).

- Relevant data from the recent (2016) Regional Traffic Model analysis for the Comprehensive Plan Update and other relevant project traffic modeling within the project area.

Performance Measures

The consultant team will propose a set of multi-modal performance measures and methodology to evaluate the project area and alternatives.

Validate prior design/engineering concepts and identify/analyze alternative strategies and projects.

The consultant will validate prior design/engineering concepts and analyze alternative strategies and projects relative to:

- Circulation,
- Capacity,
- Traffic management,
- Nonmotorized connectivity,
- Access management,
- Safety,
- Other.

The project will identify and explore multi-modal and systems management approaches to circulation and movement within Silverdale. This work will support identification of strategies and projects for detailed development and analysis.

Selected **strategies and projects** will be advanced **for detailed operations and circulation analysis, engineering/design, and cost estimating.**

Explore financial strategies to support implementation.

The project will identify the issues and opportunities associated with financing the alternatives identified in the project and will identify, analyze, and recommend funding options available to the County. This analysis will assist in developing the scope, phasing, and implementation strategies. Where implementation of new or amended policy approaches are proposed, the level of analysis will be structured to support follow-on feasibility analysis of the proposed source and policy changes.

Select a prioritized Transportation Implementation Strategy for Silverdale.

The result of this effort is to develop a Transportation Implementation Strategy for Silverdale. The emphasis is on identifying the priorities of needs, scalable solutions, and a defined financial strategy which supports the Regional Center. The strategy will:

- **Support multimodal connectivity and the Regional Center;**
- **Provide specific scope, design, phasing, and estimates to support program management, systems management, and project delivery;**
- **Be financially implementable and directly applied to the County's short-term (1-6 years), mid-term (7-12 years), and long term transportation implementation plans;**

- **Identify requirements to support amendments to Silverdale’s development regulations and road standards; and**
- **Support development and potential implementation of identified funding strategies.**

Deliverables

It is anticipated a technical memorandum will be provided for each logical phase of the project. The technical memorandum will summarize the process, data, analysis, and findings of the phase.

Memorandums will have two separate elements:

- A reader friendly summary of the process, data, analysis, and findings of the phase for the public and decision makers.
- A detailed technical appendix containing relevant extended discussions (as needed) and technical information.

The Draft and Final System Implementation Strategy will consist of:

- A prioritized Transportation Implementation Strategy,
- A reader friendly summary of the process, data, analysis, and findings of each phase for the public and decision makers,
- A detailed technical appendix containing relevant extended discussions (as needed) and technical information.

4.0 Estimate and Schedule

The project is locally funded and budgeted at **approximately \$250,000**, consultant fee and associated costs will be negotiated with the apparent winner.

Notice to proceed: January 2017.

Contract completion: June 2017.

RFP REGISTRATION

If a Proposer wants to receive notice of any revisions or updates to the RFP, the Proposer must register its interest with Kitsap County Department of Public Works. To register send an email to dforte@co.kitsap.wa.us

Notices related to revisions or updates to this RFP will be provided via e-mail, unless the Proposer requests to receive it by regular mail. Regular mail will be post marked the same date any e-mails are sent.

5.0 RFP Submittal and General Guidelines

Submittals shall be received no later than 4:30 P.M. on November 7, 2016. Proposals received after the response date will not be considered. Submit to:

Hand Delivery:

Kitsap County Public Works
Third Floor Receptionist
507 Austin Ave
Port Orchard, WA 98366

Or Mail To:

David Forte
Kitsap County Department of Public Works
614 Division Street, MS-26
Port Orchard, WA 98366

6.0 Consultant Selection Process

6.1 No pre-proposal meeting will be held.

6.2 County Project Manager

Work performed under the resulting agreement shall be under the direction of the County's Project Manager. Please direct questions and inquiries regarding the request to:

David Forte
Transportation Planning Supervisor
Kitsap County Public Works
360-337-7210
dforte@co.kitsap.wa.us

6.3 Anticipated selection schedule

- Proposals due: November 7, 2016
- Interviews: November 21, 2016
- Announce apparent winner: December 6, 2016
- Contract negotiations complete: December 20, 2016
- Board of County Commissioners approval: January 2017
- "Notice to Proceed": January 2017

6.4 Acceptance/Rejection of Responses

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

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

6.5 Professional Services Agreement

A standard agreement as per the WSDOT LAG Manual will be utilized for this project.

7.0 RFP Submittal Content

7.1 Submittal

To be considered responsive, the proposer's response must follow the directions presented and include the information below:

- Submit six (6) individually bound responses - one (1) original (containing original signatures and identified as the original) and five (5) copies.
- Proposal shall be no more than eight (8) sheets [sixteen (16) pages double sided] including resumes, a one (1) page cover letter, and a cover sheet/backing.
- In addition, submit a PDF version of the response to dforte@co.kitsap.wa.us

7.2 Cover and Cover Letter

Clearly label proposals cover and letter subject line: "Request for Proposals: Silverdale Transportation Implementation Strategy". The cover letter shall be limited to one page and:

- Identify the primary consultant,
- Contact person's name, title, mailing address, e-mail address, and phone number.
- Name, title, and affiliation of proposed Project Manager, and
- Be signed by a duly authorized officer, employee, or agent of the consulting firm.

7.3 Consultant Team Structure

Provide the team structure (including sub-contractors) for the project. Identify the name, title, firm, physical location, and general project responsibilities of each team member. Discuss the team's ability to actively perform the proposed work and provide a statement which clearly conveys the ability of all proposed project personnel to accept responsibility for completing the project in relation to the firm's and subcontractor's current and projected workload.

7.4 Team Qualifications and Experience

The proposal will be evaluated for the team's qualifications, general background, and experience in relation to the stated Scope of Work. Provide a summary of the background and experience of the firm(s)/team relative to the project and the Scope of Work. Include a list of relative specific projects on which the firm(s)/team members have had a major role. Briefly describing the project's location, cost, basic description, completion date, client, responsibilities, and roles.

Describe your experience working with public jurisdictions and agencies, public officials, and community groups on similar projects.

7.5 Personnel Qualifications and Experience

The proposed project personnel identified shall be evaluated for their areas of expertise and experience which qualify them to perform the work identified in the project. Provide the qualifications of the proposed project manager, focus on experience in managing projects relative to the Scope of Work, past working relationship(s) with other proposed team members, level of effort, and availability for this project.

Identify the lead project personnel and key staff personnel who will be providing significant services. Identify their responsibilities, levels of effort, and supporting biographical information relative to their services on the project.

7.6 Past Performance/References

References shall be used to verify the accuracy of information provided by the proposer, which may affect the rating of the proposer. Provide five (5) recent references who may be contacted concerning your firm's/team's performance with regard to the Scope of Work. In listing references, include the name of the client, mailing address, telephone number, e-mail address, contact person, and specific work your firm performed for the client.

Provide three recent reference who may be contacted concerning the performance of your firm's/team's proposed project manager. These may be the same of firm/team references. The County reserves the right to contact references other than those submitted by the respondent.

7.7 Proposed Approach, Scope of Work, and Methodologies

The proposed scope of work and methodologies will be evaluated for their approach to the project, adherence to the intent of the project, and resource allocation.

8.0 Consultant Evaluation Process

8.1 Evaluation Process

The proposals will be evaluated by a team of County Staff and others. The consultant will be selected according to the evaluation criteria and the two-part process described below:

Part 1

Evaluation of the written proposals.

Part 2

The 3-5 highest scoring proposals shall be invited to interview. The County reserves the right to increase or decrease this number pending outcome of the scoring.

The intent of the interview is to elaborate, clarify and verify information provided in the proposal and to give the County's evaluation team an opportunity to meet the project manager and key personnel that shall have direct involvement with the project and to learn more about their approach to the project. Details for the interview will be provided with the invite.

The evaluation team will select an apparent winner based on the written proposals and interviews. They will make a recommendation to the Public Works Director to obtain approval to begin negotiations with the apparent winner. Contract negotiations shall then commence with apparent winner following directions provided in the LAG Manual. Proposers not selected will be notified in writing of the selection outcome. If the apparent winner and the County are unable to agree on the final scope and fee for the

services, the County reserves the right to terminate the negotiations with the apparent winner and initiate contract negotiations with the next highest rated proposer.

8.2 Evaluation Criteria

The proposals shall be evaluated and ranked based on the criteria listed below.

- 50% - Proposed project approach, scope of work, and methodologies.
- 25% - Experience and past performance of the project manager
- 20% - Experience with traffic/transportation modeling and analysis; system and project design/engineering; and systems planning, prioritization, and implementation.
- 5% - Experience in local infrastructure financial analysis and public workshops.

9.0 Contract Negotiation Process

Negotiation of the detailed Scope of Work for this project will follow the outline and expectations provided in Chapter 31.3 of the LAG Manual. It is expected that this will be an “Actual Cost plus fixed fee” Contract.

Appendix A: Available Reference Documents:

Land Use:

- Kitsap County Comprehensive Plan (2016)
<http://compplan.kitsapgov.com/Documents/CompPlanUpdateDraft2016FinalDraftMAY2016PlanningCommission.pdf>
- Green Corridor Network, Comprehensive Plan. (Page 8-114 in the May 24, 2016).
- EIS <http://compplan.kitsapgov.com/Pages/Supplemental-Environmental-Impact-Statement-Draft-Doc-and-Comment-Page.aspx>
- Silverdale Sub-Area Plan (2006)
http://www.kitsapgov.com/dcd/community_plan/subareas/silverdale/Silverdale_subarea_finaled.htm
- PSRC Centers <http://www.psrc.org/growth/centers/>

Transportation:

- Kitsap County Capital Facilities Plan (2016)
<http://compplan.kitsapgov.com/Documents/CompPlanUpdateDraft2016FinalDraftMAY2016PlanningCommission.pdf>
- Kitsap County Public Works Projects: <http://kitsap.paladinpanoramic.com/>
- Kitsap County Non-Motorized Facility Plan (2013)
<http://www.kitsapgov.com/pw/pdf/KC%20Non-Motorized%20Facilities%20Plan%20BOCC%20CLEAN%20FINAL%20120313.pdf>
- Regional Bike Routes http://www.kitsapgov.com/pw/pdf/Regional_routes_11x17_web.pdf
- Bicycle Use Routes http://www.kitsapgov.com/pw/pdf/Routes_of_bicycle_use_11x17.pdf
- Trails (Clear Creek Trail)
http://www.kitsapgov.com/pw/pdf/Community_trails_maps_Oct2013.pdf
- Kitsap Transit <http://www.kitsaptransit.com/>
- Kitsap Transit Planning <http://www.kitsaptransit.com/agency-information/planning>

Prior Studies:

- Silverdale Access & Circulation Study (1998)
http://www.kitsapgov.com/pw/pdf/silvway_circulation_study.pdf
- Silverdale 2052, Final Vision Plan 2052 (2003)
http://www.kitsapgov.com/dcd/community_plan/subareas/silverdale/final/silverdale_2052_final_vision_plan.pdf#search=silverdale%202022%20a%20vision
- Bucklin Hill Bridge Project http://www.bucklinhill.com/bucklinhill_project.htm
- Bucklin Hill Bridge Project, Traffic Considerations Memorandum:
http://www.kitsapgov.com/pw/pdf/Traffic_Memorandum_Analysis_for_Staging_and_Road_Closure.pdf
- Silverdale Way Northwest Pre-Design Study, February 2010
http://www.kitsapgov.com/pw/pdf/SWay_design_rpt.pdf