



REQUEST FOR PROPOSALS (RFP)

for Preparing Technical Data for an Empirical Parking Study per the Growth Management Act

PURPOSE OF REQUEST

The City of Lakewood, WA seeks responses to this RFP from consulting firms and/or individuals with proven expertise and understanding of the following: the Washington State Growth Management Act (GMA); municipal planning; and residential development and infrastructure, particularly related to transportation systems and parking schemes.

BACKGROUND

Under the GMA, both Middle Housing and Accessory Dwelling Unit requirements include options for developing an “empirical parking study” to determine appropriate parking requirements (outside of the requirements of state statute). The following documents provide guidance to local governments in developing an Empirical Parking Study and in making a certification request to Commerce.

- [Draft empirical parking study guidance \(PDF\)](#)
- [Draft empirical parking study application checklist \(PDF\)](#)

RFP SCOPE

The City is seeking consultant assistance to draft portions of its empirical parking study, including:

- Parking Study (i.e., parking demand rates, spillover parking, and analysis of each);
- Safety Analysis (i.e., on-street parking utilization, street character, pedestrian and bicycle safety, planning for multimodal facilities, and driveways); and
- Document Findings

City staff will assist in administration of the project and drafting portions of the empirical parking study, to be further defined once a firm or individual has been selected to perform the work. The City will accept RFPs that identify a primary consultant and subconsultants.

RFP PROCESS

This is a notice of “Request for Proposals” for consultants. The ultimate purpose is to hire a consultant(s) to assist the City with drafting an empirical parking study per the GMA.

Respondents’ proposal and qualifications submittals will be reviewed by a panel of City staff. Based on the review, up to three (3) consultants will be selected for an interview. The interview, in conjunction with the proposal and qualifications submitted, will be used to identify the consultant(s) selected. The City of Lakewood will approve the final consultant agreement.

TIME SCHEDULE

The City will follow the time table below, which should result in a selection of a consultant in March, 2025.

Issue RFP
Deadline for receiving proposals
Contract Award

February 7, 2025
February 28, 2025 (5:00 PM)
TBD following interviews of respondents

INSTRUCTIONS TO RESPONDENTS:

- Submit proposals via email by the deadline to tspeir@cityoflakewood.us; in addition,
- One copy (not to exceed 20 pages, excluding resumes and supplementary appendices) of this RFP must be labeled “Lakewood Empirical Parking Study” and be placed in sealed envelopes addressed to the following persons:

Tiffany Speir, Planning Division Manager
Planning & Public Works Department
City of Lakewood
6000 Main Street SW
Lakewood, WA 98499-5013

Please contact Tiffany Speir at (253) 983-7702 / tspeir@cityoflakewood.us with any questions.

TERMS AND CONDITIONS

- The City reserves the right to reject any and all proposals, and to determine and waive minor irregularities in any proposal.
- The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- The City reserves the right to determine the most qualified consultant based on the City’s evaluation of the proposals and qualifications received and any factors relevant thereto.
- The City reserves the right to award contracts for all or some of the tasks in the scope of the work to one or more consultant(s) as part of a team to complete the tasks in the Scope of Work.
- The City reserves the right to award any contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after the award of the proposal.
- The City shall not be responsible for any cost incurred by the firm in preparing, submitting or presenting its response to the RFP.

SELECTION CRITERIA

- Experience and background of personnel assigned to the project;
- Successful, recent and relevant experience in conducting content development for municipal and county level policy, regulations, and technical background data

and reports pertinent to the topics covered included in the respondent's submittal;

- Past record in the timely and efficient management of projects referenced above, including documentations that the projects were implemented on budget and on time;
- Quality of work products and successful implementation of related work;
- Other selection criteria shall include: (a) responsiveness of the written proposal and/or interviews to the purpose and scope of the service; (b) price; (c) a history of successful contracts of this type and (d) an ability to adhere to projected deadlines and demonstrated experience in similar work.

Required information in the response includes:

- A listing of the clients, contract amount, contact person, and their phone number for which the proposer has conducted the same or similar work.
- Other references who would be helpful to contact. The information provided should include reference name, phone number, and why they are being suggested as a reference.

SCOPE OF WORK

The following scope of work shall be completed for the City of Lakewood within the listed time periods below.

- March – April 2025: Project launch
- July 15, 2025: Early draft of project materials provided to City
- August 31, 2025: Final draft of project materials provided to City

If potential respondents feel completion of the project is within this schedule is infeasible, they are encouraged to communicate that as part of a response.

BUDGET

The total budget for the project is \$25,000. If potential respondents feel completion of the project is with this funding is infeasible, they are encouraged to communicate that as part of a response.

COMPENSATION

- Please present detailed information on the proposer's draft fee schedule for the work specifications and for any variation for non-routine services, inclusive of Washington State sales tax and any other applicable government charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.

- Payment for the aforementioned services will only be made after the services have been performed, an itemized billing statement is submitted in a form specified by the City and approved by the appropriate representatives, which shall specifically set forth the services performed. Payment will be made in accordance with the payable payment cycles based upon a signed consultant agreement with the City.

Please contact Tiffany Speir at (253) 983-7702 / tspeir@cityoflakewood.us with any questions regarding this RFP.