

## REQUEST FOR QUALIFICATIONS (RFQ) Downtown Transportation Feasibility Study

Federal Aid Project # RAISE-0665(006)

### 1.1 SUMMARY

The City of Lakewood, Washington serves a population of 63,000 people and is the 22<sup>nd</sup> most populated city in the state. In the heart of the city lies a downtown supported by [subarea plan](#) policies, a [Planned Action Environmental Impact Statement \(EIS\)](#) and implementing development regulations.

The city was awarded a FY 2024 RAISE grant through the Federal Highway Administration (FHWA). The purpose of this funding is to prepare a Downtown Transportation Feasibility Study. The City seeks Statement of Qualifications (SOQs) from qualified, interested and eligible firms to prepare this planning study. A summary of the scope of work and schedule are further described below.

### 1.2 BACKGROUND

Lakewood's 333 acre Downtown includes major transportation corridors of Bridgeport Way SW, Gravelly Lake Road SW, Lakewood Towne Center Blvd SW and 112<sup>th</sup> St SW. Lands within are largely developed commercial with some residential and institutional uses. Over a 20-year period, the Downtown subarea plan envisions redevelopment into high-density residential and mixed use to accommodate an additional 2,257 housing units and 7,317 jobs. Public, social and cultural gathering places are also desired to serve the city's hub. Improvements to infrastructure are needed to further transform the Downtown into an accessible and inviting destination for all active transportation modes.

### 1.3 SCOPE OF WORK & DELIVERABLES

The Downtown Transportation Feasibility Study must be completed no later than **December 31, 2026**.

Tentative project schedule includes:

- Execute DOT Funding Agreement: January 2025
- Obligation of Funds: April 2025



- RFQ/Consultant Selection: May 2025
- Execute Consultant Agreement: July 2025
- Assess Existing Conditions: August 2025
- Network Analysis/30% Conceptual Design/Feasibility Alternatives: September 2026
- Public Outreach June-August 2026

The generalized scope of work includes, but not limited to:

- **Public participation .** Develop a public participation plan of methods and approaches for this planning effort. It is also anticipated that the consultant will facilitate, lead and document engagement with a city created ad-hoc stakeholder advisory committee, interested parties and the public. The ad-hoc committee will assist on:
  - Proposed transportation benefits for historically disadvantaged communities.
  - Potential disparate impacts by race, ethnicity, income level, and disability.
  - How modification to Downtown's transportation network can address existing inequities and prevent their perpetuation into the future.
- **Safety.** Conduct a safety assessment of the existing downtown transportation network. The intent is to create a Local Road Safety Plan to support a WSDOT City Safety Program application for a Highway Safety Improvement Program (HSIP) grant funding. The road safety plan will prioritize systemic and corridor-oriented active transportation facilities and multimodal safety improvements.
- **Transportation modeling.** Model existing and future land uses and transportation conditions to determine improvements needed for all active modes of transportation. This includes providing options and recommendations on multi-modal level of service standards within the Downtown.
- **Alternatives.** Identify and analyze alternatives to the Downtown transportation network. At minimum, the alternatives should examine:
  - Determine feasibility of a 5-to-3-lane road lane reduction with or without a median on Gravelly Lake Drive SW.
  - Evaluate major intersections for existing and future levels of service with and without recommended improvements to accommodate growth and improve safety.
  - Identify active transportation networks and evaluate where pedestrian and bicycle facilities should be separated from vehicle travel lanes.
- **ADA Plan.** Incorporate where applicable improvements identified in Lakewood's ADA Transition Plan currently underway.
- **Conceptual design.** Develop 30% conceptual active transportation designs and prepare planning-level cost estimates.
- **Cost-revenue analysis & implementation strategy.** Assess current transportation funding and identify other revenue sources to bridge anticipated funding gaps.

Final deliverables as part of Federal Aid Project # RAISE-0665(006) are:

- 30% conceptual project designs and planning-level cost estimates.
- Cost-revenue analysis and strategic implementation plan.
- Final Downtown Transportation Feasibility Report.

To achieve this, it is expected the consultant will address:

- **Draft and Final Technical Assessment.** Assess the safety of the existing downtown transportation network. This assessment will be incorporated into the final study.
- **Draft and Final Public Participation Plan.** This plan and follow-up engagement documentation will be incorporated into the final study.
- **Draft and Final Downtown Transportation Feasibility Study.** In addition to the items above, this study shall include:
  - **2024 & 2044 Travel Demand Analysis.** New travel demand model analysis incorporating planned growth expectations for both housing and employment.
  - **Constraint/Feasibility Analysis and Recommendations.** Summary of engineering, financial, and construction constraints of each proposed Downtown transportation improvement with recommendations on the feasibility.
  - **Climate, Environmental, Health, and Safety Benefits.** Based on the feasibility recommendations and alternatives, analysis of:
    - Reduction of greenhouse gas emissions, vehicle miles traveled, and other environmental impacts from motorized vehicles due to transportation mode-shift potential.
    - Identify any improvements to stormwater drainage systems, fish passage barriers, and natural habitat.
    - Improvements to public health due to increased opportunities to walk, bike, roll, and ride transit for short trips between home and work, school, shopping, and recreation.
    - Reduction of fatal and injury collisions between vehicles, pedestrians, and bicyclists.
    - Increased safety and comfort for people walking, biking, rolling to destinations.
  - **Transportation Safety Benefits.** Recommendations regarding consideration of a Vision Zero Ordinance with a commitment to eliminating fatal and serious injury collisions.
  - **Social Equity Benefits.** A summary of potential benefits to residents as a whole and of HDCT 719.01 and HDCTs/PPCTs 718.05 and 718.07.
  - **Strategic Implementation.** A recommended implementation strategy for phasing, timing, and funding of recommended active and multimodal transportation improvements. Recommendations should be based on construction feasibility, a schedule of state and federal grant funding

cycles, local funding availability, and consideration of public-private partnerships.

- **Economic Development Incentives.** Consideration of innovative methods, such as Tax Increment Financing (TIF) and mitigation fee reductions to incentivize new development and redevelopment in the Downtown concurrent with transportation improvements based on examples of successful development incentives used in other places.

This planning study has been assigned a **17% Disadvantage Business Enterprise (DBE) goal.**

#### 1.4 REFERENCE DOCUMENTS

- Downtown Subarea Plan, adopted October 2018, updated January 2025 <https://cityoflakewood.us/wp-content/uploads/2025/01/010125-Downtown-Subarea-Plan.pdf>
- Lakewood Municipal Code (LMC) Title 18B Downtown Development Code <https://lakewood.municipal.codes/LMC/18B>
- Downtown Final Planned Action EIS July 2018 [https://cityoflakewood.us/wp-content/uploads/2025/02/Final\\_PAEIS\\_Downtown\\_Lakewood\\_2018\\_0720\\_publish\\_wAppx\\_fin-small.pdf](https://cityoflakewood.us/wp-content/uploads/2025/02/Final_PAEIS_Downtown_Lakewood_2018_0720_publish_wAppx_fin-small.pdf)
- Downtown Planned Action EIS Ordinance No. 696 <https://cityoflakewood.us/wp-content/uploads/2022/12/Ordinance-696.pdf>
- 2025-2030 6-Year Transportation Improvement Plan (TIP) <https://cityoflakewood.us/wp-content/uploads/2024/06/Resolution-No.-2024-09.pdf>
- 2023 & 2009 Non-motorized Transportation Plan <https://cityoflakewood.us/capital-projects/>
- Lakewood Comprehensive Plan, dated September 16, 2024 <https://cityoflakewood.us/wp-content/uploads/2025/01/091724-CompPlan-v.5.0-CLEAN-adopted-by-CC.pdf>
- Comprehensive Plan Final Supplemental Environmental Impact Statement (FEIS) dated September 6, 2024 [https://cityoflakewood.us/wp-content/uploads/2025/01/010125-24CompPlan-FSEIS-CLEAN\\_w-Appendices.pdf](https://cityoflakewood.us/wp-content/uploads/2025/01/010125-24CompPlan-FSEIS-CLEAN_w-Appendices.pdf)
- LMC Chapter 12.18 Complete Streets Policy <https://lakewood.municipal.codes/LMC/12.18>
- Lakewood Engineering Standards, adopted January 2021 [https://cityoflakewood.us/wp-content/uploads/2021/06/Engineering-Standards-Manual\\_2021-revisions.pdf](https://cityoflakewood.us/wp-content/uploads/2021/06/Engineering-Standards-Manual_2021-revisions.pdf)
- Miscellaneous GIS interactive maps, data and PDF map gallery <https://city-of-lakewood-gis-cityoflakewood.hub.arcgis.com/>

#### 1.5 PROJECT CONTACT INFORMATION

Any questions related to the RFQ can be directed at the point of contact below:

Planning & Public Works Department  
6000 Main St SW, Lakewood, WA 98499  
[www.cityoflakewood.us/planning-and-public-works/](http://www.cityoflakewood.us/planning-and-public-works/)

Angie Silva, Assistant Director  
Planning & Public Works  
City of Lakewood  
6000 Main St SW  
Lakewood, WA 98499  
Office: 253-983-7839  
Email: [asilva@cityoflakewood.us](mailto:asilva@cityoflakewood.us)

**1.6 TIMELINE**

RFQ Advertisement	April 15 and 22, 2025
Question Submission Deadline	April 25, 2025 by 5:00PM PST
<b>Deadline for Receiving Proposals</b>	<b>May 6, 2025 by 5:00 PM PST</b>
Initial Evaluation Completion	May 12-23, 2025
Tentative Interview Schedule	Week of June 2 <sup>nd</sup> , 2025
Notice of Award/Contract Negotiations	Week of June 9 <sup>th</sup> -30 <sup>th</sup> , 2025
Estimated Contract Executed	July, 2025

**1.7 INSTRUCTIONS TO RESPONDENTS**

- Follow instructions carefully.
- All questions must be submitted by the deadline and sent via email to [asilva@cityoflakewood.us](mailto:asilva@cityoflakewood.us).
- Submit proposals via email by the deadline to [asilva@cityoflakewood.us](mailto:asilva@cityoflakewood.us). Hard copies may be accepted in-person or mailed to the address for the project contact in Section 1.5.
- Proposals shall include:
  - Not to exceed 20 pages in total.
  - Detailed description of the Contractor’s general approach for the project, including how to meet the project timeline for completion.
  - Detailed SOQ showing experience providing similar services and highlighting the Contractor’s approach to quality control for this project. If sub-consultants are used, identification of the proposed firm(s) and information on their experience, qualification, responsible personnel, and anticipated responsibilities.
  - References and contact information for at least three (3) current or former customers with service needs and/or programs similar in size and scope to City of Lakewood.

- Any additional information the Contractor believes will address the selection criteria.

## 1.8 PROCESS & SELECTION CRITERIA

This is a notice of “Request for Qualifications” for eligible, interested firms. SOQs submitted by the deadline will be first evaluated by a committee comprised of city staff. The top three SOQs will advance to a virtual interview with the city evaluation committee. Interview format and time will be shared with selected firms. Please refer to Section 1.6 of this RFQ on the tentative timeline.

Selection shall be based on the following:

- Project team experience and qualifications of key personnel. **Up to 30 points**
- Understanding of the planning study expectations. **Up to 20 points**
- Familiarity and understanding of WSDOT Local Agency Guidelines and FHWA requirements. **Up to 15 points**
- Approach to the project and schedule. **Up to 15 points.**
- Project management experience and past performance. **Up to 10 points.**
- Past performance references. **Up to 5 points**
- DBE goal approach and commitment. **Up to 5 points.**

Once the contract is awarded, the selected contractor and city will negotiate the final contract agreement using WSDOTs Local Agency [A&E Professional Services Consultant Agreement](#) with a negotiated hourly rate.

The City encourages disadvantaged, minority, and women-owned consulting firms to respond.

In accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), the City commits to nondiscrimination on the basis of disability, in all of its program activities. This material can be made available in an alternate format by contacting the RFQs point of contact noted in Section 1.5 of this RFQ.

The City of Lakewood, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## 1.9 GENERAL 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 firm or firms based on the City's evaluation of the proposals and qualifications received and any factors relevant thereto.
- For this Federally funded planning project, it is the intent of the City to award the entire scope/tasks of the project in this RFQ to one consultant. If the consultant cannot perform all the work noted in the scope of work, they can hire a subconsultant or if there is any part of the scope the city intends to perform then the advertisement must not include said scope/task.
- 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 RFQ.
- Any proposal received is subject to the Washington State Public Records Act (RCW 42.56).