

***State of Washington  
Department of Transportation  
Notice to Consultants  
I-5 Joint Base Lewis McChord Vicinity /  
Interchange Justification Reports and Environmental  
Documentation***

The Washington State Department of Transportation (WSDOT) solicits interest from **professional consulting firms (hereinafter called “Consultants”)** that wish to be considered for services related to study of the I-5 corridor near Joint Base Lewis McChord (JBLM), and the preparation of four interchange justification reports and related environmental documents. This project will be funded using both federal and state funds. Only consulting firms with experience in preparing Interchange Justification Reports (IJR) using Federal Highway Administration and WSDOT guidance will be considered. Furthermore, only submittals offering key team members with demonstrated ability in performing these services will be considered. The selected firm or team must have a proven track record of performing all of the analysis tasks necessary for development of IJR, and NEPA and SEPA documents.

WSDOT reserves the right to amend terms of this Request for Qualifications (RFQ) to circulate various Addenda, or to withdraw the RFQ at any time, regardless of how much time and effort vendors have spent on their responses.

**Project Description**

The work required involves preparation of Interchange Justification Report(s) supporting revisions to four I-5 interchanges: at Steilacoom-Dupont (exit 119), 41st Division – Main Gate (exit 120), Berkeley (exit 122), Thorne (exit 123), performing and documenting all traffic assumptions and analysis, and environmental studies needed to support a NEPA decision at each interchange improvement, and development of permit requirements at a priority interchange location where the first construction funding is anticipated.

Transportation issues surrounding the potential improvements at the four subject interchanges have been recently considered by region stakeholders. The JBLM Growth Coordination Plan Recommendation 6 (Improve Regional Mobility) and Transportation Appendix ([www.jblm-growth.com/plan](http://www.jblm-growth.com/plan)) document this work, and represent the starting point for the development of **IJR’s and NEPA documents for this project. The I-5 Alternatives Analysis Study**, which is referenced in the Transportation Appendix to the Growth Coordination Plan (see above), provides the technical basis for plan recommendations for capital investments in mobility improvements at the four interchanges.

WSDOT is aware of several transportation projects and studies in the vicinity of JBLM that may affect examination of feasibility issues, as well as the specification and analysis of IJR alternatives. These projects and studies include, but are not limited to:

- Martin/Marvin Rd Interchange Justification Report (lead agency City of Lacey)
- the I-5 Transportation Alternatives Analysis (lead agency Thurston Regional Planning Council)
- I-5 Joint Base Lewis McChord Area Congestion Management Project (SR 510 to SR 512)
- Madigan Access improvement project (lead agency City of Lakewood)
- Point Defiance Bypass Project
- Cross base Highway SR 704 IJR, EIS
- Findings & Order (Access Hearing held April 26, 2006)

WSDOT is aware of several recent or current model and modeling efforts that could affect analysis and approach to feasibility, IJR, and NEPA work in the prospective study area. These models and modeling efforts include, but are not limited to work supporting the I-5 Transportation Alternatives Analysis & Traffic Operational Model (<http://www.wsdot.wa.gov/projects/i5/ftlewis-mcchord-transportation/>), the Martin/Marvin Rd IJR and VISSIM modeling supporting the I-5 Joint Base Lewis McChord Area Congestion Management Project (TIGER III) (SR 510 to SR 512).

The I-5 Transportation Alternatives Analysis, which appears in an appendix to the Joint Base Lewis McChord Growth Coordination Plan, describes interchange concepts which are assumed to be the starting point for IJR work associated with this RFP. Tools, methods, and level of effort in this contract should be appropriate for the scale of interchange improvements described in that report.

The work will be performed in two phases, each phase to be contracted separately. All work performed must be in conformance with all applicable guidance and laws associated with this work, and all work will be performed in close coordination with WSDOT, requiring regular and frequent briefings and conferences with agency staff. The final scope of work for the Consultant will be negotiated after the Consultant selection. For purposes of facilitating responses to this RFP, this section provides a preliminary explanation of activities anticipated to be undertaken by the Consultant.

**It's anticipated that work** may include interpretation of baseline and forecast data derived from existing travel models maintained in the study area. Model improvements will likely be necessary to incorporate known baseline project features, and improve model resolution and accuracy needed to achieve the level of detail necessary to perform reliable forecast analysis. A standalone project travel demand model covering the study area may be considered. The need for both AM and PM peak hour modeling and model output post-processing is anticipated.

**It's anticipated that a simulation model will be needed to provide the level of precision** necessary to confirm the operational effectiveness of proposed interchange solutions. Simulation model improvement and calibration will be the responsibility of the Consultant. In general, elements of the Oregon Protocol for Vissim modeling will be referenced during contract scoping. A simulation model of the I-5 corridor was developed by WSDOT and should be considered for use, but it will likely require additional detail and calibration before it can be utilized. The boundaries of this WSDOT simulation model extend beyond the likely study area for this analysis along I-5, but may not include enough local network detail to support this study. A copy of the WSDOT simulation model can be downloaded here:  
<ftp://ftp.wsdot.wa.gov/public/JBLMVISSIM/>.

In Phase 1, the Consultant will establish and implement, in concert with WSDOT and FHWA guidance, the technical assumptions, tools, and methods to be used in the IJR and NEPA analyses to follow in Phase 2. As part of this Phase 1 work, the Consultant may perform the preliminary analyses in the study area using the assumptions, tools, and methods that are necessary for the Support Team (see below) to evaluate and confirm the reasonable range of interchange alternatives at each interchange that should move forward into Phase 2.

In Phase 1, the Consultant will organize and convene a support team per WSDOT Design Manual Chapter 550. Work with the team may include, without limitation, development of project purpose and need, review of previous plan(s), identifying gaps in previous work, and development of a methods and assumptions document. The Consultant will also perform a feasibility study, per WSDOT Design Manual Chapter 550, that considers all four interchanges. This work may include, without limitation, validating the study area, conducting a traffic data needs analysis, collecting baseline data, examining the local and state transportation system, confirming travel demand and traffic analysis needs, and developing and calibrating project-level travel demand and traffic models to support study needs, confirming facility deficiencies, considering the impact of current or scheduled project work and the function of local and regional network, identifying and analyzing potential operational efficiencies, demand management strategies, and capital improvements (build alternatives) both on and off the state system to address identified deficiencies. The Consultant is expected to consult with, inform, and seek endorsement of the project support team throughout the feasibility study process.

WSDOT is particularly interested in ensuring that agency goals identified under the Moving Washington (<http://www.wsdot.wa.gov/movingWashington/>) initiative are incorporated into **the analysis. Moving Washington's three** essential transportation strategies (operate efficiently, manage demand, and add capacity strategically) should be fully considered and analyzed in the **project alternatives development and evaluation processes. It's anticipated that interim, low** cost measures to address traffic congestion will be identified and implemented in the I-5

corridor over time, and considering the consistency of interchange proposals with known or likely measures will be part of this study process.

At the conclusion of Phase 1, the Consultant will submit a feasibility study report per WSDOT Design Manual Chapter 550, describing the work of the support team, the baseline condition and deficiencies, and providing a preliminary analysis of the potential design and operational solutions at each interchange, and any necessary local network improvements. The submission may include analysis and engineering information supporting those conclusions. The Consultant will also prepare a methods and assumptions document per WSDOT Design Manual Chapter 550. The Consultant will also submit all data and analysis tools and models used in performing the study.

In Phase 2, depending on the outcome of Phase 1, the Consultant will perform all the work associated with development and completion of Interchange Justification Reports addressing needed improvements at the four subject interchanges, supporting an engineering and operational acceptability decision by FHWA, through to final approval, using the information **developed in Phase 1. It's anticipated** the process could involve development and approval of a corridor level document, followed by one or more interchange level documents depending on priority. The scope for this effort may include existing and forecast conditions investigations and analysis, engineering design and analysis, alternatives and impacts analyses, any and all other analysis and documentation needed to address the IJR policy points identified in WSDOT Design Manual Chapter 550, and collaboration with the support team to finalize interchange configurations. The Consultant will also consider and document, in collaboration with the Support Team, how design recommendations may be adapted to a phased implementation over time as funding becomes available.

In Phase 2, the Consultant will also perform all the work associated with development of NEPA **documentation supporting construction of improvements identified in the IJR's described in** the previous paragraph. The work in this section will be conducted entirely in accordance with WSDOT Environmental Procedures Manual. WSDOT anticipates that an Environmental Assessment is the appropriate level of analysis needed for this work to support necessary **environmental analysis and decision making. It's anticipated that the work will include federal** Notice of Intent and scoping activities consistent with development of an Environmental Assessment, office and field work consistent with the investigations, analysis, and documentation required to support the NEPA and SEPA process, compilation of a NEPA environmental assessment document, and compilation of corresponding SEPA documents.

In Phase 2, the Consultant may also involve work associated with an access hearing and the environmental permitting needed to proceed on design and construction at a priority interchange location. The work in this section will be conducted entirely in accordance with WSDOT Design and Environmental Procedures Manuals. The work may involve, without

limitation, delivery of environmental permitting tasks, including all products and services consistent with fulfilling local, state, and federal permit regulations necessary to advance one of the subject interchange locations identified for early construction funding. That exact location remains uncertain, but is expected to be at the Thorne Lane interchange (Exit 123).

**It's anticipated that WSDOT and the Consultant will enter negotiations related to Phase 2 work** described in this RFP after award of the Phase 1 contract, and prior to completion of that contract. However, award of the Phase 1 contract is not a guarantee of award of Phase 2 work. WSDOT retains the right to divide project phases and contracts to support agency decision making, goals, and funding. WSDOT also retains the right to conclude Consultant work on the project at the conclusion of the Phase 1 contract.

### **Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
- 4. Firm's Project Management System (Prime Consultant Only);**
5. Project Delivery Approach; and
6. References/Past Performances (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site. NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested as well as a point value assigned to each criterion.

The STATE may short-list qualified consultants that have submitted the highest scoring responsive Statements of Qualifications and invite them to present at a selection interview. The STATE reserves the right to select the highest scoring consultant(s) from the written qualifications without conducting interviews. If interviews are held, the STATE will notify the consultants of their scheduled times and locations.

### **Submittals**

Consultants are invited to submit their submittals at their own cost. WSDOT assumes no obligation for expenses incurred by any respondent to this solicitation. The proposal/submittal should be submitted as a separate Adobe Reader compatible (PDF) files and formatted as

follows: Submitted only on single sided typed 8.5" x 11" paper and with font size no smaller than 12 point. If charts and/or graphs are utilized, text must be no smaller than 8 point.

Your proposal/submittal must be broken into two (2) separate packets. Your **proposal/submittal "Packet A" must** consist of:

- Your responses to scoring Criteria 1 through 5.
- Packet A is limited to 30 sheets, not including the front and back cover.

Your proposal/submittal **"Packet B" must consist of the following information only:**

- Your letter of transmittal;
- Your response to scoring criteria 6, and
- Your Submittal Information Packet forms.
- Packet B has no page limitation.

The proposal/submittal shall meet the following requirements or may be deemed non-responsive and may not be eligible for consideration of this work

- Title of the Request for Proposals, and your firm clearly identified on the cover of the **submittal Packets "A" and "B", and the letter of transmittal;**
- **Proposals broken into "Packet A" and "Packet B" as indicated above;**
- Responses to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline date.

Faxed submittals will not be accepted. Submittals must arrive at the following **email address no later than 4:00 pm on Wednesday, October 24, 2012.**

SUBMITTAL EMAIL ADDRESS: [CSOSubmittals@wsdot.wa.gov](mailto:CSOSubmittals@wsdot.wa.gov)

NOTE: Submitters may want to consider setting your email to automatically receive a **"Delivery/Read Receipt" for confirmation purposes.**

**MULTIPLE EMAILS ARE ACCEPTABLE DUE TO FILE SIZE LIMITATIONS OF 10MB PER EMAIL.**

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7104.

All other questions regarding this solicitation should be directed to:

John P. Donahue, P.E.  
Assistant Planning Manager  
WSDOT Olympic Region

[donahjo@wsdot.wa.gov](mailto:donahjo@wsdot.wa.gov)

360-357-2651 office

360-280-4290 cell

### **Public Records**

Any information contained in the response that is proprietary or confidential must be clearly designated. Marking of the entire submission as proprietary or confidential may be rejected as non-responsive.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, WSDOT shall maintain the confidentiality **of the Consultant's information marked confidential or proprietary. If a request is made to view the Consultant's proprietary information, WSDOT** will notify the Consultant of the request and of the date that the records will be released to the requester unless the Consultant obtains a court order enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, WSDOT will release the requested information on the date specified.

**WSDOT's sole responsibility shall be limited** to maintaining the above data in a secure area and to notify the Consultant of any request(s) for disclosure for so long as WSDOT retains the **Consultant's information in WSDOT records per state law. Failure to so label such materials or** failure to timely respond after notice of request for public disclosure has been given, shall be deemed a waiver by the Consultant of any claim that such materials are exempt from disclosure.

The Department, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The department has an overall Disadvantaged Business Enterprise (DBE) goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscious means as **outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan". The department** encourages disadvantaged, minority, and women-owned consultant firms to respond.

***NOTE: There will be a 6 % DBE goal for the Phase 1 contract.***

Persons with disabilities may request this information and it will be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800- 833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Wednesday, September 19, 2012, and Wednesday, September 26, 2012.

Submittal Due Date: Wednesday, October 24, 2012