



## REQUEST FOR PROPOSAL

### Traffic Engineering Services for Post Accident Safety Reviews

Request for Proposal Post Date: March 25, 2024

Bid/Proposal Due Date: April 12, 2024

Send Proposal to:

[rfp@wstip.org](mailto:rfp@wstip.org)

### About the Washington State Transit Insurance Pool

The Washington State Transit Insurance Pool (WSTIP) is a public risk pool serving 24 transit agency Members in Washington State. Our largest member is Pierce Transit (Lakewood, WA). Our smallest member is Columbia County Public Transportation (Dayton, WA). WSTIP provides claims management, loss prevention, training, and other services to its Members. See Appendix A for an Organizational Overview of WSTIP. See the WSTIP website for more information regarding WSTIP ([www.wstip.org](http://www.wstip.org)).

WSTIP's vision is to be a transformative and collaborate leader in transit safety and risk management. Our destination: Zero losses! WSTIP's mission is to promote risk reduction with our partners. WSTIP has a Strategic Plan. Our first strategic priority is to reduce the frequency and severity of losses while continually monitoring for emerging risks and threats. Further, the plan calls for the reduction of vehicle/pedestrian and vehicle/bicyclist strikes to zero annually.

Despite loss prevention efforts and loss prevention reviews of accidents, major accidents such as vehicle/pedestrian strikes, vehicle/bicyclist strikes, and collisions in intersections have escalated in frequency and severity. This contract is intended to add expertise to the loss prevention review team whose goal is to reduce or eliminate similar accidents.

### Desired Services

WSTIP is in search of a traffic engineering firm to conduct safety management reviews for the purpose of preventing future accidents at selected locations, usually in a post-accident scenario. WSTIP may ask for a review of other locations identified via near miss reporting or due to new construction of transit centers/hub. The ideal consultant would have experience in traffic engineering, public transportation planning, and pedestrian safety. As a result of this review, the Transit Agency may be able to approach the roadway owner (city, county or state) and suggest changes to roadway design, signals, speed limits, pedestrian safety measures, etc. Additionally, recommendations may include actions for the Transit Agency to take, such as altering routes or modifying transit centers/hubs. Finally, WSTIP understands a review of this nature may result in no recommendations.

It is important for consultants to keep in mind that they may be working in a post-accident environment where litigation is still ongoing and that WSTIP is not seeking expert witness services. Consultant's services are intended to enhance WSTIP's loss prevention services.



WSTIP currently has up to four accidents it would like to have reviewed.

### Contract Deliverables and Assumptions

It is anticipated that the consultant will utilize their skills and intellect to review locations provided by the WSTIP loss prevention team. Telephone calls and/or meetings may be anticipated to generate a scope of work and pre-work budget for approval. Consultant may ask WSTIP to gather additional information for Consultant use. WSTIP anticipates Consultant may conduct in-person site visits. A resulting deliverable would be a draft report and a final report on a per location basis. Consultant may be asked to give a presentation or participate in the development of a training program.

### Procurement Schedule

Dates preceded by an asterisk (\*) are estimated dates. Estimated dates are for information only.

Activity	Date – 2024
Procurement Request Released	March 25
Clarification Deadline	April 5, no later than 5:00 PM PST
Submissions Due	April 12, no later than 12:00 PM PST
*Notice of Intent to Award	April 19
*Estimated Award Date	May 1, 2024
<b>Contract Start Date</b>	May 15, 2024 (or upon signatures of contract)

Questions pertaining to the RFP must be emailed to [rfp@wstip.org](mailto:rfp@wstip.org). Answers will be posted on the WSTIP website. WSTIP does not guarantee a response to questions submitted after the clarification deadline has passed. Submissions are not reviewed or considered after they are due. WSTIP reserves the right to award a contract(s) without a Best and Final Offer. Issuance of a Notice of Intent to Award is not a substitute for a contract and can be revoked.

WSTIP reserves the right to modify the Procurement Schedule through written addenda.

WSTIP **may** invite the top one (1) to three (3) firms (competitive range) for a semifinal interview/presentation. WSTIP provides requirements of the interview when the interview is scheduled. WSTIP will not be responsible for any costs for interviews including but not limited to travel, expenses, preparations, or materials.

### Minimum Qualifications

At the time of proposal, Consultants must meet the following minimum qualifications. Consultants will not substitute the experience of a sub for their own.

- Have required local government business license(s) and endorsements.
- Not be suspended or debarred with SAM.gov.
- Not be disqualified from bidding under RCW 39.06.010 or 39.12.065 (3).
- Demonstrate there are no outstanding and/or repetitive violations with Labor and Industries, Department of Revenue, or Employment Security.



- Whether, within the three-year period immediately preceding the date of the solicitation, the Consultant has been determined by a final and binding citation and notice of assessment<sup>1</sup> issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW;
- Possess all permits, registrations, and licenses as required by city, state, and Federal ordinances, rules, laws, and regulations. When requested by WSTIP, Consultant shall provide documents confirming that he/she/it has obtained any local business registrations or permits that may be required.
- Is skilled and regularly engaged in the general class or type of work called for under the contract.
- Has performed satisfactorily on other contracts of similar nature, magnitude and comparable difficulty, and at comparable rates.
- Demonstrate the ability to maintain adequate files and records to meet reporting requirements.

### Required Proposal Format

- **A biography of the business** to include number of full and part-time employees, services it provides, and if the business is veteran-owned or is recognized by the State of Washington as a minority or women-owned business.
- Biographies of primary employees that would be assigned to the contract including **a primary point of contact for contract work**.
- **An outline of how work would be performed** addressing the desired work stated in this RFP.
- **Consultant's experience in delivery of the services requested** to include a relevant example of similar work performed by your company and/or team as evidenced by a written report. (Please redact any confidential information.)
- **Cost** which would be hourly rates of individual employees that would be assigned to the project.
- **Three professional references** (companies where you have or are performing similar services) to include contact name, company name, phone and/or email address.
- **Proof of general, auto liability, and professional liability insurance.** WSTIP will ask to be named as an additional insured on the general liability and auto liability policies. (Template contract is attached as Appendix B.)

### Proposal Evaluation

An initial review of proposals will be conducted by the Member Services Manager against the following criteria. Proposals that do not receive 3 "Pass" scores will not be reviewed further.

Factor	Score
Conformity with Minimum Proposer Qualifications	Pass/Fail
Complete Package Submission	Pass/Fail
All Exhibits Completed	Pass/Fail

<sup>1</sup> RCW 39.26.106(2)(f)



Cost	0-4
Proposer location: Washington or Oregon	0-4

The evaluation team will review Proposals receiving 3 “Pass” scores against the following Initial Evaluation Factor(s), which are listed in the order of importance.

Factor	Points
Proposer Experience in Traffic Safety Engineering	0-4
Proposer Experience in Transportation Planning	0-4
Proposer Experience in Safety Assessments	0-4
Proposer Capability	0-4

Committee members will assign a score of 1 – 5 for each factor and it will calculate total points as follows:

- 0 – Proposal did not meet factor requirements = 0%
- 1 – Proposal met less than ½ of factor requirements = 25%
- 2 – Proposal met at least ¾ of factor requirements = 50%
- 3 – Proposal met all of the factor requirements = 75%
- 4 – Proposal exceeded factor requirements = 100%

Rankings are in whole numbers only or rounded down. (e.g. 4.5 will round to 4). Rankings will then be averaged based on how many members of the Evaluate Committee are scoring. The top two proposals (Competitive Range) may be invited for interviews. Proposals and interview results are re-scored against the Initial Evaluation Factors based on information provided by interviewees.

A member of the evaluation team and/or the Member Services Manager will check references of the top two proposals and share them with the evaluation team. Proposers may be asked for a Best and Final Offer (BAFO) post-interview. However, WSTIP reserves the right to award a contract without a BAFO.

Nothing in this request for proposal obligates WSTIP to award a contract to the lowest cost Proposer, or any Proposer.

### Contract Terms

WSTIP is offering a one-year agreement with optional extensions that will allow for periodic negotiated rate increases.

### Travel Expenses

WSTIP assumes travel expenses related to project work will be reimbursed on an incurred basis utilizing the GSA.gov travel reimbursement as a schedule of allowable expenses.

### Interlocal Purchasing

This award shall be subject to RCW Chapter 39.34 Interlocal Cooperation Act where other government agencies may purchase on the WSTIP request in accordance with the terms and prices stated, over the subsequent time period for which the vendor is willing to honor the solicitation price.



## Protest Procedures

**Filing a Protest.** Any party with an interest in the award of the solicitation may file a protest that WSTIP staff did not follow its own policies and procedures regarding a Procurement Action, or the procedures and restrictions set out in this RFP.<sup>2</sup> Any protest must be submitted in writing to Joanne Kerrigan, Member Services Manager ([joanne@wstip.org](mailto:joanne@wstip.org)), and include the following information:

- a) Name, address, email address, and telephone number of the protester
- b) Signature of the protester or their representative
- c) Identification of the solicitation
- d) Detailed statement of the legal and factual grounds of the protest
- e) Copies of all relevant documents
- f) The form of relief requested

Issues and facts not stated in the Notice of Protest will not be considered.

**Time for Filing a Protest.** A protest based on alleged improprieties or ambiguities in a **solicitation** must be filed at least seven (7) days before the due date of the bid or proposal. A protest based upon alleged improprieties in an **award** of a contract or a **proposed award** of a contract must be filed within three (3) days after the Notice of Intent to Award has been issued.

**Notice of Protest.** Procurement shall immediately give notice of a protest to the selected Consultant if a contract has been awarded. If no award has been made, notice will be provided to all Consultants.

**Stay of Award.** If a protest is filed, the award will be postponed unless the Deputy Director determines in writing that:

- a) Reasonable probability exists that the protest will be denied.
- b) Delay of the award would be contrary to the best interests of WSTIP.

**Review of Protests.** WSTIP's Deputy Director shall review and investigate properly filed protests and issue a written decision to the protester:

- a. A meeting(s) will be called within five (5) working days from receipt of the protest that will include representatives from the WSTIP and the protester to discuss the issue(s) related to the protest. The meeting may be conducted by telephone conference if convenient for both parties.

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<sup>2</sup> "Procurement Action" includes: specific procurement steps, such as setting the calendar of events; producing the proposal/bid document; advertising the proposal of the proposal, maintaining a list of proposal/bid holders; conducting a pre-proposal meeting; responding to all approved equals/clarifications received by the appropriate time and date; addenda issued straightforwardly to all proposal/bid holders; enforcing closing time and date; providing proctoring services to the project manager and evaluation committee; setting criteria weights; conducting interview process with top-scoring Consultants and evaluation committee; creating notes to file regarding the proposal/bid process; issuing award/non-award letters; and maintaining a written record of the procurement.



- b. A decision of the protest will be made by the Deputy Director within three (3) working days of the final meeting and at the time the protester shall be notified of the decision in writing by the Director by email or regular mail.
- c. The Deputy Director may, at his/her sole discretion, extend the limits of time outlined above.
- d. The decision of the Deputy Director shall be final, unless appealed as provided herein.
- e. A request for reconsideration may be allowed if data becomes available that was not previously known, or there has been an error of law or regulation.

Appeal. A Protestor may appeal the Deputy Director's formal decision to WSTIP's Executive Director. The written appeal must be received by WSTIP within two business days after receipt of the written decision by the Protestor, or the appeal will not be considered. Properly filed appeals of the decisions of the Deputy Director shall be reviewed and investigated by the Executive Director who shall issue WSTIP's final decision no later than 21 days after receipt.

## Equal Opportunity

Small, minority, veteran, and women-owned Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26, are encouraged to submit proposals in response to this solicitation. WSTIP ensures non-discrimination in the award and administration of all contracts, creates a level playing field where DBE's can compete fairly, and remove barriers to the participation of DBE's in our contracts.

## Proposals Subject to Public Records Requests

All proposals received shall remain confidential until the apparently successful Consultant, if any, is announced. Thereafter, the proposals shall be deemed public records as defined in RCW 42.56.030 to 42.56.130 and RCW 42.56.210, .510, .520, .540 & .580 "Public Records."

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 (Public Records Act) must be clearly designated. The page must be identified and the particular exception from disclosure upon which the Consultant is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" or "Proprietary" printed on the lower right-hand corner of the page.

WSTIP will consider a Consultant's request for exemption from disclosure; however, we will decide predicated upon Chapter 42.56 RCW. Marking the entire proposal exempt from disclosure will not be honored. The Consultant must be reasonable in designating information as confidential or proprietary. If any information is marked as confidential or proprietary in the proposal, such information will not be made available until the affected Consultant has been given an opportunity to seek a court injunction against the requested disclosure.

## Questions

Joanne Kerrigan, Member Services Manager

[joanne@wstip.org](mailto:joanne@wstip.org)

(360) 786-1647



## Appendix A Organizational Overview of WSTIP

The Washington State Transit Insurance Pool is one of many pools currently operating in the State of Washington. WSTIP was established in 1989. The Pool employs a staff of twelve full-time employees. WSTIP is regulated by the Washington State Risk Manager and audited annually by the Washington State Auditor. The WSTIP building is in west Olympia at 2629 12<sup>th</sup> Court SW.

The physical mailing address is:

PO Box 11219  
Olympia, WA 98508

To submit invoices for payment of services, invoices can be mailed to the address above or emailed to:

[pay.me@wstip.org](mailto:pay.me@wstip.org)

The loss prevention team is managed by Joanne Kerrigan, Member Services Manager.

Here is a list of WSTIP members:

1. Asotin County Public Transportation Benefit Area;
2. Ben Franklin Transit;
3. City of Ellensburg, d/b/a Central Transit
4. Clark County Public Transportation Benefit Area d/b/a C-Tran;
5. Chelan/Douglas Transportation Benefit Area Authority, d/b/a Link Transit;
6. Clallam Transit System;
7. Columbia County Public Transportation;
8. Cowlitz Transit Authority, d/b/a River Cities Transit;
9. City of Everett, d/b/a Everett Transit;
10. Grant Transit Authority;
11. Grays Harbor Transit;
12. Intercity Transit;
13. Island County Public Transportation Benefit Area, d/b/a Island Transit;
14. Jefferson Transit Authority;
15. Kitsap County Public Transportation Benefit Area, d/b/a Kitsap Transit;
16. Mason Transit Authority;
17. Pacific County Public Transportation Benefit Area, d/b/a Pacific Transit System;
18. Pierce Transit;
19. City of Pullman, d/b/a Pullman Transit;
20. Skagit Transit;
21. Snohomish County Public Transportation Benefit Area, d/b/a Community Transit;
22. Spokane Transit;
23. Valley Transit;
24. Whatcom Transportation Authority; and
25. Yakima Transit.

Several members also operate Sound Transit bus services. These members are Community Transit, Intercity Transit, and Pierce Transit.