

**CITY OF SEATTLE  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
CONSULTANT SERVICES**

**Project: City of Seattle Pedestrian Master Plan**

**GENERAL INFORMATION**

The City of Seattle, through its Seattle Department of Transportation (SDOT), requests Statements of Qualifications (SOQ) from qualified consulting firms to develop a Pedestrian Master Plan for the City of Seattle.

**OVERVIEW OF PROJECT**

The Pedestrian Master Plan will create an action plan to make Seattle the most walkable city in the country, a goal strongly supported by the Mayor and City Council. Seattle's walking network and facilities will be identified and assessed and an implementation plan developed so that the system can be improved, expanded and completed. Major elements include:

- evaluation of existing pedestrian facilities
- development of a pedestrian system plan
- creation of a detailed ten-year action and budget plan
- policy recommendations on connectivity and complete streets
- recommendations regarding policies, best practices, and programs of City departments that affect pedestrians
- development of supplemental design guidelines

For more information on the Pedestrian Master Plan, visit the project website at:  
[http://www.seattle.gov/transportation/ped\\_masterplan.htm](http://www.seattle.gov/transportation/ped_masterplan.htm).

**PROJECT GOALS**

The Pedestrian Master Plan has the following working goals:

- 1) reduce the number and severity of crashes involving pedestrians
- 2) get more people walking
- 3) help build strong communities

These goals are still being refined, and evolved out of the development of City Council Resolution 30951 (see Exhibit A) that defines a broad set of actions to improve pedestrian safety in Seattle.

**PROJECT TEAMS AND RESOURCES**

SDOT is the City's lead for this project. The Project Manager, Barbara Gray, will be responsible for the Pedestrian Master Plan and will be the point of contact for information to the selected consultant.

An Interagency Team, including representatives from several SDOT divisions and other departments and agencies such as King County Metro Transit has been identified and will provide technical input to the planning process. A Pedestrian Master Plan Advisory Group (PMPAG) has been formed and will provide an advisory role in the development of the Pedestrian Master Plan. The stakeholders on the PMPAG are defined in Attachment A: Section 2.

Section 1 of Resolution 30951 defines key elements of the plan. Please note that the City and its partners have additional resources, outside of this consultant contract, to complete many of the deliverables referenced in the Resolution. City owned GIS data will be made available to the consultant, as will a recently complete citywide sidewalk and curb ramp inventory. The City will also take the lead on citizen participation for the plan and will continue to be the main contact with the PMPAG.

Key tasks for the consultant contract include:

- Develop a “state of the pedestrian environment” report describing Seattle’s existing pedestrian system
- Supplemental data collection to augment existing City GIS and inventory data.
- Create a toolbox of strategies and solutions for pedestrian improvements and policies that reflect national best practices
- Define and mapping a system of pedestrian facilities, citywide, including the list of projects, programs and policies to complete the system.
- Develop an implementation plan, including project and action priorities and a funding strategy
- Define a set of performance reporting tools linked to the implementation plan and funding strategy

### **ANTICIPATED SCHEDULE / COST**

Project consulting fee is anticipated to be \$250,000 with the time of performance expected to be between January 2008 and March 2009.

### **SELECTION PROCESS**

The Seattle Department of Transportation will use a two-step process for selecting a consultant. The first step will evaluate all consultants submitting their qualifications. The second step will include an interview for the top ranked firm(s). Those selected for interviews will be asked to submit a brief summary of project understanding and likely approach, a budget and task level estimate (including previous fees) and make a short presentation to an interview panel consisting of City staff, members of the PMPAG and others. Following the second step, the City will enter into negotiations with the top-rated firm. If SDOT receives three (3) or less submittals for this contract, we reserve the right to interview all applicants without scoring SOQs.

#### **A. Qualifications**

- 40 Firm Experience: Experience of the consultant in projects of similar scope. Demonstrated experience in developing local pedestrian master plans including summary information on scope and fees; and development of the pedestrian master plans. Knowledge of technical aspects of pedestrian transportation planning, urban design, data collection and analysis. Capacity and ability to adhere to budget and schedule.
- 30 Results: Demonstrate that plans developed were adopted, how they were implemented and what results were achieved.
- 30 Personnel: Competence and qualifications for the type of services to be provided. Knowledge and experience of proposed project manager and key staff in projects of similar scope. Strong analytical, written and oral presentation skills.

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100 Maximum Total Points

**B. References**

Submit specific project references which demonstrate the firm’s experience and success in performing work similar to this project, including name of project, client, mailing address, telephone number and contact person. References will not be scored but will be used to verify qualifications, which may affect the rating of the submittal.

**C. Resumes**

Attach the resumes of the major project team members. The resumes should be no more than three (3) pages per person (is not part of the SOQ page limit). Information in the resumes will allow better evaluation of experience in A. above but will not be scored separately.

**ADMINISTRATIVE DETAILS**

**Format**

SOQs shall be limited to a maximum of ten (10) pages, not including attachments and an optional cover letter and shall clearly indicate principal team members and subconsultants if used. \_\_\_\_\_ (\_\_\_\_) copies of the SOQ, including attachments shall be submitted.

**Submittal**

**SOQs must be submitted to the following address no latter than 5:00 PM (PST) on \_\_\_\_\_.**

**Seattle Department of Transportation  
700 Fifth Avenue, Suite 3900  
PO Box 34996  
Seattle, Washington 98124-4996**

**Attention: Tom Peloquin**

Any questions regarding this Request for SOQs may be directed to Barbara Gray, SDOT Project Manager at (206) 615-0872, e-mail [barbara.gray@seattle.gov](mailto:barbara.gray@seattle.gov) . Consultants must limit their contact to this person when seeking information on the project or the selection process. Legal and ethical considerations constrain the contact person, as well as other Department employees or members of the Consultant Evaluation Committee from giving out information on this project or the process which might possibly give an inquiring consultant an advantage over other consultants competing for this contract. Failure to follow this instruction may result in disqualification.

**Schedule**

<b>Event</b>	<b>Date</b>
SOQ Published	
SOQ Submittal Deadline	
Short List Selected	
Interview	
Enter Negotiations with Selected Firm	

Please note, City of Seattle administrative requirements will be added to this SOQ that include consultants preparing an outreach plan to establish an aspirational goal for use of W/MBE participation, equal benefits requirements, and insurance requirements

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