



City of Medical Lake  
124 S Lefevre Street  
PO Box 369  
Medical Lake, WA 99022-0369  
509-565-5000

Request for Proposal (RFP)

TRANSPORTATION PLAN

City of Medical Lake

Submittal Deadline: March 12, 2025

## Purpose:

The City of Medical Lake (“City”) is seeking a qualified consultant (contractor) to prepare an Active Transportation Plan. The City has a budget not to exceed \$30,000.

## Background:

The City is a small community surrounded by farms, forests, and lakes. Located five miles north of Interstate 90, and twelve miles southwest of Spokane, Medical Lake has just under 5,000 inhabitants. The city is generally flat, therefore, lends itself to easy walking and bicycling for its residents. It is very common to see residents in small groups walking the streets or trails any time of year. With the small population and connectivity of the street system, traffic congestion has yet to become a concern. The city has few job opportunities which lead to many residents commuting outside the city for work. On the other hand, Eastern State Hospital and Lakeland Village are large employers, and there is an influx of traffic during shift changes.

Medical Lake is in the midst of a periodic update of its comprehensive plan and development regulations as mandated by the Washington State Growth Management Act. The City is acting as the “general contractor” of the update and is hiring “subcontractors” where expertise is needed. In this instance, the City is looking for expertise in transportation with an emphasis on active transportation planning.

The current Medical Lake Comprehensive Plan has several goals related to active transportation and it is expected that the updated plan will continue to have a similar focus. To summarize the goals, the community is looking for a convenient, attractive, and visible pedestrian and bicycle system that provides access to community facilities and neighborhoods. There are particular concerns regarding safety along SR-902 and access to public transportation.

## Project Overview:

The Transportation Plan is being funded through Washington’s Department of Commerce Periodic Update Grant. The plan will be incorporated into the Medical Lake Comprehensive

Plan. Community outreach for this project will be incorporated into the larger comprehensive plan outreach.

Medical Lake is looking for a document that outlines a community's vision for future mobility needs, analyzing current transportation conditions, identifying key issues, and proposing strategies to improve accessibility, safety, and sustainability across different modes of transport including cars, public transit, walking, and cycling, while considering factors like land use, population growth, and environmental impacts, all with the goal of creating a well-connected and efficient transportation system for the community.

Each of these tasks generally outline the work, but it shall be the responsibility of each consultant responding to the RFP to specifically identify the tasks, sub-tasks, and outreach activities, including a timetable to perform the completed work. Consultants should feel free to suggest amendments to the scope which they feel would be of benefit to the City.

## Scope of Work:

### **1. Kick-off Meeting**

- 1.1. Participate in a kick-off meeting to discuss the goals of the Project and role of the Consultant, administrative items such as communication protocol, meeting frequency, progress reporting, scheduling, and invoicing, and relevant Project information.

### **2. Data Collection and Existing Conditions Analysis**

- 2.1. Audit and summarize existing transportation plans for the City of Medical Lake (Comprehensive Plan), Spokane County (Countywide Planning Policies), SRTC (Horizon 2045), and the State (Active Transportation 2020 and Beyond).
- 2.2. Conduct an inventory of existing street and trail conditions including sidewalks, bike lanes, and bus stops.
- 2.3. Steet Network Map: Arterial and collector street capacities and level of service.
- 2.4. Pedestrian Facilities: A map and description of existing pedestrian facilities, including those at parks and schools.
- 2.5. Bicycle Facilities: A map and description of existing and proposed bicycle transportation facilities, including those at parks and schools.
- 2.6. Description of Land Use/Destinations: A map and description of existing and proposed land uses and destinations and how they affect transportation needs.
- 2.7. Provide estimates of existing vehicle, transit, bicycle, and pedestrian trips and projected increases.
- 2.8. Evaluate collision data for location and reasons for collision (distracted driving, speed, visibility).
- 2.9. Evaluate the level of traffic stress for active transportation users.
- 2.10. Property ratings for Walk Score, Bike Score, and Transit Score, unique to Medical Lake.
- 2.11. Wayfinding: A description of existing signage providing wayfinding along bicycle and pedestrian networks to designated destinations (Schools, parks, library, post office, and city hall).

### 3. Transportation Plan

- 3.1. A narrative describing how the Comprehensive Plan goals and existing conditions led to the development of the plan.
- 3.2. A narrative describing the public input received and how it affected the plan.
- 3.3. A street network map showing existing and future streets and trails, including proposed UGA.
- 3.4. Identified locations of concern that can benefit from traffic calming or other infrastructure improvements to improve safety.
- 3.5. Identified active transportation gaps, opportunities and barriers.
- 3.6. Define Multi-Modal Level of Service.
- 3.7. Catalogue of active transportation infrastructure typologies.
- 3.8. Draft goals, objectives, and performance standards that align with the Comprehensive Plan.

### Proposal Requirements:

**Cover Letter:** Maximum of two (2) pages serving as an executive summary which shall include an understanding of the scope of services.

**Brief Company Profile:** General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualification(s) of the firm as they relate to the work proposed with this RFP.

**Organization and Staffing:** Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional level of work to be performed by each individual. The City will retain under its agreement with the successful Consultant the right of approval of all individuals performing under the agreement.

**Description and Approach:** The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFP.

**Cost Proposal:** The cost proposal shall include the hourly rate for all provided services. Include any sub-consultant's fee schedule, if applicable. This should include hourly billable costs of each team member.

**Résumé:** Relevant Projects/Services with References. Provide résumés of the individual(s) from the Consultant's firm or entity that will be directly responsible for carrying out the contract, three (3) references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided.

### General Conditions:

The City shall not be liable for any pre-contractual expenses incurred.

The City reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the City.

The selected firm must agree to indemnify, hold harmless and defend the City, its officers, employees, and agents; and assigns from any and all liability or loss resulting from any suits, claims or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the Consultant in the performance of the contract.

The selected firm will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.

The City reserves the right to negotiate special requirements and service levels using the selected qualification(s) as a basis. Compensation for additional services will be negotiable.

All responses to this RFP become the property of the City.

No amendments, additions or alternates shall be accepted after the submittal deadline.

All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the City.

## Submittals:

Three (3) color copies and one (1) digital pdf copy of the proposal must be submitted (hand-delivered, mailed, or delivered by courier) no later than 4:00 PM, Wednesday, March 12, 2025 (No submittals will be accepted after that date and time) to the following location:

City of Medical Lake Planning Department  
"RFP Transportation Plan"  
Attn: Elisa Rodriguez  
124 S Lefevre Street  
Medical Lake, WA 99022

All questions regarding this RFP shall be directed in writing to Elisa Rodriguez, Planner, at [erodriguez@medical-lake.org](mailto:erodriguez@medical-lake.org) or 509-565-5019. No postmarks will be accepted.

## Proposal Evaluation and Selection:

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City's needs. City staff will use the following criteria to evaluate proposals:

- Understanding of Work to be Performed (the Scope of Services): **15 points**
- Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance and Approach: **15 points**
- Familiarity with City, County, and State Procedures: **20 points**
- Firm and Professional Staff References/Satisfaction of Clients: **15 points**
- Completeness and Quality of Proposal: **25 points**
- Cost Approach to performing this type of service: **10 points**
- Total: **100 points**

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City's adopted procedures. The City reserves the right to reject any and all proposals.

### Schedule:

The solicitation, submittal receipt, evaluation and final decision selection will substantially conform to the following schedule:

Advertisement	February 14, 2025
Cheney Free Press	February 20, 2025
Submittal Deadline 4:00 PM	March 12, 2025
Contract to City Council	March 18, 2025
Project Completion	June 15, 2025

### Other Information:

Submittals received by the City in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act. The Consultant should clearly identify in its proposal any specific information that it claims to be confidential or proprietary. If the City receives a Public Records Act request to view the information so marked in the Consultant's proposal and the City determines that it must produce that information in response to the Public Records Act request, its sole obligations shall be to notify the Consultant (1) of the request and (2) of the date that such information will be released to the requester unless the Consultant obtains a court order to enjoin that disclosure pursuant to RCW 42.56.450. If the Consultant fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.