



Office of Performance, Strategy, and Budget

REQUEST FOR PROPOSALS (RFP)

STAMPEDE PASS EFFICIENCY STUDY

Short Title: Stampede Pass Efficiency Study

RFP Release Date: **June 5, 2023**

Due Date: **June 16, 2023**

Contract Specialist: Andrew Larson, alarson@kingcounty.gov

Funding: \$150,000 in King County funds (as per the 2023-2024 Biennial Budget)

Submitting a Proposal Proposals are hereby solicited and will be received via Zoom Grants no later than 12:00 p.m. on the due date noted above. The services procured through this RFP shall be provided in accordance with the following and the attached instructions, requirements, and specifications.

Access the ZoomGrants application directly at:

https://www.zoomgrants.com/zgf/Stampede_Pass_Efficiency_Study

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I. Introduction

In the 2023-2024 King County Biennial Budget Ordinance number 19546, \$150,000 was allocated for a new study to look at the feasibility of increasing the efficiency of transporting freight through Stampede Pass. The study will benefit local trade, traffic congestion and our environment.

The Stampede Pass rail corridor runs through the Cascade Mountains between Southeast King County and Kittitas County. The rail and highway corridors provide a critical route for goods from Eastern Washington to Puget Sound ports. There is a need to maximize this underused intermodal transportation route, which would be a positive change for not only the inland agricultural producers, but also the drivers who pass through Snoqualmie Pass.

Much of Washington state's agriculture industry accesses export markets through the Northwest Seaport Alliance, the fourth-largest international container port in the United States. In 2018, Washington growers moved 3.8 million containers through facilities in Seattle and Tacoma. From farmers to consumers, many rely on an optimized freight transportation system to ship transport goods and internationally and across the country.

II. RFP Overview

A. Program Purpose Statement

King County is seeking an experienced firm or organization to conduct a study on Stampede Pass to understand how to increase the efficiency of transporting freight through the existing rail and highway passageways, to increase economic activity in King County.

B. Project Deliverables

The research study will produce the following deliverables:

- 1) Draft report for review and feedback
- 2) Final report, incorporating review
- 3) One page "Executive Summary", summarizing activities
- 4) Presentation, virtual or in-person to King County employees

III. Eligibility

This request is open to private organizations, nonprofit organizations, community-based organizations, tribes, and tribal organizations, and public or governmental agencies. Small nonprofits and community-based organizations are encouraged to submit proposals. Women of color led organizations, small nonprofits, community-based organizations, young people-led organizations serving in the South King County region are encouraged to submit proposals. King County departments or offices are not eligible.

IV. Available Funding

The total funding amount available for this RFP is \$150,000 to support the work described in this RFP. The duration of each Contract is to not exceed 12 months, with an anticipated start date of July 1st, 2023, and end date no later than June 30, 2024.

The maximum total award amount applicants may request is \$150,000 for 12 months. King County PSB reserves the right to not award all funds advertised in this RFP. Applicants are expected to estimate and develop a budget for up to 12 months of services covering proposed goals, activities, and outcomes.

Please note that any contract awarded because of this solicitation is contingent upon the availability of funding. Funds should be aligned with proposed strategies outlined in the proposal.

V. RFP Process

A. Timeline

The following timeline represents the tentative schedule of the entire RFP process, from solicitation to program implementation. The dates listed here are subject to change. Applicants are responsible for monitoring ZoomGrants for any changes prior to the submittal deadline.

RFP Release Date	June 5, 2023
Final day to submit questions via ZoomGrants	June 12, 2023
Proposals due	June 16, 2023 by 12:00 p.m.
Responses reviewed	June 16, 2023 – June 23, 2023
Notification of selected and non-selected applicants	June 2023
Anticipated program/contract start date	July 2023

B. Questions

Interested parties may submit questions in writing prior to the date and time indicated in the RFP schedule through the Contact Admin tab in ZoomGrants. King County response to all questions received will be posted as a Frequently Asked Questions (FAQ) document to program document library.

If potential applicants experience technical difficulties with ZoomGrants leading up to the due date, please email your Proposal to the Contract Specialist listed on the cover page of this RFP directly to avoid a late submission.

Applicants are encouraged to complete their proposals early to avoid any difficulties or errors in submission. PSB is not responsible for any technical difficulties that an applicant may experience, and late submissions may result in rejection of proposal.

C. Communication

1. RFP Communication

All RFP documents will be uploaded through ZoomGrants, as described in Section VII, Proposal Process, below.

The Contract Specialist is the point of contact for this procurement. All communication regarding the subject matter of this opportunity between the applicants and PSB upon release of this RFP must be through ZoomGrants or the Contract Specialist, as follows:

Contract Specialist

Andrew Larson

alarson@kingcounty.gov

Any other communication will be considered unofficial and non-binding on King County. Applicants are to rely on written statements issued by the Contract Specialist. Communication directed to parties other than the Contract Specialist on this opportunity may result in disqualification of the applicant.

2. Applicant Communication

Unless otherwise requested, letters and other communications about this RFP will be issued to the e-mail address noted in the proposals created within ZoomGrants. If other personnel should be contacted via e-mail in the evaluation of this proposal, or to be notified of evaluation results, please complete the information in the area provided in ZoomGrants.

VI. Proposal Process

Responses are hereby solicited and will be received using the link below through ZoomGrants no later than 12:00 p.m. on the due date noted on this RFP. Applicants are responsible for regularly checking ZoomGrants for any updates, clarifications, or amendments.

Note: Applicants bear the risk that technical difficulties may result in late or undelivered proposals. Therefore, applicants are encouraged to submit materials through ZoomGrants on a timely basis, and to reach out to ZoomGrants as noted on this RFP early in the process if encountering technical difficulties. If the issue cannot be addressed through ZoomGrants, then reach out to the Contract Specialist as noted on this RFP.

Submit proposals through ZoomGrants application link at:

[https://www.zoomgrants.com/zgf/Stampede Pass Efficiency Study](https://www.zoomgrants.com/zgf/Stampede_Pass_Efficiency_Study)

Complete proposal packages will include the following:

- A. Summary Questions
- B. Narrative Questions
- C. Cost Proposal and Attachments

VII. Selection Process

A. Rating Criteria

Responsive proposals will be reviewed strictly in accordance with the requirements stated in this RFP and any amendments issued.

All proposals received by the stated deadline will be reviewed by the Contract Specialist to ensure that the proposals contain all the required information requested in the RFP. Only responsive proposals that meet the threshold requirements will be evaluated by the PSB designated review panel. Any applicant who does

not meet the stated qualifications or any proposal that does not contain all the required information may be rejected as incomplete.

The Contract Specialist may, at their sole discretion, contact the applicant for clarification of any portion of the applicant's proposal. Applicants should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

#	Evaluation Criteria	Description	Max. Points
1	Proposal Requirements	Overview and Project Methodology Study Approach	50
2	Management	Qualifications Relevant Experience	25
3	Pricing	Cost Proposal	25
		Total possible Written	100
5	Interviews	Optional Interviews	20
		Total Possible Evaluation	120

Proposals will be reviewed and evaluated by a review panel. The process for choosing projects will include evaluation of the narrative and accompanying documents, and potentially, interviews. Below are the selection criteria that will be used during the evaluation process.

B. Review Process

Review panels may consist of King County staff, external subject matter experts, evaluators, community members, advisory board members, participants with past or current lived experience, and members or designees of the King County Council (who will serve as nonvoting members). Following proposal review, applicants may be asked to participate in an interview with the review panel prior to final scoring of proposals.

The RFP review panel will score each proposal based on the rating criteria described in Section IX., Subsection A., Rating Criteria, of this RFP and create a ranking of proposals based on highest to lowest scoring. The score will be a key factor used by the RFP review panel to develop recommendations on the selection of proposals to the County.

C. Selection Process

Final selection of awardees will be made by King County division and department directors based upon recommendations from the review panel and based upon equity and geographic considerations to ensure services are responsive to funding priorities and community need. The PSB reserves the right to make such selections based on the best interests of King County, and as a result, may not select the highest scoring or lowest cost proposals for award, and it will execute contracts based upon the final selections.

D. Funding Allocation and Contract Negotiations

PSB anticipates that requests for funding from the pool of selected applicants may exceed the total dollar amount of funding available through this RFP. If this occurs, the County reserves the right to enter discussions with applicants to assess if proposed services and activities can be scaled to match the dollar amount offered by the County. If the proposal is not scalable, or the applicant rejects the dollar amount offered by the County, the County reserves the right, to withdraw the funding offer to the applicant, and

enter discussions with other high-ranking RFP applicants. Contract negotiations and development will begin when a funding amount for each proposal has been reached between the applicant and the County.

X. General, RFP, and Contract Terms

A. General Terms

Best and Final Offer (BAFO): If applicable and requested from the applicants, is a final offer submitted which contains the applicant's most favorable terms for cost or terms of service.

Community Based Organization (CBO): A public or private nonprofit organization that is representative of a community or significant segments of a community and committed to a community's health, well-being, and empowerment and/or provides human services to individuals in the community.

Contractor: Term used within the King County PSB Boilerplate Contract, signifying the entity awarded funding in consideration for the performance of certain services and as described in the resulting contract.

ZoomGrants: An online application portal where applicants can access and view RFP information and submit bids for programs/services outlined in the RFP.

B. RFP Terms

1. Revisions to the RFP

If PSB determines in its sole discretion that it is necessary to revise any part of this RFP, an addendum to this RFP will be posted on ZoomGrants. For this purpose, the published questions and answers and any other pertinent information will also be provided as an addendum to the RFP and will be placed on ZoomGrants.

PSB also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2. Cost to Propose

PSB will not be liable for any costs incurred by the applicant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related in any way to this RFP.

3. No Obligation to Contract

This RFP does not obligate PSB to enter into any Contract for services specified in this proposal.

4. Rejection of Proposals

PSB reserves the right, at its sole discretion, to reject any and all proposals received without penalty and not to issue any contract as a result of this RFP.

5. Acceptance Period

Proposals must provide one hundred twenty (120) days for acceptance by PSB from the due date for receipt of proposals.

6. Best and Final Offer (BAFO)

PSB reserves the right to use a BAFO before awarding any contract to further assist in determining the successful applicants. Terms of the BAFO will be communicated by the Contract Specialist.

7. Award

Final selection of awardees may be made by King County division and department directors based upon final calculations and recommendations from the RFP review panel. PSB will execute contracts based upon the final selections.

PSB intends to award one or more contracts to potential applicants. The Contract Specialist will notify all applicants in writing of the acceptance or rejection of their proposal. Written notification will be sent via email to the email address(es) submitted on ZoomGrants.

8. Protest

King County has a process in place for receiving protests/appeals based upon the RFP or contract awards. The protest/appeal procedures are available on [King County's website](#).

C. Contract Terms

1. King County Boilerplate

Organizations awarded through this procurement process will contract with King County PSB. Funded organizations will be required to meet baseline requirements, including insurance, equal employment opportunity, record keeping, and more.

A Contract may be negotiated with the applicant(s) whose proposal would be most advantageous to King County in the opinion of the PSB, all factors considered.

The contents of the selected applicant's proposal shall become contractual obligations if a contract ensues.

A Contract between the selected applicant(s) and King County shall include the Contract instrument, the original RFP as issued by King County, the response to the RFP, and any other documents mutually agreed upon. The Contract must include, and be consistent with, the specifications and provisions stated in the RFP.

2. Public Records Act

1. Washington State Public Records Act (RCW 42.56) requires public organizations in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act or are otherwise privileged.
2. All submitted proposals and RFP materials become public information and may be reviewed by anyone requesting to do so at the conclusion of the RFP, negotiation, and award process. This process is concluded when a signed contract is completed between the County and the selected applicant.
3. Proposals submitted under this RFP shall be considered public documents and with limited exceptions, proposals that are recommended for contract award will be available for inspection and copying by the public.

If an applicant considers any portion of his/her proposal to be protected under the law, the applicant shall clearly identify on the page(s) affected such words as “CONFIDENTIAL,” “PROPRIETARY” or “BUSINESS SECRET.” The applicant shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential. If a request is made for disclosure of such portion, the County will review the material in an attempt to determine whether it may be eligible for exemption from disclosure under the law. If the material is not exempt from public disclosure law, or if the County is unable to make a determination of such an exemption, the County will notify the applicant of the request and allow the applicant ten (10) days to take whatever action it deems necessary to protect its interests. If the applicant fails or neglects to take such action within said period, the County will release the portion of the proposal deemed subject to disclosure. By submitting a proposal, the applicant assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure. Please notify the County of your needs through the Contact Admin tab in ZoomGrants and reference the table information below.

Type of Exemption	Beginning Page / Location	Ending Page / Location

3. American with Disabilities Act

King County complies with the Americans with Disabilities Act (ADA). Applicants may contact the Contract Specialist to receive materials for this RFP in alternative formats, such as Braille, large print, audio tape, or computer disc.

4. Language Accessibility

Upon request, this RFP can be made available in other languages.

XII. Appendix

- A. Summary Questions
- B. Narrative Questions
- C. Cost Proposal
- D. Attachments

A. Summary Questions (not scored)

Organization Name:

Contact Person:

Telephone Number:

Email Address:

Total amount requested:

Project/Program Name:

Summary of proposed study (2-3 sentences maximum):

B. Narrative Questions

1. Provide an overview of the project methodology and study approach. Explain what type of data will be collected and how it will be analyzed to provide recommendations.
2. Management
 - a. Provide a statement of qualifications for each team member proposed to work on this project
 - b. Provide a list of previous market research studies (ideally, similar industry or scope of work conducted in the last five (5) years)
 - i. Please identify the client/owner
 - ii. Identify role on the project (services performed and prime or sub-consultant role)
 - iii. Link to public deliverables/reports/recommendations

C. Cost Proposal

1. Provide a schedule of fees per project deliverable, including fully burdened hourly rates.

D. Attachments

1. Attach a resume for each of the team members proposed in question #2 Management.
2. Attach a proposed Project Timeline, including the following required deliverables:
 - a. Draft report for review and feedback
 - b. Final report, incorporating review
 - c. One page "Executive Summary", summarizing activities
 - d. Presentation, virtual or in-person to King County employees