

Whatcom Council of Governments

Request for Proposals

Regional Priority Projects Information Display

Note: This RFP includes additional information not present on Journal of Commerce ad.

Abstract

This is a request for proposals to complete professional website development services to improve the utility of an existing online framework for entering and displaying information about regional transportation project investment priorities.

This work will be personal services.

Project Description

The Whatcom Council of Governments (WCOG), as the Whatcom Regional Transportation Planning Organization (RTPO), in collaboration with the other thirteen RTPOs in Washington State, and the Washington State Department of Transportation (WSDOT), is soliciting responses from consulting firms for this Request For Proposals. Professional website development services are needed to work with all fourteen RTPOs and WSDOT to improve upon and increase the utility of an existing framework for entering and displaying information about each region's top transportation project investment priorities, including WSDOT projects.

Previously, RTPOs worked with the Puget Sound Regional Council and Paladin Data Systems to develop a prototype database and web-based public user interface in an effort to better inform the public and elected officials about regional transportation project investment priorities—transportation system improvements needed to keep Washington moving forward to meet the economic, community and environmental challenges of the 21st Century.

In the 2012 session, the Washington State Legislature set aside funds through budget proviso “for the regional transportation planning organizations to implement the comprehensive transportation planning and data framework. The framework must provide RTPOs with the ability to identify the spatial and temporal status of current and future high priority projects, and the next stage investment necessary to implement those projects. The framework must be accessible to the public and provide transparency and accountability to the regional transportation planning process.”

Specific services requested of the selected consultant include coordinating with and providing assistance to each RTPO and WSDOT in providing web-based public access to a client-provided list of transportation

projects, along with specific information concerning each RTPO's regional goals and rationale for its project list.

The existing database and user interface can be viewed at: <http://www.forwardwashington.net/>

Scope of work

The Scope of consultant services will include the following components:

1. Work with RTPOs individually, and as a group, to determine needs and preferences for information displayed in a currently existing database and web page format.
2. Work with WSDOT to determine its needs and preferences for information and data to be displayed in the currently existing web page format.
3. Enhance and modify the existing geo-database structure, user and public web-based interfaces to better allow regions to emphasize and update regional perspectives, priorities and timelines in displaying information to their legislators and the public, and to create reports.
4. Define and implement a methodology to allow identification and analysis of individual and cumulative next stage investments necessary to implement the identified projects.
5. Develop a plan for maintenance and future improvement of this public interface tool.
6. Provide the regions with the populated geo-database and web-based public and user interfaces developed under this contract (based on open-source, off-the-shelf or other reasonably available software).
7. Provide drafts of the proposed geo-database and web-based products for review and approval to proceed during the progress of this contract, and working versions of products prior to the start of the 2013 legislative session.
8. Complete and submit a final report by June 3, 2013 .

Management structure

WCOG will hire the consultant. WCOG will manage the consultant. WCOG will be advised in writing as to monthly progress made on the project.

Timeline

The project must be completed by June 3, 2013. Specifics of the timeline will be negotiated.

Submittal

The applicant's proposal shall include the following information:

A. Understanding of the project

Identify previous work relative to transportation project information, priorities and geography.

B. Qualifications and description of project team

Include information regarding qualifications, number of years in business, persons that would be assigned to complete the work, their responsibilities and professional background.

C. Experience

Include relevant project experience in innovative, transportation-oriented website development and maintenance.

D. Commitment

Contract for and perform required services by June 3, 2013.

E. Client list and references

Please include a client list and any references relevant to this type of study.

Submittal documentation

The submittal is limited to no more than ten single-sided sheets, submitted on 8.5" X 11" paper, and with type size no smaller than 12 point. The ten sheet limitation applies to all sheets in the response (including cover and attachments).

Two hard copies should be submitted to:

Whatcom Council of Governments
Forward Washington RFP
Attn: Gordon Rogers
314 E. Champion Street
Bellingham, WA 98225, U.S.A.

And **one electronic copy** should be sent in PDF format to: gordon@wcog.org

Submittals are due at the WCOG office on October 5, 2012 by 12:00 noon.

WCOG encourages disadvantaged, minority, and women-owned firms to respond.

Information regarding this RFP

Questions regarding this RFP may be submitted by e-mail only to: rfp@wcog.org. No questions by telephone or other means will be answered. For the benefit of all proponents, responses to selected questions will be anonymously posted on the internet by WCOG at: www.wcog.org.

Other information

The Whatcom Council of Governments assumes no obligations of any kind for expenses incurred by any respondent to this solicitation. No minimum amount of work is guaranteed.

Persons with disabilities may request this information prepared and supplied in alternative forms by calling WCOG at (360) 676-6974.

ADA and Civil Rights

The Whatcom Council of Governments, 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 issues pursuant to such Act, hereby notifies all bidders that it will affirmatively

insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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, or national origin in consideration for an award.

Selection process

WCOG and the project advisory team will review all complete proposals. The advisory team will meet via teleconference, discuss the proposals and select the successful proposal at that time. The final selection will be based on scores as noted below.

Final terms and scope will be negotiated with the selected consultant.

The selection of consultants for interview will be based on the following criteria:

Criterion	Points
Understanding of the project	10
Qualifications	10
Experience	10
Commitment	10
Client list and references	10
Total	50

The selection process will proceed as outlined below:

Date	Selection Process
September 10,2012	Advertisement of RFP
September 17,2012	Second advertisement
October 5, 2012	Submittals due at noon @ WCOG
One week from submittals	Selection of finalists
Within one week of selection	Notice to selected consultant
ASAP	Execute contract and Notice To Proceed