

TRANSPORTATION COMMISSION



Bob Sanders
Commission Chair
trans@ci.moscow.id.us

Regular Meeting ~Agenda~

Cody Riddle
Staff Liaison
208.883.7027

<https://www.ci.moscow.id.us/556/Transportation-Commission>

**Thursday
January 13, 2022**

4:00 PM

**Council Chambers
206 E. Third Street**

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of December 9, 2021 Minutes (ACTION ITEM)

Presentation of minutes for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or provide staff further direction.

2. Public Comment

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and city of residence for the record and limit remarks to three (3) minutes.

3. Election of Officers (ACTION ITEM)

It is the standard practice for City Commissions to nominate and elect members to serve as Officers during the first meeting of the year.

PROPOSED ACTION: Nominate and elect a Chair and Vice Chair for 2022.

4. Continued Discussion Regarding Inter-City Transit Service (ACTION ITEM) – Cody Riddle

A Transit Survey letter has been approved for distribution as outreach focused on a potential bus service between Moscow and Pullman. Staff will provide an update for the Commission.

PROPOSED ACTION: Receive report and provide recommendations as deemed appropriate.

5. Review of Downtown Streetscape Project (ACTION ITEM) – Cody Riddle

The City recently posted a Request for Qualifications (RFQ) for the Downtown Streetscape Design Project. Staff will provide an overview of the request for the Commission's review.

PROPOSED ACTION: Review RFQ and provide recommendations as deemed appropriate.

6. Discussion Regarding Commission's 2022 Goals and Focus Areas (ACTION ITEM) – Cody Riddle

Staff is seeking input on Commission priorities for the upcoming calendar year.

PROPOSED ACTION: Discuss the topic and take action as deemed appropriate.

REPORTS

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

The next regularly scheduled Transportation Commission meeting is February 10, 2022.

ADJOURN

NOTICE: Moscow City Council and Commission meetings can be televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

TRANSPORTATION COMMISSION



Bob Sanders
Commission Chair
trans@ci.moscow.id.us

Regular Meeting ~Minutes~

Bill Belknap
Staff Liaison
208.883.7011

<https://www.ci.moscow.id.us/556/Transportation-Commission>

**Thursday
December 9, 2021**

4:00 PM

**Council Chambers
206 E. Third Street**

The meeting was called to order at 4:01 PM

MEMBERS PRESENT: Bob Sanders, Chair; Erin Bacon, Ben Calabretta, Mary DuPree, Joel Hamilton, Mike McGahan, Scott Sumner
MEMBERS ABSENT: Randy Baukol, Rebecca Couch
OTHERS: Gina Taruscio, Janet Zarate
STAFF: Jennifer Fleischman, Mike Ray, Cody Riddle, Nate Suhr

REGULAR AGENDA

1. Approval of September 9, 2021 Minutes (ACTION ITEM)

Presentation of minutes for approval.

Hamilton moved for approval of the minutes as corrected, seconded by Calabretta. Vote by Acclamation: Ayes: Sanders, Bacon, Calabretta, DuPree, Hamilton, Sumner (6). Nays: None. Abstentions: McGahan (1). Motion carried.

2. Public Comment

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and city of residence for the record and limit your remarks to three (3) minutes.

None.

3. Introduction of New Commission Liaison

Cody Riddle, new Community Development Deputy City Supervisor, will serve as liaison for the Transportation Commission. Commissioners introduced themselves and greeted the new Staff Liaison.

4. Pedestrian and Bicycle Transportation Grant Applications (ACTION ITEM) – Bill Belknap

The State of Idaho is currently soliciting grant applications this fall for the Child and Pedestrian Safety Program as well as the Transportation Alternatives Program (TAP). These grant programs are intended to assist with funding pedestrian and bicycle improvement and safety projects. Staff has identified three potential projects for consideration and Staff will present the proposed project for the Commissions review and comment.

Nate Suhr presented this in Bill Belknap's absence.

Suhr reviewed the grant opportunities that the City is applying for as described above. The application for the Local Highway Safety Improvement Program (LHSIP) was discussed. The maximum award for LHSIP is \$1.5 mil, with a local match of 7.34%. The Child and Pedestrian Safety (CPS) program was announced late October, so the grant funds were not anticipated during City planning. The City of Moscow was the number one application in the State of Idaho the last time it was pursued. TAP grants are competitive, but the project proposals are meeting the application rubric and there is significant opportunity for funding. The

reconfiguration of the intersection at “D” Street and Mountain View Road would have bulb outs instead of pedestrian refuge islands because the lanes skew in the intersection. There continued to be discussion about the effectiveness of pedestrian refuge islands versus bulb outs. Rapid flashing beacons are not part of the proposed project at “D” Street and Mountain View Road. The proposed roundabout at the intersection of “A” and Baker streets would be able to accommodate 54-foot school buses and larger vehicles with the reinforced apron in the center.

The annual sidewalk replacement program has been funded since origination, but contractors are less likely to conservatively bid on small projects. The Commission discussed sidewalks and pedestrian ramps along “D” Street from Hayes Street to the Moscow Middle School, and also the sidewalk along “A” Street. Bike lanes are included with the proposal for the CPS grant project. If the CPS grant award was received it would have to be completed by early December 2022. School Zone flashing beacons for the “D” Street and Mountain View Road intersection were not considered, but can be looked into further.

REPORTS

Intercity Transit Subcommittee Report

The survey draft letter has been approved for distribution and will be sent it out after the first of the year. The survey results should be ready for review and discussion by the February Commission meeting.

Highway 95 Realignment Report

Janet Zarate gave a presentation regarding the Idaho Transportation Department’s project to realign Highway 95. Planning funding for this project has been secured, but the construction funding has not. The project encompassed the highway from Moscow north to the Benewah county line. Another project request for Highway 8 from Moscow to Troy was also submitted. The alternate route would end approximately at Thorn Creek Road, near Genesee, and it focuses primarily on transportation corridor safety. A bypass was studied, but has not been seriously considered recently.

ANNOUNCEMENTS

UPCOMING EVENTS / MEETINGS

The next regularly scheduled Transportation Commission meeting is January 13, 2022.

The meeting adjourned at 4:46 PM

Robert Sanders, Chair



Heart of the Arts



Transportation Commission

A Volunteer Commission
of the City of Moscow



Cody Riddle
Staff Liaison

Bill Belknap
City Supervisor



Regular Meeting Time:
First Thursdays
of the month
4:00 p.m.

Council Chambers
at City Hall
.....

Please check with City Hall
to confirm meeting times or
to volunteer for this or
other City Commissions



Transportation Commission
c/o Cody Riddle
P.O. Box 9203
Moscow, ID 83843-1703
Website: www.ci.moscow.id.us

City Hall
206 East 3rd Street
Phone (208) 883-7000
Fax (208) 883-7018

Hearing Impaired (208) 883-7019



20%
post consumer
content

January 14, 2022

Greetings,

A week-day public transit service between the cities of Moscow and Pullman was provided from 1992 until 2011. This service was largely funded by Washington State University and the University of Idaho as a means to facilitate cross listing of courses and reduce on-campus parking demands. In 2011, both entities terminated their financial support and the service was discontinued. Since that time, there have been intermittent discussions regarding reestablishing transit service between the two communities. The City of Moscow's Transportation Commission is interested in this subject and has formed an Inter-City Transit Subcommittee to explore it further.

The Subcommittee felt it was important to reach out to key stakeholders from both communities (including both cities, universities, hospitals, large employers, and student leadership) to learn more about the perceived need for inter-city transit service and the benefit it may provide to these entities. Additionally, the Subcommittee believed it was important to gauge potential interest in financially supporting this service, as that would be a critical element to reestablish the service.

The Subcommittee has identified you as an important community stakeholder and we want to hear from you. You will be receiving a brief survey via email within the next week and we hope that you'll take a few minutes to respond so we can learn more about this topic. We look forward to your input and thank you in advance for your time and assistance in this matter.

Sincerely,

Robert Sanders, Chair
Transportation Commission
City of Moscow

*City Commissions are advisory to the Mayor and City Council
and this communication does not represent the official position of the City of Moscow.*

ADVERTISEMENT

CITY OF MOSCOW DOWNTOWN STREETSCAPE DESIGN PROJECT REQUEST FOR QUALIFICATIONS

The City of Moscow is seeking an experienced consulting firm to provide design and engineering services for the Downtown Streetscape Design Project (hereinafter Project). Services requested include landscape architecture, engineering design, and cost estimation for the construction of downtown streetscape improvements. The Project comprises an area of approximately 40 acres in the downtown core of the City. The Project is proposed to be completed in two phases with Phase I including the assessment of existing conditions, conceptual design, design development, and cost estimation. Phase II would include construction design, project bid, and construction administration. Each phase would be conducted separately and advancement to Phase II subject to City Council approval and available construction funding. The consultant would be expected to work closely with City staff, stakeholders, and elected officials during all phases of the project.

The Request for Qualifications summary, including description of the submittal and review process, is available upon request by contacting Jennifer Fleischman at (208) 883-7035, jfleischman@ci.moscow.id.us or by mail to:

City of Moscow
Attn: Jennifer Fleischman
P. O. Box 9203
Moscow, ID 83843

All submitted Statement of Qualification's (SOQ) will be reviewed and rated by the City's Selection Committee. A maximum of three (3) firms may be identified for personal interviews and presentations, which will allow the Selection Committee to become familiar with each firm's qualifications, background, and experience in the preparation of similar plans. Proposals must be received by the City by 5:00 PM, Friday February 4, 2022. Proposals may be sent to Jennifer Fleischman to the address noted above or delivered in person to the Community Development Department at 504 S. Washington Street, Moscow, Idaho.

Any questions regarding this request should be directed to Cody Riddle, Deputy City Supervisor of Community Development at 208-883-7027 or criddle@ci.moscow.id.us.

Publish January 1st and 8th, 2022



**REQUEST FOR QUALIFICATIONS FOR
DOWNTOWN STREETScape DESIGN
CITY OF MOSCOW, IDAHO**

Project Name: Downtown Streetscape Design Project

Contracting Agent: City of Moscow, Community Development

Address: 504 S. Washington Street
Moscow ID 83843

Telephone: (208) 883-7027

Date Due: 5:00 PM PST, February 4, 2022

Project Manager: Cody Riddle, Deputy City Supervisor

REQUEST FOR QUALIFICATIONS FOR THE DOWNTOWN STREETSCAPE DESIGN PROJECT

A. PROJECT NAME

Downtown Streetscape Design Project

B. PROJECT DESCRIPTION

The City of Moscow is soliciting and accepting a Statement of Qualification from interested and qualified firms for providing engineering and architectural services for the Downtown Streetscape Design Project (hereinafter Project). Consulting services requested include landscape architecture, engineering design, and cost estimation for the construction of downtown streetscape improvements. The current streetscape features located within Downtown Moscow were constructed in 1981 and are in deteriorating condition with need for repair. Downtown Moscow is the community's civic center and hosts a wide range of events including the Moscow Farmer's Market, various parades, block parties and other community events. The project area is comprised of approximately 40 acres which includes the downtown core of the City.

C. PROPOSED SUMMARY SCOPE OF WORK AND PHASING

The Project is proposed to be completed in two phases with Phase I including the assessment of existing conditions, conceptual design and design development, and cost estimation. Phase II will include construction design, project bid and construction administration. Each phase will be conducted separately and advancement to Phase II is subject to City Council approval and available construction funding. The consultant will be expected to work closely with the City staff, stakeholders, and elected officials during all phases of the project.

PHASE I

Understand & Evaluate Existing Conditions:

1. Review past studies, revitalization plans, recommendations and other relevant historical documents pertaining to Downtown Moscow.
2. Conduct a detailed field survey to determine exact right-of-way, street dimensions, surface grades, and existing utilities and features within the area generally shown in Exhibit A (Study Area).
3. Inventory existing hardscape, street trees, and furnishings to document the current conditions.
4. Research the condition and age of existing public utilities (water, sewer, storm and franchise) to determine reasonable remaining useful life.
5. Assess the current lighting, special event, and ancillary electricity distribution system wiring and components to identify required improvements.
6. Interview City staff, Downtown business owners and key stakeholders to identify the unique opportunities and challenges associated with the various uses and events conducted within the area.
7. Assess needs of Downtown community events (such as the Moscow Farmer's Market, block parties and similar activities) and their demand upon the infrastructure.
8. Prepare a map of the study area detailing current system conditions, deficiencies, needs and opportunities.

Conceptual Design:

1. Develop conceptual streetscape designs including proposed roadway and sidewalk improvements, materials, fixtures and furnishings.
2. Prepare conceptual design renderings and exhibits to be utilized for public input events.
3. Conduct engagement workshops and open houses to gather public input and comment on the conceptual designs.
4. Develop a preferred alternative to be advanced to the Design Development Phase including a planning level cost estimate.
5. Present the preferred alternative to City Council for approval prior to advancing to Design Development.

Design Development and Cost Estimation:

1. Prepare 60% design drawings to verify project constructability, cost, and the anticipated construction approach and duration.
2. Prepare a recommended phasing plan to reduce disruption to Downtown businesses while maintaining construction efficiency.
3. Prepare a detailed cost estimate for the entire project, and by phase.
4. Present the proposed design and cost estimate to City Council.

PHASE II**Construction Drawing Design and Project Bid:**

1. Prepare the final construction design and specifications.
2. Prepare bid documents and advertisements.
3. Coordinate bid process, respond to questions and issue bid addendum.
4. Participate in bid opening and tabulation.

Construction Administration:

1. Assist with the preparation of construction contracts.
2. Participate in pre-construction meetings and activities.
3. Provide construction management and inspection services.
4. Provide community outreach prior to and during construction to clearly communicate construction activities, coordinate business access during construction, and respond to inquiries and concerns during the course of construction.
5. Prepare final closeout documents, project certification, tax and lien releases, and record drawings.

D. ESTIMATED PROJECT SCHEDULE

January 1 – February 4 th	RFQ Advertisement Period
February 23 rd	RFQ Interviews
March 21 st	City Council Selected Respondent
April-May	Historical Document Review, Community Interviews, Field Survey
June-July	Conceptual Design Development
August	Preferred Alternate Selection

August- September	Construction Design Development
October	60% Design, Cost Estimate and Phasing Plan Development
November	Final Plan Presentation

E. EVALUATION OF SUBMITTALS

The City Selection Committee will review the Statement of Qualification's received in response to this request and select the firms to advance to the interview stage. The selected firms will be invited to attend personal interviews and presentations which will allow the Selection Committee to become familiar with each firm's qualifications, background, and experience in the preparation of similar plans. Following completion of the interview and evaluation process, the Committee will recommend a firm to the Moscow City Council for selection of the project.

F. CRITERIA FOR SELECTION

Firms must address each of the following criteria. Each firm may be awarded points up to the maximum points allowed, as listed below:

1. **Relevant specialized planning and project design experience of the firm or consultant (Maximum points allowed: 30).** Respondents should include a list and description of projects of a similar nature with project reference contact information including name, address and phone number. Specialized experience with similar sized communities and streetscape projects should be highlighted.
2. **Professional qualifications and relevant experience of proposed project team (Maximum points allowed: 30).** Respondents should describe the project team's professional qualifications and relevant work experience. Firms should include resumes of the proposed project manager and other personnel, and subcontractors that will be assigned to this project.
3. **Understanding and approach to the project (Maximum points allowed: 20).** Familiarity with community, community needs and a clear understanding of the functional and operational aspects of the project and how these aspects may affect the project.
4. **Ability to complete the project within the specified project schedule (Maximum points allowed: 20).** Respondents should describe their proposed project approach, schedule and available resources to complete the project on schedule.

SUBTOTAL MAXIMUM POINTS ALLOWED FOR PLANNING & DESIGN SERVICES: 100

G. SUBMITTAL REQUIREMENTS

1. Submittal Documents: Statement of Qualifications shall not exceed fifteen (15) pages including photos, biographies, appendices and any other supporting documentation. A single page includes text and/or graphics appearing on a single side of paper. Responses exceeding the maximum number of designated pages may be disqualified from City review. All responders will provide one complete (hard copy) submittal and a digital copy on a USB flash drive for review. The envelope in which the submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "City of Moscow Downtown Streetscape Design Project." Late submittals will not be accepted.

Submittals shall be delivered to the following address before 5:00 PM PST, February 4, 2022:

City of Moscow
RE: City of Moscow Downtown Streetscape Plan Project
Attn: Jennifer Fleischman, Deputy City Clerk
504 S. Washington Street
Moscow, ID 83843

2. Submittal Content: Each submittal shall be organized in the following order:
 - a. Outside Cover and First Page: Shall contain (i) the title, "City of Moscow Downtown Streetscape Design Project", (ii) the name of the Respondent, and (iii) the submittal date.
 - b. Table of Contents: Include a table of contents.
 - c. Transmittal Letter: Include a short transmittal letter. The transmittal letter shall:
 - i. Summarize why the Respondent believes itself to be the most qualified;
 - ii. Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
 - iii. Contain a statement granting the City and its representatives' authorization to contact any previous client of the Respondent (or a Respondent's team member or associates) for the purposes of ascertaining an independent evaluation of the Respondent or a Respondent's team member's or associate's performance; and
 - iv. At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.
 - d. Section I: Description of the Respondent:
 - i. Firm Description: Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms). Information should include:
 - The Respondent's areas of specialization;
 - Firm history;
 - Honors and awards;
 - Location of home and branch offices;
 - Names of the principal officers of the firm;
 - Identification of the major consultants, if known.
 - ii. Organizational Chart: Include a simple organizational chart showing how the Respondent, if selected, would organize its personnel for the project.
 - iii. Key Professionals: Identify the key members of the Respondent's team that would be involved in the project and describe their area of expertise and what role they will perform in the team. Indicate their availability for this project schedule.
 - iv. Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:
 - Name;
 - Education and background;
 - Employment history;
 - Proposed role in the project;
 - An identification of the other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference;
 - Other information you believe to be relevant.

- e. Section II: Narrative: Set forth the criteria on which the selection will be made. Your proposal should be organized to clearly address:
 - i. Relevant specialized planning, and project design experience of the firm or consultant;
 - ii. Professional qualifications and relevant experience of proposed project team;
 - iii. Understanding and approach to the project including familiarity with the community and a clear understanding of the functional and operational aspects of the project and how these may affect project planning, design and future construction;
 - iv. Ability to complete the project within the specified schedule.
- f. Section III: Relevant Experience of Respondent:
 - i. Summary of Relevant Projects Completed: List at least three (3) relevant projects. A relevant project is one which best exemplifies the Respondent's qualifications for this project. Provide all applicable information as indicated below:
 - Name of project;
 - Project location;
 - Total project cost;
 - Project description;
 - Describe the services which the Respondent's firm provided;
 - Indicate which team members were actually involved in the project and specify their role;
 - Provide Project reference contacts including contact name, association to project, address and phone number.

H. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

1. A complete package of this RFQ including any attachments can be obtained from the City of Moscow by contacting Jennifer Fleischman via phone at (208) 883-7035 or by email at jfleischman@ci.moscow.id.us.
2. The City reserves the sole right to (1) evaluate the qualifications submitted; (2) waive irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest to do so.
3. An RFQ pre-submittal conference will not be held. The City of Moscow welcomes questions regarding this submission on or before the submission deadline to Cody Riddle, Deputy City Supervisor via email at criddle@ci.moscow.id.us.

Exhibit A: Study Area (Approximate)

