

Request for Qualifications (RFQ)

Facilitation Services for Updating the Memorandum of Understanding on City Streets as Part of State Highways

Issued by: Association of Washington Cities (AWC)

RFQ Release Date: July 22, 2025

Submission Deadline: Sept. 5, 2025, by 5 p.m. PT

Purpose

The Association of Washington Cities (AWC) seeks proposals from qualified individuals or firms to provide facilitation services for the process of updating the 2013 Memorandum of Understanding (MOU) between AWC and the Washington State Department of Transportation (WSDOT) regarding construction, operations, and maintenance responsibilities for city streets as part of state highways. The facilitator will be responsible for guiding a workgroup through the process of updating the MOU to address current needs and challenges and making recommendations for future review and update of the MOU when necessary.

Background

Chapter 47.24 RCW and WAC 468-18-050 establish the legal framework for jurisdiction, control, and maintenance responsibilities for city streets designated as state highways. However, implementation of the WACs, agency directives and WSDOT manuals has been subject to differing interpretations by staff at WSDOT and cities. The current MOU, dated April 2013, is a set of guidelines agreed to by WSDOT and Washington's cities and towns for interpreting the provisions where clarity is otherwise lacking.

The guidelines are general in nature, are not intended to address every aspect of the construction, operations, and maintenance of city streets designated as state highways, and do not supersede agreements established by contract between an individual city and WSDOT.

Given the many changes and technological advancements in Washington's public transportation landscape since 2013, the need has arisen to revisit the guidelines and find agreement on the division of responsibilities for several topics and circumstances not covered in the MOU.

Funding for this project was appropriated by the Washington State Legislature in the 2025-2027 transportation budget (SB 5161):

\$250,000 is to contract with the Association of Washington Cities for the contracting for a facilitator for the process of updating the memorandum of understanding reached by the association of Washington cities and the Washington state department of transportation in 2013 for the construction, operations, and maintenance responsibilities for city streets as part of state highways. With the help

of the facilitator, a work group must be convened to collaborate on updating the agreement and developing recommendations for maintaining the agreement. Work group participants must consist of six members representing cities, appointed by the association of Washington cities, and six members of the Washington state department of transportation. The final work of the facilitated process must be completed by June 2027.

Scope of Work

The selected facilitator will:

- Design and implement a transparent, collaborative, and inclusive process to support the workgroup’s objectives.
 - Deliverable: A detailed work plan, including meeting dates and project phases each with associated outcomes, that will be accomplished within the budget.
- Schedule, host, facilitate, and document workgroup meetings and related activities. Plan to host a mix of in-person and online meetings.
 - Deliverables: Meeting agendas and post-meeting summaries/progress reports.
- Guide the development of new agreements to incorporate into the MOU and existing agreements to maintain in the updated MOU. Guide the development of recommendations for future periodic review and update of the MOU.
 - Deliverable: A finalized MOU and recommendations for a process for future regular review and update.
- Ensure that workgroup discussions address the 2013 MOU and the provisions of Chapter 47.24 RCW and WAC 468-18-050, and ensure that any newly proposed provisions align with laws, current practices, and operational realities.

Project Timeline

Project start date: October 15, 2025

Final deliverables due: June 30, 2027

Budget

The budget for the project is not to exceed \$250,000.

Minimum Qualifications

Proposals must demonstrate:

- Significant experience facilitating complex, multi-stakeholder policy development or intergovernmental agreements.
- Familiarity with transportation policy, public works operations, and applicable legal frameworks, specifically Chapter 47.24 RCW and WAC 468-18-050.
- Proven ability to design and implement collaborative processes that resulted in consensus-driven outcomes.
- Strong skills in meeting design, facilitation, conflict resolution, and report preparation.

- Preferred: Experience working with state and local government agencies in Washington.
- Preferred: Experience with transportation project development, delivery, and operations.

Submission Requirements

Proposals must include:

- 1. Cover Letter**
 - a. Brief statement of interest;
 - b. Contact information, including official name, address, and phone number of the firm; the name and email address of the principal contact person; and the name of the person authorized to execute the contract.
- 2. Qualifications and experience**
 - a. Brief description of the organization;
 - b. Relevant facilitation experience of the proposed team members who will perform the services, including résumés of proposed personnel;
 - c. If subcontractors are included in performing the services, a list and brief description of the subcontractor's experience and scope of projects.
- 3. Approach and work plan**
 - a. Detailed description of the proposed services and methodology for facilitation and collaboration;
 - b. Timeline for convening meetings and submitting deliverables.
- 4. Budget**

Cost proposal, including hourly rates, anticipated expenses, and a proposed payment schedule.
- 5. References**

At least three recent client references from similar projects, including current contact information.

Evaluation Criteria

Proposals will be evaluated based on:

- Responsiveness to solicitation requirements;
- Experience and qualifications of the team members;
- Quality and clarity of the proposed approach and workplan;
- Team compatibility, based on references and other supporting information;
- If proposed, experience managing subcontractors;
- Cost-effectiveness and reasonableness of budget;
- Professional reputation of the firm.

AWC does not discriminate based on race, color, ethnicity, national origin, age, sex, sexual orientation, marital status, religion, political affiliation, veteran status, the presence of any sensory, mental, or physical disability, or any other basis prohibited by federal and state laws.

Submission Instructions

Submit proposals electronically (PDF format) by September 5, 2025, by 5 p.m. PT to Brianna Morin at briannam@awcnet.org.

Note: AWC will respond to each submission via email to confirm receipt. If you do not receive notification within five days of submitting, send a follow-up email seeking confirmation. Emails with attachments larger than 50 MB will be rejected by AWC's email system, with no guaranteed notice to the sender or receiver.

For questions regarding this RFQ, contact Brianna Morin at briannam@awcnet.org.

Additional Information

Proposers are encouraged to review the 2013 MOU and relevant statutes and rules (Chapter 47.24 RCW and WAC 468-18-050) in preparing their proposals.

AWC reserves the right: to reject any and all proposals; to waive any informality, defect, or irregularity in a proposal; to conduct contract negotiations with any Proposer (whether or not it has submitted a proposal); to alter the selection process in any way; to postpone the selection process for its own convenience at any time; and/or to decide whether or not to engage with any Proposer. Nothing in this RFQ shall be construed to obligate AWC to negotiate or enter into an agreement with any Proposer. This RFQ shall not be deemed to be an offer to engage or to enter into a binding contract or agreement of any kind.

There is no expressed or implied obligation for AWC to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Costs for developing the proposals are entirely the responsibility of the proposer and will not be chargeable to or reimbursable by AWC.

Statement of Confidentiality

All proposal materials submitted become the property of AWC and are considered Public Record. AWC will provide appropriate and adequate measures to preserve the confidentiality of any information concerning the Proposer's operations and solutions, including all information, materials, equipment, or documents submitted as part of the RFQ response. AWC agrees not to disclose any of the confidential information or make it available to others unless it has become subject to a public records request.

This RFQ and all public records associated with this RFQ shall be available from AWC for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Proposer are needed for AWC to respond to a request under the Act, as determined by AWC, the Proposer agrees to make them promptly available to AWC. If the Proposer considers any portion of any record provided to AWC under this RFQ, whether in electronic or hard copy form, to be protected from disclosure under law, the Proposer shall clearly identify any specific information that it claims to be confidential or proprietary. If AWC receives a request under the Act to inspect or copy the information so identified by the Proposer and AWC determines that release of the information is required by the Act or otherwise appropriate, AWC's sole obligations shall be to notify the Proposer (a) of the request and (b) of the date that such information will be released to the requestor unless the Proposer obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Proposer

fails to timely obtain a court order enjoining disclosure, AWC will release the requested information on the date specified.