

City of Redmond, Washington
Purchasing Division, M/S: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

RFQ 10872-25
Request for Qualifications

On-Call Transportation Planning & Engineering Services

The City is soliciting Statements of Qualification from qualified firms to provide on-call transportation planning and engineering consultant services.

Posting Date: May 16, 2025

Statements of Qualification Due: June 6, 2025 at 2:00PM (PST)

The City of Redmond, Washington (the "City") requests interested parties to submit Statements of Qualification (SOQs) for the above referenced Request for Qualifications (RFQ).

Background

City maintains a roster of on-call consultants who are tasked with providing a diverse range of transportation planning and engineering services. These tasks are generally in support of larger capital and planning project efforts or may fill one-time planning or engineering needs. Tasks that have been performed under previous on-call agreements have included, but were not limited to, transportation project cost estimation and preliminary engineering, bicycle facility design, transit speed and reliability studies, traffic modeling, engineering reviews, intersection operations analysis, mobility planning studies, and targeted community outreach. The City will retain 3-4 on-call firms at a time to ensure that a variety of specialties are represented in the roster.

Scope of Work

The City is interested in contracting with qualified firms to support on-call transportation planning and engineering services. The complete Scope of Work for this project is included as Attachment A

Subconsultants:

If any service is supplied by a partner or 3rd party, identify the source service provider(s), as specified in the Scope of Work (Attachments A).



Term

The City intends to enter into an initial two-year agreement, with one (1) optional two-year renewal term, for a potential maximum total term of four (4) years (see Attachment C, Option for Renewal), provided that 1) Consultant is in compliance with the terms and conditions of the contract and, 2) that the annual payment is cost-effective as determined by the City, and 3) that sufficient funds have been appropriated by the City. The City reserves the right to cancel this contract at any time, upon thirty (30) days written notice to Consultant.

Should the City exercise a renewal option, the City and Consultant may discuss any necessary changes to services and will confirm price/rates prior to each renewal. Consultant shall notify the City in writing at least thirty (30) days prior to any proposed annual labor rate adjustment. If rate increases are greater than the Bureau of Labor Statistics Consumer Price Index (CPI-W) for the Seattle-Tacoma-Bellevue area occurring during the immediately preceding 12-month period for which CPI-W data is available, Consultant shall provide written justification for the increase. Justification must include reasons beyond personnel title changes, promotions, etc. and shall include what additional value will be provided with the rate increase. Acceptance of such a request will be at the sole discretion of the City.

Proposed Timeline

The following table outlines the anticipated schedule for this RFQ process. The City reserves the right to modify or reschedule milestones as necessary.

Item	Date
RFQ Announced	May 16, 2025
Statements of Qualifications Due	June 6, 2025
Evaluation of Submittals and Short-List Selection	June 2025
Select Most Qualified Firms	June 2025
Contract Negotiation	June 2025
City Council Approval	July /August 2025
Main Task Order Timeframe	September 01, 2025 - August 31, 2027

Submittal Due Date/Time

2:00PM (local time) on Friday, June 6, 2025. The City must receive SOQs no later than said date and time.

SOQ Submittal Procedures

City of Redmond now utilizes DocuSign for the electronic submittal of bids and proposals. This service is free of charge for bidders and does not require that a bidder have a DocuSign account to complete the signature process. Please refer to the instructions shared in the online posting for this RFQ on www.redmond.gov/bids for step-by-step instructions for submitting a proposal.

The City of Redmond must receive electronically submitted proposals no later than said date and time. Responses received after such time will be returned unopened. By submitting a proposal, respondents



acknowledge their satisfaction as to the size, scope and location of the work to be performed.

Submittal Requirements & Format

All costs for developing a response to this RFQ are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent(s). Submittals cannot be withdrawn after the published close date.

Submittals must include all information requested and meet all specifications and requirements outlined in this RFQ. The following items must be part of your proposal; if any are not included, your submittals may be judged as non-responsive. Limit proposals to **4 pages** (cover letter, resumes and work examples not included in page limit). A committee will evaluate the submitted SOQs. During the evaluation process, the City reserves the right to request additional information or clarification from firms responding to this RFQ.

The SOQ should include the following components:

1. **Cover Letter** (1 page maximum): A concise introduction outlining the firm's interest in providing services.
2. **Relevant Project Experience**: A summary of the firm's expertise relevant to the tasks outlined in the Scope of Work (Attachment A).
3. **Task Categories** - Clearly indicate the category(ies) of tasks for which your firm is proposing to provide services.
NOTE: Consultants are not expected to be qualified in all tasks, nor are they expected to perform professional services for all tasks; however, their submission shall identify strengths that correlate closely with at least one of the categories described in the scope of work.
4. **Team Description** - Provide an organization chart or similar explanation of team members' roles and responsibilities; provide a summary of each firm on the team including the office locations, number of staff and area of expertise. Describe the unique qualities of the team as it relates to the project.
5. **Project Team and Key Staff Availability** - Identify key personnel, their roles and responsibilities and their expected availability and responsiveness for on-call services. List 3-5 projects for each proposed staff member and specify the anticipated percentage of time staff are anticipated to dedicate to these projects during the first year of the on-call contract. Include brief resume for each team member (resumes does not count toward the submittal page limit).



6. **Project Management Approach** – Describe your firm’s approach to managing task orders efficiently, effectively, and in a timely manner. Highlight strategies for ensuring responsiveness and maintaining high-quality service delivery.
7. **QC/QA Measures** – Describe your quality control and quality assurance measures.
8. **Reporting Approach** – Describe your method for project reporting.
9. **Project Coordination** – Describe your approach for project coordination with subconsultants, if applicable.
10. **Example of Work** – Please provide a copy of a recent product produced that highlights the firm’s strengths in each proposed service category (examples of work does not count toward the submittal page limit).
11. **Business Name** – Submittals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
12. **Business License** – Provide a statement to the effect that you understand and agree to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at: <http://www.redmond.gov/BusinessLicense>. The selected firm, and each of its subconsultant firms in cases where a team is formed, will be required to obtain a Redmond business license prior to performing any work for the City and to maintain the license throughout the project’s life. If your place of business is not located within the city limits, but you or your agents will be physically coming into the city to conduct business, call on clients, or provide services, you will need a Redmond business license.
13. **Valid Time Period** – Provide a statement indicating the number of calendar days the submittal shall be valid (the City’s minimum number of days is 60).

Selection and Award

All interested parties are requested to provide a response containing all required elements herein to the City by the deadline given. A selection committee will review and evaluate all submittals, with the intention of selecting a Consultant who provides a proposal that, in the opinion of the City, provides the best value (receives the highest score, as determined by the evaluation criteria listed below). The selection committee will rely on the content of the submissions in the selection of finalists. If the selection committee so chooses, respondents may be invited for an interview to supplement their submission.



Evaluation Criteria	Weight
Consultant Qualifications and Expertise: Demonstrated ability and depth of experience to successfully perform work outlined in the Scope of Work (Attachment A).	20 pts
Relevant Experience: Past success in delivering similar on-call services, including examples of previous work that showcase strengths in proposed service categories.	25 pts
Key Staff and Availability: Competency, responsiveness, and availability of key personnel; including relevant project experience and anticipated level of commitment.	20 pts
Project Management and Efficiency: Effectiveness in managing task orders to ensure efficiency, responsiveness, and timely execution of services.	25 pts
Effective QA/QC Processes: Describe your quality control and quality assurance measures	10 pts
TOTAL	100 pts

During evaluation, the City may consider the following:

- Quality of previous performance
- Ability to meet tasks deadlines
- Staff availability for the project
- Responsiveness to solicitation requirements
- Strength and stability of the firm
- Technical experience and strength and stability of proposed subconsultants

The City reserves the right to reject any or all submittals and to waive any irregularities or information in the evaluation process. The final decision is at the City's sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them.

The City reserves the right to re-evaluate firms who were not originally short-listed at any time before the determination of a finalist is made. Upon notification of an intent to award, the City reserves the right to limit the period of contract development to thirty (30) days, after which time project award may be rescinded. The City has the option not to award a contract at the end of this process.



Terms and Conditions

The City reserves the right to amend terms of this RFQ to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort firms may have spent on their responses. Terms of the agreement are outlined in this solicitation and include the following documents, which are incorporated herein by this reference:

- RFQ 10872-25
- Attachment A, Scope of Work
- Attachment B, Consultant Agreement (boilerplate)
- Attachment C, Option for Renewal

Contracting notice:

Upon selection of Consultant, the City intends to enter into an agreement using its standard Consultant Agreement which shall be used to secure these services. A copy of this document is attached, as Attachment B and will be the governing document. No changes or deviations from the terms set forth in this document are permitted without the prior approval of the City.

Performance Criteria

Consultant shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Consultant shall be documented by the City and submitted to the Consultant for corrective action. Continued poor performance shall be deemed a breach of City requirements and shall be the cause for immediate termination of services.

Proposed Personnel

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's RFQ submittal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The City shall not unreasonably withhold approval of staff changes.

Insurance

Consultant must maintain insurance as outlined in the Consultant Agreement (Attachment B). Prior to performing any services, Consultant shall provide the City a standard ACORD Form 25 Certificate of Insurance, naming the City as Additional Insured. Failure of the City to demand such certificate or failure of the City to identify a deficiency in the insurance documentation shall not be construed as a waiver of Consultant's obligation to maintain such insurance.



Invoicing and Payment

Consultant may invoice the City no more frequently than once per month for work completed. Invoices shall contain an itemized listing of all expenses. The City will make payment to Consultant within thirty (30) days after receipt and approval of said invoices. Invoices shall be delivered to:

City of Redmond
Accounts Payable, M/S: 3SFN
P.O. Box 97010
Redmond, WA 98073-9710
accountspayable@redmond.gov

Public Disclosure Notice

Proposals that are submitted in response to this Invitation to Bid or Request for Proposal are subject to public release under the Washington State Public Records Act, chapter 42.56 RCW ("PRA"). Respondents are strongly encouraged to avoid including confidential and/or proprietary information in their proposals. If a respondent includes confidential and/or proprietary information in its proposal, and wishes for the City to withhold it from public release under RCW 42.56.070(1), the respondent's submission should: (a) clearly identify which information should be withheld, (b) cite the legal authority that allows the City to withhold such information, and (c) explain in detail why the information is exempt from release under the PRA. Marking an entire proposal as confidential and/or proprietary will NOT be accepted or honored and may result in disqualification of the proposal. If the City receives a PRA request for a proposal that contains information, which a respondent has identified in whole or in-part as exempt from release, the City will review the proposal and then determine whether the information must be released under the PRA based solely on the information provided by the respondent.

Non-Collusion

By submission of this submittal, respondent and each person signing on behalf of respondent certifies, and in the case of joint submittal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief: (1) The prices of this submittal have been arrived at independently, without collusion, consultation, communication, or agreement with any other respondent or competitor, for the purposes of restricting competition or as to any matter relating to price. (2) Unless otherwise required by law, the prices quoted in this submittal have not been knowingly disclosed by respondent and will not be disclosed by respondent directly or indirectly to any other respondent or competitor before submittals are opened. (3) No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a submittal on any portion of the project work. If collusion is uncovered, the City maintains the right to reject all submittals from implicated parties.

Governing Law and Venue

In the event of litigation, the submittal documents, specifications, and related matters shall be governed by and construed in accordance with the laws of the State of Washington. Venue shall be with the appropriate state or federal court located in King County.



Bid Protest

Respondents have the right to protest certain decisions in contract solicitation, selection and award processes made by the City. The City will consider protests alleging to issues related to: (1) A matter of bias, discrimination or conflict of interest, (2) Errors in computing score (3) Non-compliance with procedures described in the solicitation or City policy.

All protests shall be in writing and clearly state that the respondent is submitting a formal protest. Protests must be emailed to the RFQ content contact listed below. Bid Protests will not be accepted later than two (2) business days after respondents are notified of award details. The City's Technical Contact and RFQ Content Contact will review any protest and respond to protestor within ten (10) business days. The City may request additional time if needed. Protestor and the other respondents will be notified in writing if protest results in a change to award details and/or protest results in a new solicitation process.

Americans with Disabilities Act (ADA) Information

The City of Redmond in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 will make every reasonable effort to provide equal opportunity to submit qualifications in response to this request. Visit <http://redmond.gov/ADA> for more information. This material can be made available in an alternate format by contacting the Customer Service Center at info@redmond.gov or 425-556-2900, option 7.

Title VI Statement

The City of Redmond 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 issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award. Visit <http://redmond.gov/TitleVI> for more information.

Questions/Inquiries

Please direct any questions concerning this RFQ or the City's requirements to the City agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request. Information obtained from any other source shall not be binding and may disqualify your response.

RFQ Content:

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