



Memorandum

Date: 8/17/2021
Meeting of: City Council

File No. AM No. 21-115
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development	Don Cairns, PE	Transportation Planning & Engineering Manager
Planning and Community Development	Josh Mueller	Senior Transportation Technician

TITLE:

Approval of On-Call Consultant Contracts for Transportation Planning and Engineering

OVERVIEW STATEMENT:

The City of Redmond has been using transportation planning & engineering on-call consultant and vendor services to expand the capability of Redmond staff and accelerate delivery of transportation planning and engineering services to the community since 2009. The primary focus of the consultants has been to augment staff's efforts to advance transportation projects to construction. The use of on-call agreements has also proven effective and efficient in responding to a variety of unexpected needs such as new development proposals and new opportunities for project funding.

Each of these on-call contracts will be for a period of two (2) years with an option to be extended for an additional two (2) years. Each contract has a maximum allowable contract value, but this Council Action does not authorize any spending.

Every task order under these contracts must be funded through an already Council authorized project or program. Examples include: CIP projects, studies funded through the budget process, and funds in the operating budget for pedestrian and bicycle improvements.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

- Receive Information
- Provide Direction
- Approve

REQUEST RATIONALE:

- Relevant Plans/Policies:

N/A

- **Required:**

N/A

- **Council Request:**

N/A

- **Other Key Facts:**

- The Transportation Planning & Engineering division currently maintains a roster of six (6) transportation planning & engineering firms and one (1) traffic data gathering and analysis firm under contract for ongoing services; this proposal is to update the roster.
- Firms are used for small-scale tasks like conceptual design, project cost estimates, traffic counts and studies, traffic model runs, and data analyses.

OUTCOMES:

Facilitates the execution of contracts up to the designated amount with the firms identified through the roster update process.

Supports advancement of projects and planning work in a timely manner and response to the need for specialty items for delivery of City projects and programs given limitations on both current staffing workload and staff expertise.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**

N/A

- **Outreach Methods and Results:**

N/A

- **Feedback Summary:**

N/A

BUDGET IMPACT:

Total Cost:

\$0. This action does not authorize any spending. It creates a contract vehicle for Council authorized spending that has been previously approved.

Approved in current biennial budget: **Yes** **No** **N/A**

Budget Offer Number:

000343 Mobility of People and Goods

Budget Priority:

Vibrant and Connected

Other budget impacts or additional costs: **Yes** **No** **N/A**

If yes, explain:

N/A

Funding source(s):

Funds for specific task orders will be taken from the appropriate fund, that has already been approved by Council, i.e., Neighborhood Traffic Calming, the pedestrian/bike program, Development Services, CIP projects, or other funding sources.

Budget/Funding Constraints:

On-call consultant contracts specify that no work is guaranteed to a consultant and they provide clear limitations on contract funding amounts that cannot be exceeded. Funding is encumbered only when a need arises.

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
8/10/2021	Committee of the Whole	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

The existing contracts expire on August 31, 2021, and firms need to be under contract to avoid delays to upcoming and ongoing projects and studies.

ANTICIPATED RESULT IF NOT APPROVED:

Given existing and anticipated demands on transportation engineering staff, this action could adversely impact the City's ability to advance projects and planning work on a timely basis.

ATTACHMENTS:

Attachment A: Additional Background Information/Description of Proposal
Attachment B: Draft Contracts