

## **Attachment A: Additional Background Information/Description of Proposal**

City staff uses on-call consultants in several disciplines to supplement the capabilities of Redmond staff. This work includes bicycle facilities design & analysis, traffic engineering studies, traffic modeling, transit planning & design, transportation engineering, and traffic counts data & gathering. The Transportation Planning & Engineering Division currently administers six (6) transportation planning & engineering consultant on-call service contracts and one (1) traffic data gathering and analysis consultant on-call contract. Each contract is purposefully written with a broad scope of work since project needs may vary and staff want to retain flexibility in responding to the needs of the community. The work will be conducted using “task orders” for specific scopes of work. Funding for specific task orders will be taken from the appropriate project or department budget account. These short-term contracts are for not-to-exceed amounts noted in the contract. Staff anticipates using these contracts to support numerous upcoming program and project needs within the Planning department and Traffic Operations division. Examples are Transportation Master Plan Update, Urban Street Design Standards, CIP project design and construction support, Neighborhood Traffic Calming Program, bike facility planning and design, channelization design, pavement evaluation, illumination design, ITS design and documentation, transit operations improvements, curb ramp/accessibility design, transportation modeling and analysis, feasibility studies and engineering plans, specification and cost estimates (PS&E) preparation.

### **Consultant Selection Process**

Solicitation via the Shared Procurement Portal, extending a Request for Qualifications (RFQ) for transportation planning & engineering services and an Inquiry for Bid (IFB) for traffic data gathering and analysis on-call services was posted on June 4, 2021. Firms were then selected using the MRSC Roster (in close coordination with Purchasing staff). Consultant qualifications were then be reviewed and rated by staff to select the most qualified firm(s) to provide consulting services for the disciplines outlined in the provided Scope of Work in the RFQ and IFB. Six (6) firms for transportation planning & engineering support and one (1) traffic gathering & analysis consultant were selected with an anticipated maximum dollar amount of \$200,000 proposed for the six (6) planning & engineering support contracts and a bid submittal proposal for the one (1) traffic data gathering and analysis contract.

After selection, negotiations to determined fair and reasonable consultant rates for the work, using the City’s consultant fee negotiation guidelines worksheets. The general scopes and consultant rates will then be incorporated into standard Consultant Agreements.