



Memorandum

Date: 7/1/2025

Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 25-391

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

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	Seraphie Allen	Deputy Director
Planning and Community Development	Michael Hintze	Transportation Planning Manager
Planning and Community Development	Francesca Liburdy	Senior Transportation Planner

TITLE:

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

OVERVIEW STATEMENT:

The City of Redmond has used transportation planning & engineering on-call consultant 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 planning or engineering projects, such as bicycle facility design, traffic engineering studies, traffic modeling, or transit planning and design, among other projects. The use of on-call agreements has proven effective and efficient in responding to a variety of planning and engineering needs.

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 of \$200,000.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
 - **Redmond 2050, FW-TR-1:** Plan, design, build, operate, and maintain a safe transportation system that advances an equitable, inclusive, sustainable, and resilient community by providing for the mobility and access needs of all.
 - **Redmond 2050, FW-TR-3:** Complete the accessible and active transportation, transit, freight, and street

networks identified in the Transportation Master Plan in support of an integrated and connected transportation system.

- **TR-14:** Prioritize transportation investments that reduce household transportation costs, such as investments in transit, bicycle and pedestrian system access, capacity, and safety.
- **TR-16:** Prioritize the comfort, safety, and convenience of people using pedestrian and bicycle facilities over other users of the transportation system. Establish standards for bicycle and pedestrian facilities to attract users of all ages and abilities. Prioritize improvements that address safety concerns, connect to centers or transit, create safe routes to school, and improve independent mobility for those who rely disproportionately on the pedestrian and bicycle network
- **Redmond 2050, FW-TR-4:** Plan, design, build, operate, and maintain a transportation system that supports the City's sustainability principles.
- **Redmond 2050, FW-TR-5:** Influence regional transportation decisions and leverage regional transportation investments in support of Redmond's transportation policy objectives.
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
The Transportation Planning & Engineering division currently maintains a roster of six (6) transportation planning and engineering firms under contract for ongoing services. This proposal will update the roster to four (4) transportation planning and engineering firms.

OUTCOMES:

This action facilitates the execution of contracts up to the designated amount with the firms identified through the roster update process. This supports the advancement of projects and planning work in a timely manner, especially given any limitations on staffing workload or 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:

There are no budget implications for this action. This action 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:

0000310 - 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, including the Transportation Planning & Engineering (TP&E) Consultant Services fund.

Budget/Funding Constraints:

On-call consultant contracts specify that no work is guaranteed to a consultant. The contracts provide clear language for the 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
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
7/15/2025	Business Meeting	Approve

Time Constraints:

The existing contracts expire on August 31, 2025. Our selected firms need to be under contract before our current contracts expire to avoid delays to upcoming and ongoing projects.

ANTICIPATED RESULT IF NOT APPROVED:

Without on-call consultant contracts, City staff would need to go through separate contracting processes for each small task order or consulting services need. This would adversely impact the City's ability to advance project work on a timely basis.

ATTACHMENTS:

Attachment A - RFQ 10872-25 On-Call Planning and Engineering Services

Attachment B - RFQ 10872-25 Scope of Work

Attachment C - RFQ 10872-25 Consultant Agreement

Attachment D - RFQ 10872-25 Option for Renewal