

RFQ Questions and Answers
Kirkland Active Transportation Plan Update
Job #33-19-PW
July 17, 2019

Following is the questions and provided answers received by the deadline:

- **Question:** What is the project budget?
Answer: The budget for this is ~\$55k. We are trying to cut back on the scope of work by having staff take-up the majority of the Transportation Commission and Council communication and forming of a Citizen’s Advisory Committee but we will need support for that. We’re also going to be supplying all of the data for existing conditions and analysis and we’ll be doing our own crash data analysis as well. Other elements of the scope that will or will not fit into this budget will have to be negotiated.

- **Question:** Please confirm the cover letter does not count toward the 25-page limit
Answer: Yes, the cover letter does not count toward the 25-page max.

- **Question:** Do the table of contents, front & back covers and page dividers count toward the 25-page limit?
Answer: Front and back cover pages and dividers do not count toward the 25-page max provided they do not have any informative text on them. A table of contents does count toward the 25-page max.

- **Question:** Page 14 of the RFP indicates we may only use 3 of the 25 pages for the project approach. Is that accurate or may we use more than 3 pages for the understanding and approach?
Answer: The three-page proposed approach IS included in the 25-page max, and yes, it’s only 3-pages but this is the proposed approach. Demonstrating understanding of the scope of work can be elaborated on in the rest of the proposal.

- **Question:** Shall proposers provide references for project manager in addition to the five project references?

Answer: The qualifications for client references related to the firm have a limit of five. Separate qualifications for the PM can be separate from those five but I would recommend to also limit those to no more than five as well.

- **Question:** Can you provide a copy of the Greenways Design Standards? It looks like these came out last year, but I can't find them online.

Answer: Attached is the Greenways Guidelines document (see below under project notice documents). We want to make sure that any facility type guidance is consistent with this so if there are subsequent changes recommended, we may need to update the Greenways document but that could come in the form of a recommendation that we could subsequently do later depending on scope. Conversely, the Greenways document could inform the facility type guidance.

- **Question:** Can you speak at all to the City's inclination of having a Councilmember that works for our firm be a disqualification/conflict for recommendations and projects that come out of the process (Task 3)?

Answer: Because the Councilmember who is a principal at your firm would not be participating in the procurement or scoring for selecting a firm for this planning process, your firm is not disqualified from submitting a response to the RFQ. However, to avoid any conflict of interest or appearance of a conflict of interest as it relates to any recommendations or projects that come to the Council as a result of the RFQ process (Task 3), the Councilmember would need to (1) acknowledge the conflict or potential conflict and (2) recuse himself from any Council deliberations or votes related to such recommendations or projects. Your firm's RFQ should explicitly acknowledge these two constraints.