



# **City of Kirkland**

## **Request for Qualifications**

# **Transportation Planning and Engineering On-Call Consultants**

## **Job #46-21-PW**

**Issue Date: January 6, 2022**

**Due Date: January 28, 2022–5:00 p.m. (Pacific Time)**

## REQUEST FOR QUALIFICATIONS

Notice is hereby given that qualifications will be received by the City of Kirkland, Washington, for:

**Transportation Planning and Engineering On-Call Consultants**  
**Job # 46-21-PW**

File with Purchasing Agent, Finance Department, 123 - 5<sup>th</sup> Ave, Kirkland WA, 98033

Qualifications received later than **5:00 p.m. on January 28, 2022 will not** be considered.

A copy of this Request for Qualifications (RFQ) may be obtained from City's web site at <http://www.kirklandwa.gov/>. Click on the Business tab at the top of the page and then click on "Doing Business with the City". All active projects can be found under the opportunities tab.

The City of Kirkland reserves the right to reject any and all qualifications, and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by respondents in the preparation and submission of qualifications. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

A Service Provider response that indicates that any of the requested information in this RFQ will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the qualifications from consideration.

The City of Kirkland 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 insure 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 bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

**Dated this 6th of January, 2022**

Jay Gewin  
Purchasing Agent  
City of Kirkland

**Advertised in The Seattle Times on January 6, 2022 and January 13, 2022**

## **Background Information**

The City of Kirkland is located on the eastern shore of Lake Washington. It is a suburban city, surrounded by other suburban cities and pockets of unincorporated King County. The City is near several major transportation routes including Interstate 405, State Route 520, and Interstate 5. These routes connect the City economically and socially to the greater Seattle area.

At the time of incorporation in 1905, the City of Kirkland's population was approximately 530. The current estimated population is 92,175. Kirkland is the twelfth largest city in the State of Washington and the sixth largest in King County.

Since its incorporation, Kirkland has grown in geographic size to eighteen square miles - approximately twenty times its original size. This growth occurred primarily through the consolidation of the cities of Houghton and Kirkland in 1968, the annexations of Rose Hill and Juanita in 1988 and the annexation of North Juanita, Finn Hill, and Kingsgate areas in 2011.

Kirkland operates under a Council-Manager form of government. The City Council is the policy-making branch of Kirkland's government and consists of seven members elected at large to staggered, four-year terms. The Mayor is elected from within the Council. The City Council is supported by several advisory boards and commissions and the City Manager. The City Manager is appointed by the City Council and serves as the professional administrator of the organization, coordinating its day-to-day activities.

## **Purpose of Request**

The City of Kirkland will be securing 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. The number of hours and work volume will vary with the task, work is authorized through independent project-specific task orders, each typically under \$8,000. The City seeks to retain up to 3 on-call firms to ensure that a variety of specialties are represented in the roster. Each task order will be assigned to the most qualified firm on the roster for the task, as determined by the City. A position on the roster does not guarantee any task authorizations.

## **Performance Schedule**

The contract will be for a two-year duration with the possibility of a one-year extension at the discretion of the City.

## **Project Funding**

Funding for on-call services comes from the City of Kirkland operating budget or capital improvement projects. Federal or State grants may be included among the funding sources if these funds become available, the City may create individual small projects/task agreements from this RFQ to utilize Federal or State funds.

## **Scope of Work**

The selected consultants shall have the qualifications and availability to provide all labor, materials, equipment and supplies to perform on-call professional transportation planning and engineering services on a task order basis for various projects. Consultants are not required to be qualified in all tasks; however, their statement of qualifications shall identify strengths that correlate closely with at least one of the categories below.

All selected consultants shall be able to prepare quality reports, design memoranda, visual communication and online materials, and/or technical memoranda in a timely manner. They shall also be readily available to respond to City staff inquiries on work products, attend and assist at meetings and coordinate with other service providers as needed.

Tasks fall into specific categories and may include, but are not limited to the following:

### ***General Planning***

- Conduct travel demand and/or travel behavior analysis for one or multiple modes including but not limited to origin and destination analysis, peak travel behavior, etc.
- Compare the forecasted performance for one or more packages of transportation projects
- Establish and conduct an evaluation process for plan development and project prioritization
- Conduct cost-benefit analysis
- Develop planning level performance measures
- Develop planning level costs for projects
- Review proposed design concepts
- Assist City Staff in developing strategic plans to address ongoing issues
- Assist in researching, updating, or implementing transportation fees, policies, or performance measurement procedures

### ***Multimodal Planning and Design***

- Prepare engineering plans, specifications and cost estimates (PS&E) for bike, pedestrian or transit related facilities and infrastructure
- Provide preliminary engineering and design (PE/Design) for bike, pedestrian or transit related facilities and infrastructure
- Develop transit station area site plans and concepts and analyze multimodal transportation access, circulation, bus layover, parking needs, and site amenities
- Conduct transit routing analysis and transit speed & reliability studies
- Conduct multimodal network analysis
- Perform research and analysis for transit-oriented development planning
- Conduct corridor alternatives analyses and feasibility studies for multimodal projects
- Conduct bicycle and pedestrian counts and analysis
- Assist City staff in reviewing multimodal facilities designed by others in existing capital transportation projects
- Assist City staff in developing transportation demand management goals, regulations and policies for new developments.

### ***Traffic Engineering Studies and Assistance***

- Conduct traffic studies, corridor analyses, alternative analyses and feasibility studies
- Provide support for ITS hardware, software, and communications infrastructure; this may include troubleshooting and resolving network video communications, development of specifications, evaluation and selection of products, integration with existing systems, and acceptance testing
- Provide transportation modeling and analysis services
- Development review assistance
- Signal timing evaluations and optimization
- Stop sign warrants
- Signal warrants
- Channelization evaluation
- Traffic volume or speed data collection and assessment
- Traffic circulation/trip generation analysis, and ADA compliance reviews.
- Assist City staff in reviewing historical studies prepared by others
- Conduct parking studies or assist City staff to develop parking standards and guidelines
- Assist City staff to update the transportation impact analysis guidelines

### ***Transportation Engineering***

- Prepare PS&E for transportation and traffic engineering projects
- Provide PE/Design for transportation and traffic engineering projects
- Assist City staff in project management of major transportation projects
- Prepare bid documents for transportation projects
- Provide right-of-way and topographic surveying and mapping related to transportation projects
- Provide conceptual/schematic designs for channelization, signal head layouts, and other transportation projects
- Provide design support for maintenance repairs of concrete based structures (ex. stamped shop drawing for a signal foundation that had been damaged)
- Assist City Staff with developing conceptual level traffic calming plans and associated budget-level cost estimates; PS&E for specific elements if needed
- Assist City Staff with updating the Neighborhood Traffic Control Program toolkit
- Assist City Staff in revising design guidance, standard details and specifications to meet the latest best practices
- Assist City staff in reviewing existing capital transportation projects designed by others
- Assist City staff with public outreach and staff meetings including preparation of display materials and program documentation for on-site display and Web distribution/access.
- Provide street lighting design and review

## **Minimum Qualifications**

Minimum qualifications are required for a qualified firm to be eligible to submit a response to this RFQ. Responses must clearly show compliance with these minimum qualifications. Qualifications that are not responsive to these minimum qualifications shall be rejected by the City without further consideration.

- Qualified firm must demonstrate expertise and experience for the specific areas of the on-call services that they are proposing on. Qualified firms must address specific services for which they qualify, and preferred firms are those that can demonstrate many of the specific services noted although the ability to perform in all service areas is not required. Five years of experience is considered a preferred qualification.
- Qualified firm Project Manager must have demonstrated experience working with a public agency within the last five years, providing satisfactory services similar to those expected by the City for this contract.

## **Qualifications/Submission Criteria**

To be considered for selection, submit the following information:

### Letter of Introduction

- Briefly describe the firm, and the name, address, e-mail, and phone number of the Project Manager as well as a summary of the understanding of the scope of services and overall approach to the scope of services.

### Experience and Qualifications

- Identify team members by area of expertise (discipline) and include contact information (name, phone number, and email address).
- Describe the team's qualifications as they relate to the variety of categories included in the scope of services.
- Describe past performance in completing similar scope of services for other public agencies, including relevant experience of the Project Manager.
- Provide specific examples of services completed by the firm that address a variety of the scope of services listed. Some examples should include those that involved the designated Project Manager.
- Statement of availability for the firm and staff identified.
- Experience and Qualifications section of the proposal should be no more than 15 pages.

### References

- Provide at least three (3) references that may be contacted for verification of the respondent's experience and qualifications. Optimally, these references should be able to attest to the Project Manager's work, along with the rest of the consultant team.

## **Qualifications Submittal Instructions**

Please note: The following general requirements are mandatory for all qualifications. Qualifications submitted after the deadline date and time or lacking one or more of the following requirements will not be accepted.

1. All qualifications sent electronically must be in the form of a PDF or MS Word document and cannot exceed 20MB. **This is the required submission format.**
2. Emailed proposals should include, "Transportation Planning and Engineering On-Call Consultants – Job # 46-21-PW" in the subject line and be addressed to [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov) .
3. All qualifications must include the legal name of the organization, firm, individual or partnership submitting the RFQ. Include the address of the principal place of business, mailing address, phone numbers, emails, fax number (if one exists) and primary contact person.
4. To be evaluated, qualifications must address all requirements and instructions contained within.
5. Provide all references and materials required by the RFQ instructions within.
6. Maximum page count for proposals is 25 pages. Front and back is considered 2 pages.

**Questions:** Questions regarding the scope of work or evaluation process must be submitted in writing and should be addressed to Victoria Kovacs, Transportation Planner, via email [vkovacs@kirklandwa.gov](mailto:vkovacs@kirklandwa.gov). Questions regarding the RFQ process should be addressed to Purchasing staff, at [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov). The deadline to submit questions is 5:00 PM on January 19, 2022.

**Submittal Instructions:** Qualifications must be received by no later than 5:00 p.m. on January 28, 2022.

Please submit qualifications by email. Emailed qualifications should include, "Transportation Planning and Engineering On-Call – Job#46-21-PW " in the subject line and be addressed to [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov). Emailed qualifications must be in MS Word or PDF format and cannot exceed 20MB.

## **Submittal Deadlines**

The Department's schedule for review of the RFQ submittals and final selection of the Contractor is as follows:

January 6, 2022	RFQ posted
January 19, 2022	Deadline for questions: 5:00 p.m.
January 24, 2022	Responses to questions posted
January 28, 2022	Request for Qualifications Submittals Deadline: 5:00 p.m.
February 1-16, 2022	Evaluation Period – may include interviews
March 2, 2022	Contract Awarded

## **Selection Criteria**

Qualified firms will be evaluated based on the criteria listed below. The City of Kirkland reserves the right to award a contract for the services sought to one or more consultants based on the qualifications received and needs of the City.

<b>Evaluation Criteria</b>	<b>Weight</b>
Qualifications for services (ability and depth to perform work as outlined in the scope work)	30 pts
Experience (past experience and success of performing similar types of on-call services)	25 pts
Key Staff (availability, competency and experience of key staff that will be performing services)	25 pts
Effective Project Management (ability to manage task orders effectively, efficiently in a responsive and timely manner)	10 pts
Response of References	10 pts
	<b>Total</b> 100 pts

## **Selection Process**

A selection committee will review all qualifications, select finalists and may conduct interviews prior to making the final selection of the consultant.

Prior to the commencement of work, the City and the selected consultant will meet to settle contract details. A notice to the consultant of the City's award will constitute notice to proceed. The City is not responsible for any costs incurred by the consultant in the preparation of the response. Once submitted to the City, all qualifications will become public information.

## **Contract Requirements**

If your qualifications are accepted, the following requirements will be due upon award, prior to issuance of a contract:

### **1. Compliance with Law/City of Kirkland Business License**

- Contractor must obtain and provide a copy of a City of Kirkland Business License and otherwise comply with Kirkland Municipal Code Chapter 7.02.
- The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes.

### **2. Professional Service Agreement**

- A sample Professional Services Agreement (PSA) is attached.
- The City will not consider and/or negotiate changes to the language of the PSA with the selected consultant.

### **3. Insurance**

- Please see PSA for required insurance coverage.

## **Contract**

The Consultant and the City will execute an Agreement for Transportation Planning and Engineering On-Call included as Attachment A.

## **Terms and Conditions**

- A. The City reserves the right to reject any and all qualifications, and to waive minor irregularities in any qualification.
- B. Proposers responding to this RFQ must follow the procedures and requirements stated in the RFQ document. Adherence to the procedures and requirements of this RFQ will ensure a fair and objective analysis of your qualifications. Failure to comply with or complete any part of this RFQ may result in rejection of your qualifications.
- C. The City reserves the right to request clarification of information submitted, and to request additional information on any submission.
- D. The City reserves the right to award any contract to the next most qualified agency, if the successful agency does not execute a contract within 30 days of being notified of selection.
- E. Any qualification may be withdrawn up until the date and time set above for opening of the qualifications. Any qualification not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described in the attached specifications, or until one or more of the qualifications have been approved by the City administration, whichever occurs first.
- F. The contract resulting from acceptance of a qualification by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFQ. A copy of the City's standard Professional Services Agreement is available for review (see attachment A). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by the City Attorney's office.
- G. The City shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFQ.
- H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.
- I. The City reserves the right not to award any portion or all of the project if it finds that none of the qualifications submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFQ to the selected vendor. The City reserves the right to award this work to

multiple vendors if the scope of work would be best completed by multiple vendors and their associated experience.

### **Cooperative Purchasing**

Chapter 39.34 RCW allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City may purchase from City contracts, provided that the consultant agrees to participate. The City does not accept any responsibility for contracts issued by other public agencies, however.

### **Public Disclosure**

Once submitted to the City, qualifications shall become the property of the City, and all qualifications shall be deemed a public record as defined in "The Public Records Act," chapter 42 section 56 of the RCW. Any qualification containing language which copyrights the submission, declares the entire submission to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to state public disclosure laws or this RFQ, could be removed from consideration. The City will not accept the liability of determining what the proposer considers proprietary or not. Therefore, any information in the qualification that the proposer claims as proprietary and exempt from disclosure under the provisions of RCW 42.56.270 must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the page it is found on must be identified. With the exception of lists of prospective proposers, the City will not disclose RFQ qualifications until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: proprietary/confidential portion(s) of the qualification(s), until the proposer has an adequate opportunity to seek a court order preventing disclosure. The City will consider a proposer's request for exemption from disclosure; however, the City will make a decision predicated upon RCW 42.56.

### **DBE Participation**

The City encourages DBE firms to submit qualifications and encourages all firms to team with DBE firms in their pursuit of this project.

### **Debarment**

Recipient certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds.



## **PROFESSIONAL SERVICES AGREEMENT**

### **Transportation Planning and Engineering On-Call**

The City of Kirkland, Washington, a municipal corporation ("City") and \_\_\_\_\_, whose address is \_\_\_\_\_ ("Consultant"), agree and contract as follows.

In consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

#### **I. SERVICES BY CONSULTANT**

- A. The Consultant agrees to perform the services described in Attachment \_ to this Agreement, which attachment is incorporated herein by reference.
- B. All services and duties shall be conducted and performed diligently, completely and in accordance with professional standards of conduct and performance.
- C. Given the Consultant is one of three providers chosen to provide on-call transportation planning and engineering services, each task order will be assigned to the most qualified firm for that task, as determined by the City. This agreement does not guarantee any task authorizations.

#### **II. COMPENSATION**

- A. The total compensation to be paid to Consultant for these services shall be based on project-specific task authorizations based on the negotiated number of hours per task order at the hourly rates as detailed in Attachment \_ to this Agreement.
- B. Payment to Consultant by the City in accordance with the payment ceiling specified above shall be the total compensation for all services performed under this Agreement and supporting documents hereto as well as all subcontractors' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.
- C. The Consultant shall be paid on the basis of invoices submitted. Invoicing will be on the basis of percentage complete or on the basis of time, whichever is applicable in accordance with the terms of this Agreement.
- D. The City shall have the right to withhold payment to Consultant for any services not completed in a satisfactory manner until such time as Consultant modifies such services to the satisfaction of the City.
- E. Unless otherwise specified in this Agreement, any payment shall be considered timely if a warrant is mailed or is available within 45 days of the date of actual receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

#### **III. TERMINATION OF AGREEMENT**

The City or the Consultant may terminate or suspend this Agreement at any time, with or without cause, by giving ten (10) days' notice to the other in writing. In the event of termination, all finished or unfinished reports, or other material prepared by the Consultant pursuant to this Agreement, shall be provided to the City. In the event the City terminates prior to completion without cause, consultant may complete such

analyses and records as may be necessary to place its files in order. Consultant shall be entitled to receive just and equitable compensation for any satisfactory services completed on the project prior to the date of termination, not to exceed the payment ceiling set forth above.

#### **IV. OWNERSHIP OF WORK PRODUCT**

- A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the City. Any reuse of these materials by the City for projects or purposes other than those which fall within the scope of this Agreement or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the City.
- B. The City acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the City upon completion of the services. The City agrees to hold harmless and indemnify consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by any third party without the written authorization of the Consultant.
- C. Methodology, materials, software, logic, and systems developed under this Agreement are the property of the Consultant and the City, and may be used as either the consultant or the City sees fit, including the right to revise or publish the same without limitation.
- D. The Consultant at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical, and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, Chapter 42.56 RCW

The Consultant shall at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

Consultant will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City as part of this contracted project.

The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper

accounting of all funds contributed by the City to the performance of this Agreement.

The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

**V. GENERAL ADMINISTRATION AND MANAGEMENT**

The \_\_\_\_\_ for the City of Kirkland shall review and approve the Consultant's invoices to the City under this Agreement, shall have primary responsibility for overseeing and approving services to be performed by the Consultant, and shall coordinate all communications with the Consultant from the City.

**VI. COMPLETION DATE**

The estimated completion date for the Consultant's performance of the services specified in Section I is \_\_\_\_\_.

Consultant will diligently proceed with the services contracted for, but consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

**VII. SUCCESSORS AND ASSIGNS**

The Consultant shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement without prior written consent of the City.

**VIII. NONDISCRIMINATION**

Consultant shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

**IX. HOLD HARMLESS/INDEMNIFICATION**

To the greatest extent allowed by law the Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the

Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

## **X. LIABILITY INSURANCE COVERAGE**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

### **A. Minimum Scope of Insurance**

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

### **B. Minimum Amounts of Insurance**

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**C. Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant shall provide the City and all Additional Insureds for this services with written notice of any policy cancellation, within two business days of their receipt of such notice.

**D. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**E. Verification of Coverage**

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the services.

**F. Failure to Maintain Insurance**

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of agreement, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

**G. City Full Availability of Consultant Limits**

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

**XI. COMPLIANCE WITH LAWS/BUSINESS LICENSE**

The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Consultant must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

**XII. FUTURE SUPPORT**

The City makes no commitment and assumes no obligations for the support of Consultant activities except as set forth in this Agreement.

**XIII. INDEPENDENT CONTRACTOR**

Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Consultant agrees that he or she is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on him or her as a result of his or her status as an independent contractor. Consultant is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance of unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant or any employee of Consultant.

**XIV. EXTENT OF AGREEMENT/MODIFICATION**

This Agreement, together with all attachments and addenda, represents the final and completely integrated Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument properly signed by both parties.

**XV. ADDITIONAL WORK**

The City may desire to have the Consultant perform work or render services in connection with the project other than provided for by the express intent of this Agreement. Any such work or services shall be considered as additional work, supplemental to this Agreement. This Agreement may be amended only by written instrument properly signed by both parties.

**XVI. NON-ENDORSEMENT**

As a result of the selection of a consultant to supply services to the City, the consultant agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

**XVII. NON-COLLUSION**

By signature below, the Consultant acknowledges that the person, firm, association, co-partnership or corporation herein named, has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Agreement.

**XVIII. WAIVER**

Waiver by the City of any breach of any term or condition of this Agreement shall not be construed as a waiver of any other breach.

**XIX. ASSIGNMENT AND SUBCONTRACT**

The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

**XX. DEBARMENT**

Recipient certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONSULTANT:

CITY OF KIRKLAND:

By: \_\_\_\_\_

By: \_\_\_\_\_  
Beth Goldberg, Deputy City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_