

Addendum # 1
RFQ 08-26-PW
Transportation Planning and Engineering On-Call Consultants
Answers to Questions

Question One:

The RFQ states that task orders are "typically under \$8,000." Is this \$8,000 figure a firm budgetary cap per task order, or is it an estimate of the expected average work volume? Additionally, if a high-effort task included in the scope—such as full PS&E or complex transportation modeling—requires a budget exceeding \$8,000, can it be authorized under this specific on-call agreement?

Response:

The \$8,000 is just an estimate and not a budgetary limit for task orders. The task orders can range from \$0 to the do not exceed amount in the contract, but the intent of this contract will help with smaller tasks, which is why the example of \$8,000 is provided. Any task order within the scope of this RFQ is authorized under this agreement.

Question Two:

It sounds like our expertise needs to be in at least one of the four categories, and our strengths would be in Transportation Engineering. If we have expertise in one or two tasks in other categories should we also address that, or limit it to the one category we're strongest in?

Response:

Yes, by March 9, we'll be posting an addendum that'll include all questions and responses to the questions we receive.

Question Three:

Can the City provide an approximate number of task orders issued annually under similar on-call contracts?

Response:

There isn't an accurate number we can provide to respond to this question. The on-call contract is to satisfy the demand for unexpected services for various service needs, which varies by year and available budget. There are years when we only use the contract once for one large project and there are years when we might use the on-call for an ongoing monthly task for a several months in a year due to a sudden change in staffing capacity.

Question Four:

Can the City provide a list of previous traffic engineering on-call firms contracted with?

Response:

Yes, to receive a full list of previous traffic engineering on-call firms contracted with the City of Kirkland, you can contact the City Clerks Office, via [Public Records Request](#).

Question Five:

How does the City typically distribute task assignments between the selected on-call firms (i.e., by specialty, availability, rotation)?

Response:

The City of Kirkland distributes on-call task assignments based on the need, firm specialty, and availability.

Question Six:

Does the City maintain an existing transportation model, and if so, which platform is used?

Response:

The City of Kirkland is part of a partnership with the City of Redmond and Bellevue to maintain a travel demand model used in EMME.

Question Seven:

The scope lists right-of-way and topographic surveying services. Should consultant teams include survey capabilities, or would the City typically provide survey data?

Response:

For this on-call RFQ, we're looking for firms that can support any or all tasks listed under all categories. Per the evaluation criteria, we'll be evaluating submittals based on all qualifications for services and experience to provide those services.

Question Eight:

Page 7 lists March 12th and March 16th as the deadline for submission. I believe one is a typo. Please confirm which date is correct.

Response:

Thank you for pointing out the typo, the dates in the table are the correct dates, so March 16 is the deadline for submission.

Question Nine:

The response window is very short — would the city consider providing a few more weeks to allow respondents to prepare quality submittals? Ideally, we'd love to have a few more weeks (until March 27 or 30th) to respond.

Response:

(Original Response) Unfortunately, no, we currently have need and we're unable to extend the deadline at this time. (New Response) We've considered all the requests for additional time and we've extended the deadline to March 23rd.

Question Ten:

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. Is this the average value of tasks on your current on-call?

Response:

The \$8,000 is just an estimate and not an actual average representation for task orders. The task orders can range from \$0 to the do not exceed amount in the contract, but the intent of this contract will help with smaller tasks, which is why the example of \$8,000 is provided.

Question Eleven:

Deadline for questions is both listed as March 4 at 4pm and March 5 at 4pm (page 7). It appears that March 5th is the intended date?

Response:

March 5 is the correct date, thank you for pointing out the typo.

Question Twelve:

Proposal due date is listed as both 4pm on March 12th and March 16th. It appears that March 16th is the intended date?

Response:

March 16 is the correct deadline, thank you for pointing out the typo.

Question Thirteen:

Submittal page limit is listed as 25 pages, with a cap on 15 pages for the Experience & Qualifications section. Does that mean that front and back cover and resumes count towards the page limit?

Response:

Yes, the front and back cover and resumes will count towards the page limit.