



City Attorney
Kevin Hansen
Rev: 04/30/26

PROFESSIONAL SERVICES AGREEMENT Transportation Planning and Engineering On-Call

The City of Kirkland, Washington, a municipal corporation ("City") and Fehr and Peers, whose address is 601 Union Street, Seattle, WA 98101 ("Consultant"), in consideration of the mutual benefits and conditions set forth below, agree and contract as follows.

I. SERVICES BY CONSULTANT

- A. The Consultant agrees to perform the services described in Attachment A to this Agreement ("Services"), which attachment is incorporated herein by reference.
- B. The Services shall be performed in accordance with the ordinary and reasonable care, skill, and diligence that a competent professional in the same field would exercise under similar circumstances. This Agreement does not guarantee any task order assignments. The Consultant is one of several providers selected to provide on-call transportation planning and engineering services, and each task order will be assigned to the most qualified and available firm for that task, as determined by the City in its reasonable discretion.

II. COMPENSATION

- A. Compensation to be paid to Consultant for these services shall be the total of all approved project-specific task orders based on the negotiated number of hours per task order at the rates as detailed in Attachment B to this Agreement. Consultant reserves the right to escalate rates upon amendment to this Agreement. The total compensation to be paid to the Consultant for these Services shall not exceed \$75,000, including all applicable taxes, as detailed in Attachment B.
- B. Payment to the 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 subconsultants' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.
- C. The Consultant shall be paid based on invoices submitted. Invoicing will be on the basis of percentage completed or on the basis of time, whichever is applicable in accordance with the terms of this Agreement.
- D. If the City objects to any portion of an invoice, it will notify the Consultant within twenty (20) days of receipt of the invoice. In the event of an invoice dispute, the City will timely pay any undisputed portion of the invoice, and the parties will promptly make reasonable efforts to resolve the disputed portion. The City shall have the right to withhold payment to the Consultant for any services not completed in a satisfactory manner until such time as the 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 30 days of the date of actual

receipt by the City of an invoice conforming in all respects to the terms of this Agreement. Should the City fail to make timely payment, Consultant reserves the right to stop work until payment is received.

III. GENERAL ADMINISTRATION AND MANAGEMENT

The Public Works Department 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 the services, and shall coordinate all communications with the Consultant from the City.

IV. DURATION

The estimated completion date for the Consultant's performance of the Services is August 1, 2027. For purposes of paying final invoices and finalizing services, this Agreement expires on October 31, 2027. The City reserves the right to, at City's option, extend the Agreement for up to 2 additional years.

The Consultant will diligently proceed with the Services, but the 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, the Consultant shall forthwith notify the City.

V. 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, the Consultant may complete such analyses and records as may be necessary to place its files in order. The 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.

VI. 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 ("Work Product"), whether or not completed, shall be vested in the City. Ownership shall not extend to Consultant's underlying means and methods used to create work product. Additionally, any preexisting intellectual property contained within Consultant's deliverables thereto belonging to the Consultant shall remain the property of Consultant unless otherwise indicated in the scope of services. Any reuse of Work Product 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 the Consultant

against all claims made against the 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. Work Product 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. However, notwithstanding the foregoing, or any provision to the contrary in this Agreement, intellectual property owned or created by any third party other than Consultant, its subcontractors, or the City ("Third-Party Content"), and inventions, improvements, discoveries, methodologies, models, formats, software, algorithms, processes, procedures, designs, specifications, findings, and other intellectual properties developed, gathered, compiled or produced by Consultant or its subcontractor prior to or independently of their performance of this Agreement ("Background IP"), including such Third-Party Content or Background IP that Consultant or its subcontractors may employ in their performance of this Agreement, or may incorporate into any part of the Work Product, shall not be the property of the City. Consultant, or its subcontractors as applicable, shall retain all rights, titles, and interests, including but not limited to all ownership and intellectual property rights, in all such Background IP. Consultant, and its subcontractors as applicable, grant the City an irrevocable, non-exclusive, non-transferable, royalty-free license in perpetuity to use, reproduce, prepare derivative works based upon, distribute, disclose, derive from, perform, and display such Background IP, but only as an inseparable part of, and only for the purpose intended by creation of, the Work Product. In the event the Work Product contains, or incorporates, any Third-Party Content, or derivative work based on such Third-Party Content, or any compilation that includes such Third-Party Content, Consultant shall secure all licenses to any such Third-Party Content, but only as an inseparable part of the Work Product, where such licenses are necessary for the City to utilize and enjoy Consultant's services and the Work Product for their intended purposes. Any use of Consultant's Work Product for any other project or purpose not authorized in writing by Consultant, any modifications to the Work Product made by anyone other than Consultant, and any use of incomplete Work Product ("Unauthorized Uses") shall be at the City's sole risk, and Consultant shall bear no liability for the City's Unauthorized Uses of the Work Product. The City agrees to indemnify, defend and hold Consultant and its officers, agents and employees harmless from any claims, losses, damages, costs, arising out of any such Unauthorized Uses of the Work Product by the City.
- 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/or financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, including Chapter 42.56 RCW.
- E. The Consultant will, following prior notice, 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.

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

VII. SUCCESSORS AND ASSIGNS

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

VIII. NONDISCRIMINATION

The 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

- A. To the greatest extent allowed by law, the Consultant shall defend, indemnify, and hold harmless the City, and its officers, officials, and employees ("Indemnified Parties") from claims, injuries, damages, losses or suits (including reasonable attorney fees and costs) to the extent caused by the Consultant's negligent performance of this Agreement, except for injuries and damages caused by the negligence of the Indemnified Parties. In no event shall the cost to defend charged to Consultant exceed Consultant's proportionate percentage of fault.
- B. 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 the

Services or bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Indemnified Parties, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.

- C. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, Washington's industrial insurance law, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties.
- D. 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 that may arise from or in connection with the performance of the Services by the Consultant and/or 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.

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

A. **Minimum Scope and Amounts of Insurance.** The Consultant shall obtain and maintain insurance of the types and limits described below:

1. Commercial General Liability insurance shall be as least as broad as Insurance Services Office (ISO) 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.
 - a. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as 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.
 - a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
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.
 - a. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

B. 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 the Services with written notice of any policy cancellation within two business days of the Consultant's receipt of such notice.

C. Acceptability of Insurers

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

D. Verification of Coverage

The 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.

E. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of this 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.

F. 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 local laws, ordinances, regulations, and codes. The Consultant must obtain a City of Kirkland business license or otherwise comply with Chapter 7.02 of the Kirkland Municipal Code.

XII. FUTURE SUPPORT

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

XIII. INDEPENDENT CONTRACTOR

The Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. The Consultant agrees that they are solely responsible for the payment of taxes applicable to the Services 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 them as a result of their status as an independent contractor. The Consultant is responsible for providing the office space and clerical support necessary for performing the Services. 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. The terms of this Agreement supersede any conflicting provisions contained in any attachments and/or addenda.

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.

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. However, notwithstanding the foregoing, the City consents to the Consultant including information describing the Consultant's participation in this project in bids, statements of qualifications, or other similar proposals submitted to other municipal, governmental, or similar project sponsor, so long as the information included is factually accurate.

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. DEBARMENT

The Consultant 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.

XX. GOVERNING LAW AND VENUE

This Agreement shall be interpreted in accordance with the laws of the State of Washington. The Superior Court of King County, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.

XXI. DISPUTE RESOLUTION

All claims, counterclaims, disputes, and other matters in question between the City and the Consultant arising out of or relating to this Agreement shall be referred to the City Manager or a designee for determination, together with all pertinent facts, documents, data, contentions, and other information. The City Manager or designee shall consult with the Consultant's representative and make a determination within thirty (30) calendar days of such referral. No civil action on any claim, counterclaim, or dispute may be commenced until thirty (30) days following such determination. Nothing herein waives any requirements of Chapter 4.96 RCW, if applicable.

XXII. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken. Unless such stricken provision goes to the essence of the consideration bargained for by a party, all remaining provisions shall continue to be valid and binding upon the parties, and the parties agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.


XXIII. EFFECTIVE DATE


This Agreement shall be deemed effective on the last date signed below.

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

CONSULTANT:

CITY OF KIRKLAND:

Signature: 

Signature: 
Julie Underwood (May 4, 2026 18:49:38 PDT)

Printed Name: **Kendra Breiland**

Printed Name: **Julie Underwood**
(Type City Staff Name)

Title: **Principal**

Title: **Public Works Director**

Date: **05/01/2026**

Date: **05/04/2026**

Fehr & Peers

CITY OF KIRKLAND

Transportation Planning and Engineering On-Call Consultants

Job #08-26-PW

Prepared for:
City of Kirkland

Submitted on:
March 23, 2026



Letter of Introduction

March 23, 2026

Jacinda Guild
Purchasing Agent
City of Kirkland
Finance Department
123 - 5th Ave
Kirkland WA, 98033

Transportation Planning and Engineering On-Call Consultants – Job # 08-26-PW

Dear Jacinda:

Fehr & Peers is pleased to submit our qualifications for the **City of Kirkland’s Transportation Planning and Engineering On-Call Consultants** solicitation. We understand that this contract will support a diverse range of general planning, multimodal planning and design, traffic engineering studies and assistance, and transportation engineering services delivered through task orders. Our approach emphasizes dedicated and experienced staff, responsiveness, clear communication, and efficient coordination that support both planning-level analyses and targeted engineering needs.

Fehr & Peers is a transportation planning and engineering firm that has been in business for more than 40 years. Our relationship with Kirkland spans nearly two decades, providing us with a strong understanding of Kirkland’s transportation system, policies, and priorities. Our previous work in Kirkland includes multimodal intersection concepts and signal design support, corridor studies, impact fee updates, and broader planning efforts, such as the I-405 and NE 85th Street BRT Station Area Plan and the ongoing Transit Needs Study. This combined experience enables us to efficiently support planning-level analysis and engineering tasks under this on-call agreement.

We have successfully delivered transportation on-call services for more than 40 agencies across the Pacific Northwest and understand the need for flexibility, short-notice response, and coordination across overlapping tasks. Our team includes identified subject-matter leads, supported by a dedicated Project Manager who serves as a single point of contact. This core team is backed by our firmwide network of more than 300 transportation planners and engineers, allowing us to scale resources efficiently and deliver high-quality work on time and within budget.

For questions, please contact Marissa at (206) 453-1620 or m.milam@fehrandpeers.com.

Sincerely,



KENDRA BREILAND, AICP
Principal-in-Charge
k.breiland@fehrandpeers.com
206-576-4223



MARISSA MILAM
Project Manager
m.milam@fehrandpeers.com
206-453-1620

Fehr & Peers

FIRM DETAILS

Fehr & Peers
601 Union Street, Suite 3525
Seattle, WA 98101
Main: (206) 576-4220
Fax: (206) 576-4225

PRIMARY CONTACT

Marissa Milam
Project Manager
m.milam@fehrandpeers.com
206-453-1620

2025 Client Feedback

Client survey results show we consistently met or exceeded expectations:

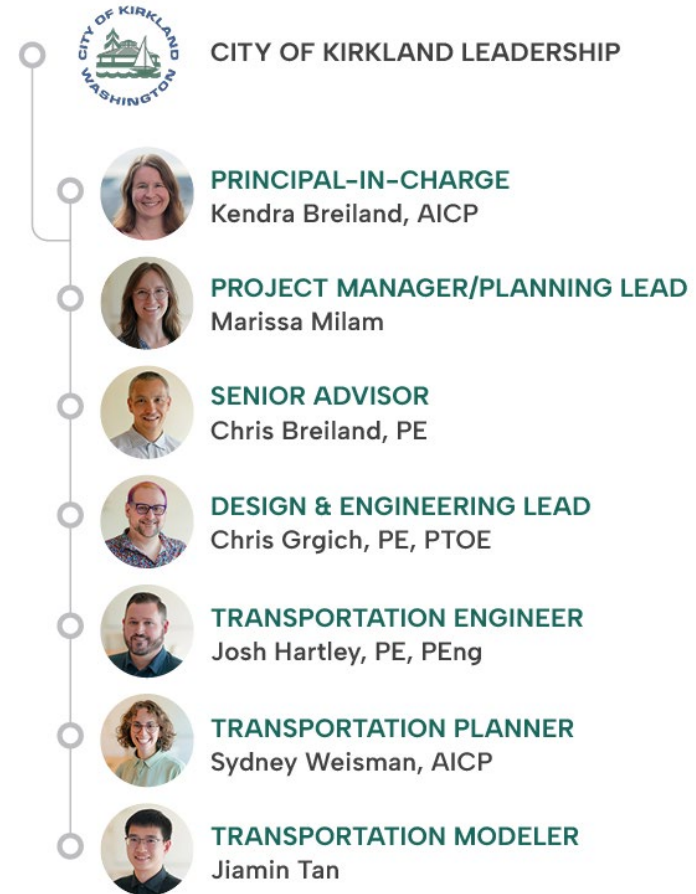
- ✓ **99% in quality**
- ✓ **98% in value**
- ✓ **99% in service**
- ✓ **100% say they would use us again**

1. Experience and Qualifications

We are a transportation planning and engineering firm with **24 offices** and over **300 transportation planners and engineers nationwide**. Since 1985, we've partnered with public and private clients to design safer, more effective ways for people and goods to move—creating spaces where everyone can thrive, today and for generations to come.

Bringing together data, technology, and the lived experiences of the communities we serve, we help clients make confident, well-informed decisions. Along the way, we've earned national recognition for raising the bar on how transportation projects are planned, designed, and delivered. Many of our first clients still trust us with their transportation needs after decades of collaboration—a testament to the strong partnerships we build and the innovative mindset we bring to every project.

Fehr & Peers has supported the City of Kirkland on transportation planning, traffic engineering, and operational studies since 2006. With this long-standing relationship we bring a unique blend of knowledge and experience working with the City staff that will make our work on this on-call both efficient and informed. Our past work in Kirkland demonstrates our ability to scale our work and allocate resources to effectively partner with City of Kirkland staff.



We understand that on-call work often requires flexibility, short-notice response, and the ability to manage overlapping assignments. To meet these needs, we dedicate experienced core team members to on-call support and strategically draw from our firmwide bench of more than 300 transportation planners and engineers. We are committed to delivering high-quality work on time and within budget while serving as a reliable extension of Kirkland's staff.

Ability & Depth Performing On-Call Work

Our on-call experience in Washington state spans across more than 40 agencies and has included task orders of all sizes, from quick traffic analysis peer review to full PS&E transportation/traffic design.

On-Call Expertise

Fehr & Peers ensures quality products at each step of our projects. Our approach includes four key actions:

Readily Available & Accessible

Close coordination with our clients is crucial to an on-call relationship's success. Fehr & Peers will assign our project manager, Marissa Milam, to be the primary point of contact. Through e-mail, phone conversations, internal meetings, and monthly progress reports, Marissa will maintain a constant line of communication with City of Kirkland staff and ensure that the Fehr & Peers team is continually aware of expectations.

Efficiency In Project Completion

Task orders are often required to be completed under tight schedules. Our local and regional staff of professionals and support personnel allows us to provide timely and efficient performance of work.

Proactive Project Management

By "proactive," we mean developing detailed scopes of work; producing a record of conversation and meeting minutes that reiterate important discussions, resolutions, and actions; and soliciting feedback from City of Kirkland staff at the conclusion of a task order to discuss the successful aspects of the assignment, as well as those that needed improvement.

On-Call Availability

Fehr & Peers staff will be available before, during, and after each task order is complete. We recognize that City of Kirkland staff may want to utilize data provided by the consultant after our contract has expired. As such, we will be available to answer questions and provide necessary information beyond the end of our on-call.

Our Past and Current On-Call experience in Washington State

- City of Auburn: Travel Demand Modeling
- City of Bellingham: Transportation
- City of Bothell: Traffic Peer Review
- City of Des Moines: Civil Engineering
- City of Ellensburg: Transportation
- City of Kenmore: Transportation
- **City of Kirkland: Transportation Planning & Engineering**
- City of Lynwood: Traffic Signal Rebuild Program
- City of Mukilteo: Engineering
- City of North Bend: Professional Consulting
- City of Olympia: Transportation & Traffic
- City of Pasco: Transportation
- City of Redmond: Transportation Modeling & Engineering
- City of Shoreline: Traffic Engineering
- City of Snoqualmie: Transportation Planning
- City of Spokane Valley: Transportation
- City of Sumner: Transportation
- City of Tacoma: Transportation; Traffic Engineering
- City of Tukwila: Traffic Engineering
- City of Vancouver: Transportation Planning & Engineering
- City of Wenatchee: Transportation
- City of Woodinville: Traffic Engineering
- City of Yelm: Transportation Impact Analysis
- King County: Multidisciplinary
- Kittitas County: Transportation Modeling & Planning
- Pierce County: Impact Fee Services
- Skagit County: Engineering
- Snohomish County: Transportation
- Thurston County: Transportation
- Port of Seattle: IDIQ Transportation
- Port of Tacoma: SEPA, NEPA, & Environmental Permitting; Programmatic Cargo & Facility
- WSDOT: Statewide Traffic Engineering; Tolling & Revenue Analysis

Key Staff

The availability and qualifications of our proposed staff are included in the following pages, with expertise by technical area listed in the RFQ shown on page 9.



Marisa Milam

PROJECT MANAGER/PLANNING LEAD

PH: 206-453-1620

m.milam@fehrandpeers.com

50% Availability

Marissa is an Associate Transportation Planner with a **strong background in technical analysis and project management**. She specializes in multimodal transportation planning, travel behavior forecasting, climate and sustainability analysis, and transit planning. She currently serves as the Project Manager for the City of Redmond's transportation on-call contract, managing multiple concurrent task orders that require rapid scoping, clear communication, and consistent coordination with City staff. Marissa is currently working closely with the City of Kirkland in her role as Deputy Project Manager for Kirkland's Transit Needs Study, supporting technical analysis, schedule coordination, and communications.

EDUCATION

- B.S., Civil Engineering, University of California, Berkeley, 2019

AFFILIATIONS

- Institute of Transportation Engineers (ITE)

As **Project Manager**, Marissa will serve as the single point of contact and lead our core team of experts in multimodal transportation planning, traffic engineering, data science, modeling, impact fees, ITS/signal design, public outreach, bicycle/pedestrian planning, and transit planning. Her experience managing both planning and engineering task orders enables efficient scoping, clear assignment of expertise, and strong schedule and budget control, ensuring responsive service and consistent delivery across all on-call needs.



Kendra Breiland, AICP

PRINCIPAL-IN-CHARGE

PH: 206-576-4223

k.breiland@fehrandpeers.com

25% Availability

Kendra is a Principal with experience in a variety of transportation projects throughout Washington. Kendra **excels on projects that require flexibility, creativity, and interaction with diverse stakeholders**. Over the past decade, she has led transportation on-calls for more than a dozen jurisdictions, including Thurston and Kittitas Counties, as well as cities like Auburn, Bothell, Kent, Pasco, Tacoma, and Vancouver, WA. She has also led citywide and countywide transportation plans and safety studies for over 25 jurisdictions. Through this work, she has grappled with challenges resulting from competing objectives, funding shortfalls, and feasibility to develop plans that arrive at workable solutions. She believes that careful listening, effectively engaging priority communities, and collaboration with on-the-ground stakeholders and technical experts are essential to these successful efforts.

EDUCATION

- M.A., Urban Planning, University of California, Los Angeles, 2005
- B.S., Environmental Policy Analysis, University of California, Davis, 2003

REGISTRATIONS

- American Institute of Certified Planners (#023713)

AFFILIATIONS

- American Planning Association (APA)
- Women's Transportation Seminar (WTS)



Chris Breiland, PE SENIOR ADVISOR

PH: 206-576-4217

C.Breiland@fehrandpeers.com

20% Availability

Chris has over 22 years of experience working with communities to identify practical solutions for complex transportation problems. A leader in data driven analysis and innovative approaches, Chris is well known for his creativity and ability to communicate clear outcomes and recommendations. Chris has supported communities across Washington State in developing funding strategies, including development of tax increment financing strategies and impact fee programs. Chris has contributed to planning through travel demand and modeling across Washington, including multimodal planning work on the Eastside on Redmond's Transportation Master Plan and Bellevue's Mobility Implementation Plan. Chris has also led corridor studies, impact fee programs, safety studies, and transit studies across the country, including several award-winning projects. Chris also leads Fehr & Peers research and development team, which allows him to quickly tap into the full knowledge of Fehr & Peers' national experts.

EDUCATION

- M.S., Civil Engineering, University of California, Irvine, 2005
- B.S., Environmental Policy Analysis and Planning, University of California, Davis, 2003

REGISTRATIONS

- Professional Engineer (PE), Washington #47622 & Oregon #90776PE

AFFILIATIONS

- Institute of Transportation Engineers (ITE) Programs Co-Chair
- Transportation Research Board (TRB)



Chris Grgich, PE, PTOE DESIGN & ENGINEERING LEAD

PH: 206-453-1612

C.Grgich@fehrandpeers.com

40% Availability

Chris has over 19 years of experience specializing in traffic engineering and complete streets design including signals, illumination, and signing & striping projects. Chris's recent design work has focused on creating complete transportation networks that are safe for all users by implementing infrastructure that reduces travel speeds and reallocates right-of-way to provide for transit, pedestrian, and bicycle connections. Chris is adept at building consensus among conflicting priorities while focusing on improving transportation equity and safety for the most vulnerable users. Chris recently led an internal research project creating a "Speed Reduction Playbook" for arterial corridors, developing a tool box of engineering and planning level solutions to managing kinetic energy from vehicle speeds. Chris' current projects include SE 34th Street Mobility & Safety Improvements, Urban Core Bike Network Connections and Woodinville Eastrail 145th Street Pedestrian Crossing.

EDUCATION

- B.S., Civil Engineering, University of New Mexico, 2006

REGISTRATIONS

- Professional Civil Engineer (WA #54058)
- Professional Traffic Operations Engineer (#3222)

AFFILIATIONS

- ITS WA (Past President)
- ITE Complete Streets Council
- ITE Pedestrian & Bicycle Standing Committee
- Seattle Pedestrian Advisory Board



Josh Hartley, PE, PEng
TRANSPORTATION ENGINEER

PH: 206-576-4216

J.Hartley@fehrandpeers.com

40% Availability

Josh is an Associate at Fehr & Peers with over 15 years' experience developing, designing, and managing multimodal transportation planning and engineering projects. Josh's current projects include Bellevue's Urban Core Bike Network Connections and Spokane Transit Authority's Division Street BRT Phase 2. He also delivers transportation engineering solutions through work like Moving New Orleans Bikes. Through his experience leading Public Works agencies in Washington and Louisiana, Josh has managed over \$3 Billion of capital improvements programs and projects in both design and construction in the public right-of-way, including bicycle infrastructure, new traffic signals, roadways, stormwater, and pedestrian improvements. As a prior Director of Public Works, he values coordination and open communication with all key agencies and partners, knowing they are critical to the success of project delivery.

EDUCATION

- B.S. Civil Engineering, University of Missouri - Rolla 2008

REGISTRATIONS

- Professional Engineer (P.E), WA #22021611, OR #104592PE, BC Canada #63826, International Professional (IRPE)

AFFILIATIONS

- Association of Pedestrian & Bicycle Professionals



Sydney Weisman, AICP
TRANSPORTATION PLANNER

PH: 206-453-1613

S.Weisman@fehrandpeers.com

60% Availability

Sydney is a senior transportation planner with a wide range of project experience in the Puget Sound region. Her areas of focus include public outreach, spatial analysis, bicycle/pedestrian analysis, and comprehensive planning. Sydney leverages her skills in ArcGIS Pro, Social Pinpoint, and Adobe Creative Suite to conduct intentional outreach, perform innovative analyses, and deliver detailed results. Sydney is dedicated to designing plans that reflect community values, enhance multi-modal connectivity, and prioritize safety and sustainability. She supports data driven planning and multimodal analysis through work on safety, forecasting, and multimodal level of service efforts such as the City of Tukwila Local Road Safety Plan and Spokane's Climate Resilience Element. Other current projects include Bellevue B-Safe and the City of Woodinville Transportation Plan.

EDUCATION

- Master of Urban and Regional Planning, University of Michigan, 2022
- Bachelor of Arts in the Environment, University of Michigan, 2021

REGISTRATIONS

- American Institute of Certified Planners (#36198)

AFFILIATIONS

- American Planning Association (APA)
- Women in Transportation Seminar (WTS) Board Member



Jiamin Tan

TRANSPORTATION MODELER

PH: 206-576-4243

J.Tan@fehrandpeers.com

60% Availability

Jiamin is a senior transportation planner with extensive experience in pedestrian and traffic microsimulation, multimodal operations analysis, travel demand forecasting, transit evaluation, and data analytics. He is highly proficient in tools such as Vissim, Viswalk, Synchro, TransModeler, Emme, and Visum. Jiamin served as one of the lead modelers for the City of Woodinville Transportation Plan Update under the City's on-call contract, where he updated a customized travel demand model based on the PSRC regional model and developed future-year traffic forecasts to support long-range planning decisions. His work also included traffic studies and development support, such as conducting traffic analyses and evaluating trip distribution assumptions for proposed development. In addition, Jiamin led a downtown traffic study for the City of Bothell, testing roadway closure scenarios using travel demand forecasting and Synchro-based intersection operations analysis. His technical expertise in travel modeling, corridor studies, and multimodal operations helps cities make informed decisions on future roadway networks and transportation improvement projects. Detail-oriented and collaborative, Jiamin is passionate about applying technical expertise to address real-world transportation challenges.

EDUCATION

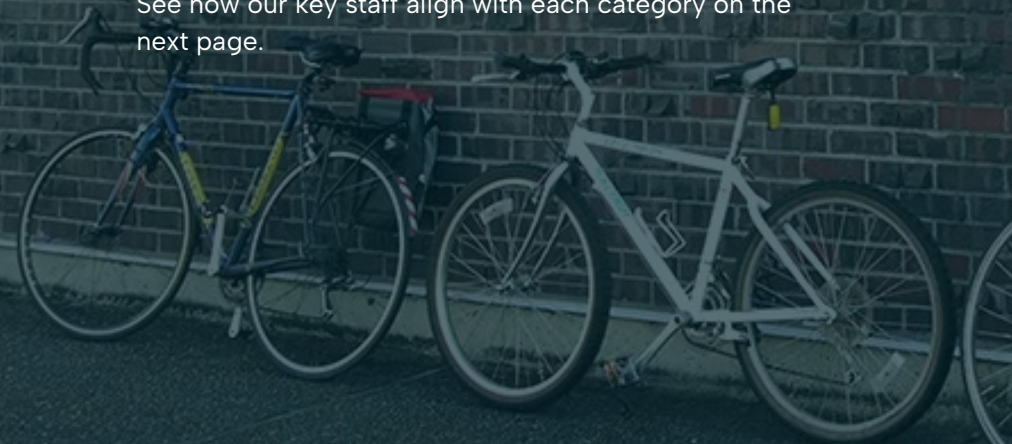
- Master of City Planning, University of Pennsylvania, 2022
- Master of Urban Spatial Analytics, University of Pennsylvania, 2022
- Bachelor of Arts, Geography, University of California Santa Barbara, 2020

Category Expertise

Our team brings strong planning, design, and engineering expertise that helps cities make clear, data informed decisions.

We support general planning through travel demand analysis, project evaluation, and development of planning level performance and cost measures. Our multimodal design work includes PS&E development, preliminary engineering, and multimodal network and station area analysis. We also conduct traffic studies and operational reviews, translating complex conditions into practical improvements. Our transportation engineering services include preparing PS&E packages, conceptual design, and ongoing technical support that helps agencies deliver projects with confidence.

See how our key staff align with each category on the next page.



GENERAL PLANNING	Kendra	Marissa	Josh	Chris G.	Chris B.	Jiamin	Sydney
Analyze travel demand and travel behavior across modes.	✓	✓			✓	✓	
Compare forecasted performance for project or plan alternatives.	✓	✓			✓	✓	✓
Develop evaluation metrics and conduct cost-benefit analyses.	✓	✓	✓	✓	✓	✓	✓
Prepare planning level costs and review design concepts.			✓	✓			
Assist City staff in strategic planning and updates to transportation fees & policies.	✓	✓			✓		
MULTIMODAL PLANNING AND DESIGN							
Prepare PS&E and preliminary designs for bike, pedestrian, and transit facilities.			✓	✓			
Develop station-area concepts; assess multimodal access, circulation, and site needs.	✓	✓	✓	✓	✓		✓
Analyze transit routing, speed, reliability, and multimodal network performance.	✓	✓			✓	✓	✓
Conduct corridor alternatives & feasibility studies; collect and analyze active-mode data.	✓	✓	✓	✓	✓	✓	✓
Support City staff with multimodal design review.	✓		✓	✓	✓		
Assist City staff in developing transportation demand management policies.	✓	✓			✓		✓
TRAFFIC ENGINEERING STUDIES AND ASSISTANCE							
Conduct traffic studies, corridor analyses, and alternatives/feasibility assessments.	✓	✓	✓	✓	✓	✓	✓
Support ITS hardware, software, and communications systems.			✓	✓			
Provide transportation modeling, traffic operations analysis, & signal timing evaluations.	✓	✓	✓	✓	✓	✓	
Perform development review: warrants, channelization, data, ADA compliance.		✓	✓	✓	✓	✓	
Support City staff: review prior studies, conduct parking studies, update TIA guidelines.	✓	✓			✓	✓	✓
TRANSPORTATION ENGINEERING							
Prepare PS&E, bid documents, design, and PM support for transportation/traffic projects.			✓	✓	✓		
Provide concept designs for channelization, signals, and other elements.			✓	✓			
Support City staff with PM/outreach, design review, and design standards updates.	✓	✓	✓	✓	✓		✓
Develop traffic calming concepts; estimates, maintenance design, & lighting review.			✓	✓	✓		
Provide street lighting design and review.			✓	✓			

Experience and Qualifications

The following section describes selected project experience that aligns with this RFQ. The matrix on page 15 summarizes this alignment more explicitly.

Kirkland On-Call Transportation Engineering Services

Kirkland, WA 2019-2021

Between 2019 and 2021, Fehr & Peers provided on-call transportation engineering services for the City of Kirkland, supporting multimodal planning and design and traffic engineering studies and assistance. Work included developing multimodal intersection concepts at 6th Street and Central Way, evaluating transit priority treatments, bicycle and pedestrian connectivity, signal phasing, and right-of-way reconfiguration, as well as conducting traffic operations analysis to support transit-oriented development planning for the Kingsgate TOD. Fehr & Peers also delivered time-sensitive transportation engineering support, including signal upgrades, wind load analyses for mast arms and poles, and evaluations to support flashing yellow arrow installations at NE 80th Street and 120th Avenue.

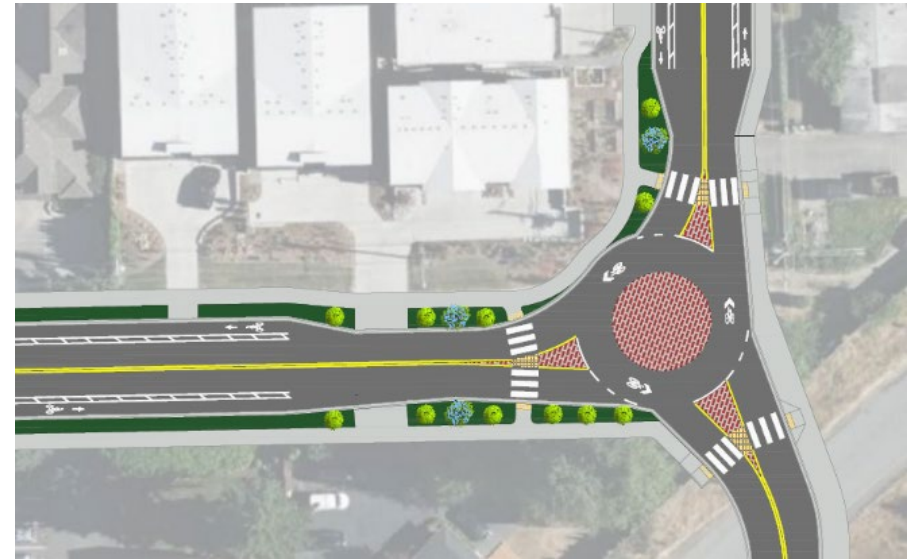
Key Staff – Kendra Breiland (Principal-in-Charge), Chris Grgich (Traffic Engineer)

Kirkland 120th Ave NE Corridor Study

Kirkland, WA 9/2022 – 12/2022

Fehr & Peers has supported the City of Kirkland in undertaking a corridor study to develop an alternative design concept for 120th Ave NE corridor as part of the City's NE 85th St Station Area Plan. This work included parcel level analysis and considered existing and planned lane use to deliver a design that fulfills the vision of a pedestrian and bicyclist focused street within the station area.

Key Staff – Kendra Breiland (Principal-in-Charge), Chris Grgich (Associate-in-Charge, Traffic Engineer)



Kirkland I-405/NE 85th St BRT Station Area Plan

Kirkland, WA 2020 – 2021

Fehr & Peers served as the transportation lead for the NE 85th Street Station Area Plan and planned action EIS. The project considered land use and urban design changes along the 85th Street corridor and in adjacent neighborhoods as a result of the upcoming Bus Rapid Transit station at I-405, which is expected to be operational by 2025. To ensure accurate estimates of new trip generation in this mixed use area, Fehr & Peers applied our MXD+ trip generation tool for each of the alternatives, which ensured that the project goals were not compromised by excessive vehicle trip estimates. Traffic operations were analyzed using Synchro, and effects on pedestrian travel, bicycling, transit, safety, parking, and greenhouse gas emissions were also assessed. Fehr & Peers was subsequently hired to do additional analysis for the study area.

Key Staff – Kendra Breiland (Principal-in-Charge), Chris Grgich (Traffic Engineer)

Kirkland Impact Fee

Kirkland, WA 2018 – 2019

Fehr & Peers assisted the City of Kirkland with an update to their impact fees program. We reviewed the City's most recent TIP and updated the list, updated growth assumptions and estimates, and calculated the impact fee rate and updated fee schedule based on the most updated version of the ITE Trip Generation Manual. The project culminated in a short report documenting the impact fee rate methodology and results.

Key Staff – Kendra Breiland (Principal-in-Charge)

Kirkland Parkplace SEPA & PAO Amendments

Kirkland, WA 2014 – 2015

Fehr & Peers developed traffic forecasts to support the Kirkland Parkplace EIS addendum. This EIS addendum examined the impacts of an alternate land use vision compared to those specified in the approved 2008 Parkplace DEIS. Under a tight timeline, Fehr & Peers updated the Kirkland version of the BKR Travel Demand Model to more accurately reflect traffic patterns around the Parkplace site and used the model to create No Action and Action forecasts for the EIS addendum traffic impact analysis.

Key Staff – Chris Breiland (Project Manager)

Bothell On-Call Transportation Engineering Services

Bothell, WA 2020 – Ongoing

Fehr & Peers is currently providing on-call engineering and professional consulting services for the City of Bothell. To date, task orders have included assisting the City in updating its transportation impact fee program, modeling the performance of potential business access/transit (BAT) lanes, and providing peer reviews of private development proposals. Fehr & Peers has developed a strong working relationship with Bothell staff over the years through various engineering design services (illumination and signal design); subarea planning; travel modeling; multimodal analysis; and developing the City's 2015 and 2025 Transportation Elements.

Key Staff – Kendra Breiland (Principal-in-Charge), Jaimin Tan (Transportation Planner)

Woodinville On-Call Services

Woodinville, WA 2020 – Ongoing

Fehr & Peers has provided on-call support for the City of Woodinville across a variety of transportation disciplines, including traffic engineering studies and assistance, general planning, and multimodal planning and design, including development review through streamlined peer reviews of Transportation Impact Analyses (TIAs) and targeted technical support such as trip distribution for rezone analyses, peer review of intersection operations and cost memoranda, and refinement of impact fee methods. Under this on-call contract, Fehr & Peers also delivered broader planning and analytical services through the City's Transportation Plan Update, integrating community outreach, regional travel demand forecasting using a customized PSRC model, traffic operations analysis, active transportation planning, and updates to the City's transportation impact fee program.

Key Staff – Kendra Breiland (Principal-in-Charge), Sydney Weisman (Transportation Planner), Jiamin Tan (Transportation Planner)

Auburn On-Call Professional Services

Auburn, WA 2018 – Ongoing

Fehr & Peers has provided long-standing on-call transportation modeling and engineering support for the City of Auburn, serving as a trusted consultant under a master on-call agreement initiated in 2018 and extended through 2026. Across this on-call, Fehr & Peers has delivered traffic engineering studies and assistance, general planning, and multimodal planning and design, including traffic modeling and operational analyses for corridors and intersections, roundabout evaluations and updates using SIDRA, neighborhood traffic calming and traffic control assessments, and multimodal circulation studies in downtown and corridor settings. Fehr & Peers also supported transportation safety planning through development and updates of the City's Local Road Safety Plan, enabling successful Highway Safety Improvement Program (HSIP) grant applications, and provided travel demand forecasting and network analysis to support land use, access, and corridor studies. In addition, Fehr & Peers delivered transportation impact

fee and policy support, including impact fee updates, person-trip methodology development, and alignment with the City's Comprehensive Transportation Plan.

Key Staff – Kendra Breiland (Principal-in-Charge), Chris Grgich (Traffic Engineer), Josh Hartley (Traffic Engineer)

King County Transportation Concurrency Services

King County, WA 2018 – Ongoing

Since 2018, Fehr & Peers has been retained by King County to perform biennial concurrency analysis, evaluating whether roadway operations meet adopted level-of-service standards needed to support planned growth. This work modernized the County's concurrency program by integrating big data-based speed information, processed using ArcGIS and Excel to calculate average PM peak-hour speeds. These speeds were compared against concurrency standards based on roadway classification and urban or rural context, resulting in a clear, defensible spreadsheet identifying roadways that pass or fail concurrency requirements and supporting consistent development review and capital planning decisions.

Key Staff – Kendra Breiland (Principal-in-Charge), Marissa Milam (Project Manager), Jiamin Tan (Transportation Planner)

Bellevue Safe Access for Everyone (B-SAFE)

Bellevue, WA 2025 – Ongoing

As part of an SS4A grant, the City of Bellevue retained Fehr & Peers to lead 5 activities to enhance traffic safety in Bellevue and work toward the City's Vision Zero goal. Specifically, Fehr & Peers led the development of 7 roadway safety audits (RSAs) covering more than 13 miles of arterial roadways within the urban core of Bellevue. The RSAs followed the FHWA procedure and included extensive internal and external engagement. Fehr & Peers worked with DKS to collect speed data and analyze crash data as part of a comprehensive citywide speed limit update. The work used the City's speed limit policies and was informed by a customized tool that Fehr & Peers has developed to develop high injury networks, HINSight,. Under guidance from Fehr & Peers, Toole Design Group developed a Bicycle Design and Signal Operations Manual for the City of Bellevue that

implemented Fehr & Peers work on establishing bicycle level of traffic stress metrics and performance targets across the City. Fehr & Peers led the development of policies and standard operating procedures for an expansion of speed safety cameras throughout the city, in alignment with new legislation that allows cities in Washington State to greatly expand the use of safety camera enforcement. Our speed safety camera approach was informed by our robust HINSight analysis, field visits, interdepartmental interviews, and best practices from across the country. Lastly, Fehr & Peers led the evaluation of crosswalk art as a potential safety countermeasure and compared the effectiveness of crosswalk art against standard high-visibility crosswalks at three intersections in the urban section of Bellevue.

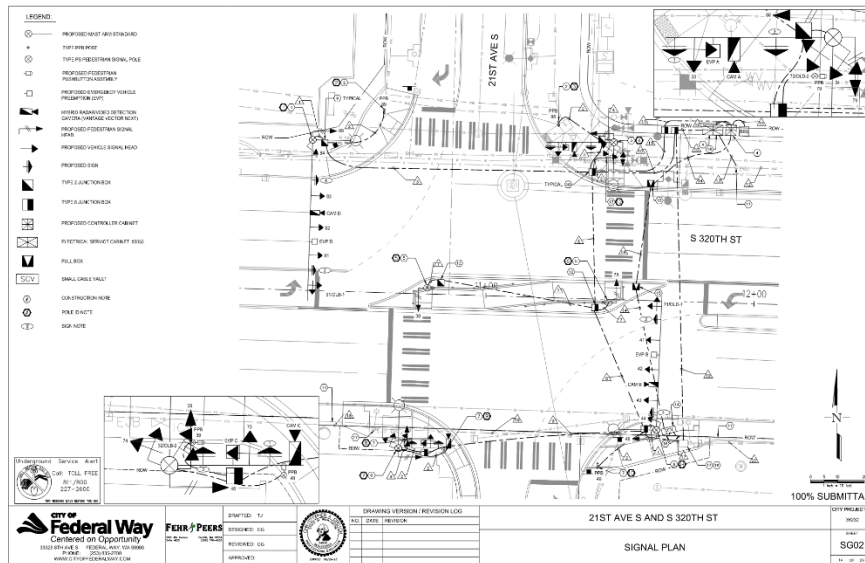
Key Staff – Chris Breiland (Associate-in-Charge), Josh Hartley (Traffic Engineer), Sydney Weisman (Transportation Planner), Marissa Milam (Video Analytics Project Manager)

Redmond 2050 Travel Demand Model

Redmond, WA 2021 – 2024

Fehr & Peers developed a new base and future year model in support of the City of Redmond 2050 Comprehensive Plan and Environmental Impact Statement (EIS). The base year model included extensive calibration to account for the unique transportation patterns of commuters to Redmond's large employers as well as the City's role as a regional retail center for cities and communities in East King County. The 2050 model update involved incorporating the City's three potential land use scenarios, updates to trip generation using Fehr & Peers unique MXD+ trip generation tool to account for the increasingly dens and multimodal neighborhoods, and an application of TrendLab to have City leadership weigh in on factors like telecommuting, ecommerce, autonomous vehicles, and future travel patterns.

Key Staff – Chris Breiland (Principal-in-Charge), Marissa Milam (Lead Modeler)



21st Ave S & S 320th St Signalization and Pedestrian Improvements

Federal Way, WA 2021 – 2024

Fehr & Peers prepared the design plans, specifications, and construction cost estimate for bidding for signal and pedestrian improvements at the intersection of 21st Ave S & S 320th St located in the City of Federal Way. Design work included a new traffic signal at the existing stop control intersection, channelization plans for lanes, crosswalks and other pavement markings, lighting design for pedestrian safety, roadway pavement design, pedestrian curb ramps and sidewalk improvements, temporary traffic control, and other civil design details required by the project. Fehr & Peers, in conjunction with the same design team proposed for this project, also performed geotechnical investigations needed for signal pole foundations and developed traffic control plans for use by the construction contractor. The design approach for this project is similar to the approach proposed for the Kirkland Park & Ride Project, submitting design plans for review at 30%, 60%, 90%, and 100% PS&E. Extensive coordination with utilities and other public agencies was required to complete the design for this project. Fehr & Peers successfully completed

the final PS&E package in September, 2023, satisfying client expectations and project schedule requirements.

Key Staff – Chris Grgich (Associate-in-Charge)

Port Orchard Citywide Street Lighting Study

Port Orchard, WA 09/2021 – 12/2021

Fehr & Peers led a Citywide Street Lighting Inventory for the City of Port Orchard. This work included overnight field work to inventory and measure existing light levels. Fehr & Peers used the ArcGIS Collector phone application to quickly and efficiently verify and collect data in the field and then used this data to update ArcMap inventory files. After collecting the inventory, Fehr & Peers prioritized locations for lighting upgrades and provided high level cost estimates and pole locations for lighting upgrades.

Key Staff – Kendra Breiland (Principal-in-Charge) Chris Grgich (Associate-in-Charge)

“Performance: Excellent. Developed good scope for study that needed further definition and met tight timeline constraints. Attributed to knowledge, experience, creativity, teamwork, and enthusiasm.”

- Chris Hammer, Assistant City Engineer Port Orchard

Gig Harbor Transportation Element 2024

Gig Harbor, WA 2024 – 2025

Fehr & Peers supported Gig Harbor to develop a Transportation Element for its 2024 Comprehensive Plan. Fehr & Peers updated the Gig-on-the-Go Active Transportation Plan, developed conceptual designs and cost estimates for intersection improvements, and supported an update to the City's Transportation Impact Fee Program.

Key Staff – Kendra Breiland (Principal-in-Charge), Marissa Milan (Project Manager)



Woodinville Eastrail 145th St Pedestrian Crossing

Woodinville, WA 2020 – 2022

Fehr & Peers worked with KPFF to prepare bid ready documents for a pedestrian crossing improvement of the Eastrail Trail at 145th Street. Fehr & Peers design work included a Pedestrian Hybrid Beacon design and trail illumination for the new trail corridor. Pedestrian signal design was coordinated with WSDOT, and Fehr & Peers supported KPFF through the Channelization Plan submittal as well as the utility coordination for electrical services.

Key Staff – Chris Grgich (Associate-in-Charge)

Kirkland Signal Pole Wind Load

Kirkland, WA 03/2021 – 05/2021

Fehr & Peers, as on-call traffic consultant to the City of Kirkland, recently performed a wind load analysis on existing signal poles to confirm whether they were suitable for installation of a flashing yellow arrow. The request was fulfilled within a few weeks from task order development to final deliverable. To assist the City, Fehr & Peers leveraged our knowledge of engineering standards and principles, working with imperfect data on an older signal pole. At the end of the task order, we were ecstatic that the client really appreciated our work: “This all looks great to me! I appreciate all the work that you put into this! I would not have felt confident nor comfortable moving forward with the FYA installations without this evaluation.”

Key Staff – Kendra Breiland (Principal-in-Charge) Chris Grgich (Project Manager)

Ellensburg On-Call

Ellensburg, WA 2023 - Ongoing

Fehr & Peers has worked with the City of Ellensburg since 2016 and has served as the informal on-call transportation consultant on a variety of projects including their latest transportation element of their comprehensive plan, three updates to their transportation impact fee program, a variety of Transportation Impact Analysis peer reviews, updated signal timing and coordination for the City’s three primary arterials, the City’s active transportation plan, and other transportation analyses as requested by the City. This relationship was recently formalized with an official on-call, and we continue to serve as an extension of City staff for all things transportation.

Key Staff – Kendra Breiland (Principal-in-Charge/Project Manager)

PROJECT	General Planning	Multimodal Planning and Design	Traffic Engineering Studies and Assistance	Transportation Engineering
Kirkland On-Call Transportation Engineering Services	✓	✓	✓	✓
Kirkland 120th Ave NE Corridor Study		✓	✓	
Kirkland I405/85th St BRT Station Area Plan	✓	✓	✓	✓
Kirkland Impact Fee	✓			
Kirkland Parkplace SEPA & PAO Amendments	✓	✓	✓	
Bothell On-Call Transportation Engineering Services	✓	✓	✓	
Woodinville On-Call Transportation Engineering Services	✓	✓	✓	✓
Auburn On-Call Transportation Engineering Services	✓	✓	✓	✓
King County Transportation Concurrency Services	✓	✓		
Bellevue Safe Access for Everyone (B-SAFE)	✓		✓	✓
Redmond 2050 Travel Demand Model	✓		✓	
21st Ave S & S 320th St Signalization and Pedestrian Improvements		✓		✓
Port Orchard Citywide Street Lighting Study				✓
Gig Harbor Transportation Element 2024	✓	✓	✓	✓
Woodinville Eastrail 145th St Pedestrian Crossing		✓		✓
Kirkland Signal Pole Wind Load			✓	✓
Ellensburg On-Call	✓	✓	✓	

Project Management

Fehr & Peers has provided on-call planning and engineering services to over 40 public agencies across the Pacific Northwest, including the City of Kirkland. Our local experience and history with Kirkland, coupled with our **on-call best practices and processes as detailed below**, will ensure quality project execution. We understand that on-call contracts require consultants to provide services in a short timeframe and to work collaboratively with the City. Our Project Manager, Marissa, serves as the single point of contact to ensure accountability and responsiveness. She will maintain regular communication with Kirkland staff to provide task order/project updates and address any questions or concerns that may arise. She will also ensure the availability of necessary resources to complete tasks on time and within budget.

Task Order Scoping & Initiation

SCOPE DEVELOPMENT

Once a need has been identified, we will work closely with City staff to understand the goals, priorities, and timeline for the task. This will allow us to gather the right team and resources to complete the task within the desired time frame.

SCHEDULE & BUDGET

Our Project Manager, Marissa Milam, will work with Kirkland to develop a timeline that includes key deliverables, critical path tasks, QA/QC checkpoints, required review times, and other time-sensitive events. We will use this timeline to monitor progress over the course of the task order and ensure that the City is notified promptly if we anticipate any changes to the overall schedule.

COMMUNICATION

We will develop a tailored communication plan for each specific task order. Typically, this may include bi-weekly check-ins with key members of the project team to discuss any updates, issues, work completed, and upcoming tasks.

TASK ORDER KICK-OFF

Prior to starting work on a task order, we will hold a kick-off meeting with all team members and City staff. This meeting will provide an opportunity for everyone to gain a clear understanding of the scope, timeline, and deliverables.

Approach During Task Order Execution

OUR APPROACH TO EXECUTION

We strive to be agile and flexible to Kirkland's needs, providing sound technical advice to help the City and other stakeholders make informed decisions that result in successful, effective solutions. Our inventory of custom tools, library of data, relationships with software companies and data vendors, puts us in the best position to combine our knowledge of Kirkland's issues with the latest practices, data, and tools to generate meaningful transportation insights and recommendations.

PROJECT REPORTING

We strive for clear communication and reporting across the project, from detailed progress reports on invoices, collaborative shared meeting agendas and action items, and staff-ready materials for internal reports to Council and Planning Commission.

SPECIALIZED ENGINEERING & DESIGN EXPERIENCE

We will integrate our engineering, design, and constructability expertise into our work to provide Kirkland with the ideal combination of

innovative, yet practical solutions that address the needs of all travel modes. This inclusive approach to transportation engineering is beneficial for clients looking to make cost-effective decisions and develop practical, biddable projects with minimal questions at the time of construction. Our team of experts offer a deep set of specialized skills, including traffic engineering, modeling, ITS design capabilities, complete streets planning and design, transit planning, and public outreach. This depth of experience will allow us to assist Kirkland with tackling any transportation challenges, from the most simple to the complex.

QA/QC Measures

QA/QC APPROACH

Following initiation of a task order, we will define a QA/QC plan, which will be built into the project's budget and delivery schedule.

IDENTIFYING & TRACKING RISK

Over the life of the task order we will identify and track risks that may occur to scope, schedule, and budget. This includes understanding the level of risk, who is responsible, and how it can be mitigated or eliminated.

WELL-DEFINED QC PROCESS

The process for review of draft and final projects will be defined early in the process, including key reviewers and timeline for specific reviews.

Task Completion

CLOSING THE TASK ORDER

Following submittal of final deliverables, a final meeting will be held to confirm that City staff have a solid understanding of all deliverables. This meeting will be an opportunity to answer any final questions from staff and ensure that the objectives of the task order have been met.

References

Jennifer Kammerzell

Transportation Division Manager

City of Tacoma

(253) 591-5269

jkammerzell@cityoftacoma.org

Asha D'Souza, PE

Public Works Director

City of Woodinville

(425) 877-2291

ashad@ci.woodinville.wa.us

Aaron Hulst, PE

City Engineer

City of Gig Harbor

(253) 851-8136

Ahulst@gigharborwa.gov

Steve Morikawa

Capital Division Manager

City of Bothell

(425) 806-6820

Steven.Morikawa@bothellwa.gov

If awarded this contract, Fehr & Peers hopes to be able to negotiate a contract with the City that has similar terms to what was agreed upon in our On-Call Agreement between the City and Fehr & Peers, Con 19/288, including a comparable indemnification obligation. We believe this approach serves the best interests of both parties, as the previously established terms ensure that our insurance will protect the City in the event of a claim.



Fehr & Peers

2025-2026

(July 2025 through June 2026)

Hourly Billing Rates

Classification	Hourly Rate
Principal	\$280.00 - \$460.00
Senior Associate	\$240.00 - \$335.00
Associate	\$215.00 - \$290.00
Senior Engineer/Planner	\$165.00 - \$240.00
Engineer/Planner	\$140.00 - \$200.00
Senior Engineering Technician	\$160.00 - \$255.00
Senior Project Accountant	\$125.00 - \$190.00
Senior Project Coordinator	\$135.00 - \$225.00
Project Coordinator	\$120.00 - \$190.00
Technician	\$155.00 - \$195.00
Intern	\$100.00 - \$160.00

- *Other Direct Costs / Reimbursable Expenses are invoiced at cost plus 10% for handling.*
- *Personal auto mileage is reimbursed at the current IRS approved rate (7 2.5 cents per mile as of Jan 202 6).*
- *Technology & Security Fee (software licensing, hardware upgrades, secure data storage, etc.) are invoiced and calculated as a percentage of monthly project labor .*

Fehr & Peers reserves the right to change these rates at any time with or without advance notice.

SAMPLE TASK ORDER TEMPLATE

Company letterhead

Date

Staff Member name
City of Kirkland
Public Works (or other department if identified)
123 5th Avenue
Kirkland, WA 98033

Re:Task Order Project Name

Dear (Staff Member name):

This letter shall serve as our proposal for Transportation Planning and Engineering Program scope and services for the above referenced project.

Staff initials	Hourly Rate	Task	Estimated Hours	Cost

Total: \$X,XXX.00

The cost to complete the work above will not exceed the above total amount without prior written amendment to this proposal. We reserve the right to redistribute the total budget to specific tasks as deemed appropriate to complete the scope of services.

The proposal is valid for six months from the date it was prepared.

Please note that the work described in this proposal will be conducted and performed diligently, completely and in accordance with professional standards of conduct and performance.

Conclusions, comments and questions will be based on interpretation of information currently available to us, and will be made within the above scope and budget for this project. No warranty is expressed or implied.

Please contact with any questions.

Sincerely,
CONSULTANT:

CITY OF KIRKLAND:

By: _____
[Printed Name]
[Title]

By: _____

Date: _____

Date: _____










20260424 FehrAndPeers PSA Combined

Final Audit Report

2026-05-05

Created:	2026-05-01
By:	Abby Evans (aevans@kirklandwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzqDEDLCxp_VnvUjiDcKI1mCpdWHR2b05

"20260424 FehrAndPeers PSA Combined" History

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-  Document emailed to Kendra Breiland (k.breiland@fehrandpeers.com) for signature
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-  Email viewed by Kendra Breiland (k.breiland@fehrandpeers.com)
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-  Document e-signed by Kendra Breiland (k.breiland@fehrandpeers.com)
Signature Date: 2026-05-01 - 4:41:22 PM GMT - Time Source: server- IP address: 66.249.188.10
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