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**TO:** Board of Contracts and Awards  
**FROM:** Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer, *KDK*  
Mazedur Hossain, P.E., Project Manager, Public Works Engineering  
**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and  
Doreen Klaaskate, Finance/Purchasing  
**SUBJECT:** Increase Contract for Traffic Model Update/Pavement Management Phase 2,  
Request for Qualifications Specification No. PW18-0280F,  
Contract No. C638 – November 19, 2019  
**DATE:** November 4, 2019

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**RECOMMENDATION SUMMARY:**

The Public Works Department requests approval to increase Contract No. C638, with Resource Systems Group Inc, White River Junction, VT, by \$50,193.00, plus any applicable taxes, for additional freight traffic forecasting model development and traffic analysis. This increase will bring the contract to a cumulative total of \$240,045.00, plus any applicable taxes.

**STRATEGIC POLICY PRIORITY:**

- Strengthen and support a safe city with healthy residents.
- Cultivate a vibrant cultural sector that fosters a creative, cohesive community.
- Assure outstanding stewardship of the natural and built environment.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

The freight forecasting model supports the City's strategic policies by predicting long-term freight demand and identifying the transportation investment, especially investment in highway, rail, and seaport infrastructure.

**BACKGROUND:**

The City of Tacoma was awarded a Federal Highway Administration Grant/Surface Transportation Program to update and further integrate (mode choice and freight elements) the City's base year travel demand models to be consistent with the regional (i.e., Puget Sound Regional Council) model. On October 31, 2018, the City awarded Contract No. C638 to Resource Systems Group Inc, to review the current freight modeling practices, review, and assess the existing freight model and design a freight model.

**ISSUE:** The proposed contract increase provides for the continuation of freight traffic forecasting model development, review and update of traffic analysis zones, integration of passenger model and development model documentation, and preparation of a user's guide for the Traffic Model Update/Pavement Management Phase 2 project.

**ALTERNATIVES:** The City could resolicit for bids to conduct the additional transportation services. The resulting bid solicitation would likely result in more cost and delayed project delivery.



**COMPETITIVE SOLICITATION:**

The Request for Qualifications Specification No. PW18-0280F was opened August 7, 2018. Eight consultants were invited to respond in addition to normal advertising. The submittals were received and Resource Systems Group Inc was determined to be the most qualified firm.

**CONTRACT HISTORY:**

- The original contract was awarded to Resource Systems Group Inc on October 31, 2018, in the amount of \$52,646.00.
- Supplement No. 1 to the contract was issued on July 25, 2019, in the amount of \$137,206.00, bringing the new total contract value to \$189,852.00. The additional work was to develop a freight traffic forecasting model.
- Proposed Supplement No. 2 for \$50,193.00 increases the contract to \$240,045.00.

**SUSTAINABILITY:** Resource Systems Group Inc is committed to sustainable business practices and has identified the use of shared screens/video conferencing meetings/review sessions and the use of recycled material specifications as sustainable measures to be utilized during the project.

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1065-ENGR FUND	PWK-G0015-01-04	5310100	\$11,529.00
FHWA/STP GRANT	PWK-G0015-01-04	5310100	\$38,664.00
<b>TOTAL</b>			<b>Up to \$50,193.00</b>

\* General Fund: Include Department

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1065-ENGR FUND	PWK-G0015-FS-AD-01	6311000	\$11,529.00
FHWA/STP GRANT	PWK-G0015-FS-AD-02	4333240	\$38,664.00
<b>TOTAL</b>			<b>\$50,193.00</b>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$50,193.00**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes**

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A**