

**MEMORANDUM**

**To:** Mayor and City Council

**From:** Michael Smith, Public Works Director

**Date:** September 12, 2016

**Subject:** **Award of a Contract to Update the Comprehensive Transportation Plan**

**ITEM DESCRIPTION**

Award of a contract to Pond and Company in the amount of \$68,000 to complete a five year update of the comprehensive transportation plan.

**BACKGROUND**

In 2011 the city, after extensive input from the public, adopted its inaugural comprehensive transportation plan to guide transportation policy and investment. Over the ensuing five years the city has completed several projects recommended in the plan and has begun work on many others. While the overall vision and goals of the original plan are still applicable it is an appropriate time to review and update the project list to reflect the progress and change that has occurred in the past five years.

The city recently has issued a Request for Proposals (RFP 16-05) for a firm to assist the city in completing the five year update. The primary tasks will be to: 1) update traffic and accident history information, 2) review existing projects, 3) evaluate the need for any projects to be added to the plan and 4) update the bicycle recommendations in light of projects that have been completed to date. The scope of work includes a public meeting to gather input on the plan update and a presentation to the city council for incorporation of the update as an addendum to the original plan.

Proposals were received from Jacobs Engineering Group and Pond and Company. The proposals were evaluated based on the qualifications and experience of the firms and the proposed cost. The results of the evaluation are as follows:

	Total Qualifications	Total Score With Cost	Proposed Cost
Jacobs Engineering Group, Inc.	73	74	\$ 153,500
Pond & Company	70	80	\$ 68,000

**RECOMMENDED ACTION**

Staff recommends award of a contract to Pond & Company in the amount of \$68,000 with an additional 10% contingency. Funding for the contract will be provided through the Public Works Professional Services budget.