

EXECUTIVE SUMMARY
2010 On-Call Traffic and Transportation Engineering Services

Contractor: Hartwig & Associates
304 Inverness Way South, Suite 365
Englewood, CO 80112

Contract amount: \$500,000
Project Title: 2010 On-Call Traffic and Transportation Engineering Services
Contract Control Number: OC81185 (2)
Term of this proposed contract 1 Year
Term of this proposed contract (start/end date): execution plus 365 days.

DBE Compliance: **10%** Contractor Commitment: **10%**

Selection Process: RFP

- (a) Date of RFP process:** April 16, 2008 (issue date)
- (b) Number of proposals received:** Eleven (11)
- (c) Selection committee:** Division of Small Business Opportunity, Traffic Engineering Services, Development Engineering Services

Source of Funding: Various depending on project

Background:

The Public Works Department, during its normal course of business, does not have the required staff and other resources available to perform all of the studies, designs, inspections, and other engineering tasks that become necessary. For the instances when a situation or event requires some type of engineering service and there is a short time frame to perform a task or design a solution for the situation or event, it is necessary to use a consultant to provide these services.

Due to the time frame required, it is not feasible to go through a normal process of issuing a Request for Proposals (RFP) and executing a contract for each situation or event. Therefore, it is necessary to use a consultant that has an existing contract. In order to obtain consultants with the required expertise and team composition and have them under contract, Public Works issued an RFP on April 16, 2008 requesting firms to submit a proposal outlining their expertise and team organization; eleven (11) firms responded. Additionally, in order to assure flexibility to the City and to be able to have a consultant, with the required expertise and personnel, available on short notice, to begin the design process, Traffic Engineering Services determined that multiple consultant teams would be necessary to comply with the City's obligations for federal funds. Five (5) teams were selected through a Selection Team process.

The selected firms indicated that they will furnish experienced engineering personnel or supply the necessary services to supplement the City's project management forces. In this respect, the consultant agrees to maintain on its payroll, or have access to outside subconsultants at all times during the term of the agreement, engineers and technicians in sufficient strength to meet the requirements of the City. This On-Call Traffic and Transportation Engineering Services Agreement will allow the Traffic Engineering Services Division the flexibility to provide engineering designs for anticipated projects on a timely basis.

There are no funds encumbered under the Master Contract until a consultant is issued a Work Order by the City identifying the scope, the fee, the schedule, and the deliverables.

Hartwig & Associates, Inc. has proposed the participation of eight subconsultants: All Traffic Data, Apex Design, Aztec Consultants, Daley Land Surveying, EnRoute Traffic Systems, Lamb-Start Engineering, Shannon & Wilson, Traffic Flow Solutions.

