



MEDINA, WASHINGTON

AGENDA BILL

September 8, 2025

Subject: On-Call Professional Services Agreement - Transpo Group

Category: Consent

Staff Contact: Ryan Osada, Public Works Director

Summary

The City's previous on-call Traffic Engineering contract has reached its expiration date. In response, Public Works reviewed anticipated service needs and prepared a revised scope of services to align with current and future project requirements. To secure qualified professional services, Public Works initiated a competitive solicitation process by issuing a Request for Proposals (RFP) through the MRSC Small Works Roster, ensuring compliance with procurement regulations and promoting fair and open competition among eligible firms. We received two proposals which were evaluated in accordance with the criteria outlined in the RFP, including relevant technical experience, demonstrated understanding of the scope, proposed approach, qualifications of key personnel, and capacity to perform the required work within established timelines. The evaluation process was conducted by Jeff Swanson and Ryan Osada who are both familiar with traffic engineering and procurement procedures. Following the scoring and ranking of submittals, the highest-rated firm was identified for recommendation to City Council for contract award.

Attachment(s)

DRAFT_TRANSPO_ On-call Professional Services Contract_09032025

Budget/Fiscal Impact: TBD

Staff Recommendation: Approve.

City Manager Approval: 

Proposed Council Motion: I move to authorize the City Manager to negotiate and enter into an agreement with Transpo Group to provide On-Call Professional Services