



# MEMORANDUM

To: Transportation and Public Works Committee  
Through: William Appleton, Public Works Director  
From: Zachary Shields, Senior Planner  
Date: 05/11/2023  
Subject: 2024 Transportation Master Plan – Executing Professional Services Contract and Budget Amendment Ordinance (Agenda Bill 6106)

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## **Purpose:**

Staff is seeking Committee recommendation for Council to adopt an ordinance to execute a professional services contract with DKS Associates (DKS) to update the City of SeaTac's Transportation Master Plan (TMP) and assist the City's consultant, Otak, in completing the update to the transportation element of the comprehensive plan in an amount not to exceed \$796,600. The ordinance also amends the 2023 – 2024 Biennial Budget to increase funding in the Transportation CIP Fund (307) budget by \$296,600 to fully fund the project.

## **Background:**

The proposed ordinance authorizes the execution of a professional services contract with DKS Associates to provide staff time, materials, and consultations in support of updating the City of SeaTac TMP and the Transportation Element (TE) of the SeaTac Comprehensive Plan for which the TMP serves as a background report. This effort is aligned with the SeaTac 2044 Comprehensive Plan Update project. DKS will coordinate and support Otak (the 2044 Comprehensive Plan Update consultant) by reviewing and updating the current TMP and TE and assessing gaps and needs based on new state and regional guidance. Per the schedule outlined in state statute RCW 36.70A.130, the City of SeaTac is responsible for providing an updated comprehensive plan by December 31, 2024.

The purpose of the TMP update is to align the City's transportation planning efforts with current conditions of the transportation system and comply with statutory requirements. The TMP update also includes a major update of the travel demand model (TDM) that the City shares with the Port of Seattle (Port). The shared TDM arrangement is documented in the current interlocal agreement with the Port as it benefits both parties in managing their respective transportation systems. A letter of concurrence between the City and the Port documents the cost sharing responsibilities for each agency. Since the contract is between the City and DKS, SeaTac will pay all costs directly resulting in a need to increase the budget allocation to cover the costs upfront. The Port will then reimburse the City for actual costs incurred related to the TDM update task. The estimated reimbursement amount from the Port is \$239,499.

The updated Transportation Master Plan will set the course for the City's transportation policies, programs, and capital facilities for years to come as a background report utilized throughout the

comprehensive plan. City staff will coordinate with the Port to ensure the TDM meets the needs of both agencies and is forward compatible with Puget Sound Regional Council's model and industry technology. DKS' scope of work also includes the following:

- Assessing the existing transportation network
- Identifying and assessing operational and safety improvements (building from the City's adopted [Local Road Safety Plan](#))
- Proposing necessary mitigation efforts, estimating costs, and proposing funding measures.

The TMP will support previously identified legislative goals, including encouraging active living and economic development by planning for investments in infrastructure, including roadways, sidewalks, and bicycle facilities. It will also provide background data that may support the City's continued advocacy for the SR 509 project. This project needs to be completed for reasons beyond statutory compliance. The update is necessary due to the ongoing changes in the system, including Light Rail, Rapid Ride Bus Service, and the continued increasing number of travelers entering the City on their way to Seattle-Tacoma International Airport.

In addition to meeting statutory requirements of the Growth Management Act, the last significant transportation planning effort was completed in 2015 when the City retained Transpo Group to provide services to develop the updated planning documents. The scope of work for this project includes the development of a future-year multimodal transportation network by looking at goals, funding, and level of service. It quantifies changes due to light rail expansion, the SR 509 Completion Project, Port of Seattle Sustainable Airport Master Plan (SAMP) Near Term Projects, and land use zoning. Furthermore, the updated TMP and TE will provide a substantive analysis of safety, mobility, economic development, community health, and future planning efforts.

The scope of this contract also provides for community engagement efforts aligned with the SeaTac 2044 Comprehensive Plan Update project, intending to reach residents and businesses, along with major stakeholders, such as the overall SeaTac community, Washington Department of Transportation, the Port of Seattle, and Sound Transit.

A selection process was conducted, and three consultant teams were solicited based on their qualifications per RCW 39.80. All three consultants submitted Statements of Qualifications. A selection committee comprised of three staff members from the City of SeaTac and a representative from the Port of Seattle scored the Statements of Qualifications and participated in a competitive interview process where each consultant was asked the same interview questions. Their responses were evaluated, and DKS Associates was selected as the most highly qualified firm to provide submittals for the project.

**Options/Recommendation:**

Staff recommends placing this item on the Consent Agenda for the 5/23/2023 Regular Council Meeting.