GREATER REDMOND TRANSPORTATION MANAGEMENT ASSOCIATION

8571 154th Ave NE Redmond, WA 98052 PH 425 702 8001 FAX 425 702 9628

- 1 Parties Greater Redmond Transportation Management Association (GRTMA) (Consultant) will undertake the work on behalf of the City of Redmond (City) The GRTMA's contact will be Linda Ballew Executive Director The City's contact will be Erika Vandenbrande TDM Programs Division Manager or a representative designated by the City
- 2 Scope of Work The City desires to engage in a focused outreach effort in the Willows Road corridor and adjacent business park areas to increase employee/employer participation in commute option programs

The GRTMA will undertake the following tasks in the conduct of this agreement

<u>Tasks</u>

Develop and implement a detailed work plan in cooperation with the City to reach out to Willows Road corridor employers commercial property owners and commuters to inform them about R-TRIP commuter incentives employer grant opportunities transportation event opportunities route 244 and route 291 transit service and vanpool and vanshare opportunities. This work plan

- i) Identify all Willows Road corridor employers and commercial property owners along with contacts and phone numbers to be used as the basis for outreach and follow up activities
- ii) Develop and implement a Willows Road centric marketing campaign to promote commute options and support their use by Willows Road corridor commuters
- iii) Conduct on-site transportation events at Willows Road businesses (separate and distinct from GRTMA-provided transportation events) as desired and mutually agreed upon by Willows Road corridor businesses
- iv) Develop and maintain an activity/goal report that includes businesses and property owners contacted, outcomes commuter profiles of businesses and outcomes achieved
- 3 <u>Staff</u> Pam McCrum (or equivalent staff mutually agreed upon) will serve as the primary staff for this project
- 4 Fees GRTMAs fee for the staffing in performing the scope of work outlined above will not exceed \$17,682 00 Pam McCrums (or equivalent staff) time will be billed at a rate of \$34 per hour. The hourly rate includes all office related overhead costs printing, phone calls and faxes. Reimbursable marketing and corridor-specific incentive/promotion expenses will not exceed \$5 000. The total contract amount shall not exceed \$22 682 00.

- 5 <u>Billing</u> The Consultant will bill the Client only for actual hours and expenses incurred up to the total amount specified in #4 above. The Consultant will not exceed this amount without the written authorization of the Client. Invoices are due and payable within 30 days of receipt.
- 6 Schedule All work will be completed by Consultant by December 31 2009
- 7 Consultant's Expertise As the sole non-profit (501(c)(4)) organization operating in Redmond to increase commuter mobility and efficient use of the transportation system the Greater Redmond Transportation Management Association is uniquely qualified to deliver the outreach and services specified in this contract Scope of Work

GREATER REDMOND TRANSPORTATION MANAGEMENT ASSOCIATION	
BY Mel ne _	6-10-08
Signature	Date
M chael M Nelson	Board President
Printed Name	Title
CITY OF REDMOND	, 1
BY Joh Marchine	6/23/09
Signature	Date
John Marchione	MAYOR

Title

Printed Name