



City of Seattle

Request for Qualifications for Architectural/Engineering Services for the City of Seattle Animal Shelter RFQ# CDCM 2013-2 SAS

Schedule of Events	Dates
RFQ Release (DJC Advertisement)	April 8, 2013
Pre-Submittal Walk Through	3 – 4:30 p.m. April 16, 2013 at Seattle Animal Shelter 2061 15 th Avenue W.
Deadline for Questions	5 p.m. April 22, 2013
Q&A Addendum Posted to eBid	By 5 p.m. April 23, 2013
Submittals Due to the City	By 2 p.m. PST May 6, 2013
Consultant Shortlist Determined	May 13
Consultant Interviews	May 27
Final Selection	June 3

The City reserves the right to modify this schedule at the City's discretion.

Notification of changes will be posted on the City website

*<http://www.seattle.gov/business/citypurchasingandcontracting.htm> and [www.eBid Exchange/Seattle](http://www.eBidExchange/Seattle)
or as otherwise stated herein.*

1. PURPOSE

The City of Seattle, Department of Finance and Administrative Services (FAS) Capital Development & Construction Management Division (CDCM), is seeking a highly qualified, specialized architectural firm with prior experience designing animal facilities to provide professional services for project development of the City of Seattle Animal Shelter (SAS) facility.

The philosophy of animal welfare institutions in the United States has changed dramatically in the past decade moving away from law enforcement and containment toward a focus on the reduction of homeless, unwanted and abused animals. Seattle, along with many other U.S. cities, has made eliminating euthanasia of healthy and treatable companion animals a top priority. To this end SAS works to rehabilitate animals that are the subject of cruelty and neglect through its foster and volunteer programs ensuring each animal receives loving care while at the shelter. Similarly, since 1983 the Municipal Spay and Neuter Clinic, housed within the SAS facility, has provided low-cost, high-quality spay and neuter surgeries for any pet in need to thereby help reduce the number of unwanted animals in our community.

2. SCOPE

This philosophical decision has had significant ramifications on the SAS facility, particularly as it is called on to house animals for extended periods until permanent homes can be found. Similarly the development of a volunteer workforce of over 600 volunteers in 25 different programs has put significant demands on available shelter space. To respond to the increase in interest of the public and the Seattle Animal Shelter Foundation, whose mission is to raise funds to enhance the shelter's

goals, the Capital Development & Construction Management (CDCM) Division is seeking professional architectural/engineering services for project development to address the unique issues of an animal shelter facility. The selected A/E will work with CDCM and SAS staff to identify necessary projects for capital improvements and also to design those improvements that are selected for funding to move forward as immediate projects.

Near term improvements which have 2013 funding and are already identified to be included as a scope within this A/E contract include an HVAC improvement project to address air quality and energy efficiency in the facility, and a small scale interior tenant improvement project to create better space use for the ever changing dog, cat and "critter" populations (rabbits, guinea pigs, rats, etc).

The consultant A/E team will be engaged in the design and construction administration of these initial projects, while also participating in long range planning of other necessary and ideal capital projects for the facility and its tenant.

3. MINIMUM QUALIFICATIONS

The following are minimum qualifications the Consultant must meet in order to be eligible to submit a RFQ response. Submittals must clearly show compliance to these minimum qualifications. Those that are not clearly responsive to these minimum qualifications shall be rejected by the City without further consideration:

- Prior experience working on animal shelter/animal welfare structures and familiarity with the specialized needs of such facilities including dog kennel acoustic mitigation, animal comfort strategies within tight space restrictions, animal safety/security, safe animal egress, healthy airflow to mitigate "fragrant" environment, low-stress enclosures, etc.
- 5 years previous experience successfully providing similar services to public agencies.
- A local office of qualified personnel so that one-way travel to downtown Seattle shall not exceed 50 miles.
- Four (4) references each from owners for whom you have performed services in the last two years. The list must include current contact name, phone number, and name, address and description of projects.

4. PRE-SUBMITTAL MEETING

An RFQ pre-submittal meeting to discuss this solicitation and tour the Seattle Animal Shelter facility will be held from 3 - 4:30 p.m. at the Animal Shelter, on April 16, 2013. The SAS is located at 2061 15th Avenue W. in the Interbay neighborhood between Queen Anne and Magnolia hills. Please gather and meet at the front shelter entrance. Attendance at the meeting is strongly encouraged, but not mandatory. SAS can a very busy, hectic facility. **As such, interested parties are to use the pre-submittal walk through as the time for onsite Q&A and shall not seek additional access, disturb staff and interfere with shelter operations during other times.** Before the RFQ pre-submittal meeting and up until 5 p.m. on April 22 the city will welcome any written questions submitted (preferably by email) to:

Leslie Helm, General Facilities Program Manager
700 5th Avenue, Suite 5200, Seattle, WA 98104-5042 (if in person or via courier)
P.O. Box 94689, Seattle, WA 98124-4689 (if by mail)
Email: leslie.helm@seattle.gov

Questions and answers will be posted and broadcast to the eBid solicitation by close of business April 23, 2013.

5. CONTRACT FORM

The City has included its boilerplate contract terms with this solicitation to allow potential consultants the opportunity to get familiar with the City's non-negotiable terms prior to investing time into preparing a submittal. Any questions about the City's contract boilerplate should be made prior to the end of the question period.

The City will not modify provisions mandated by Federal, State or City law. This specifically includes, but is not necessarily limited to: Equal Benefits, Audit (Review of Consultant Records), Affirmative Efforts, Confidentiality, and Debarment, and any exceptions to those items will be summarily disregarded. In addition, City administration cannot agree to any form of mutual indemnification, and any proposed Exception to the Indemnification provision would require approval from the City administration and the City Attorney and may not be entertained at all.

Although the City may open discussions with the highest ranked apparent successful submitter, this does not ensure consideration or negotiations of any modifications proposed by the Consultant. The City reserves the right and may elect to contract with the second ranked submitter if negotiations do not proceed in a timely fashion with the highest ranked Consultant.

6. PROCEDURES

This chapter details City procedures. The City reserves the right in its sole discretion to reject the submittal of any Consultant that fails to comply with any procedure in this chapter.

Registration into City Registration System

If you have not previously completed a one-time registration into the City of Seattle business directory, register at: <http://www2.seattle.gov/ConsultantRegistration/>. Responses are not rejected for failure to register, although the City will expect any selected firm to register. Women- and minority- owned firms are asked to self-identify. If you need assistance, please call Forrest Gillette at 206-684-3081.

All Other Communications concerning this RFQ shall be directed to the Program Manager:

Leslie Helm, Program Manager
PH 206.684.0243 leslie.helm@seattle.gov

If correspondence is delivered by the U.S. Postal Service, it must be addressed to:

City of Seattle, Dept. of Finance and Administrative Services (FAS)
Capital Development & Construction Management Division (CDCM)
Leslie Helm, General Facilities Program Manager
PO Box 94689
Seattle, WA 98124-4689

If correspondence is delivered by a courier, overnight delivery or other service, address to:

City of Seattle, Dept. of Finance and Administrative Services (FAS)
Capital Development & Construction Management Division (CDCM)
Leslie Helm, General Facilities Program Manager
700 5th Avenue, #5200
Seattle, WA 98104-5042

Unless authorized by the Program Manager, no other City official or employee may speak for the City with respect to this solicitation. Any Consultant seeking information, clarification, or interpretations from any other City official or City employee is advised that such material is used at the Consultant's own risk. The City will not be bound by any such information, clarification, or interpretation. Following the submittal deadline, Consultants shall continue to direct communications to only the City Program Manager. The Program Manager will send out information to responding companies as decisions are concluded.

Questions

Consultants may submit written questions to the Program Manager at any time until the deadline stated on page 1. Questions must be submitted in writing to the City Program Manager. Questions and answers received by the deadline will be posted by addenda and broadcast to the RFQ solicitation on eBid Exchange. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Consultant of responsibilities under any subsequent contract. It is the responsibility of the interested Consultant to ensure they receive responses to questions (Addenda) if any are issued.

Changes to the RFQ/Addenda

A change may be made by the City if, in the sole judgment of the City, the change will not compromise the City's objectives in this solicitation. A change to this RFQ will be made by formal written addendum issued by the City and shall become part of this RFQ. It is the responsibility of the interested Consultant to ensure they have received Addenda if any are issued. Addenda will be posted and broadcast on the eBid Exchange website at <http://www.ebidexchange.com/seattle> with the original RFQ posting documents.

Note that some third-party services decide to independently post City of Seattle solicitations on their websites. The City does not guarantee that such services have accurately provided submitters with all the information published by the City and encourages those interested in responding to this RFQ to go directly to eBid Exchange, the city's free and authorized distribution source, or to the City of Seattle consultant blog at <http://www.seattle.gov/html/business/consultant.htm>

Response Date and Location

- a) Submittals must be received into the City no later than the date and time given on page 1 except as revised by Addenda.
- b) All pages are to be numbered sequentially whether the presentation is single- or double-sided, any side with text or content is a page. The format should follow closely that requested in this RFQ.
- c) The City has a 25-page limit, not including covers and tabs, to the submittal. Any pages that exceed the page limit will be excised from the document and not evaluated.
- d) The required City Equal Benefits Compliance Declaration and Consultant Questionnaire **are not** included in the 25-page limit, but should be bound between the submittal covers.
- e) The City requires **three (3)** complete original hard-copies delivered to the Program Manager by the stated deadline. Fax, e-mail and CD copies **will not** be accepted as an alternative to the hard copy requirement.
- f) Hard-copy submittals should be in a sealed package clearly marked and addressed with the Program Manager's name and the RFQ # and title.
- g) The submittal may be hand-delivered or must otherwise be received by the Program Manager at the address provided, by the submittal deadline. Please note that delivery errors may result without careful attention to the proper address.
- h) The consultant has full responsibility to ensure the submittal arrives at the City within the deadline. A submittal delivered after the time fixed for receipt will not be accepted, so submitters are encouraged to allow plenty of time for late couriers, unforeseen circumstances etc.

7. LICENSING AND BUSINESS TAX REQUIREMENTS

Any resultant contract may require the additional licensing listed below. The Consultant needs to meet all licensing requirements that apply to its business immediately after notification of contract award or the City may reject the Consultant.

Companies must license, report and pay revenue taxes for the Washington State business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions. The Consultant should carefully consider those costs prior to submitting, as the City will not separately pay or reimburse for those costs.

Seattle Business Licensing and Associated Taxes

1. If you have a "physical nexus" in the city, you must obtain a Seattle Business license and pay all taxes due before the Contract can be signed.
2. A "physical nexus" means that you have physical presence, such as: a building/facility located in Seattle, you make sales trips into Seattle, your own company drives into Seattle for product deliveries, and/or you conduct service work in Seattle (repair, installation, service, maintenance work, on-site consulting, etc).
3. We provide a Consultant Questionnaire Form in our submittal package items later in this RFQ, and it will ask you to specify if you have "physical nexus".

4. All costs for any licenses, permits and Seattle Business License taxes owed shall be borne by the Consultant and not charged separately to the City.
5. The apparent successful Consultant(s) must immediately obtain the license and ensure all City taxes are current, unless exempted by City Code due to reasons such as no physical nexus. Failure to do so will result in rejection of the submittal.
6. Self-Filing: You can pay for licenses and taxes on-line using a credit card <https://dea.seattle.gov/self/>
7. For questions and assistance, call the Revenue and Consumer Protection (RCP) office which issues business licenses and enforces licensing requirements. The general e-mail is rca@seattle.gov. The main phone is 206-684-8484.
8. The licensing website is <http://www.seattle.gov/rca/taxes/taxmain.htm>.
9. The City of Seattle website allows you to apply and pay on-line with a Credit Card if you choose.

State Business Licensing and Associated Taxes

Before the contract is signed, you must have a State of Washington business license (a State "Unified Business Identifier" known as a UBI#). If the State of Washington has exempted your business from State licensing (for example, some foreign companies are exempt and in some cases, the State waives licensing because the company does not have a physical presence in the State), then submit proof of that exemption to the City. All costs for any licenses, permits and associated tax payments due to the State as a result of licensing shall be borne by the Consultant and not charged separately to the City. Instructions and applications are at <http://www.dol.wa.gov/business/file.html> and the State of Washington Department of Revenue is available at 1-800-647-7706.

Federal Excise Tax

The City is exempt from Federal Excise Tax (Certificate of Registry #9173 0099K exempts the City).

8. REQUIREMENTS AND PROVISIONS

Consultant Responsibility to Provide Full Response

It is the Consultant's responsibility to provide a full and complete written response, which does not require interpretation or clarification by the Program Manager. The Consultant is to provide all requested materials, forms and information. The Consultant is responsible to ensure the materials submitted will properly and accurately reflect the Consultant specifications and offering. During scoring and evaluation (prior to interviews if any), the City will rely upon the submitted materials and shall not accept materials from the Consultant after the RFQ deadline; however this does not limit the right of the City to consider additional information (such as references that are not provided by the Consultant but are known to the City, or past experience by the City in assessing responsibility), or to seek clarifications as needed by the City.

Background Checks

The City may require background/criminal and/or fingerprinting checks during the course of the contract for essential City purposes and/or for work in certain sensitive City facilities. The City will request background checks/verifications when essential in the opinion of and at the discretion of the City.

Cost of Preparing Submittal

The City will not be liable for any costs incurred by the Consultant in the preparation and presentation of submittals in response to this RFQ including, but not limited to, costs incurred in connection with the Consultant's participation in the pre-submittal conference, attendance at interviews and the like.

Changes or Corrections in Submittal

Prior to the submittal closing date and time, a Consultant may make changes to its response if the change is initialed and dated by the Consultant. No change shall be allowed after the RFQ closing date and time.

9. INDEPENDENT CONTRACTOR

The Consultant shall work as an independent contractor. Although the City provides responsible contract and project management, such as managing deliverables, schedules, tasks and contract compliance, this is distinguished from a traditional employer-employee function. This contract prohibits Consultant workers from supervising City employees, and prohibits Consultant workers from supervision by a City employee. Prohibited supervision tasks include conducting a City of Seattle Employee Performance Evaluation, preparing and/or approving a City of Seattle timesheet, administering employee discipline, and similar supervisory actions.

Contract workers shall not be given City office space unless expressly provided for below, and in no case shall such space be made available for more than 36 months without specific authorization from the City Program Manager.

The City will not provide space in City offices for performance of this work. Consultants are required to perform work from their own office space or in the field, as appropriate to the work.

Equal Benefits

Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether submitters provide health and benefits that are the same or equivalent to the domestic partners of employees as to spouses of employees, and of their dependents and family members. The submittal package includes an "Equal Benefits Compliance Declaration," which is the mandatory form on which employers make a designation about the status of such benefits. If your company does not comply with Equal Benefits and does not intend to do so, you must still supply the information on the Declaration. Instructions are provided on the Declaration.

Women and Minority Subcontracting

It is a cultural value of the City of Seattle to provide the maximum practicable opportunity for the successful participation of small, minority- and women-owned firms, given that such businesses are under-represented. The City requires all Consultants executing contracts with values at or greater than \$260K agree to SMC Chapter 20.42, and will require submittals with subcontracting opportunities to also supply a plan for including minority- and women-owned firms.

Insurance Requirements

Formal proof of insurance is required to be submitted to the City and approved before execution of the Contract. Consultants may elect to provide the requested insurance documents within their submittal.

Consultant(s) selected from this solicitation will be required to provide the following evidence of insurance for the entire term of the contract:

- \$1,000,000 Professional Liability
- \$1,000,000 Commercial General Liability
- \$1,000,000 Auto Liability
- Must provide Workers Compensation

10. ETHICS CODE

Please familiarize yourself with the City Ethics code: http://www.seattle.gov/ethics/etpub/et_home.htm. Specific question should be addressed to the staff of the Seattle Ethics and Elections Commission at 206-684-8500 or via email: (Executive Director, Wayne Barnett, 206-684-8577, wayne.barnett@seattle.gov or staff members Kate Flack, kate.flack@seattle.gov and Mardie Holden, mardie.holden@seattle.gov).

No Gifts and Gratuities

Consultants shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Consultant. An example is giving sporting event tickets to a City employee on the evaluation team of a solicitation to which you submitted. The definition of what a "benefit" would be is very broad and could include not only awarding a contract, but also the administration of the contract or the evaluation of contract performance. The rule works both ways, as it also prohibits City employees from soliciting items of value from Consultants. Promotional items worth less than \$25 may be distributed by the Consultant to City employees if such items are used as routine and standard promotions for the business.

Involvement of Current and Former City Employees

If a Consultant has any current or former City employees, official or volunteer, working or assisting on solicitation of City business or on completion of an awarded contract, you **must** provide written notice to City Purchasing of the current or former City official, employee or volunteer's name. The Consultant Questionnaire within your submittal documents prompts you to answer that question. You must continue to update that

information to City Purchasing during the full course of the contract. The Consultant is to be aware and familiar with the Ethics Code, and educate Consultant workers accordingly.

Contract Workers with more than 1,000 Hours

The Ethics Code has been amended to apply to Consultant company workers that perform more than 1,000 cumulative hours on any City contract during any 12-month period. Any such Consultant company employee covered by the Ethics Code must abide by the City Ethics Code. The Consultant is to be aware and familiar with the Ethics Code, and educate Consultant workers accordingly.

No Conflict of Interest

Consultant (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Consultant performance. The City shall make sole determination as to compliance.

11. SUBMITTAL FORMAT

Submittals should be assembled with the following format and attachments. Failure to clearly and completely provide all information below, on forms provided and in order requested, may result in rejection as non-responsive. Your submittal shall not exceed 25 two-sided pages except where noted below.

A. Outside Cover of Binder

This shall clearly identify the RFQ number, RFQ Name, Qualifications Submittal Date, and Respondent's firm name.

B. Letter of Interest

C. Minimum Qualifications Summary– Provide a single page that clearly lists each Minimum Qualification (from section 3), and exactly how you meet each minimum qualification. Remember the determination that you have achieved all the minimum qualifications is made from this page. The Program Manager is not obligated to check references or search other materials to make this decision.

D. Key Personnel Experience and Reputation

- Provide resumes of the key personnel to be team members for this Project.
- Describe experience of key personnel to qualify them to perform this work for an animal care facility
- Organization Chart – Include a description of the specific qualifications of the team members.
- Provide names of client representatives familiar with the type of work performed by each of these key personnel members and the current contact information (phone numbers and email address). Please confirm the listed individuals are willing and available to answer questions as these persons will be contacted.

Other **MANDATORY** elements of your submittal package should include:

Mandatory: Consultant Questionnaire – Include your completed Consultant Questionnaire with your submittal package. Be sure to include this, even if you have sent one in to the City on previous solicitations or contracts. *This form will not count as part of the 25-page limit.*

Mandatory: Equal Benefits Compliance Declaration – Include a completed Equal Benefits Compliance Declaration with your submittal. The City requires contract holders to provide equivalent employee benefits. *This form will not count as part of the 25-page limit.*

12. SELECTION PROCESS

1. Initial Screening for Responsiveness and Minimum Qualifications: The Program Manager shall first review submittals for responsiveness and minimum qualifications, which include a completed Equal Benefits Compliance Declaration and Consultant Questionnaire, as well as meeting the base submittal

requirements for animal facility experience, satisfactory past performance and other elements of responsiveness and minimum qualifications.

- 2. Submittal Evaluation:** The City will evaluate submittals using the criteria specified below. Responses will be evaluated and ranked or scored based on the following criteria.

- 60% - A/E Experience / Prior Animal Facility Material
- 20% - Experience Providing Service to Public Agencies
- 20% - Firm and Key Personnel Experience

13. CONTRACT NEGOTIATIONS

The selected Consultant(s) will be asked to bring forward a fee schedule for negotiation and discussion with the City. The City may negotiate any aspect of the submittal or the solicitation. The City does not intend to negotiate the base contract which has been provided as part of the RFQ. The City may negotiate elements of the submittal as required to best meet the needs of the City.

14. CONTRACT EXECUTION INSTRUCTIONS

Once the City has finalized and issued the contract for signature, the Consultant must sign the contract and provide all requested documents. This includes attaining a Seattle Business License, payment of associated taxes due, and providing the appropriate proof of insurance as outlined in the RFQ and final contract document. The City signs last upon receipt of all required information.

15. AWARD AND CONTRACT EXECUTION

The RFQ Program Manager intends to provide written notice of the intention to award in a timely manner and to all Consultants responding to the Solicitation.

Protests

Interested parties that wish to protest any aspect of this RFQ selection process are to provide written notice to the City's Program Manager as follows:

City of Seattle, Dept. of Finance and Administrative Services
Capital Development & Construction Management Division (CDCM)
ATTN: Leslie Helm, Program Manager
PO Box 94689, Seattle, WA 98124-4689

Debriefs

For a debrief, contact the City's RFQ Program Manager Leslie Helm.

ATTACHMENTS

For convenience, the following documents are uploaded to eBid under this solicitation:

1. City Consultant Contract Boilerplate
2. Consultant Questionnaire (includes Equal Benefits Compliance Declaration)
3. Insurance Requirements