**City of Seattle**

**Project Analysis and Coordination Tool (PACT) Replacement**

**REQUEST FOR INFORMATION**

**Consultant Contracting**

The Seattle Department of Transportation (SDOT) is seeking options for replacing ROW project coordination database and mapping tool

**Submittal Schedule**

Table 1: Schedule

|  |  |
| --- | --- |
| **Event** | **Date** |
| City posts Request for Information | July 14, 15, 2015 |
| Q&A Conference: Seattle Municipal Tower, 700 5th Avenue, Room 4096, 9:00 a.m. thru 11:30 a.m. | July 20, 2015 |
| Questions--UNTIL | July 24, 2015 |
| Submit your Response to: Heather Marx, PO Box 34996, Seattle, WA 98124-4996  | July 31, 2015 |

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

*Notification of changes will be posted on the City website or as otherwise stated.*

Point of Contact:

Heather Marx

heather.marx@seattle.gov

206-615-0801

Table 2: Delivery Address

|  |  |
| --- | --- |
| US Post Office - Mailing Address | Fed Ex & Hand Delivery - Physical Address |
| Heather Marx, Utility and Project Coordination ManagerSeattle Department of TransportationPO Box 34996Seattle, WA 98124 | Heather Marx, Utility and Project Coordination ManagerSeattle Department of TransportationSeattle Municipal Tower700 5th Ave, #2300Seattle, WA 98104 |

# Purpose and Background

**Introduction**

SDOT is soliciting a Request for Information (RFI) from consultants and vendors to provide options to replace the Seattle Department of Transportation’s (SDOT) utility and construction project visualization and coordination tool, called PACT (Project Analysis and Coordination Tool). PACT serves as a repository for project location, schedule and right-of-way impact data. Use of PACT is encouraged, but not required and participation is poor. SDOT is developing new policies that will require entry of project data into a data repository and is seeking a system that will make compliance simple and intuitive. SDOT is specifically researching different system capabilities and costs.

More information about PACT may be found here <http://www.seattle.gov/transportation/pactutility.htm>

The PACT system supports the goals of the Project Coordination Program:

1. Improve the cost-effectiveness of public investments and private infrastructure projects taking place in, or affecting, the right of way.
2. Protect the condition and integrity of transportation assets.
3. Reduce construction-related impacts to the traveling public.

Following is a list of the business functions that the new tool should support. Consultants are encouraged to submit alternate ideas for accomplishing the listed functions.

The new tool should support the following business functions:

1. Capture Planned Utility and Construction Projects.
	1. All projects in the right of way (ROW) that affect the integrity of SDOT assets.
	2. All projects in the ROW that affect access for the traveling public, including short term special events such as parades, et al.
	3. Project data will be collected from project owners and permit applicants and from the Department of Planning and Development’s parcel-based development database into a data repository developed to SDOT specifications.
	4. Public and private utilities, project owners, and permit applicants that use the ROW will be able to provide data on planned projects for batch uploading.
	5. Public and private utilities, project owners, and permit applicants that use the ROW will also be able to enter data on planned projects directly into the data repository.
	6. Entry of project data will be through a straight-forward, intuitive, and visually appealing user interface for both data entry and review of project information.
	7. Public and private utilities, project owners, and permit applicants that use the ROW will be able to update their project data as additional information becomes available.
	8. Required fields for project data entry will differ depending on the stage of project development (planning, development, design, construction, close out, et al).
	9. To the extent possible, the system will validate project dates and locations automatically.
	10. The system will track pavement moratoriums, existing asset locations and condition, when that information if available.
	11. The system will capture parcel-based development (such as buildings).
2. Identify Project Coordination Opportunities
	1. The tool will identify planned project integration opportunities based on defined criteria, such as location and project schedule.
	2. The system should be able to track street addresses and SDOT-defined street segments (blocks).
	3. Planned projects will be made visible (with maps, lists, or other) to enable self-identification of planned project integration opportunities. Mapping component would allow users to switch between multiple basemaps (streets, aerials etc.) and view a location in Google Street View.
	4. Project proponents will be able to communicate opportunities to integrate planned projects to SDOT.
3. Facilitate Integration
	1. The maps and lists generated by the tool will be used by an executive-level steering committee to generate an annual Street and Utility Improvement Plan.
	2. The system may support project teams in developing identifying baseline project costs and potential project savings, and define requisite adjustments to individual planned projects in the project group
	3. Each project manager of a planned project in will enter adjustments resulting from coordination to his/her project into SDOT’s data repository. This information should be internally validated.
4. Reporting and Publishing (maps and other visual representations)
	1. The system will produce both a set suite of maps and list and will be able to produce ad hoc maps and lists generated through queries.
	2. The system will produce a suite of maps that represent the projects and timeframes, and will show opportunities for coordination, and will be able to produce maps and lists based on ad hoc queries.
	3. The system will produce reports that will show opportunities for coordination.
	4. Visual representations should be intuitive and visually appealing.
5. Function: Opportunity Performance and Savings Assessment
	1. The system will support measurement of the benefits of project integration, including estimate savings compared to estimated opportunity, by opportunity, and cumulative savings compared to estimated opportunity.

At the time of this RFI the requirements are not fully gathered and the marketplace offerings are not fully understood. The RFI will assist in the project team’s familiarization of the marketplace offerings.

As part of this RFI process, there will be a Questions & Answers (Q&A) conference.

The responses submitted will be reviewed by the project team.

The vendor must prepare and submit a written response to this RFI as outlined below in the section called “Response Format.”

**Budget and Future Consultant Contract Opportunity**

There are funds set aside to support the project if the project team decides to pursue next steps, which may include a solicitation for a solution, services and a schedule for this Project Analysis and Coordination Tool (PACT) Replacement.

**Alert**

This RFI may shape the functional and technical requirements for the Project Analysis and Coordination Tool (PACT) Replacement and implementation direction. SDOT intends to initiate a competitive solicitation process after deciding on a direction; the solicitation could heavily reflect one or more responses. Interested responders should participate to ensure their ideas are considered to the extent they wish to shape the project team’s direction.

**Response Disposition**

This RFI is not a selection process for a contract. It is only to provide ideas/solutions which the project team may use in helping develop a possible RFP.

Desired Qualifications of Respondents:

* Demonstrated familiarity with managing planning and coordination in the right-of-way;
* Experience working with the public sector, particularly municipalities; and
* Experience in developing and supporting software that meets the requirements of RFI.

# Instructions

## Q &A Conference

The City has scheduled an optional Q&A conference at the time, date and location in page 1. Respondents are encouraged to attend, but not required to attend. The meeting answers questions, begins a discussion, and can address issues.

**Questions**

Respondents can freely submit written or verbal questions to the Point of Contact designated on page 1.

**Receiving additional information**

The City Project Manager, or designee, will post any new information gained as a result of questions, which may be of interest to all respondents. The City will post that information on the same Seattle Consultant portal.

Portal Link: <http://www.seattle.gov/city-purchasing-and-contracting/consultant-contracting>

**Hard Copy Submittal or Email Submittal**

Respondents are requested to provide the following:

1. Cover page – including statement of interest and name, title, phone number and e-mail address for person authorized as point of contact (up to 1 page)

2. Statement of Qualifications (up to 2 pages)

3. Overview for Proposed Solution (up to 3 pages)

4. Any additional relevant Information (up to 10 pages)

**Response Format**

###### 1. The City seeks responses by the date and time on page 1.

2. Please number your pages sequentially.

3. The City does have page limits, please comply with the limits outlined above.

4. A page is considered 8-1/2 x 11 inches and single spaced.

5. Hard-copy responses should be in a sealed box or envelope addressed to the Point of Contact. The Submittal may be hand-delivered or otherwise be received by the Point of Contact at the addresses provided on page 1*.* Please do not use plastic or vinyl binders or folders. If a binder or folder is essential you should use recycled stock.

6. The City allows, prefers, and will accept an electronic submittal, in lieu of a hard copy submittal. The electronic submittal should be e-mailed to the Point of Contact designated on page 1. Title the e-mail clearly. (Subject=PACT Replacement RFI Response by <firm name>). The City e-mail system will allow documents at least 18 Megabytes in size (depending on how much text is in the E-Mail itself).

## Cost of Preparing Submittals

The City will not be liable for any costs incurred by the Respondent to prepare, submit, and present Submittals, perform interviews and/or demonstrations.

## Proprietary and Confidential Material

## The State of Washington’s Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) all materials received or created by the City of Seattle are considered public records.  These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other bid material.

The State of Washington’s Public Records Act requires that public records must be promptly disclosed by the City upon request unless that RCW or another Washington State statute specifically exempts records from disclosure.  Exemptions are narrow and explicit and are listed in Washington State Law (Reference RCW 42.56 and RCW 19.108).

Bidders/proposers must be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions.  For more information, visit the Washington State Legislature’s website at <http://www1.leg.wa.gov/LawsAndAgencyRules>).

If you have any questions about disclosure of the records you submit with your bid, please contact City Purchasing at (206) 684-0444.

## Marking Your Records Exempt from Disclosure (Protected, Confidential, or Proprietary)

As mentioned above, all City of Seattle offices (“the City”) are required to promptly make public records available upon request.  However, under Washington State Law some records or portions of records are considered legally exempt from disclosure and can be withheld.  A list and description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If you believe any of the records you are submitting to the City as part of your bid/proposal or contract work products, are exempt from disclosure you can request that they not be released before you receive notification.  To do so you must complete the City Non-Disclosure Request Form (“the Form”) provided by City Purchasing (attached) and very clearly and specifically identify each record and the exemption(s) that may apply.  (If you are awarded a City contract, the same exemption designation will carry forward to the contract records.)



The City will not withhold materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected.  Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on the Form.  Only the specific records or portions of records properly listed on the Form will be protected and withheld for notice.  All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and specifically listed on the Form, the City will notify you in writing of the request and will postpone disclosure.  While it is not a legal obligation, the City, as a courtesy, will allow you up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540).  If you fail to obtain a Court order within the ten days, the City may release the documents.

The City will not assert an exemption from disclosure on your behalf.  If you believe a record(s) is exempt from disclosure you are obligated to clearly identify it as such on the Form and submit it with your solicitation.  Should a public record request be submitted to City Purchasing for that record(s), you can then seek an injunction under RCW 42.56 to prevent release.  By submitting a bid document, the bidder acknowledges this obligation; the proposer also acknowledges that the City will have no obligation or liability to the proposer if the records are disclosed.

**Ethics Code**

Please familiarize yourself with the City Ethics code: <http://www.seattle.gov/ethics/etpub/et_home.htm>. Attached is a pamphlet for Consultants, Customers and Clients. Any questions should be addressed to Seattle Ethics and Elections Commission at 206-684-8500.



**No Gifts and Gratuities**

Consultants shall not directly or indirectly offer anything (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 a City employee 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 broad and could include not only awarding a contract but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items from Consultants. Promotional items worth less than $25 may be distributed by the Consultant to City employees if the Consultant uses the items as routine and standard promotions for the business.

**Involvement of Current and Former City Employees**

The Consultant Questionnaire within your submittal documents prompts you to disclose any current or former City employees, official or volunteer that is working or assisting on solicitation of City business or on completion of an awarded contract. Update that information during the contract.

**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.

# Next Steps

The City project manager and the project team will review all responses. The team may ask respondents to meet with the team, to discuss the technology solution, ideas and further develop the direction.

The City will then make a decision about whether to pursue a contract. Such a contract, if any, would undergo a solicitation process through a Request for Proposal (RFP/RFQ).