 **City of Seattle**

**REQUEST FOR QUALIFICATIONS**

**Consultant Contract**

**Project Title:**

**Washington Park Arboretum Environmental Education Center**

**Pre-Design Study**

**Procurement Schedule**

Table 1: Procurement Schedule

|  |  |
| --- | --- |
| **Schedule of Events**  **Arboretum Education Building RFQ and Review Process** | **Date/Time** |
| Solicitation Release | Week January 22 |
| Optional Pre-Submittal Conference  Graham Visitor Center  2300 Arboretum Drive East  Seattle, WA 98112 | February 7, 2018  3:00-5:00 PST |
| Deadline for Questions | February 15, 2018  4:00 PST |
| Response Deadline | February 22, 2018  4:00 PST |
| Proposal Scoring Meeting  Urban Horticulture | March 5, 2018  1:00-2:30 pm |
| Interviews  Graham Visitor Center  2300 Arboretum Drive East  Seattle, WA 98112 | March 14, 2018  11:00 am - 4:00 pm  and/or  March 15, 2018  8:00 am - 5:00 pm |
| Announcement of Successful Proposer(s) | Week March 26, 2018 |
| Anticipated Negotiation Schedule | March 26-April 13 |
| Contract Execution | Week April 30 |

*The City reserves the right to modify this.*

*Changes will be posted on the City website or as otherwise stated.*

**Procurement Contact Information**

Project Manager: Susanne Rockwell, [susanne.rockwell@seattle.gov](mailto:susanne.rockwell@seattle.gov), 206-684-7133

Table 2: Delivery Address

|  |  |
| --- | --- |
| **Fed Ex & Hand Delivery - Physical Address** | **US Post Office - Mailing Address** |
| Seattle Parks and Recreation  ATTN: SUSANNE ROCKWELL  800 Maynard Ave. S, 3rd Floor  Seattle, WA 98134-1336 | Seattle Parks and Recreation  ATTN: SUSANNE ROCKWELL  800 Maynard Ave. S, 3rd Floor  Seattle, WA 98134-1336 |

Unless authorized by the Project Manager, no other City official or employee may speak for the City regarding this solicitation until award is complete. Any Proposer contacting other City officials or employees does so at Proposer’s own risk. The City is not bound by such information.

**Table of Contents**

[1. Purpose and Background 3](#_Toc503451429)

[2. Performance Schedule. 3](#_Toc503451430)

[3. Solicitation Objectives. 3](#_Toc503451431)

[4. Minimum Qualifications. 4](#_Toc503451432)

[5. Scope of Work. 4](#_Toc503451433)

[6. Contract Modifications. 7](#_Toc503451434)

[7. Instructions, Procedures and Requirements. 7](#_Toc503451435)

[8. Response Materials and Submittal. 14](#_Toc503451436)

[9. Selection Process. 15](#_Toc503451437)

[10. Award and Contract Execution. 16](#_Toc503451438)

# Purpose and Background

The University of Washington Botanic Gardens (UW), in equal partnership with Seattle Parks and Recreation (SPR), and the Arboretum Foundation (AF) are engaging in a pre-design study for the building of a new Environmental Education Center at Washington Park Arboretum. This new facility will allow the current youth and adult education programming to expand by nearly double those currently served annually. The desired goal is to serve 20,000 children and adults annually from diverse communities across the region.

The City expects to hire a consultant team through this solicitation that will be able to deliver a successful pre-design analysis and related documents. The purpose of the pre-design phase is to undertake an in-depth study to define the final project’s scope. The pre-design phase scope of work includes, but is not limited to:

* Development of a business plan;
* Defining program elements and space allocation;
* Site analysis;
* Concept level location siting options (three);
* Preliminary building designs for the new facility - LEED Gold;
* Marketing product of at least three renderings;
* Parking study;
* Permitting requirement identification;
* Building and construction cost estimates;
* Construction timeline;

Funding is being provided by the UW and the AF, and includes $200K for the Pre-Design Study, the Request for Qualifications contract process, project management and coordination. SPR will manage and coordinate the Pre-Design Study.

# Performance Schedule.

The project duration for the pre-design phase will start at the end of March 2018, with all final products due October-November 2018. Subsequent planning, design and construction work will be outlined in future agreements.

# Solicitation Objectives.

The City expects to hire a consultant team through this solicitation that will be able to:

* Demonstrate experience designing and developing public-use facilities of high quality, outstanding architecture, preferably education centers, with similar scopes of work to those outlined in the Scope of Work section;
* Demonstrate experience working with arboretum and/or botanical gardens.
* Demonstrate that the consultant team has experience with community engagement, public presentation and facilitation to a broad range of stakeholders;
* Demonstrate experience designing public-use facilities to increase accessibility and meet ADA requirements;
* Demonstrate experience designing LEED public-use facilities and the commitment to a sustainable design, including the use of recycled and/or locally sourced materials;
* Demonstrate strong engineering support and the ability to execute any design within the limitations of the existing site constraints;
* Demonstrate an understanding of the relevant codes, current and proposed design guidelines, planning documentation, the City of Seattle Standard Plans for Municipal Construction and Parks Standard Plans and Specifications. Provide solutions that are economical and feasible for implementation;
* Demonstrate experience identifying and securing all necessary local, state and federal permits;
* Demonstrate experience identifying program elements, and success of planning level building and construction cost estimating.
* Provide skilled consultants that have a strong record and experience, so the City is assured to get dependable, responsive, proven, and expert services;

# Minimum Qualifications.

The minimum qualifications are required for a Consultant to be eligible to submit a RFQ response. Responses 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:

* Consultant must have an office or satellite office within 50 miles of the greater Seattle area.
* Consultant must have successfully performed one contract with a public agency of similar size to the City of Seattle, with services similar to those expected by the City for this contract.
* Consultant must have or be able to obtain (prior to contract execution) a valid Washington State and City of Seattle business license, and register with the Washington Secretary of State Corporations. See section 7.1 License and Business Tax Requirements.
* Consultant must be able to meet the City of Seattle consultant insurance requirements, per section 7.26, Insurance Requirements and section 10.7.
* Consultant lead must be a licensed architect. It is anticipated that a licensed landscape architect and/or engineer will be included in the team composition.

# Scope of Work.

**5.1 PROJECT ELEMENTS**

The elements listed below build upon the items outlined in section 1, of this document.

* Development of a business plan, including operating revenue and expense projections based upon defining program elements, planning-level building cost estimates, maintenance costs, and construction timeline(s).
* Defining program elements and space allocation such as: multi-purpose educational center, classrooms, teacher workstations, farm-to-table café, and organic vegetable garden.
* Site analysis, including diagrams and written summary addressing existing site conditions, utilities, soils, topography, sun exposure, views (both negative and positive), existing vegetation, pedestrian circulation and relationship to adjacent buildings.
* Concept level location siting options (three), with at least one concept level option including demolition and possible replacement of the existing Pat Calvert Greenhouse(s) needs to be considered.
* Preliminary concept level building designs for the new facility, LEED Gold, with an integrated landscape plan, and barrier-free access to public spaces to meet legal requirements, including defining program elements and space allocation: 5,000-10,000 square foot multi-purpose educational center, classrooms, teacher workstations, office space relative to the program, farm-to-table café, organic potage garden, expanded parking, and possible greenhouse relocation.
  + Green Parking Lot design – permeable surface to meet storm water, grading and drainage requirements, contingent on soil percolation test results,
  + Inclusion of an integrated landscape plan,
  + Strengthen connections between the public open space, Graham Visitor Center and parking,
  + Improved circulation, signage and pathway improvements.
* Marketing product of at least three renderings that capture the feel of the proposed new facility, including a bird’s eye-view of the site and proposed building.
* Parking study – parking needs/options, visitor drop-off and bus access to accommodate future program expansion. There are currently 59 parking spots at the Graham Visitor Center. In addition, there are 3 gravel parking areas along E. Foster Island Road available for limited parking. An additional 59 parking spots are planned for the North Entry turnabout (these have not been built yet, and are intended to meet general arboretum parking needs).
  + Current parking at the Graham Visitor Center is often inadequate to meet parking needs.
  + Overflow event parking – Currently overflow parking occurs along Arboretum Drive and in the gravel parking lots on E. Foster Island Road. For large events, there is often parking and shuttle busses available at the Japanese Garden and the Center for Urban Horticulture.
  + Transit – The proposed site is 1.2 miles from the University of Washington light rail station.
  + Bus access – Currently school and tour buses can navigate the parking loop for drop off at the Graham Visitor Center, and can navigate Arboretum Drive. There are currently no designated places for busses to park.
* Permitting requirements including identification of SEPA, ECA, Landmarks, ADA, LEED, and other requirements. More detail on permitting requirements are outlined in Section 5.2 below.
* Building and construction cost estimates;
* Construction timeline;

**5.2 PERMITS AND REGULATORY COMPLIANCE**

The selected consultant team will identify all relevant permits and regulations needed for the project, including, but not limited to:

* City of Seattle Zoning: SF7200.

Per SMC 23.44.036 public facilities are allowed outright.

City of Seattle Zoning Map sheets 94 and 105.

* SEPA Checklist and Review - including cultural resources analysis as needed, and a historic preservation review with possible landmarks nomination process. Reference Department of Neighborhoods CAM 3000, and landmark designation process as outlined in SMC 25.12.
  + Possible Landmarks analysis
  + Possible EIS amendment
  + Collaboration with Tribal Governments
* Master Use Permit Process – Environmental review is a part of the Seattle Department of Construction and Inspections (SDCI) Master Use Permit (MUP) process. Components of a MUP may also include use approvals, variances, administrative conditional uses, and special exceptions, among others. Reference SDCI tip 208.
  + Building demolition and construction permit
  + Construction, or grading for expanded parking (per parking study)
  + Environmental review (SEPA) to create more than 40 parking spaces
  + Storm water - utilities, sewer and drainage
  + Fire and emergency – water service capacity
* Environmental Critical Areas (ECA) Compliance
* LEED Compliance – Per the City of Seattle, all new buildings of 5,000 square feet in size or larger, must be at least LEED Gold.
  + A suite of green permitting incentives aimed at streamlining permitting for applicants pursuing sustainable development projects. Expedited permitting is provided for projects meeting LEED Gold or Built Green 4-Star. Development departures are available for projects seeking to meet Living Building Challenge standards.
  + Document compliance to meet current version for LEED Gold (no registration/certification with USGBC)
* Americans with Disabilities Act (ADA) Compliance – Building and site work must meet the most stringent accessibility design requirements from either the City, State or Federal Government (Seattle Building Code, Washington Administration Code, ADA).

**5.3 ADDITIONAL PROJECT REQUIREMENTS**

* Public Engagement - The selected design team will conduct interviews with key stakeholder groups (UW, ABGC, AF, Friends of Seattle’s Olmsted Parks, SPR staff and volunteers, and others to be determined) to help define program elements and needs during the pre-design phase. It is anticipated that several presentations will be made to the Master Plan Implementation Group.
* Five to seven (5-7) focus groups sessions/interviews with key stakeholders, including, but not limited to, current and prospective private funders.
* One (1) public meeting at the concept level.
* Minimum of three (3) presentations to the Master Plan Implementation Group to share work to date and the concept level proposal.
* Project Reviews - SPR
* Two (2) Proview presentations during concept development.
* Crime Prevention Through Environmental Design (CPTED) principals applies to design aspects of this study.

# Contract Modifications.

The City has included its boilerplate contract terms to allow Proposers to be familiar with boilerplate, and the non-negotiable terms before submitting a proposal. The City may negotiate with the highest ranked apparent successful Proposer. The City cannot modify contract provisions mandated by Federal, State or City law to: Equal Benefits, Audit (Review of Vendor Records), WMBE and EEO, Confidentiality, and Debarment or mutual indemnification. Exceptions to those provisions will be summarily disregarded.

Refer to link in section 10.8 for the City’s boilerplate contract.

# Instructions, Procedures and Requirements.

This section details City instructions and requirements for your submittal. The City reserves the right in its sole discretion to reject any Consultant response that fails to comply with the instructions.

**7.1 Registration into the Online Business Directory**

If you have not previously done so, register at: <http://www.seattle.gov/obd> The City expects all firms to register. Women- and minority- owned firms are asked to self-identify (see section 7.25). For assistance, call Julie Salinas at 206-684-0383.

## 7.2 Pre-Submittal Conference

The City offers an optional pre-submittal conference at the time, date and location on page 1. Proposers are highly encouraged to attend but not required to attend to be eligible to propose. The meeting answers questions about the solicitation and clarify issues. This also allows Proposers to raise concerns. Failure to raise concerns over any issues at this opportunity will be a consideration in any protest filed regarding such items known as of this pre-proposal conference.

**7.3 Questions.**

Proposers may email questions to the Project Manager until the deadline stated on page 1. 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 assure they receive responses to Questions if any are issued.

## 7.4 Changes to the RFP/RFQ.

The City may make changes to this RFP/RFQ if, in the sole judgment of the City, the change will not compromise the City’s objectives in this solicitation. Any change to this RFP/RFQ will be made by formal written addendum issued by the City and shall become part of this RFP/RFQ.

**7.5 Receiving Addenda and/or Question and Answers.**

It is the obligation and responsibility of the Consultant to learn of addenda, responses, or notices issued by the City. Some third-party services independently post City of Seattle solicitations on their websites. The City does not guarantee that such services have accurately provided all the information published by the City.

All submittals sent to the City may be considered compliant with or without specific confirmation from the Consultant that any and all addenda was received and incorporated into your response. However, the Project Manager reserves the right to reject any submittal that does not fully incorporate Addenda that is critical to the project.

## 7.6 Proposal Submittal.

###### Proposals must be received by the City no later than the date and time on page 1, except as revised by Addenda.

1. All pages are to be numbered sequentially, and closely follow the requested formats.
2. The City **HAS** page limits specified in the Response Materials and Submittal section 8. Any pages that exceed the page limit will be excised from the document for purposes of evaluation.
3. The submitter has full responsibility to ensure the response arrives at the City within the deadline. A response delivered after the deadline may be rejected unless waived as immaterial by the City given specific fact-based circumstances.

**7.7 Electronic Submittal.**

The City allows and will accept an electronic submittal in lieu of an official paper submittal.

1. The electronic submittal is e-mailed to the Project Manager (see page 2), by the submittal deadline (Procurement Schedule, Table 1, Page 1 or as otherwise amended).
2. Title the e-mail so it won’t be lost in an e-mail stream.
3. Any risks associated with an electronic submittal are borne by the Proposer.
4. The City’s e-mail system will typically allow documents up to 20 Megabytes.
5. If the Proposer also submits a hard-copy, the hard-copy has precedence.

**7.8 Proposer Responsibility to Provide Full Response.**

It is the Proposer’s responsibility to respond in a manner that does not require interpretation or clarification by the City. The Proposer is to provide all requested materials, forms and information. The Proposer is to ensure the materials submitted properly and accurately reflect the Proposer’s 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 Proposer after the RFP/RFQ deadline; this does not limit the City’s right to consider additional information (such as references that are not provided by the Proposer but are known to the City, or past City experience with the consultant), or to seek clarifications as needed.

**7.9 Prohibited Contacts.**

Proposers shall not interfere in any way to discourage other potential and/or prospective proposers from proposing or considering a proposal process.  Prohibited contacts includes but is not limited to any contact, whether direct or indirect (i.e. in writing, by phone, email or other, and by the Proposer or another person acting on behalf of the Proposer) to a likely firm or individual that may discourage or limit competition.  If such activity is evidenced to the satisfaction and in sole discretion of the City department, the Proposer that initiates such contacts may be rejected from the process.

## 

## 7.10 License and Business Tax Requirements.

The Consultant must meet all applicable licensing requirements immediately after 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 required by law. Carefully consider those costs before submitting an offer, as the City will not separately pay or reimburse such 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 you have physical presence, such as: a building/facility/employee(s) 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 RFP/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 cause rejection of the submittal.
6. The City of Seattle Application for a Business License can be found here:

<http://www.seattle.gov/Documents/Departments/FAS/Licensing/Seattle-business-license-application.pdf>

1. You can find Business License Application help here:[http:/www.seattle.gov/licenses/get-a-business-license/license-application-help](http://www.seattle.gov/licenses/get-a-business-license/license-application-help)
2. Self-Filing You can pay your license and taxes on-line using a credit card [www.seattle.gov/self/](http://www.seattle.gov/self/)
3. 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](mailto:rca@seattle.gov). The main phone is 206-684-8484.
4. The licensing website is <http://www.seattle.gov/licenses>
5. If a business has extraordinary balances due on their account that would cause undue hardship to the business, the business can contact the License and Tax Administration office at [tax@seattle.gov](mailto:tax@seattle.gov) to request additional assistance.
6. Those holding a City of Seattle Business license may be required to report and pay revenue taxes to the City. Such costs should be carefully considered by the Consultant prior to submitting your offer. When allowed by City ordinance, the City will have the right to retain amounts due at the conclusion of a contract by withholding from final invoice payments.

**7.11 State Business Licensing.**

Before the contract is signed, you must have a State of Washington business license (a “Unified Business Identifier” known as a UBI#). If the State of Washington has exempted your business from State licensing (some foreign companies are exempt and sometimes, the State waives licensing because the company has no 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 because of licensing shall be borne by the Consultant and not charged separately to the City. Instructions and applications are at <http://bls.dor.wa.gov/file.aspx> and the State of Washington Department of Revenue is available at 1-800-647-7706.

## 7.12 Federal Excise Tax.

## The City is exempt from Federal Excise Tax.

**7.13 No Guaranteed Utilization.**

The City does not guarantee utilization of any contract(s) awarded through this RFP/RFQ process. The solicitation may provide estimates of utilization; such information is for Consultant convenience and not a usage guarantee. The City reserves the right to issue multiple or partial awards, and/or to order work based on City needs. The City may turn to other appropriate contract sources or supplemental contracts to obtain these same or similar services. The City may re-solicit for new additions to the Consultant pool. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

**7.14 Expansion Clause**.

The contract limits expansion of scope and new work not expressly provided for within the RFP/RFQ.

Expansion for New Work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFP/RFQ as intended work for the Agreement) must comply with the following:

(a) New Work is not reasonable to solicit separately; (b) is for reasonable purpose; (c) was not reasonably known by the City or Consultant at time of solicitation or was mentioned as a possibility in the solicitation (i.e. future phases of work, or a change in law); (d) is not significant enough to be regarded as an independent body of work; (e) would not attract a different field of competition; and (f) does not change the identity or purpose of the Agreement.

The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not subject to these limitations, such as additional phases of Work anticipated during solicitation, time extensions, and Work Orders issued on an On-Call contract. Expansion must be mutually agreed and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

The City reserves the right to independently solicit and award any New Work to another firm when deemed appropriate or required by City policy.

## 7.15 Effective Dates of Offer.

Solicitation responses are valid until the City completes award. Should any Proposer object to this condition, the Proposer must object prior to the Q&A deadline on page 1.

## 7.16 Cost of Preparing Proposals.

The City is not liable for costs incurred by the Proposer to prepare, submit and present proposals, interviews and/or demonstrations.

**7.17 Readability.**

The City’s ability to evaluate proposals is influenced by the organization, detail, comprehensive material and readable format of the response.

**7.18 Changes or Corrections to Proposal Submittal.**

Prior to the submittal due date, a Consultant may change its proposal, if initialed and dated by the Consultant. No changes are allowed after the closing date and time.

## 7.19 Errors in Proposals.

Proposers are responsible for errors and omissions in their proposals. No error or omission shall diminish the Proposer’s obligations to the City.

**7.20 Withdrawal of Proposal.**

A submittal may be withdrawn by written request of the submitter.

## 

## 7.21 Rejection of Proposals.

The City may reject any or all proposals with no penalty. The City may waive immaterial defects and minor irregularities in any submitted proposal.

## 7.22 Incorporation of RFP/RFQ and Proposal in Contract.

This RFP/RFQ and Proposer’s response, including promises, warranties, commitments, and representations made in the successful proposal once accepted by the City, are binding and incorporated by reference in the City’s contract with the Proposer.

**7.23 Independent Contractor.**

The Consultant works as an independent contractor. The City will provide appropriate contract management, but that does not constitute a supervisory relationship to the consultant. Consultant workers are prohibited from supervising City employees or from direct 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 provided for over 36 months without specific authorization from the City.

The City will not provide space in City offices for performance of this work. Consultants will perform most work from their own office space or the field.

## 7.24 Equal Benefits.

Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether Proposers 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 Consultant Questionnaire requested in the Submittal instructions includes materials to designate your equal benefits status.

**7.25 Women and Minority Subcontracting.**

The Mayor’s Executive Order and City ordinance require the maximum practicable opportunity for successful participation of minority and women-owned subcontracts. All proposers must agree to SMC Chapter 20.42, and seek meaningful subconsultant opportunities with WMBE firms. The City requires a plan for including minority- and women-owned firms, which becomes a material part of the contract. The Plan must be responsive in the opinion of the City, which means a meaningful and successful search and commitments to include WMBE firms for subcontracting work. They City reserves the right to improve the Plan with the winning Consultant before contract execution. Consultants should use selection methods and strategies sufficiently effective for successful WMBE participation. At City request, Consultants must furnish evidence such as copies of agreements with WMBE subconsultants either before contract execution or during contract performance. The winning Consultant must request written approval for changes to the Inclusion Plan once it is agreed upon. This includes changes to goals, subconsultant awards and efforts.

WMBE firms need not be state certified to meet the City's WMBE definition. The City defines WMBE firms as at least 51% (percent) owned by women and/or minority. To be recognized as a WMBE, register on the City’s [Online Business Directory](http://www.seattle.gov/city-purchasing-and-contracting/online-business-directory). Federally funded transportation projects require a Disadvantaged Business Enterprises (DBE) program; for that program, firms must be certified by the [Washington State Office of Minority and Women Business Enterprises (OMWBE)](http://www.omwbe.wa.gov/certification/certification_dbe.shtml).

## 7.26 Insurance Requirements.

Any special insurance requirements are provided as an Attachment. If attached, provide proof of insurance and additional insured endorsement policy language to the City before Contract execution. The apparent successful Proposer must promptly provide proof of insurance to the City upon receipt of the notice of intent to award.

Consultants are encouraged to immediately contact their Broker to begin preparation of the required insurance documents, if the Consultant is selected as a finalist. Proposers may elect to provide the requested insurance documents within their Proposal.

## 7.27 Proprietary Materials.

## 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://app.leg.wa.gov/rcw/default.aspx?cite=42.56>.

If you have any questions about disclosure of the records you submit with your bid, contact the Project Manager named in this document.

## 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 the City (see page 4 on the Consultant Questionnaire) 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.

## Requesting Disclosure of Public Records

The City asks bidders and their companies to refrain from requesting public disclosure of bids until an intention to award is announced. This measure is intended to protect the integrity of the solicitation process particularly during the evaluation and selection process or in the event of a cancellation or re-solicitation. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by State Law. If you do wish to make a request for records, visit <https://www.seattle.gov/public-records/public-records-request-center>.

**7.28 Ethics Code.**

Familiarize yourself with the City Ethics code: <http://www.seattle.gov/ethics/etpub/et_home.htm>. For an in depth explanation of the City’s Ethics Code for Contractors, Vendors, Customers and Clients, visit: <http://www.seattle.gov/ethics/etpub/faqcontractorexplan.htm>. 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 of this is giving sporting event tickets to a City employee who is also on the evaluation team of a solicitation to which you submitted or intend to submit. 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.

**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.

**Contract Workers with over 1,000 Hours.**

The Ethics Code applies to Consultant workers that perform over 1,000 cumulative hours on any City contract during any 12-month period. Any such employee must abide by the City Ethics Code. The Consultant is to be aware and familiar with the Ethics Code 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.

**Campaign Contributions** (**Initiative Measure No. 122)**

Elected officials and candidates are prohibited from accepting or soliciting campaign contributions from anyone having at least $250,000 in contracts with the City in the last two years or who has paid at least $5,000 in the last 12 months to lobby the City. See Initiative 122, or call the Ethics Director with questions.For questions about this measure, contact: Polly Grow, Seattle Ethics and Elections, 206-615-1248, or [*polly.grow@seattle.gov*](mailto:polly.grow@seattle.gov)*.*

**7.29 Background Checks and Immigrant Status.**

Background checks will not be required for workers that will be performing the work under this contract. The City has strict policies regarding the use of Background checks, criminal checks, immigrant status, and/or religious affiliation for contract workers. The policies are incorporated into the contract and available for viewing on-line at <http://www.seattle.gov/city-purchasing-and-contracting/social-equity/background-checks>.

# Response Materials and Submittal.

**Prepare your response as follows. Use the following format and provide all attachments. Failure to provide all information below on proper forms and in order requested, may cause the City to reject your response.**

1. **Letter of interest (optional).**
2. **Mandatory - Consultant Questionnaire:**

Submit the following in your response, even if you sent one in to the City for previous solicitations.

<http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/3ConsultantQuestionnaire.docx>

1. **Mandatory – Minimum Qualifications:**

Provide a single page that lists each Minimum Qualification, and exactly how you achieve each minimum qualification. Remember that the determination you have achieved all the minimum qualifications is made from this page. The evaluation committee is not obligated to check references or search other materials to make this decision. Minimum Qualifications are outlined in section 4.

1. **Mandatory – Consultant Inclusion Plan:**

You must submit the following in your response.

Click on the following link to open the Consultant Inclusion Plan: <http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/WMBE/InclusionPlan_ConsultantContracts.docx>

1. **Mandatory - Proposal Response**:

This document details the forms, documents and format for your proposal response to the City. The proposal response portion is limited to ten (10) double-sided pages, exclusive of the cover letter and the above required mandatory information (numbers 2-4 above). The proposal must outline the following:

* Consultant team organization
* Experience with similar projects and/or project elements
* Approach to the project, including public engagement

The proposal must demonstrate how the consultant meets the objectives for solicitation outlined in section 3.

**Submittal Checklist.**

**Your response should be packaged with each of the following. This list assists with quality control before submittal of your final package. Addenda may change this list; check any final instructions:**

1. Optional – Letter of Interest. Consultant may include a Letter of Interest no longer than a single 8.5” x 11”page. However, since this is optional, the City does not guarantee it will be read and it will not be counted in the page limits, evaluation or scoring.
2. Mandatory – Consultant Questionnaire.
3. Mandatory – Minimum Qualifications Sheet
4. Mandatory – Consultant Inclusion Plan
5. Mandatory – Proposal Response

# Selection Process.

**9.1 Initial Screening**

The City will review responses for responsiveness and responsibility. Those found responsive and responsible based on an initial review shall proceed to Step 2. Equal Benefits, Minimum Qualifications, an Inclusion Plan, satisfactory financial responsibility and other elements are screened in this Step. A significant failure to perform on past City projects may also be considered in determining the responsibility of a firm.

**9.2 Proposal Evaluation**

The City will evaluate proposals using the criteria below. Responses will be evaluated, scored and ranked.

**Evaluation Criteria:**

|  |  |
| --- | --- |
| Experience & Qualifications | 40% |
| Approach to the Project, including public engagement | 50% |
| Inclusion Plan | 10% |
| **Total** | **100** |

**9.3 Interviews**

The City may interview top ranked firms from the proposal evaluation. If interviews are conducted, rankings of firms shall be determined by the City, using the combined results of interviews and proposal submittals. Consultants invited to interview are to bring the assigned key person(s) named by the Consultant in the Proposal, and may bring other key personnel named in the Proposal. The Consultant shall not bring individuals who do not work for the Consultant or are not on the project team without advance authorization by the Project Manager.If interviews are conducted, they will be worth **100** additional points.

* 1. **References**

The City may contact one or more references. The City may use references named or not named by the Proposer. The City may also consider the results of performance evaluations issued by the City on past projects.

**9.5 Selection**

The City shall select the highest ranked Proposer(s) for award including written proposal and the interview (If applicable). The City reserves the right to make a final selection based on the combined results and/or the overall consensus of the Consultant Evaluation Committee.

**9.6 Contract Negotiations**

The highest ranked Proposer will be asked to bring forward a fee schedule and pricing proposal for negotiation and discussion with the City. The City may negotiate any aspect of the proposal or the solicitation. The City cannot modify contract provisions mandated by Federal, State or City law: Equal Benefits, Audit (Review of Vendor records), WMBE and EEO, Confidentiality, Debarment, or mutual indemnification.

**9.7 Right to Award to next ranked Consultant.**

If a contract is executed resulting from this solicitation and is terminated within 90-days, the City may return to the solicitation process to award to the next highest ranked responsive Consultant by mutual agreement with such Consultant.  New awards thereafter are also extended this right.

**9.8 Repeat of Evaluation:**

If no Consultant is selected at the conclusion of all the steps, the City may return to any step in the process to repeat the evaluation with those proposals active at that step. The City shall then sequentially step through all remaining steps as if conducting a new evaluation process. The City reserves the right to terminate the process if no proposals meet its requirements.

# Award and Contract Execution.

The Project Manager will provide timely notice of an intent to award to all Consultants responding to the Solicitation.

**10.1 Protests.**

Interested parties that wish to protest any aspect of this RFP selection process shall provide written notice to the Project Manager.

**10.2 Protests – City Purchasing and Contracting Services.**

The City has rules to govern the rights and obligations of interested parties that desire to submit a complaint or protest to this process. See the City website at <http://www.seattle.gov/city-purchasing-and-contracting/solicitation-and-selection-protest-protocols> . Interested parties have the obligation to know of and understand these rules, and to seek clarification from the City. Note there are time limits on protests, and submitters have final responsibility to learn of results in sufficient time for such protests to be filed in a timely manner.

**10.3 Limited Debriefs.**

The City issues results and award decisions to all bidders. The City provides debriefing on a limited basis for the purpose of allowing bidders to understand how they may improve in future bidding opportunities.

**10.4 Instructions to the Apparently Successful Consultant(s).**

The Apparently Successful Consultant(s) will receive an Intent to Award Letter from the Project Manager after award decisions are made by the City. The Letter will include instructions for final submittals due prior to execution of the contract.

Once the City has finalized and issued the contract for signature, the Consultant must execute the contract and provide all requested documents within ten (10) business days. This includes attaining a Seattle Business License, payment of associated taxes due, and providing proof of insurance. If the Consultant fails to execute the contract with all documents within the ten (10) day time frame, the City may cancel the award and proceed to the next ranked Consultant, or cancel or reissue this solicitation. Cancellation of an award for failure to execute the Contract as attached may disqualify the firm from future solicitations for this same work.

**10.5 Checklist of Requirements Prior to Award**.

The Consultant(s) should anticipate the Letter will require at least the following. Consultants are encouraged to prepare these documents when possible, to eliminate risks of late compliance.

* Seattle Business License is current and all taxes due have been paid.
* State of Washington Business License.
* Evidence of Insurance (if required)
* Special Licenses (if any)

**10.6 Taxpayer Identification Number and W-9.**

Unless the Consultant has already submitted a Taxpayer Identification Number and Certification Request Form (W-9) to the City, the Consultant must execute and submit this form prior to the contract execution date. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

**10.7 Insurance Requirements**

Proof of insurance is required. Standard insurance required includes:

* Commercial General Liability
* Automobile Liability
* Worker’s Compensation
* Professional Liability, minimum of $1,000,000

Link to Insurance Transmittal Form below.

<http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/5InsuranceTransmittalForm.docx>

**10.8 Standard Consultant Contract Template**

Found here:

[http://wwwqa.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/6StandardRosterAgreement.docx](http://wwwqa.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/6StandardRosterAgreement.docx%09)