



City of Seattle

Seattle City Light Department

REQUEST FOR QUALIFICATIONS #SCL-24257

CONSULTANT CONTRACT

JOINT USE & STREETLIGHT ON-CALL ENGINEERING AND PROJECT SUPPORT

Procurement Schedule
Table 1: Procurement Schedule

Schedule of Events	Date/Time
Solicitation Release	Mon, 11/04/19
Deadline for Questions	Fri, 11/08/19 3:00 PM
Answers to Questions	Tue, 11/12/19
Response Submittal Deadline	Tue, 11/26/19 3:00 PM
Interviews	Week of 12/09/19
Announcement of Successful Proposer(s)	Mon, 12/16//19
Anticipated Negotiation Schedule	12/17/19 – 12/20/19
Contract Execution	January 3, 2020

*The City reserves the right to modify this.
Changes will be posted on the City website or as otherwise stated.*

Procurement Contact Information
Procurement Contact: Lorrie van den Arend, e-mail: lorrie.vandenarend@seattle.gov

Delivery shall be via e-mail only to the Procurement Contact named above.

Unless authorized by the Procurement Contact, 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.

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1. PURPOSE AND BACKGROUND

The City of Seattle, through the Seattle City Light Department (SCL), requests qualifications from qualified engineering firms to provide On-Call Engineering and Project Support to the Joint Use and Streetlight organizations within SCL.

SCL encourages firms and consultant teams with expertise in the Scope of Work areas outlined below to submit a response to this RFQ. It is not necessary to provide all services described in the Scope of Work as SCL may select firms based on a specific area of expertise. HUB/WMBE firms are encouraged to respond. It is anticipated that each contract will have a minimum 10% WMBE participation goal.

2. PERFORMANCE SCHEDULE

The budgeted amount for these on-call consultant contracts is \$6 Million per year for a period of five (5) years. SCL hopes to award these consultant contracts in early January 2020.

3. SOLICITATION OBJECTIVES

It is the intention of SCL to select up to four (4) consultants and develop a general contract with each consultant. Specific Work Authorizations will be developed with individual consultants based on expertise and performance by the consultant. The amount of each contract will depend on the amount of the individual Work Authorizations issued.

4. MINIMUM QUALIFICATIONS

Minimum qualifications are required for a Consultant to be eligible to submit a proposal response. Your submittal response must show compliance to these minimum qualifications. Those that are not responsive to these qualifications shall be rejected by the City without further consideration:

1. The Consultant must have a Professional Electrical Engineer (PE), licensed in the state of Washington, supervising and leading the design team(s) and performing electrical design in one or more of the areas of the scope of work. The PE will be required to “stamp” designs, as needed.
2. The key project design engineer(s) shall have a minimum of five (5) years of continuous experience in wireline, wireless, small cell, and/or streetlighting system design.
3. Within the last three (3) years the Consultant must have successfully performed at least three (3) contracts, of similar size and scope, with a public or private agency of similar size to the City of Seattle and/or City Light.
4. The Consultant must demonstrate a clear working knowledge and recent experience with the current editions of the City of Seattle’s Standard Specifications for Road, Bridge and Municipal Construction, Standard Plans for Municipal Construction and City Lights Standards for Design, Materials, and Construction.
5. Consultant shall have a local office within 100 miles of the greater Seattle area.

5. SCOPE OF WORK

SCOPE OF WORK ACRONYMS

ADA – American's with Disability Act
AGA – Advanced Grid Analytics
BO – Bad Order
CTL - CenturyLink
CWSZ – Communication Worker Safety Zone
ESR – Electric Service Representatives
FAS – Finance and Administrative Services
HH – Handhole
INTEC – Intec Services, Inc.
MEF – Maximum Extent Feasible
MRW – Make Ready Work
NESC – National Electric Safety Code
NREC – Non-Residential Energy Code
O&M – Operation and Maintenance
PBF – Pipe Brace Fixtures
PE – Professional Engineer
QC – Quality Control
RFQ – Request for Quotation
ROW – Right of Way
SDOT – Seattle Department of Transportation
TCP – Traffic Control Plans
TLA – Transformer Load Analysis
TLM – Transformer Load Management
UMP – Utility Major Permit

PROPOSED STREETLIGHTING ENGINEERING SCOPE OF SERVICES

The proposed scope of services to be provided by the Consultant are streetlight and small cell co-location engineering projects as assigned by City Light. The Consultant maybe ask to provide project specific services including but are not limited to civil engineering, project support, survey/base map development, permit development and management, traffic control plans/documentation and management etc...

TASK 1 - Streetlight Electrical Engineering/Design

1. Streetlighting specific project planning and administration
2. Management of sub-consultant(s)
3. Perform site visit/field verification
4. Coordination with SCL personnel
5. Streetlight Engineering review
 - a. Review/respond to all Streetlight Engineering Review Comments
 - b. Incorporate all Review Comments into drawings & specifications
6. Prepare as-built drawings of existing electrical service
7. Prepare as-built drawings for conduit and wire schedule
8. Coordination with Civil Engineering subconsultant
9. Coordination with pole and luminaire supplier
10. Perform lighting calculations, AGI32 point-by-point calculations to SDOT lighting standards for Arterials and submit to SDOT for review and comment.
11. Develop luminaire & pole schedule
 - a. Provide Streetlight Engineering with luminaire cut sheet if the fixtures are non-SCL Standard fixtures.
 - b. Provide Streetlight Engineering with pole cut sheet if the poles are non-SCL Standard fixtures.
12. Prepare Site Plans, One Line Diagram, and Pole Layout Plan as separate sheets of the Feeder Replacement project plan set.

- a. One-line diagram
 - b. Site plans
 - c. Pole layout plans
 - d. Pole schedule
 - e. Luminaire schedule
 - f. Circuit schedule
 - g. Conduit and wire schedule
 - h. Lighting control schedule and/or control diagrams
 - i. Pole foundation details
13. Prepare project specifications (Master Specs, current edition - Division 26)
 14. Prepare all required NREC forms and calculations
 15. Submit Seattle Energy Code forms
 16. Provide Engineer's estimate of probable construction costs, both electrical & civil, at 60%, 90% and 100%
 17. Perform QC review
 18. Provide sealed permit submittal (hard copies) drawings/specs
 19. Submit drawings and lighting calculations for SCL review
 20. Attend Coordination Meetings
 21. Prepare design of the entire project as one phase
 22. Prepare 100% Bid Set drawings and specifications
 - a. Respond to FAS review comments before bid is posted
 - b. Respond to Bidder's Streetlighting specific questions
 - c. Prepare Streetlight specific addenda, if required
 23. Provide Streetlight construction support services as defined in the RFQ and as follows:
 - d. Perform substantial completion inspection and prepare punch lists
 - e. Perform final inspection to verify that punch list items are corrected
 - f. Participate in project Commissioning inspection
 - g. Prepare Streetlight specific as-built drawings from Contractor's red-lined drawings
 - h. Review O&M Manuals and warranty
 - i. Project closeout support

TASK 2 – Wireless Colocation on Street Light Assets: Plan, Design, and Review

1. Perform detailed design work for small wireless facility equipment installation and construction projects, including electric service to the facility
2. Perform pencil, ink or computer-aided drafting, as well as necessary computations, in the preparation of preliminary and final plans, schematics, wire diagrams and drawings of the electrical features of streetlight or electrical distribution systems.
3. Review final plans, specifications, special conditions and agreements and coordinate the work of electrical contractors, affected public agencies, and crews.
4. Prepare estimates, progress and final reports.
5. Update tracking systems for appropriate projects.
6. Participate in special projects and assignments as needed.

TASK 3 – Project Manager, Capital Projects Coordinator, Senior

1. The work assigned under this Task class requires extensive knowledge of:
 - a) Engineering and architectural design principles, practices, and procedures.
 - b) Estimating techniques and project accounting.
 - c) Construction methods.
 - d) The principles, methods, and practices of project management.
 - e) Guidelines available include laws, rules, regulations, and codes applicable to public works construction and general construction industry standards and practices.
 - f) Judgement is exercised in scheduling and coordinating activities between various parties, planning and developing complex projects.
 - g) Effectively negotiating of:
 - Contracts.
 - Change Orders.
 - Schedules.
2. This senior-level Task is distinguished from journey-level Project Management Tasks by:
 - a) The complexity, size, and controversial nature, and/or high visibility of the projects managed/coordinated.
 - b) Projects assigned at this level generally have Mayoral, Council, and/or public interest.
 - c) Project budgets tend to be larger than most capital projects.
3. The Capital Projects Coordinator, Senior assigned to this Task performs duties including but not limited to:
 - a) Planning.
 - b) Budgeting, and scheduling all aspects of one or more of the most complex, controversial, and/or highly visible capital improvement and other City funded/sponsored projects.
 - c) Negotiation and administration of consultant contracts.
 - d) Coordinating design reviews and environmental reviews.
 - e) Right-of-way and permit acquisition.
 - f) Coordinating public works bidding and contract awards.
 - g) Supervising construction activities.
 - h) Coordinate MRW inspections.
 - i) Prepares pay applications and invoice for approval and payment.
 - j) Monitoring project closeout.
 - k) Complete contract closeout.
 - l) Under limited supervision of the Engineering Capital Project Supervisor,
 - Perform all phases of assigned work independently.
 - Independently resolve most problems.
 - Controversial problems and those affecting the public or other departments are discussed with the supervisor.
 - m) Assist the City Light Communications Office for the purpose of planning, coordinating, and providing public information.
 - n) Attend meetings and communicate with:
 - Inter and intra departmental personnel.
 - Outside agencies and consultants.
 - Contractors for the purpose of planning, coordinating work, and providing information.

TASK 4 - Engineering Support/Aide

1. Performs non-professional engineering support tasks for Seattle City Light (SCL) Streetlight Engineering including but not limited to:
 - a) Elementary drafting.
 - b) Researching and interpreting engineering documents.
 - c) Maintaining and updating engineering records.
 - d) Calculating costs.
 - e) Performing computations.
 - f) Providing invoicing support.
 - g) Managing data.
 - h) Compiling data for reports.
 - i) Providing engineering information to the public.
 - j) Process customer application.
 - k) Provide permit development and processing support as needed.
 - l) Attend customer meetings as requested.

TASK 5 - Streetlighting Civil Engineering

1. Design Guidelines and Standards to be used, most current editions:
 - a. City of Seattle Standard Plans and Specifications
 - b. Manual on Uniform Traffic Control Devices
 - c. SDOT Traffic Control Manual
 - d. SDOT Right of Way Improvements Manual (Streets Illustrated Version 1.0)
 - e. SDOT Street Tree Manual
 - f. Utility Major Permit (UMP)
 - g. UMP Client Assistance Memos for UMP
2. The Consultant will prepare UMP applications for the Streetlighting specific portion of the Project, as needed. The application requires the following information at the time of each UMP submittal.
 - a. Completed Utility Major Permit Submittal Material Transmittal Form
 - b. Completed Utility Permit Application
 - c. Completed Utility and Pavement Restoration Plan Checklist for Utility Major Projects
 - d. Completed Permittee Checklist – Pedestrian Mobility in and Around Work Zones
 - e. Site Photos
 - f. Plans (3 copies)
 - g. Restoration Plan (3 copies)
 - h. ROW Impact / Work Zone Site Plan (3 copies)
 - i. Traffic Control Plan (2 copies) – A traffic control plan is required for work on arterial streets and streets within a designated High Impact Area
 - j. Prepare/provide electronic materials submittals of all materials in PDF format
3. Provide maximum extent feasible (MEF) documentation, as needed
 - a. MEF's will be submitted for review by the Streetlight Engineer & SDOT
 - b. The City will provide concurrence prior to the 90% design submittal.
4. Provide Streetlight specific surveying, as needed
5. Provide full civil engineering services as needed for the Streetlighting specific portions of the Project including but not limited to:
 - a. Site visits by design team members to evaluate existing site conditions (e.g., sidewalk condition, ADA compliance, and utilities)
 - b. Civil demo layout plans(s)
 - c. Surface civil demo & restoration plan(s)
 - d. Civil profile plans as needed
 - e. ADA ramp design with enlargement sheets, as needed
 - f. Civil demo & restoration detail sheets

- g. Traffic Control Sheets
- h. Civil demo & restoration legend and abbreviation sheet(s), as needed
- 6. Streetlight Civil Engineering review
 - a. Review/respond to all Streetlight Engineering & SDOT review comments
 - b. Incorporate all review comments into drawings & specifications
- 7. Prepare Streetlight specific civil specifications as needed to supplement the Project's civil specifications (Master Specs, current edition - Divisions 02,03,31,32, & 32) as needed
- 8. Provide project closeout support as needed including Streetlight specific civil as-built drawings from Contractor's red-lined drawings

TASK 6 – Project Specific Service

- 1) The Consultant maybe ask to provide project specific services including but are not limited to:
 - a) Survey/base map development
 - b) Permit Development and management
 - c) Traffic control plans/documentation and management
 - d) Any additional project specific services as need by required

PROPOSED JOINT USE ENGINEERING SCOPE OF SERVICES

The Consultant will provide engineering support/aid, project management, and engineering work for Seattle City Light (SCL) Joint Use Engineering for both “Wire Line & Wireless” engineering tasks. The work will range from review of customer submitted applications and engineering to generating engineering for customer applications. Work will also include fielding and inspections.

TASKS AND WORK PRODUCTS:

The Consultant shall furnish all services and labor necessary to complete the following tasks:

TASK 1 – Review of Joint Use Customer Engineering

- 90% Review – Consultant will review the 90% construction documents submitted by customers and provide red line drawings and a comment sheet back to the customer.
- The Consultant will field the poles included in the application to confirm that the drawings are accurate.
- 100% Review – Consultant will ensure all red lines and comments provided during the 90% review have been incorporated into the customer's 100% construction documents. If the customer has only provided a response and not make a change based on that response, the justification must be reviewed and approved in order for the Consultant to accept the 100% on behalf of SCL.
- The Consultant will make sure all required elements are provided with both the 90% and 100% submittals and application in order for the work to move forward.
- Consultant's staff will attend SCL Joint Use Staff and/or Contractor Forum meetings as requested by SCL.

TASK 2 – Pole Inspections

The Consultant will perform pole inspections as needed. Poles to be inspected will be provided by SCL and will include a map and pole numbers. The Consultant will only perform non-destructive inspections.

TASK 3 – Customer Installation Inspections

Consultant will conduct inspections once SCL has been notified that the customer has completed an attachment to a SCL pole.

Inspection will include the following:

1. Verify the customer followed the instructions/100% construction documents from SCL for all poles on the permitted application, as detailed on the customer spreadsheet.
2. Verify all attachments and clearances comply with the most current version of the National Electric Safety Code (NESC).
3. All field verification measurements are at the Engineer's discretion.
4. Generate a corrective work package and punch list as needed.
5. The corrective work package will meet all requirements of SCL Joint Use Engineering Scope of Work for Internal Engineering Consultant as detailed in Task #6 below.

TASK 4 – General Fielding

Consultant will conduct fielding as needed. This task is intended to cover fielding that is independent of work that may be assigning in other tasks. SCL would provide maps, pole numbers and any other information required to investigate what's required during the field visits.

TASK 5 – Traffic Control Plans and Street Use Permits

Consultant will acquire Traffic Control Plans (TCPs) as needed. These plans may or may not be associated with Work Orders the Consultant is generating or reviewing.

TCPs will follow the Seattle Department of Transportation (SDOT) Client Assistance Memo for TCPs and be utilized for the submittal of SDOT permits.

Consultant will submit and obtain SDOT Street Use Permits as needed.

The Street Use Permits application/submittal will follow the Seattle Department of Transportation (SDOT) Client Assistance Memo 2109 and be utilized for the submittal of SDOT permits.

TASK 6 - SCL Joint Use Engineering Scope of Work for Engineering Consultants

Pre-Contract:

Seattle City Light (SCL) Joint Use Engineering will intake applications from customers and process as usual, assigning a permit number and application number. SCL will provide the Consultant with the following general documents and templates:

- AutoCAD templates for SCL (including blocks, blurbs, symbols, scale, etc.)
- Sample AutoCAD sketches covering typical Make Ready Work (MRW)
- Sample customer spreadsheet (filled out by an SCL engineer)
- Sample and blank Fax-a-Locate forms
- Blank consultant submittal coversheet
- Blank vegetation work slip
- Standardized AutoCAD language for common types of MRW
- Symbol key for AutoCAD hardware
- Symbol key for GIS system maps
- Soil maps indicating which locations have poor soil
- Township, Range, & Section information for SCL quarter sections

- Reference sheet with list of standard abbreviations and acronyms commonly used
- Voltage drop calculator spreadsheet
- Fault calculator spreadsheet
- Link to external SCL Construction and Material Standards and Guidelines (the Blue Page)
- SPIDACalc client file for SCL

In addition, SCL will provide the following items for each assigned application:

- Information on poles overlapping with other customer projects
- Work order number

If the Consultant does not already own an Ike 3 or Ike 4 device, the Consultant may choose to borrow one of these devices from SCL after completing an equipment loan form.

The Consultant will be responsible for obtaining the following items through the use of a hotel station provided by SCL for each assigned application (* items will not be required for every application):

- Customer application
- Customer spreadsheet
- Customer route as submitted to SCL on public-facing pole maps
- Digitized ArcFM GIS system maps (for reference while fielding)
- AutoCAD file with a full system base map for all poles on application (for MRW sketch)
- Asset detail reports (for reference while fielding)
- Transformer Load Analysis (TLA) and Advanced Grid Analytics (AGA) reports

Consultant Work:

- Field route as indicated by poles on customer spreadsheet and map: cross reference with ArcFM GIS system maps. Questions regarding route should be emailed to the SCL Engineer.
 - Determine height/location for customer to attach or measure existing height of customer line if over lashing. CenturyLink should always be the bottom attachment, preferably with TV above them.
 - Avoid MRW where possible by calling out to lower existing communication companies. CenturyLink (CTL) to stay at 19'-00" or above, 20'-00" minimum preferred. If the only MRW is on (1) pole and can be avoided by lowering CTL to 19'-00", call out to lower CTL instead of performing MRW. Otherwise strive to maintain CTL at 20'-00".
 - All heights for customer (and other renters if adjusting any heights) should be listed on spreadsheet by consultant as measured from base of pole. 6" separation should be maintained between all bolt holes, 12" preferable where possible. Pay special attention when lowering/raising attachments to try to re-use bolt holes and to avoid lowering a bolt-hole on top of a position previously taken up by a bolt running perpendicular to the desired direction of the lowered/raised attachment (i.e., do not lower a north/south bolt to one that runs east/west).
 - All corner turns should be back-guyed (either down guys or span guys) in both directions unless customer has further cable installed in those directions. Slack spans are permitted where guying is impossible or impractical. Severe angles should also be backed up.
 - Note all 7-digit pole numbers in field and verify that they match customer spreadsheet. Make corrections where needed on customer spreadsheet. Any poles used for guying should also be added to spreadsheet if customer did not include them.
 - Note all MRW required to meet the most current edition of the NESC Clearance requirements. Typical MRW includes:
 - Pole replacements (for condition or to meet clearances)
 - Open wire (O.W.) replacement or removal
 - Transformer re-sizing (if replacing pole with transformer), and up/down-sizing if needed based on field-verified load against printed TLM reports

- Riser extensions (and subsequent re-pulling of underground (UG) cable to either a new handhole (HH), existing HH, or to a service meter if riser is extended enough that cable splices would end up inside the conduit)
 - HH placement, interception of direct-buried cable (see “Riser extensions” above)
 - Raising secondary drip loops from Line Racks (LR's) or from risers
 - Pulling Streetlight (St-Lt) feeds thru conduit and bonding/grounding St-Lt arms.
 - Re-sagging of secondary conductors
 - Installing span/down guys, pipe brace fixtures (PBF), and anchors
 - Repairing ground rods (if damaged or cut and other MRW is needed on pole).
 - Other circumstances may require less common or intuitive engineering (e.g., reversing secondary alley arm braces from a downward to an upward orientation in order to maintain the 40” Communication Worker Safety Zone (CWSZ) clearance, working with Electric Service Representatives (ESR's) to install new/additional customer brackets for O.W. service replacements, or to maintain 30” of radial clearance from service drops to communication lines on pole, etc.)
- Design MRW as required. Pole replacements will require new hardware call-outs, pole locations, etc. Use visual inspection and hammer sounding to assess/determine existing pole conditions. Any poles double-tagged by INTEC inspectors (2 adjacent small silver square tags) shall be automatic pole replacements. Poles with red square (do not climb) tags shall also be replaced. Any California Top (Cal-Top) poles needing MRW shall also be replaced. Other indicators of possible pole replacements include single or double white-rung poles (these should be noted and emailed to SCL after fielding), single-tagged poles, chainsaw-rung poles, “x’d” poles, poles with woodpecker holes, car poles, etc. Any poles determined by the Consultant to be Bad Order (BO) shall be double rung with white spray paint.
 - Use sound engineering judgment on all poles, especially ones that have improper guying, shell damage, etc.
 - Make note of any transmission poles on the customer route on the Consultant Submittal Coversheet. ****DO NOT** like any transmission poles**
 - Note any map corrections along the assigned customer route.
 - Review and note incorrect entries on TLM sheets where transformer replacements are occurring.
 - Note any tree-trimming needed on the route. Vegetation within 10’ of primary or 3’ to 5’ of secondary should be noted on the GIS maps.
 - Note any SDOT risers that are in violation with the NESC (SCL to notify SDOT).
 - Use the Ike device in the field to capture attachment heights for all poles that are outside the scope of SCL Construction Standards. For example, poles requiring Grade B construction (per NESC or SCL) that are not addressed within existing standards, underclassified or improperly guyed poles, poles with 3-phase 167 kVA transformer banks, and poles with more than two guys. The Consultant is also encouraged to add to this list any poles that appear questionable in terms of structural integrity. Collect all distance, bearing, and cable information needed (method of data collection will depend upon which version of the Ike device is being used) for SPIDACalc loading analysis to be run on these poles.
 - Return from field and digitally scan all field notes.
 - If no MRW is required, only the customer spreadsheet needs be filled out and submitted with the electronic field notes to SCL_JointUse@seattle.gov and to the SCL Engineer. If pole analyses are required for the application, these reports should also be submitted with the spreadsheet and field notes.
 - If a pole with a **primary** riser is being replaced or a **primary** riser extension is required, these poles will need to be separated out onto a second AutoCAD sketch for the SCL crews to complete this MRW. The formatting of this sketch will differ slightly from that of sketches for MRW going to the contractors.

- Label all Ike/MapSight photos with attachment heights and generate pole analyses on all applicable poles using SPIDACalc software.
- Label all TLM report pages in the upper right-hand corner with the sheet number of the associated MRW sketch page.
- Research the locations of all ground disturbance work (including pole replacements, HH installations, anchor replacements/installations, etc.) on the Soil Maps and internal Environmental Explorer Map. Prepare request for environmental review if necessary. Save and print out all relevant side sewer cards for sites within the city of Seattle.
- Use AutoCAD to sketch all MRW. Use scale of 1" =100'. Print all sketches on 11" x 17" (ledger) paper.
- Fill out Fax-a-locate forms for any ground disturbance work. (1 locate sheet covers two blocks along a single street.)
- Fill out customer spreadsheet with approved attachment methods, heights, and engineer notes for coordination to lower/raise attachments, add down/span guys, place anchors, etc.

Review Package Submission:

- The Consultant is to provide a 90% review package to SCL_JointUse@seattle.gov and to the SCL Engineer for review. This package to include both physical and electronic copies of the following (* items not needed for every application):
 - Completed consultant submittal coversheet
 - All field notes (including route circled on SCL GIS map)
 - Completed customer spreadsheet
 - AutoCAD MRW sketch (.pdf and .dwg formats)*
 - Labeled Ike/MapSight photos with attachment heights*
 - SPIDACalc pole loading reports (.pdf and .spida formats)*
 - Field-verified/corrected TLM reports*
 - Fax-a-locate forms*
 - Side sewer cards*
 - Request for environmental review*
 - Vegetation work slip with route map*
 - Voltage drop calculations*
 - Fault calculations*
- SCL will complete a review of the 90% submittal package
 - SCL will provide the Consultant with written comments, suggestions, corrections, and/or revisions for the 90% submittal package
 - In order for SCL to accept the submittal as 100%, all comments and corrections from the 90% review must be addressed to SCL's approval. If a submittal is received by SCL that has not addressed a red line or comment from the 90% it will be considered still in the 90% review.
 - Any additional comments, suggestions, corrections, and/or revisions requested after the 90% submittal review phase acceptance by SCL will be at an additional cost and the consultant will be compensated through the change in scope process.
 - A 2nd or later round of corrections during the 90% review phase will not include additional comments (beyond the first round of comments) from SCL unless there is an issue with a correction that was not implemented to the satisfaction of SCL.

Final Package Submission:

- The Consultant is to submit both physical and electronic copies of the complete accepted package to SCL_JointUse@seattle.gov and to the SCL Engineer.
- Each sheet of the approved sketch must be submitted with an original signed (“wet”) Professional Engineer (PE) stamp.
- Generate materials lists as required.

TASK 7 – Wireless Colocation on Street Light Assets: Plan, Design, and Review

1. Perform detailed design work for small wireless facility equipment installation and construction projects, including electric service to the facility.
2. Perform pencil, ink or computer-aided drafting, as well as necessary computations, in the preparation of preliminary and final plans, schematics, wire diagrams and drawings of the electrical features of streetlight or electrical distribution systems.
3. Review final plans, specifications, special conditions and agreements and coordinate the work of electrical contractors, affected public agencies, and crews.
4. Prepare estimates, progress and final reports.
5. Update tracking systems for appropriate projects.
6. Participate in special projects and assignments as needed.

TASK 8 – Project Manager, Capital Projects Coordinator, Senior

1. The work assigned under this Task class requires extensive knowledge of:
 - Engineering and architectural design principles, practices, and procedures.
 - Estimating techniques and project accounting.
 - Construction methods.
 - The principles, methods, and practices of project management.
 - Guidelines available include laws, rules, regulations, and codes applicable to public works construction and general construction industry standards and practices.
 - Judgement is exercised in scheduling and coordinating activities between various parties, planning and developing complex projects.
 - Effectively negotiating
 - Contracts.
 - Change Orders.
 - Schedules.
2. This senior-level Task is distinguished from journey-level Project Management Tasks by:
 - The complexity, size, and controversial nature, and/or high visibility of the projects managed/coordinated.
 - Projects assigned at this level generally have Mayoral, Council, and/or public interest.
 - Project budgets tend to be larger than most capital projects.
3. The Capital Projects Coordinator, Senior assigned to this Task performs duties including but not limited to:

Planning.

- Budgeting, and scheduling all aspects of one or more of the most complex, controversial, and/or highly visible capital improvement and other City funded/sponsored projects.
- Negotiation and administration of consultant contracts.
- Coordinating design reviews and environmental reviews.

- Right-of-way and permit acquisition.
- Coordinating public works bidding and contract awards.
- Supervising construction activities.
- Coordinate MRW inspections.
- Prepares pay applications and invoice for approval and payment.
- Monitoring project closeout.
- Complete contract closeout.
- Under limited supervision of the Engineering Capital Project Supervisor,
 - Perform all phases of assigned work independently.
 - Independently resolve most problems.
 - Controversial problems and those affecting the public or other departments are discussed with the supervisor.
- Assist the City Light Communications Office for the purpose of planning, coordinating, and providing public information.
- Attend meetings and communicate with:
 - Inter and intra departmental personnel.
 - Outside agencies and consultants.
 - Contractors for the purpose of planning, coordinating work, and providing information.

TASK 9 - Engineering Support/Aide

Performs non-professional engineering support tasks for Seattle City Light (SCL) Joint Use Engineering including but not limited to:

- Elementary drafting.
- Researching and interpreting engineering documents.
- Maintaining and updating engineering records.
- Calculating costs.
- Performing computations.
- Providing invoicing support.
- Managing data.
- Compiling data for reports.
- Providing engineering information to the public.
- Process customer application.
- Provide permit development and processing support as needed.
- Attend customer meetings as requested.

TASK 10 – Project Specific Service

The Consultant maybe ask to provide project specific services including but are not limited to:

- Survey/base map development
- Permit Development and management
- Traffic control plans/documentation and management
- Any additional project specific services as need by required

6. Contract Modifications.

The City consultant contract is attached (See Attachments Section).

Consultants submit proposals understanding all Contract terms and conditions are mandatory. Response submittal is agreement to the Contract without exception. The City reserves the right to negotiate changes to submitted proposals and to change the City's otherwise mandatory Contract form during negotiations. If the Consultant is awarded a contract and refuses to sign the attached Contract form, the City may reject the Consultant from this and future solicitations for the same work. Under no circumstances shall Consultant submit its own boilerplate of terms and conditions.

7. 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 - None

7.3 Questions.

Proposers may email questions to the Procurement Contact 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.

- a. Proposals must be received by the City no later than the date and time on page 1 except as revised by Addenda.
- b. All pages are to be numbered sequentially, and closely follow the requested formats.
- c. The City has page limits specified in the Response Format section 8. Any pages that exceed the page limit will be excised from the document for purposes of evaluation.

- d. 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 Hard Copy Submittal – NONE

7.8 Electronic Submittal.

Response shall be via e-mail ONLY.

- a. The electronic submittal is e-mailed to the Procurement Contact (see page 2), by the submittal deadline (Procurement Schedule, Table 1, Page 1 or as otherwise amended).
- b. Title the e-mail “**Response to RFQ #SCL-24257**”
- c. Any risks associated with an electronic submittal are borne by the Proposer.
- d. The City’s e-mail system will typically allow documents up to 20 Megabytes.
- e. If the Proposer also submits a hard-copy, the hard copy shall not be reviewed.

7.9 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.

7.10 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.

7.11 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.

- a. 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.
- b. 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.).
- c. 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”.
- d. 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.
- e. 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.
- f. The City of Seattle Application for a Business License and additional licensing information can be found this page here: <http://www.seattle.gov/licenses/get-a-business-license>
- g. You can find Business License Application help here: <http://www.seattle.gov/licenses/get-a-business-license/license-application-help>
- h. Self-Filing You can pay your license and taxes on-line using a credit card www.seattle.gov/self/

- i. 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.
- j. The licensing website is <http://www.seattle.gov/licenses>
- k. 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 to request additional assistance.
- l. 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.

7.12 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.

7.13 Federal Excise Tax. The City is exempt from Federal Excise Tax.

7.14 No Guaranteed Utilization.

The City does not guarantee utilization of any contract(s) awarded through this 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.

7.15 Expansion Clause.

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

7.16 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.

7.17 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.

7.18 Readability.

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

7.19 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.

7.20 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.

7.21 Withdrawal of Proposal.

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

7.22 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.

7.23 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.

7.24 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.

7.25 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.

Note to Project Manager: This provision may change depending on the funding source of the project. For instance, if you have a Federal Transit Administration (FTA) funded project, Disadvantaged Business Enterprise (DBE) Requirements will apply in lieu of WMBE. Make sure you include all the appropriate requirements in your federally funded contracts.

7.26 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. The 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. The WMBE Inclusion Plan can be found in the Attachments.

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](#). 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 \(OMWBE\)](#).

7.27 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.

7.28 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 another 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 Procurement Contact 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>.

7.29 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.

7.30 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>.

7.31 Notification Requirements for Federal Immigration Enforcement Activities.

Prior to responding to any requests from an employee or agent of any federal immigration agency including the Immigration and Customs Enforcement (ICE), the U.S. Department of Homeland Security (DHS), Homeland Security Investigations (HSI), Enforcement Removal Operations (ERO), Customs and Border Protection (CBP), and U.S. Citizenship and Information Services (USCIS) regarding your City contract, Consultants shall notify the Project Manager immediately.

Such requests include, but are not limited to:

- a. requests for access to non-public areas in City buildings and venues (i.e., areas not open to the public such as staff work areas that require card key access and other areas designated as “private” or “employee only”); or
- b. requests for data or information (written or oral) about workers engaged in the work of this contract or City employees.

No access or information shall be provided without prior review and consent of the City. The Consultant shall request the ICE authority to wait until the Project Manager is able to verify the credentials and authority of the ICE agent and will direct the Consultant on how to proceed.

8. 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. Mandatory - Consultant Questionnaire:

Submit the completed questionnaire in your response, even if you sent one into the City for previous solicitations. The form can be found in the Attachments

2. Letter of interest (optional).

3. Mandatory - Proof of Legal Business Name:

Provide a certificate or documentation from the Secretary of State in which you incorporated that shows your company legal name. Many companies use a “Doing Business As” name or nickname in daily business; the City requires the legal name for your company. When preparing all forms below, use the proper company legal name. Your company’s legal name can be verified through the State Corporation Commission in the state in which you were established, which is often located within the Secretary of State’s Office for each state. For the State of Washington, see <http://www.secstate.wa.gov/corps/>

4. Mandatory – Minimum Qualifications:

Provide a completed Minimum Qualifications form (provided in the attachments) 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.

5. Mandatory – Consultant Inclusion Plan:

You must submit the completed form in your response. This form is provided in the attachments.

6. Mandatory - Resumes of Key Project Team

Provide a one page bio of each key team member. This form is provided in the attachments

7. Mandatory – Narrative of Related Experience

Provide a narrative of three related projects performed within the last 3 years. This form is provided in the attachments.

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. Mandatory – Consultant Questionnaire.
2. Optional – Letter of Interest
3. Mandatory – Proof of Legal Business Name
4. Mandatory – Minimum Qualifications
5. Mandatory – WMBE Inclusion Plan
6. Mandatory – Resume of Key Project Team
7. Mandatory – Narrative of Related Experience

9. 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:	Maximum Points
Qualifications of Key Personnel	50
Experience on past projects	40
WMBE 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 Procurement Contact. If interviews are conducted, they will be worth **UP TO an additional 25 points.**

9.4 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 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 does/does not intend to negotiate the base contract, which has been attached (See Attachments).

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.

10. Award and Contract Execution.

The Procurement Contact 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 RFQ selection process shall provide written notice to the Procurement Contact. Note the City shall notify Federal Transit Administration if protesting a solicitation for contracts with FTA funds.

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 Procurement Contact 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) daytime 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. The Insurance Transmittal Form is provided in the Attachments.

10.8 Standard Consultant Contract Template

The template can be found in the Attachments.

ATTACHMENTS:

Consultant Questionnaire
Minimum Qualifications Form
Resume of Key Personnel Form
Narrative of Related Experience Form
WMBE Inclusion Plan
Insurance Transmittal Form
Consultant Contract Template