

**REQUEST FOR QUALIFICATIONS**

**Consultant Contract**

**Project Title: Marra-Desimone Park Phase 2**

**Procurement Schedule**

Table 1: Procurement Schedule

|  |  |
| --- | --- |
| **Schedule of Events** | **Date/Time** |
| Solicitation Release | Monday July 24, 2023 |
| Optional Pre-Submittal Conference  (Online) | Friday July 28, 2023 10-11 a.m. PST |
| Deadline for Questions | Tuesday August 2, 2023 4 p.m. PST |
| Response Deadline | Thursday August 10, 2023 4 p.m. PST |
| RFP Scoring  Meeting  PDM Offices or Online | Tuesday August 15, 2023 8:30 a.m. – 10 a.m. PST |
| Announcement of Successful Proposer(s) | Thursday August 17, 2023 |
| Anticipated Negotiation Schedule | Week August 22, 2023 |
| Contract Execution | September 2023 |

*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: Susan Melrose, Planning and Development Specialist II [susan.melrose@seattle.gov](mailto:susan.melrose@seattle.gov), 206-536-0736

Table 2: Delivery Address

**It is important to use the correct address for the delivery method you chose.**

|  |  |  |
| --- | --- | --- |
| **Email** | **Fed Ex & Hand Delivery - Physical Address** | **US Post Office - Mailing Address** |
| Susan.Melrose@seattle.gov | Seattle Parks and Recreation  ATTN: Susan Melrose  300 Elliott Ave W, Suite 100,  Seattle, WA 98119 | Seattle Parks and Recreation  ATTN: Susan Melrose  300 Elliott Ave W, Suite 100,  Seattle, WA 98119 |

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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# Purpose and Background.

Seattle Parks and Recreation (SPR) is seeking the services of a creative design team led by a Landscape Architect registered in the State of Washington to conduct a process for the design of the next phase of Marra-Desimone Park. The consultant team should have knowledge of the character and culture of the South Park Community as well as the community’s strengths and needs. The consultant team should possess the ability to approach this project with a race and social justice lens and should incorporate creative engagement strategies and other ways to reduce barriers to the public process in their engagement plan. For more information on RSJI please visit the following link: <http://www.seattle.gov/rsji/resources>. Consultants are subject to laws and WMBE requirements.

The selected design team will be expected to work with SPR’s Parks Planner and Capital Project Coordinator to create a play area design, details, specification, and cost estimate for the next phase of Marra-Desimone Park. This work will help implement the [Long Range Development Plan](https://seattle.gov/documents/Departments/ParksAndRecreation/Projects/Marra-Desimone/Marra-DesimoneLongRangeDevelopmentPlan.pdf) (LRD Plan) for Marra-Desimone Park. Work includes landscape and play area design. In addition to the play area, this project will further be refining the site plan for all Phase 1, 2 and 3 from the LRD Plan and 2015 community public meetings. If there is budget available, this project will begin to complete other elements from Phase 1 and 2 to continue implementation of the site plans. Scope of work is dependent on construction budget. The design will incorporate accessibility in compliance with the Americans with Disabilities Act (ADA) as well as SPR’s intent to develop green space in identified gaps throughout the city. Consultant shall meet the applicable Seattle Stormwater Code requirements and provide any necessary permit documents in addition to stormwater code permitting if required. SPR will administer permits; the consultant will provide required documentation and comment responses.

# Performance Schedule.

**Project Schedule:**

|  |  |  |
| --- | --- | --- |
| **PUBLIC ENGAGEMENT, CONCEPT & SCHEMATIC DESIGN** | | |
| Public Involvement #1 | Site Analysis, Input from community on priorities, Concept Alternatives | October 2023 |
| Proview | Design Options Review (Pre-Schematic) – Development of three design options based upon community response, engineering and landmarks. | November 2023 |
| Public Involvement #2 | Present Designs Options and Gather Input, Concept Alternatives | January 2024 |
| Proview | Schematic Review – Presentation of the preferred Schematic Design. Approval of any Boards going out to the Public | February 2024 |
| Public Involvement #3 | Present Final Schematic Design | March 2024 |
| **DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS** | | |
| Proview | Design Development – 30% | June 2024 |
| 60% Proview Tech | Review for 60% Construction Documents | August 2024 |
| 90% Proview Tech | Review for 90% Construction Documents  Submit SG 3 | October 2024 |
| Concurrent 100% Review | SPR’s Engineering and Design unit review the 100% documents concurrently with FAS’s Purchasing and Contracting unit. | November 2024 |
| **BIDDING, CONSTRUCTION & CLOSEOUT** | | |
| Bid Advertisement | Publish Bid Package | December 2024 |
| Notice to Proceed | Contract negotiation resolved and contractor notified to begin work. | April 2025 |
| Substantial Completion | Construction completion for full and unrestricted use of the facility | August 2025 |

# 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 public gathering spaces and architecture, with similar scopes of work to those outlined in the Scope of Work section;
* 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 a commitment to a sustainable design, including the use of recycled and/or locally sourced materials;
* 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 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. Submittal(s) that are not clearly responsive to these minimum qualifications shall be rejected by the City without further consideration:

* Consultant must have successfully performed one contract with services of similar size and scope 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 landscape architect. It is anticipated that an architect and/or engineer will be included in the team composition.

# Scope of Work.

Work with SPR’s Parks Planner and Capital Project Coordinator to create a play area design, details, specification, and cost estimate for the next phase of Marra-Desimone Park.

SCHEMATIC DESIGN PHASE

* Incorporate comments from Phase 1 of park development and collaborate with SPR for the next phase Schematic Design.
* Attend and present at three public meetings with the following objectives:
  + Meeting #1 - Kick-off the project next phase and gather information.
  + Meeting #2 - Present three design options for public feedback.
  + Meeting #3 - Present Preferred Schematic Design.
* Create three schematic options for public meeting presentation and feedback.
* Attend and present design options to SPR Proview meetings (likely 3 meetings).
* Create a preferred schematic plan incorporating comments and feedback.
* Create draft ADA Compliance Plan.
* Prepare professional cost estimation for construction of Preferred Schematic Design. Cost estimating at all phases of design and construction documentation should be done by an independent cost estimator, not the design lead. An independent cost estimator/firm can be included in the design team as a sub-consultant.

DESIGN DEVELOPMENT PHASE

* Provide written responses to all Schematic Design Review Comments.
* Incorporate comments from Public Meeting and Parks Proview and collaborate with Parks for design development plan.
* Prepare Design Development drawings and Outline Specifications per SPR Standards.
* Prepare probable estimated cost of construction for the proposed work.
* Attend and present Design Development Plans and Outline Specifications Proview meeting.

CONSTRUCTION DOCUMENT PHASE

* Provide written responses to all Design Development Review Comments.
* Prepare all drawings, specifications, cost estimates and other documents necessary to support a contract for construction.
* Submit and present 65% Construction Documents and updated cost estimate for review and approval at SPR Proview Tech.
* Provide written responses to all 65% CD Proview Tech Review Comments.
* Submit and present 95% Construction Documents and updated cost estimate for review and approval at SPR Proview Tech.
* Provide written responses to all 95% CD Proview Tech Review Comments.
* Prepare final 100% construction drawings, specifications and updated cost estimate for SPR review.
* Secure any permit if required.
* Prepare Bid Set Construction Documents incorporating all SPR review comments.

BIDDING PHASE

* Provide technical support during the bidding process.

INSTALLATION STAGE

* Provide construction administration. Attend weekly meetings. Provide Minutes, RFI’s, Submittal reviews, pay estimate review.

CLOSE-OUT STAGE

* Provide as-built information, record drawings, Safety and Maintenance Manual

# Contract Modifications.

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

SPR has attached its boilerplate contract terms so Proposers can be familiar with the boilerplate and the non-negotiable terms before submitting a proposal. Any questions about the City’s boilerplate should be made in advance of submittal.

If a Consultant seeks to modify the Contract, the Consultant must request that within their Proposal response as taking an “Exception”. The Consultant must provide a revised version that shows their proposed alternative contract language. SPR is not obligated to accept such proposed changes. If you request Exceptions that materially change the character of the contract, SPR may reject the Consultant’s Proposal as non-responsive. SPR cannot modify provisions mandated by Federal, State or City law: Equal Benefits, Audit (Review of Vendor Records), WMBE and EEO, Confidentiality, and Debarment, or mutual indemnification. Such Exceptions would be summarily disregarded.

Although SPR may open discussions with the highest ranked apparent successful Proposer to align the proposal or contract to best meet SPR needs, this does not ensure negotiation of modifications proposed by the consultant through the exception process above.

# Procedures and Requirements.

This section details instructions and requirements for your submittal. SPR 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> SPR expects all firms to register. Women- and minority- owned firms are asked to self-identify (see section 7.26). For assistance, email FAS\_PC@seattle.gov .

## 7.2 Pre-Submittal Conference

SPR 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 clarifies 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 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.

SPR may make changes to this RFP/RFQ if, in the sole judgment of the City, the change will not compromise SPR’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 SPR. Some third-party services independently post City of Seattle solicitations on their websites. SPR does not guarantee that such services have accurately provided all the information published by SPR.

All submittals sent to SPR 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 SPR 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. SPR HAS page limits specified in Section 8: Response Materials and Submittal. 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 SPR within the deadline. A response delivered after the deadline may be rejected unless waived as immaterial by SPR given specific fact-based circumstances.

**7.7 Electronic Submittal.**

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

1. 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).
2. Title the e-mail so it will not 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 SPR. 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), SPR will rely upon the submitted materials and shall not accept materials from the Proposer after the RFP/RFQ deadline; this does not limit SPR’s right to consider additional information (such as references that are not provided by the Proposer but are known to SPR, or past SPR 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 SPR 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 and additional licensing information can be found this page here: <http://www.seattle.gov/licenses/get-a-business-license>
7. 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)
8. Self-Filing You can pay your license and taxes on-line using a credit card [www.seattle.gov/self/](http://www.seattle.gov/self/)
9. 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.
10. The licensing website is <http://www.seattle.gov/licenses>
11. 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.
12. 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 SPR. 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. SPR is exempt from Federal Excise Tax.

**7.13 No Guaranteed Utilization.**

SPR 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. SPR reserves the right to issue multiple or partial awards, and/or to order work based on SPR needs. SPR may turn to other appropriate contract sources or supplemental contracts to obtain these same or similar services. SPR may re-solicit for new additions to the Consultant pool. Use of such supplemental contracts does not limit the right of SPR 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 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 SPR 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.

SPR 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 SPR through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

SPR 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 SPR 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.

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

**7.17 Readability.**

SPR’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 SPR.

**7.20 Withdrawal of Proposal.**

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

## 7.21 Rejection of Proposals.

SPR may reject any or all proposals with no penalty. SPR 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 SPR, are binding and incorporated by reference in SPR’s contract with the Proposer.

**7.23 Independent Contractor.**

The Consultant works as an independent contractor. SPR 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.

SPR 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. 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.

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)](https://omwbe.wa.gov/certification).

## 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 SPR before Contract execution. The apparent successful Proposer must promptly provide proof of insurance to SPR 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 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 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, 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.

**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/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 the 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/fas-cpcs-consultant-questionnaire.docx>

1. **Proof of Legal Business Name (if applicable):**

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/**](http://www.secstate.wa.gov/corps/)

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.

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/fas-cpcs-consultant-inclusion-plan.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.

**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**

SPR 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**

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

**Evaluation Criteria:**

|  |  |
| --- | --- |
| Experience & Qualifications | 40% |
| Proposed Delivery of Services | 50% |
| Inclusion Plan | 10% |
| **Total** | **100%** |

**9.3 Interviews**

SPR may interview top ranked firms from the proposal evaluation. If interviews are conducted, rankings of firms shall be determined by SPR, 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 100 additional points.

* 1. **References**

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

**9.5 Selection**

SPR shall select the highest ranked Proposer(s) for award, including written proposal and the interview (if applicable). SPR 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 SPR. SPR may negotiate any aspect of the proposal or the solicitation. SPR 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, SPR may return to any step in the process to repeat the evaluation with those proposals active at that step. SPR shall then sequentially step through all remaining steps as if conducting a new evaluation process. SPR reserves the right to terminate the process if no proposals meet its requirements.

# 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 RFP 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 – Purchasing and Contracting.**

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 https://www.seattle.gov/purchasing-and-contracting/doing-business-with-the-city/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 SPR. The Letter will include instructions for final submittals due prior to execution of the contract.

Once SPR 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, SPR 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/fas-city-finance-risk-transmittal-consultant-services.docx

**10.8 Standard Consultant Contract Template**

Found here:

[http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/fas-PC-consultant-standard-roster-consultant-agreement.docx](http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/fas-cpcs-consultant-standard-roster-consultant-agreement.docx)