



City of Seattle

Department of Finance & Administrative Services (FAS)
Capital Development (CD) Division

REQUEST FOR STATEMENTS OF QUALIFICATIONS
Architectural/Engineering Consultant Services
for
Seattle Municipal Tower (SMT) Weatherization Program
RFQ# CD 2020-01

Submittals due by 2:00 p.m. PST, Wednesday, May 06, 2020

Schedule of Events	Key Dates
RFQ Release	Wednesday, April 15, 2020
Deadline for Questions	5PM April 22, 2020
Submittals Due to the City	Electronic submissions only by 2PM May 6, 2020
Submittals screened & notification of shortlist/interview selections	Week of May 11
Interviews (optional)	Mid May
Announcement of Selected Consultant(s)	By end of May

The City reserves the right to modify this schedule at the City's discretion. Notification of changes will be posted on the City procurement website or as otherwise stated herein.

Contact:

RFQ Project Manager: **Michael Johnson**
Michael.johnson@seattle.gov (206) 386-1367

Delivery Address:

Due to ongoing social distancing and remote working protocols related to Covid-19, the City is asking for all submittals to be received electronically. Please notify the RFQ project manager named above if you are unable to comply.

Unless authorized by the RFQ Project Manager, no other City official or employee may speak for the City with respect to this solicitation. Any consultant seeking information, clarification, or interpretations from any other City official or City employee is advised that any such information is used at the consultant's own risk. The City will not be bound by any such information, clarification, or interpretation. Following the submittal deadline, consultants shall continue to direct communications only to the City's RFQ Project Manager (unless otherwise directed), who will send out information as decisions are concluded.

1. PURPOSE AND BACKGROUND

The City of Seattle Department of Finance and Administrative (FAS), Capital Development Division (CD) seeks one consultant architect and engineer (A/E) team to provide professional services for the SMT Weatherization Program at the Seattle Municipal Tower located at 700 Fifth Avenue.

CD conducted a comprehensive Seattle Municipal Tower Building envelope condition assessment to identify the physical deficiencies, plan and execute the recommended repairs and maintenance scopes over a phased timetable. It is the intent of this RFQ to select one architectural consultant to provide Basic Design Services including Construction Administration through warranty and completion of each project/phase. The Consultant team will coordinate the organization of the remaining specific deficiencies and other identified work into phases suitable

for design and construction. For each phase, the consultant will serve as the prime consultant for professional services ranging from, but not limited to, design, construction documents and specification preparation, permitting, bidding and construction administration through warranty and closeout. Other services associated with this contract may include, but are not limited to, inspections, cost estimating, enclosure/envelope design, civil engineering, structural engineering, electrical engineering, mechanical engineering design and maintenance.

Project Background

The comprehensive Seattle Municipal Tower (SMT) campus envelope assessment was completed in June 2012. To date, several weatherization projects have been completed for the SMT including the glass roof renovation (phase 1) and phases 2 through 3 of SMT stone façade and building envelope repairs. Phase 4 of the stone façade and building envelope repairs is currently out to bid. It is anticipated there will be up to an additional 3-5 phases to complete the entire SMT weatherization program. The following referenced study documents will be available to all consulting teams via the solicitation posting on the City’s procurement website

<https://www.ebidexchange.com/seattle>.

1. Seattle Municipal Tower Weatherization Program Final: *June 27, 2012* VOLUME I: Executive Summary and Report by Miller/Hayashi Architects
2. Seattle Municipal Tower Weatherization Program Final: *June 27, 2012* VOLUME II: SMT Drawings/Elevations by Miller/Hayashi Architects
3. BETR SEATTLE MUNICIPAL TOWER 2011 GLASS ROOF AND EXTERIOR CLADDING SURVEY & EVALUATION REPORT WITH REPAIR AND MAINTENANCE RECOMMENDATIONS dated *Oct. 10, 2011*

Project Schedule and Budget

The agreement resulting from this selection will follow the Washington State A/E Fee Schedule (<http://www.OFM.wa.gov>) effective July 2015 for a Schedule B project. The current Maximum Allowable Construction Cost (MACC) is \$4M for all portions of construction.

Project Phase and Key Milestones	Target Date for Key Milestones
Phase 4	Bid 4/2020 - Complete 3/2021
Phase 5 (<i>this and future phases depend on funding</i>)	Bid 4/2021 - Complete 3/2022
Phase 6	Bid 4/2022 - Complete 3/2023
Phase 7	Bid 4/2023- Complete 3/2024
Phase 8	Bid 4/2024- Complete 3/2025

2. SCOPE OF SERVICES

The selected consultant team, including subconsultants, will provide basic architectural, engineering and planning services to design the Work, obtain permits, develop documents for bidding and construction, and provide construction administration services through warranty and completion of the project. Additional services may also include, but are not limited to:

1. SMT Weatherization Program Administration: Establish administrative and project management parameters for the work, including establishment of budget, scope, and schedule.
 - a. Review and confirm scope of the facility condition assessment and CD recommended work package assembly for best alignment for efficient execution.
 - b. Review existing documents and site conditions to ensure all necessary site/facility information is complete and available prior to design commencement.
 - c. Identify and complete any outstanding studies required prior to commencement of design, especially with regard to land use, zoning or regulatory issues that may affect proposed work.
 - d. Verify program and provide preliminary budget and schedule.
 - e. Prepare design and bidding documents
 - f. Provide cost estimates for each design phase.
 - g. Provide quality and cost control, internal value engineering.
 - h. Coordinate with all applicable municipal, state and federal regulatory agencies.
 - i. Assist in obtaining all permits as required including, but not limited to, MUP, SEPA, and EIS if

- required.
- j. Bid assistance and evaluation.
 - k. Construction Administration for all phases of work with associated scope materials testing, observations and records during the construction period.
 - l. Coordinate plans with City of Seattle staff with regard to data and telecommunications, building commissioning, maintenance and operations, and public information.
 - m. Warrantee consultation.
 - n. Project Closeout including as-built record documents.

3. CONSULTANT QUALIFICATIONS

Consultant must demonstrate their qualifications in the following areas:

The following are minimum qualifications and licensing requirements the consultant must meet in order to be eligible to submit. Submittals must clearly demonstrate these minimum qualifications. Those that are not clearly responsive to these minimum qualifications shall be rejected without further consideration:

1. Experience with consultant work on high rise buildings in an urban or downtown setting
2. Previous experience successfully providing similar services to public agencies
3. Specific tools, experience and/or processes for cost estimating
4. Experience with assessment of existing conditions, inspections, and reporting
5. Two (2) references each from owners and contractors that have worked with the consultant in the last two years, for a total of four (4) references. The list must include contact name, phone number, and name, address and description of project
6. Experience as lead with permitting agencies and Authorities Having Jurisdiction. Experience working in the public sector is *not* required.
7. Availability of local, qualified personnel and resources from a local area office to allow for easy and frequent site and client visits is a requirement of these contracts. The office of any firm selected should be located such that travel time to downtown Seattle shall not exceed 60 minutes. The consultant will not receive reimbursement from the City for any mileage or travel-related expense (e.g., air or lodging), except for reasonable parking expenses. Reasonable work-related expenses may be reimbursed, and such expenses will be defined at the time of contract negotiation.
8. Ability to produce final detailed construction drawings, stamped by a licensed architect and profession engineer, indicating all work to be performed by the General Contractor or by crews designated by the City. Any drawings are to be produced in electronic format fitting City of Seattle standards.
9. Consultant must be licensed to do business in the State of Washington and the City of Seattle.
10. Ability to act as prime consultant on a project and manage the construction administration.

4. CONTRACT FORM & OTHER EXHIBITS

The City has included its boilerplate contract terms with this solicitation to allow the potential consultant the opportunity to get familiar with the City's *non-negotiable* terms prior to investing time into submitting for this work. The City will not modify contract provisions mandated by Federal, State or City law: Equal Benefits, Audit (review of records), WMBE and EEO, Confidentiality, and Debarment or mutual indemnification. Exceptions to those provisions will be summarily disregarded.

Materials Available with this Solicitation

1. City of Seattle Consultant Contract Boilerplate – FYI
2. Exhibit: Conditions of Agreement
3. **MANDATORY FORM:** Consultant Questionnaire including Equal Benefits Compliance Declaration
4. **MANDATORY FORM:** Consultant WMBE Inclusion Plan
5. Seattle Municipal Tower Weatherization Program Final: *June 27, 2012* VOLUME I: Executive Summary and Report by Miller/Hayashi Architects
6. Seattle Municipal Tower Weatherization Program Final: *June 27, 2012* VOLUME II: SMT

Drawings/Elevations by Miller/Hayashi Architects

7. BETR SEATTLE MUNICIPAL TOWER 2011 GLASS ROOF AND EXTERIOR CLADDING SURVEY & EVALUATION REPORT WITH REPAIR AND MAINTENANCE RECOMMENDATIONS *dated Oct. 10, 2011*

The City will post these materials as separate documents in this solicitation along with this RFQ on the City's procurement website www.ebidexchange.com/seattle. *Please note mandatory form(s) must be included in your package at time of submittal for your response to be considered compliant.*

5. INSTRUCTIONS & REQUIREMENTS

This section details the City's instructions and requirements for your submittal. The City reserves the right at its sole discretion to reject the submittal of any consultant that fails to comply with the instructions and/or requirements.

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. For assistance, call Julie Salinas at 206-684-0383.

Questions

Proposers may email questions to the RFQ Manager listed on page 1 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. Questions and answers will be posted as an addendum and broadcast on eBid to all interested parties indicated in the solicitation.

Changes to the RFQ

The City may make changes to this 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 RFQ will be made by formal written addendum issued by the City and shall become part of this RFQ.

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 uses eBid Exchange to broadcast its solicitations and public works bids and does not guarantee that any other such third 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 may be critical to the project.

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 submittal, contact the RFQ Manager named in this document.

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

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

If you believe any of the records you are submitting to the City as part of your submittal or contract work products, are exempt from disclosure, you can request 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 submitters 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>.

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.

Communications with the City: All communications concerning this RFQ should be submitted in writing to the RFQ Project Manager listed on page 1 prior to the deadline for questions also indicated on page 1. It is the responsibility of the interested consultant to receive responses to questions and to learn of any addenda, responses, or notices issued by the City. The City will issue any such notices via the solicitation posting on www.ebidexchange.com/seattle. Note: Some third-party services decide to independently post City of Seattle solicitations on their own websites. The City does NOT guarantee that such services have accurately provided submitters with all the information published by the City and encourages those interested in this solicitation to use only the City's procurement site listed in this paragraph.

Licensing and Business Tax Requirement: Any resultant contract may require the additional licensing listed below. The consultant needs to meet all licensing requirements that apply to their business 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 they are required by the laws of those jurisdictions. The consultant should carefully consider those costs prior to submitting, as the City will not separately pay or reimburse those costs to the consultant.

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

State Business Licensing and associated taxes: 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.

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

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

No Guaranteed Use: The City does not guarantee use of any contract(s) resulting from this solicitation. The solicitation may provide estimates of use; such information is for the convenience of the consultant and does not serve as a guarantee of usage. The City reserves the right to make multiple or partial awards, to terminate contracts, and/or to order projects based on City needs. The City reserves the right to use other appropriate contract sources to obtain these services, such as State of Washington contracts. The City may periodically re-solicit for new additions to the consultant pool, to invite additional consultants to submit for award. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

Cost of Preparing Submittal: The City will not be liable for any costs incurred by the consultant in the preparation and presentation of submittals delivered in response to this RFQ.

Changes or Corrections in Submittal: Prior to the RFQ closing date and time, a consultant may make changes to its submittal, if the change is initialed and dated by the consultant. No change shall be allowed after the closing date and time. Consultants are responsible for errors and omissions in their submittals.

Withdrawal of Submittal: A submittal may be withdrawn by written request of the submitter, prior to the closing date and time. After the closing date and time, the submittal may be withdrawn only with permission by the City.

Rejection of Submittal and Rights of Award: The City reserves the right to reject any or all submittals at any time with no penalty. The City also has the right to waive immaterial defects and minor irregularities in any submittals.

Independent Contractor: The consultant works as an independent contractor. Contract workers shall not be given City office space unless expressly provided for below, and in no case shall such space be made available for

more than 36 months without specific authorization from the City Project Manager. The City will not provide space in City offices for performance of this work. Consultants are required to perform work from their own office space or in the field, as appropriate to the work.

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

Women and Minority Subcontracting: The Mayor’s Executive Order and City ordinance require the maximum practicable opportunity for successful participation of minority and women-owned businesses. All proposers must agree to SMC Chapter 20.42 and seek meaningful subconsultant opportunities with WMBE firms wherever possible. 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 \(OMWBE\)](#). This is both a strong cultural value and a requirement of the City of Seattle for all contracts valued at \$314K or higher. Consultants submitting for this work will be required to complete a **MANDATORY Consultant WMBE Inclusion Plan** outlining its subconsultant team and intended use of women- and minority-owned businesses.

Insurance Requirements: Formal proof of insurance is required to be submitted to the City before execution of the contract, and the City will remind the apparent successful consultant in the Intent to Award letter. The apparent successful consultant must promptly provide such proof of insurance to the City, and any contract will not be executed until all required proof of insurance has been received and approved by the City. Consultants are encouraged to immediately contact their Broker to begin preparation of the required insurance documents, in the event the consultant is selected as a finalist. Consultants may elect to provide the requested insurance documents within their submittal.

Any consultant selected from this solicitation will be required to provide the following evidence of insurance for the entire term of the contract:

- \$2,000,000 Professional Liability
- \$1,000,000 Commercial General Liability
- \$1,000,000 Auto Liability
- Must provide Workers Compensation
- City of Seattle named as Additional Insured on Endorsement

6. SUBMITTAL FORMAT

All submittals must be received into the City no later than the date and time given on page 1 except as revised by Addenda. **The submitter has full responsibility to ensure the response is received by the City before the deadline.** A response submitted after the time fixed for receipt will not be accepted unless waived as immaterial by the City given the specific fact-based circumstances. Submittals arriving after the deadline will be returned to the consultant.

A. **Mandatory – Submittal Response:**

The Statement of Qualifications shall be 8-1/2” x11” in format, double sided, and no more than ten (10) pages (20 surfaces excluding covers or tabs/not including the city’s mandatory forms) and should include:

- **Letter of Interest.** Letters are encouraged to summarize interest in the project.
- The identification of the members of your team. A description of the specific qualifications of the team and individuals as they relate to the project.

- Completed **Consultant Questionnaire including Equal Benefits Compliance Declaration**. This is a **mandatory** form and will become a material part of this contract for any consultant selected.
 - Completed **Consultant WMBE Inclusion Plan**. This is a **mandatory** form and will become a material part of this contract for any consultant selected.
 - **Executive Summary of Consultant Qualifications:** Provide a response (not exceeding two (2) pages (four surfaces) stating how you meet each Consultant Qualification listed in Section 3. The determination that you have met each qualification is made from these pages. The City's Project Manager is not obligated to check references or search other materials to make this determination.
- B. The City requires one emailed submission in PDF delivered to the City's Project Manager named on page 1. *Due to ongoing social distancing and remote working protocols*, hard-copy responses will not be accepted.
- C. Submit as outlined above with all completed attachments. Failure to clearly and completely provide all information on forms provided and in order requested, may result in rejection as non-responsive.

Right to Reject Submittals

The City reserves the right to reject any and all submittals at any time with no penalty or to waive immaterial defects and minor irregularities in any submittal.

Submittal Disposition

All material submitted in response to this RFQ shall become the property of the City upon delivery to the RFQ Project Manager.

Negotiation

The City has significant and critical timeframes impacted by this work. The City shall initiate contract negotiations with the apparent successful consultant(s) and retains the option to terminate negotiations and continue to the next apparent successful consultant if contract negotiations are not progressing in a productive manner, at the sole determination of the City. As previously stated, for your information prior to submitting for this work, the City's standard contract terms and Conditions of Agreement are available in this solicitation on the eBid web site at <https://www.ebidexchange.com/seattle>.

7. SELECTION PROCESS

1. **Initial Screening:** The RFQ Project Manager shall first review submittals for initial decisions on responsiveness and responsibility. Those found responsive and responsible based on this initial review shall proceed to Step 2. Equal Benefits, a responsive Inclusion Plan, satisfactory past performance if applicable, satisfactory financial responsibility and other elements of responsiveness and responsibility will be screened in this step.
2. **Submittal Evaluation:** The City will evaluate submittals using the criteria specified below based on the qualifications detailed in Section 3. Responses will be evaluated and ranked or scored.

Evaluation Criteria:

Consultant Qualifications	50%
Inclusion Plan	10%
Demonstration of quality and relevant work	30%
References	10%
TOTAL:	100%

3. **Interviews:** The City may interview top ranked firms that are considered most competitive. If interviews are conducted, rankings of firms shall be determined by the City, using the combined results of interviews and submittals. Consultants invited to interview are to bring the assigned Project Manager that has been named by the consultant in the submittal and may bring other key personnel named in the submittal. The City reserves the right to make a final selection based on the combined results and/or the overall consensus of the Consultant Evaluation Committee.

4. **Professional References:** The City may contact one or more professional references that have been provided by the consultant, or other sources that may not have been named by the consultant but can assist the City in determining performance.
5. **Selection:** The City shall select the highest ranked consultant for contract award.
6. **Contract Negotiations:** The highest ranked consultant will be asked to provide the appropriate evidence of insurance as outlined in the RFQ and 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 but does not intend to negotiate boilerplate contract terms and conditions, which have been posted with this solicitation. The RFQ Project Manager intends to provide written notice of the intention to award in a timely manner and to all consultants responding to the Solicitation. That letter will advise selected consultant on the documentation required for the contracting process.
7. **Equivalent Scores:** In the event the top two consultants receive the same total score, the contract will be awarded to that consultant who, in the opinion of the City, best meets the City needs.
8. **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.

Daily Journal of Commerce advertisement dates:

April 15

April 16