

**CITY OF TUKWILA  
REQUEST FOR PROPOSALS  
STRATEGIC PLANNING – CONSULTING SERVICES**

**Submittals due by February 17, 2012 at 5:00 p.m.**

The City of Tukwila is seeking a qualified person or firm to contract for consulting services to guide a city-wide Strategic Planning process. Consultants are invited to submit a proposal which includes an outline of their experience and qualifications in performing work directly related to the services required. A Strategic Plan is intended to help the City direct its efforts and resources toward a clearly defined vision for its future and should include benchmarks or milestones that measure the City's progress along the way.

Request for Proposals should include the following:

- Letter of interest (no more than 2 pages in length)
- Summary of qualifications, experience and availability (no more than 8 pages in length). It should also identify key staff members who will be participating.
- Proposed approach to the process including a proposed schedule and description of proposed public involvement methods – must be no more than 5 pages summarizing method and approach to providing consulting services to the City.
- Proposed budget – must be no more than 2 pages and include detailed project costs.
- List of professional references – must be no more than 2 pages listing most recent professional references and their contact information.
- A minimum of three examples of relevant written work relating to Visioning and Strategic Planning, at least one of which will represent a strategic plan prepared on behalf of a city or comparable entity.

The full RFP Scope of Services document can be found on the City's website at:

<http://www.tukwilawa.gov/headlines/RFP-strategicplan.pdf>

The City will adhere to the following timetable: Issue RFP on January 31, 2012 with a deadline for electronic (or paper) submittal by 5:00 p.m. on February 17, 2012. All responses shall be sent to:

Joyce Trantina  
City of Tukwila  
6200 Southcenter Blvd.  
Tukwila, WA 98188  
206-433-1850  
[joyce.trantina@tukwilawa.gov](mailto:joyce.trantina@tukwilawa.gov)

The City of Tukwila will review the Proposals and the most qualified firm will be selected. Interviews may be conducted of the top firms.

Published Seattle Times – February 2, 2012

Published Daily Journal of Commerce – February 2, 2012