

**CITY OF TUKWILA  
REQUEST FOR PROPOSALS  
CONSULTANT SERVICES  
To Develop City Facility Needs Assessment & Feasibility Study  
Due February 22, 2013 by 5:00 p.m.**

The City of Tukwila (City) is issuing a Request for Proposals (RFP) to all qualified consultants to provide services to develop a City Facility Needs Assessment and Feasibility Study.  
**Please review the full RFP following this notice.**

Any questions regarding this RFP, the submittal process, or the project, should be directed to the City as follows. **Only email communication will be accepted.**

**Bob Giberson, Public Works Director  
City of Tukwila Public Works  
6300 Southcenter Blvd, Suite 100  
Tukwila, WA 98188  
[Bob.Giberson@TukwilaWA.gov](mailto:Bob.Giberson@TukwilaWA.gov)**

Twelve (12) bound copies of the proposal, whether mailed or hand-delivered, must arrive at the address listed above, no later than **5:00 p.m. on Friday, February 22, 2013**. Proposals received later than the submittal deadline will not be accepted. The City will not be liable for delays in delivery of proposals due to handling by the US Postal Service or any other type of delivery service. Faxed or emailed submittals will not be accepted. Please reference the RFP title on all communications and mailing labels.

Pursuant to State regulations, a qualifications-based selection process will be used to select a consultant for this project. The selection will be made from the submitted proposals and subsequent evaluations.

Published Seattle Times – February 8 and February 15, 2013  
Published Daily Journal of Commerce – February 8 and February 15, 2013

**REQUEST FOR PROPOSALS  
CONSULTANT SERVICES  
To Develop City Facility Needs Assessment & Feasibility Study  
City of Tukwila, Washington  
Due February 22, 2013 by 5:00 p.m.**

The City of Tukwila (City) solicits interest from consulting firms with expertise in facility needs assessment and feasibility study Consultant Services. Consultants will be considered for the following project.

**PROJECT PURPOSE**

The purpose of this Request for Proposals (RFP) is for the City to obtain proposals for the services of an experienced and qualified consulting firm to produce a Needs Assessment and a Feasibility Study that includes the following elements:

- A. Conduct a City Facility Needs Assessment for present and future land needs, facility sizes/locations and configurations adequate for the next fifty years
- B. Prioritize facility needs based on public safety.
- C. Develop Financial Plan and Feasibility Study for public safety priority based facilities plan.

For the purposes of this RFP, the stakeholders are the Mayor, City of Tukwila City Council, City Administration, various City Departments, community, businesses and other key agencies. It is the intent of this proposal to result in the competitive negotiation of a firm fixed price contract **to complete the elements above no later than December 2013**. The successful firm will demonstrate proven skills and technical competence in facilities analysis, with a preference for a firm with extensive Facility Development and city operations consulting experience.

**BACKGROUND**

In 2008, the City of Tukwila completed a Seismic Study of 11 critical city buildings. Buildings were evaluated for seismic deficiencies and risk, and retrofit recommendations were made. The City now desires to advance a facilities plan to the next level, starting with a needs assessment, followed by a feasibility study.

**INTERPRETATIONS AND ADDENDA**

No oral explanation in regard to the meaning of the RFP documents will be made, and no oral instructions will be given before the award of the work. Discrepancies, omissions or doubts as to the meaning of the RFP documents shall be communicated in writing to the City for interpretation. Consultants should act promptly and allow sufficient time for a reply to reach them before the submission of their proposals. Any interpretation made will issued using email, which will be forwarded to all Consultants that have informed the City that they are interested in submitting a proposal. Any question received within **TWO (2) days prior to the date set for receipt of Proposals, may not be answered.**

**FAMILIARITY WITH PROPOSED WORK**

The Consultant should study and carefully correlate the Consultant's knowledge and observations of the RFP documents and such other related data and to promptly notify the City of all conflicts, errors, ambiguities, or discrepancies which the Consultant has discovered in or between the RFP documents and such other related documents or conditions. Failure to do so shall not relieve the Consultant of their obligation to perform as per the provisions of the resulting contract. The Consultant shall not at any time after the execution of the contract, make any claims whatsoever alleging insufficient data or incorrectly assumed conditions, nor shall they claim any misunderstanding with regard to the nature, conditions or character of the work or services to be provided under the contract.

## SCOPE OF SERVICES

The successful Consultant shall provide a Needs Assessment and Feasibility Study as outlined below. The Consultant shall provide a part-time project manager to work from a City office up to 3 days per week to facilitate and coordinate stakeholder and review meetings within the City and Community for outreach and consensus building. The study reports shall include but not be limited to the following elements:

### 1. City Facilities Needs Assessment

- a) Identify Key Community Values and Organizational Philosophies
- b) Review Existing Facilities and Documents
- c) Determine Needs and Public Safety Issues
- d) Produce Needs Assessment Study
- e) Decision Point Facilitation

### 2. City Facilities Feasibility Study

- a) Market Analysis
- b) Financial Plan
- c) Public Safety Based Prioritization
- d) Draft Management Plan
- e) Concept Plans
- f) Financial Viability
- g) Risk Assessment
- h) Decision Point Facilitation

## PROPOSAL SUBMISSION REQUIREMENTS

Twelve (12) bound copies of the proposal shall be submitted to the City of Tukwila Public Works administration office at 6300 Southcenter Boulevard, Suite 100, Tukwila WA 98188 prior to **5:00 p.m., local time on Friday February 22, 2013**. Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the Proponent.

It is the Consultant's responsibility to clearly identify and to describe the products and services being offered in response to the RFP. Proposals shall be signed by an authorized representative of the Consultant. Failure to submit all of the information requested may result in the City of Tukwila requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the City of Tukwila.

Oral proposals, those transmitted by telephone for facsimile, or those received after the submission date will not be accepted. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness and clarity of content. **Proposals should be no more than 30 pages, excluding title page, letter of transmittal and table of contents.**

Proposals should be organized in the same sequence order of the RFP and should refer to the RFP section by section. All pages of the proposal should be numbered. Each paragraph of the proposal should reference the paragraph number of the corresponding section of the RFP.

The proposal should contain a Table of Contents which cross references the RFP requirements. Proposals not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed in the proposal.

Fancy bindings, colored displays, promotional materials, etc. are not desired. Proposals should be bound together without loose pages and contained in a single volume where practical and submitted clearly marked as a response to Request for Proposals (RFP) City Facility Needs Assessment and Feasibility Study.

- A. **Experience of the Firm and Assigned Personnel**  
 Consultant shall provide a brief description of current experience of the firm with particular emphasis on providing technical transportation studies; analysis and consulting services similar to those described in the Scope of Services of this Request for Proposals. Experience should be current and relevant. Proponents shall not include claims of firm experience accomplished by persons no longer associated with the firm. Proponent shall list name and telephone number of contact person for each project.
- B. **Qualifications of Personnel to be assigned to the Project**  
 This section shall contain all disciplines (including subconsultants) and personnel to be assigned to the project. The proposal shall contain the names of personnel assigned along with qualifications and training in similar projects and list each person will do on the project. It will also include the name and experience of the Project Manager. Subconsultants proposed as part of the project team shall be active participants in all phases of work related to their discipline from beginning to end. The Principal firm shall be responsible to the Owner for the work of all associates, and subconsultants, whether or not they are employees of the Consultant.
- C. **Proposed Project Work Plan**  
 A brief narrative of the firm's approach to the project shall be included. This proposed work plan shall indicate the methods to be used for exchange of information and include a tentative schedule of possible progress meetings, and/or other meetings required in this RFP. Proposals shall contain statements regarding the Consultant's philosophy in regard to client services.
- D. **Consultant's Cost Proposal and Fee Schedule.**  
 Cost will not be a part of the evaluation process, per RCW 39.80. Consultant selection will be based on experience and qualifications; however, the draft cost proposal will help evaluate the Consultant's level of understanding of the project.
- Provide a draft cost proposal in the following format:
- Provide a representative hourly rate schedule and a fee schedule listing hourly rates for each category of employee to be used on the project.
  - Provide an hourly rate for support staff.
  - Provide a statement detailing costs for direct, reimbursable expenses such as printing and reproduction, etc.
- Markups for subconsultants will be limited to 10 percent in each case. Travel reimbursement will be at the IRS 2013 rate of .565 cents per mile. Per state law, cost will not be a basis for selection. Only experience and expertise will be evaluated.
- E. **Current Firm Workload**  
 The proposal shall contain information explaining the Proponent's current workload and ability to absorb the work of this project simultaneous with other commitments.
- F. **Evaluation Criteria and Selection Process**  
 The following criteria will be used to evaluate proposals:
- a. **Experience of the firm in completing similar projects on schedule and within budget (30 points)**
  - b. **Depth and breadth of experience of principal firm and sub - consultants including personnel assigned to the project. Inclusion of work performed by Disadvantaged Business Enterprise as defined by Federal Transit Administration (30 points)**
  - c. **Understanding of the Scope of Services to be performed. (20 points)**
  - d. **The workload of the firm and their ability to complete the project in a timely manner. (10 points)**
  - e. **Overall quality and completeness of proposal. (10 points)**

## **PROCESS AND SCHEDULE**

A selection panel shall review proposals and select the successful proponent, and then oversee the work of the Consultant throughout the study.

Selection shall be made of two or more proponents deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposals, including price if so stated in the Request for Proposals. Negotiations shall be then conducted with each of the proponents so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each proponent so selected, the public body shall select the offer which, in its opinion, has made the best proposal, and shall award the contract to that proponent. When the terms and conditions of multiple awards are so provided in the Request for Proposals, awards may be made to more than one proponent. Should the public body determine in writing and in its sole discretion that only one proponent is fully qualified, or that one proponent is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that proponent.

All proponents will be notified of the contract award decision.

## **ASSISTANCE PROVIDED BY TUKWILA**

Provide all information that relates to the requirements of the project or is relevant to the project, and assist in identifying issues that might impact project completion.

Provide whatever records or technical information that may exist and be deemed helpful to the study.

## **REFERENCES**

References may be contacted at the discretion of the City of Tukwila. The City of Tukwila reserves the right to contact entities other than those listed or in addition to those furnished in the proposal. The proponent shall furnish Tukwila all such information and data as may be requested for this purpose.

## **POLICY REGARDING CONTACT AFTER PROPOSAL SUBMITTAL**

After the date and time established for receipt of proposals by the City of Tukwila, any contact, in regard to the proposal initiated by any proponent with any City of Tukwila official, other than the assigned City of Tukwila Project Manager or, is expressly prohibited. Any unauthorized contact may be deemed grounds for disqualification of any proponent from further review.

Questions of a technical nature regarding this RFP may be directed via email to Bob Giberson, Public Works Director at [Bob.Giberson@TukwilaWa.gov](mailto:Bob.Giberson@TukwilaWa.gov). Questions regarding contractual and other matters may be directed to the same person above. All questions that are pertinent to the project will be answered in the form of an addendum and provided by email to all recorded holders of the RFP.

## **CONTRACTUAL AGREEMENT**

The resulting contract from this RFP shall be for the life of this project from contract award through all phases of the project outlined in the Scope of Services. Termination of the contract shall be as described in the General Terms and Conditions.

The negotiated fee schedule based on the Scope of Services, and the specifications, terms and conditions herein and other terms and conditions mutually agreeable to the parties, along with the Request for Proposals and all modifications thereto, shall be incorporated into the City's standard consultant agreement (available on request) along with the Request for Proposals and all modifications thereto by reference.

The City of Tukwila encourages disadvantaged, minority, and women-owned consultant firms to apply. Persons with disabilities may request this information be prepared and supplied in alternate forms by calling the Tukwila City Clerk's office at (206) 433-1800.