CITY OF FEDERAL WAY
REQUEST FOR PROPOSAL

I. PURPOSE OF REQUEST.

The City of Federal Way ("City") is requesting proposals for the purpose of updating the City's Critical Area regulations (FWRC 19.145) and reviewing the Natural Environment chapter of the City's 2044 Comprehensive Plan. The City's needs are outlined in the following Request for Proposal ("RFP").

II. TIME SCHEDULE.

The City will follow the following timetable:

Issue RFP	November 13, 2026
Deadline for Submittal of Proposals	Dec 21, 2026, 4:30 pm PST
Interviews	Week of January 11, 2027
Notify Firm Chosen	January 25, 2027

III. INSTRUCTIONS TO PROPOSERS.

A. All proposals should be sent to:

Keith Niven, Community Development Director
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835-2612
keith.niven@federalwaywa.gov

B. If submitted on paper, all proposals must be in a sealed envelope and clearly labeled in the lower left-hand corner. If submitted by email, all proposals must be clearly labeled in the subject line. The label shall identify the contents as "RFP Critical Areas Ordinance (CAO) Update."

C. All proposals must be received by the Deadline for Submittal of Proposals detailed in II. Time Schedule, at which time they will be opened. Three (3) copies of the proposal must be presented. Faxed or telephone proposals will not be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both

sides of paper sheets for any submittals to the City is desirable whenever practicable.

E. The City will notify the firm selected by the date stated in II. Time Schedule.

F. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products and schedules.
- References.

IV. SELECTION CRITERIA.

Factor	Weight Given
1. Responsiveness of the written proposal to the purpose and scope of service.	40%
2. Price.	30%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	30%
Total Criteria Weight	100%

Each proposal will be independently evaluated on factors one through three.

V. TERMS AND CONDITIONS.

A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.

D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.

E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.

F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. **SCOPE OF SERVICES**.

Work timing:
Contract execution: Q1 2027
Work Completion: Q4 2027

Consultant will:

1. Review the City's CAO (FWRC 19.145) for consistency with Best Available Science (BAS),
2. Review the City's Comprehensive Plan (Chapter 8, Natural Environment) Goals & Policies,

3. Prepare analysis for each of the 5 Articles identifying where the City's current code does not align with BAS or regional norms,
4. Recommend code revisions (provided as redlines to existing code) and any revisions to the City's Comprehensive Plan,
5. Prepare SEPA checklist,
6. Attend up to 3 Planning Commission and/or City Council meetings, as directed by City staff.

VII. **COMPENSATION**.

State the firm's proposed fee for the Scope of Services inclusive of Washington state sales tax and any other applicable governmental charges.

A. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. **PUBLICATION**.

Name of Publication:	Dates:
The Seattle Times	November 13, 2026
Puget Sound Business Journal	November 13, 2026