

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSAL
FOR HOUSING ACTION PLAN**

PURPOSE OF REQUEST.

The City of Federal Way (“City” or “Federal Way”) is requesting proposals for the purpose of developing a housing action plan (“HAP”) from a qualified professional consultant(s). The Housing Action Plan will meet the requirements of HB1923 passed in the 2019 State of Washington legislative session

TIME SCHEDULE.

The City will use the following timetable, which should result in a selection of a firm by early March 2020. Proposals will be accepted until January 31, 2020.

Deadline for Submittal of Proposals	January 31, 2020
Preliminary Review of Application	February 3, 2020
Notification Short-Listed Firms	February 7, 2020
Potential Interview of Short-Listed Firms	Second Week of February 2020
Selection of Firm to Complete the Tasks	Second Week of February 2020
Negotiations	Late-February 2020
Contract	Early March 2020

INSTRUCTIONS TO PROPOSERS.

All proposals should must be submitted by email to:

Planning Manager Robert ‘Doc’ Hansen
(253) 835-22643, Robert.hansen@cityoffederalway.com
Identified in the subject line as “RFP” for City of Federal Way Housing Action Plan. All digital proposals must be received by January 31, 2020, by 3:00 p.m. No paper applications will be accepted. The City will notify applicants when applications are received.

All proposals must be received by 3:00 p.m. January 31, 2020. No faxed, hand-delivered, or telephone proposals will be accepted.

For a complete RFP packet, please visit our City of Federal Way Website www.cityoffederalway.com/bids

PUBLICATION.

Daily Journal of Commerce	January 10 & 17, 2020
Federal Way Mirror	January 10 & 17, 2020