

**City of Federal Way  
REQUEST FOR QUOTE  
Supply of Truss Footbridge**

**I. PURPOSE OF REQUEST.**

The City of Federal Way ("City") is requesting quotes to supply a truss footbridge to the City of Federal Way Parks Department. The City's needs are outlined in the following Request for Quotes ("RFQ").

**II. TIME SCHEDULE.**

The City will follow the following timetable, which should result in a selection of a contractor by May 16, 2018.

Issue RFQ	4/03/18
Deadline for Submittal of Quotes	4/24/18 @ 2:00 P.M.
Notify Contractor Chosen	5/16/18 (after City Council approval)

**III. INSTRUCTIONS TO PROPOSERS.**

A. All quotes shall be sent to:

Robyn, Accounting Technician II  
City of Federal Way  
33325 8<sup>th</sup> Avenue South  
Federal Way, WA 98003-6325  
Office (253) 835-2527  
E-mail: [Robyn.Buck@cityoffederalway.com](mailto:Robyn.Buck@cityoffederalway.com)

B. All quotes must be received by 2:00 p.m., April 24, 2018 using the attached **Quote Sheet**. Quotes may be delivered, or e-mailed to Robyn Buck using the above information. Questions may be directed to Steve Ikerd; Park Deputy Director at (253) 835-6911

C. Quotes 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.

D. The Park Deputy Director or representative will notify the contractor selected by May 16, 2018.

E. **All quotes must include the following information:**

- The names of individual(s) who will be working on the project and their areas of responsibility.
- A propose timeline to manufacture the footbridge and deliver to the job site.
- References, to include similar type projects that would demonstrate ability to manufacture a footbridge similar to this request.

**IV. SELECTION CRITERIA.** Each quote will be independently evaluated on factors 1 through 3.

	<u>Factor</u>	<u>Weight Given</u>
1.	Responsiveness of the written proposal to the purpose and scope of service.	25%
2.	Price.	50%
3.	Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
	Total Criteria Weight	100%

V. **TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all quotes, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. The City reserves the right to award the 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 quote.
- D. Any quote may be withdrawn up until the date and time set above for opening of the quotes. Any quote 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 quotes have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a quote by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. 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 RFQ, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the quote sheet.
- G. The Recipient, 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 23 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.

VI. **DEFINITIONS**

Owners; Park, Recreation & Cultural Services; City and/or City of Federal Way and their authorized representatives shall be understood to mean one and the same.

Contract Administrator shall be the City of Federal Way Parks Maintenance Divisions duly authorized representative.

Approved means approved by the owner.

Approved equal or equivalent, as hereinafter used, shall mean a material or method equal to or better than the required materials or methods.

Specifications shall mean these specifications and all addenda thereto.

VII. **SCOPE OF SERVICES**

The City of Federal Way Park Department is requesting quotes for a 50' steel truss recreation bridge per the specifications, which can accommodate a cast-in-place concrete deck.

Attachments: specifications and drawings.

**VIII. COMPENSATION**

- A. Please present detailed information on the contractor's proposed quote for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. 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:

Federal Way Mirror

April 6 and 13, 2018



CITY OF  
**Federal Way**  
Quote Sheet  
33325 8<sup>th</sup> Ave S. 98063-9718

Company name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

**PROJECT:** The City of Federal Way Park Department is requesting quotes for a 50' steel truss recreation bridge per the specifications, which can accommodate a cast-in-place concrete deck.

**QUOTES:** Please submit the following lump sum price including delivery to Federal Way, WA:  
**Unit price each:**

Lump Sum \_\_\_\_\_

**COMMENTS:**

**SELECTION CRITERIA:**

Responsiveness to quote - 25%, Ability and history to complete this type contract - 25%, Price - 50%

**All quotes must be received no later than 2:00 PM May 24, 2018. Questions may be referred to Steve Ikerd at (253)835-6911** Please return quotes to: Robyn Buck at 33325 8<sup>th</sup> Ave S. Federal Way, WA 98003-6325 Office (253) 835-2527 or Fax (253) 835-2509 or E-mail: [Robyn.Buck@cityoffederalway.com](mailto:Robyn.Buck@cityoffederalway.com)