

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSAL
FOR COST ANALYSIS OF ARCHITECTURE AND ENGINEERING**

PURPOSE OF REQUEST.

The City of Federal Way (“City”) is requesting proposals for the purpose of contracting for securing cost analysis of the architecture and engineering services for the design and construction of the Performing Arts and Event Center. The City’s needs are outlined in the following Request for Proposal (“RFP”).

TIME SCHEDULE.

The City will follow the following timetable:

Issue RFP	March 6, 2020
Deadline for Submittal of Proposals	March 27, 2020
Preliminary Selection of Firm	April 3, 2020
Notify Firm Chosen	April 8, 2020

INSTRUCTIONS TO PROPOSERS.

All proposals should be sent to:

Sarah Bridgeford, Community Services Manager
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835-2650

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 Cost Analysis of Architecture and Engineering.”

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.

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