

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSAL – Greenhouse Gas Study**

I. PURPOSE OF REQUEST.

The City of Federal Way (“City”) is requesting proposals for the purpose of professional services to: 1) determine the City’s Greenhouse Gas Emissions; and, 2) serve as a technical resource for the development of draft Goals, Policies, and Actions relating to reducing Greenhouse Gas Emissions to be incorporated into a new Climate & Resiliency Chapter of the City’s Comprehensive Plan. The City’s needs are outlined in the following Request for Proposal (“RFP”).

II. TIME SCHEDULE.

The City will follow the following project timetable:

Issue RFP	September 30, 2022
Deadline for Submittal of Proposals	October 28, 2022, 4:00 p.m.
Interview	Week of November 7, 2022
Preliminary Selection of Firm	November 2022
Notice to Proceed (contract execution):	January 2023
Presentation to Planning Commission:	August 2023
Presentation to Council Committee:	October 2023
Contract closeout:	December 31, 2023

III. INSTRUCTIONS TO PROPOSERS.

A. All proposals should be sent to:

Keith Niven, AICP, CEcD, Planning Manager
City of Federal Way
33325 - 8th Ave S
Federal Way, WA 98003-6325
(253) 835-2643 keith.niven@cityoffederalway.com

B. All proposals must be e-mailed and clearly labeled in the subject line. The label shall identify the contents as “**RFP for Greenhouse Gas Study.**”

C. All proposals must be received by the Deadline for Submittal of Proposals detailed in Section II (Time Schedule). Faxed, mailed, or telephone proposals will not be accepted.

D. Proposals shall be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis shall be on completeness and clarity of content.

E. Keith Niven, Planning Manager, or representative, will notify the firm selected by the date stated in Section II (Time Schedule).

F. All proposals must include the following information:

1. Firm or Person Introduction. Information such as form of organization, length of time in business, office location(s), number of staff and a general summary of qualifications documenting the strengths of the firm or person, areas of expertise, and licensing.
2. Approach. The person or firm's project management practices, methodologies and practices.
3. Project Experience. List specific experience that is relevant to the services requested by the City of Federal Way. Project experience should list the type of work provided. If sub-consultants are proposed, include information on joint work and relevant experience of the sub-consultants.
4. Examples. Provide examples of work completed.
5. Work Plan. Detailed work plan with estimated hours by task and personnel.
6. Key Staff. Identify Principal-in-Charge and key staff. Include resumes or Curriculum Vitae for each project member.
7. References. Provide client references for similar projects within the past 5 years, that have working experience with the project team. Furnish the name, title, address, email and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of the project team.
8. Disclosure. Provide any past, ongoing, or potential conflicts of interest or conflicts of scheduling that the firm or person may have in performing the anticipated work.
9. Budget. Include hourly rates for all staff working on the project, anticipated billable costs, and overall project budget.

IV. **SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
Firm Qualifications:	10%
Project Team Experience:	20%
Graphic Examples:	10%
Responsiveness to RFP:	10%
Interview:	30%
References:	15%
Budget:	5%
<u>Total Criteria Weight</u>	100%

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.

Federal Way is requesting proposals to establish the City's Greenhouse Gas ("GHG") emissions; and, to propose Goals, Policies, and Actions the City can take to reduce

emissions consistent with RCW 70.235.020. The Project scope is further defined below:

1. Establish and maintain a project schedule that will meet the Project Schedule, as presented in this RFP.
2. Develop a Report to the City following the US Communities Protocol that includes:
 - a. Geographic inventory (or equivalent methodology, as approved by the City) of GHG emissions produced within the City.
 - b. 2044 Forecast of GHG emissions without implementing mitigation.
 - c. 2044 Forecast of GHG emissions with implementing actions.
3. Provide monthly invoices to the City.
4. Meet with City staff at least monthly (may be more frequently if desired by the project team) to discuss Project progress and status.
5. Consideration of input provided through the city-led community outreach effort.
6. Develop draft Report establishing existing GHG emission levels for Federal Way and recommended Goals, Policies, and Actions the City could take to incorporate into its Comprehensive Plan and potentially reduce its emission levels in keeping with RCW 70.235.020.
7. Incorporate staff comments and refine documents for public presentation.
8. Present draft Report to Planning Commission.
9. Present draft Report to City Council Land Use & Transportation Committee.
10. Incorporate comments from Committee.
11. Prepare Final Report.

VII. COMPENSATION.

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.

<u>Name of Publication:</u>	<u>Dates:</u>
Seattle Daily Journal of Commerce	September 30, 2022
Puget Sound Business Journal	September 30, 2022
WA APA	September 30, 2022
Seattle Times	September 30, 2022