



REQUEST FOR QUALIFICATION # 2025-065

Consultant Contract

Project Title: Amy Yee Tennis Center Renovation Design Services

Table 1: Solicitation Schedule

Solicitation Release	September 1, 2026
Deadline for Questions	September 14, 2026, 12:00pm
Response Submission Deadline	September 25, 2026, 12:00pm

The City reserves the right to modify this.

Changes will be posted on the City website or as otherwise stated.

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:
<https://procurement.opengov.com/portal/seattle/projects/281223>

Procurement Contact Information

Procurement Contact: Stew Bowerman, Planning and Development Specialist, stew.bowerman@seattle.gov, (206) 375-1790

Unless authorized by the Procurement Contact, no other City official or employee may speak for the City regarding this solicitation until award is complete. Any Proposer contacting other City officials or employees does so at Proposer's own risk. The City is not bound by such information.

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Attachments:

A - AYTC Expansion & Facility Repairs Feasibility Study May 2019

B - FAS_Citywide_Standard_(and_Roster)_Agreement_Template

C - Insurance_Transmittal_Form

1. Procurement Contact Information

Procurement Contact: Stew Bowerman, Planning and Development Specialist, stew.bowerman@seattle.gov,
(206) 375-1790

Qualifications are to be submitted through the e-Procurement portal at <https://procurement.opengov.com/portal/seattle>, no later than 12:00 pm on Friday, September 25, 2026.

Unless authorized by the Procurement Contact, no other City official or employee may speak for the City regarding this solicitation until award is complete. Any Respondent contacting other City officials or employees does so at Respondent's own risk. The City is not bound by such information.

2. Purpose and Background

Purpose:

Seattle Parks and Recreation intends to address the remaining major maintenance needs at the Amy Yee Tennis Center that were identified in the 2019 study. Priority improvements (descending) include:

- Upgrading structural tension rods
- Resolving water intrusion issues along the east wall
- Modifying the administrative area and mezzanine for pro shop and viewing area
- Resurfacing eight interior courts
- Enhancing overall aesthetics
- Community room improvements

Seattle Parks and Recreation is seeking a architectural and engineering consulting services to support this work.

Scope of Work

The scope of this solicitation includes, but is not limited to:

- Reviewing all existing background information to inform design decisions
- Conducting site visits and investigations
- Quantifying and assessing building deficiencies
- Supporting public engagement activities
- Schematic Design: Updating the feasibility study to address all improvements, including rough order of magnitude costs
- Design Development through 100% Construction Documents: Preparing full design documentation through the permitting phase.
- Bidding support

- Providing Construction Administration Support
- Providing closeout services

All design documents will be submitted through Seattle Parks and Recreation's project review (Proview and Proview Tech) process. SPR will manage and coordinate the project.

Background:

The Amy Yee Tennis Center (AYTC) is the largest public tennis facility in the Puget Sound region, offering ten indoor courts and six outdoor courts. Since opening in 1977, it has become a hub for players across the greater Seattle area, welcoming more than 100,000 visitors each year. After decades of heavy use and exposure to the elements, the facility is showing substantial wear. Even with these challenges, demand for court time is at an all-time high, underscoring the need for building renovations that incorporate sustainable upgrades and improvements to the interior.

In recent years, several key capital improvements including a new roof, lighting, new insulation, and resurfacing of two courts, have been completed.

3. Performance Schedule

Project Schedule:

- Consultant onboarding: Q4 2026
- Revised schematic and cost estimate: Q1 2027 - Q2 2027
- Design (up to 100%): Q2 2027 - Q1 2028
- Bidding and construction: Q2 2028 - Q4 2028
- Project closeout and warranty: Q4 2028 - Q1 2029

4. Solicitation Objectives

SPR is seeking a multi-disciplinary design team with experience in the design, engineering, permitting and construction administration for similar building renovation projects.

This design team will be selected through a competitive RFQ process based on the experience and qualifications of the firm and key project individuals. The most qualified firm will be able to further evaluate the existing conditions, develop the design in accordance with current codes and requirements, finalize construction documents and specifications, and provide construction administration.

- Ensure the delivery of a fully coordinated, permit-ready design package that addresses critical building maintenance needs (particularly the structural and water-intrusion issues) and supports the long-term safety, performance, and longevity of the Amy Yee Tennis Center.

- Establish a reliable and transparent project budget through phased cost estimating, enabling Seattle Parks and Recreation (SPR) to make informed decisions about which additional improvements can be advanced within the available funding.
- Collaborate closely with SPR and project stakeholders to develop a thoughtfully designed, ADA-compliant interior renovation. This includes producing clear graphics, renderings, and engagement materials that support a community-responsive design direction.
- Support efficient and well-managed construction activities by providing consistent construction administration, timely technical responses, and strong coordination with SPR and the contractor throughout the construction phase.
- Produce accurate, complete, and well-organized project close-out documentation (including record drawings, as-built information, and maintenance materials) to assist SPR with long-term facility operations and future capital planning.

5. Minimum Qualifications

Minimum qualifications are required for a Consultant to be eligible to submit a proposal response. Your submittal response must show compliance to these minimum qualifications. Those that are not responsive to these qualifications shall be rejected by the City without further consideration:

- Firm must hold active Washington State licenses in architecture and engineering disciplines related to the scope (e.g., structural, mechanical, civil).
- Consultant must have or be able to obtain (prior to contract execution) a valid Washington State and City of Seattle business license, and register with the Washington Secretary of State Corporations.
- Consultant must be able to meet the City of Seattle consultant insurance requirements (see attachments).
- Consultant must demonstrate at least 5 years of continuous A&E experience in recreational or public facility improvements similar in scope (e.g., interiors, structural upgrades, waterproofing, court surfacing, community spaces).
- Consultant must have successfully performed one contract with a public agency of similar size to the City of Seattle, with services similar to those expected by the City for this contract.
- Consultant must demonstrate a record of completing at least one A&E project of equivalent size/value for a public agency within the past 7 years.
- Consultant must maintain a locally based office within 50 miles of Seattle for responsive communications and site visits.

6. Scope of Work

6.1. Scope of work

The Consultant Team will be expected to provide professional services for improvements to existing building envelope based on the following scope of work:

Provide design services including feasibility study, permitting support, construction cost estimates, bidding support, construction administration and project close-out services. All design documents will be submitted to SPR's Project Review (Proview and Proview Tech) process for review. SPR anticipates that structural improvements and east wall water intrusion issues will be priority, while the remaining improvements will be budget dependent and may be deferred to a later time.

Priority improvements (descending):

- Structural tension rod upgrades
- Address east wall water intrusion issues
- Admin area modification for pro shop and viewing area
- Court Resurfacing
- Aesthetic improvements for curtains, nets
- Community Room Improvements

Deliverables and Tasks include:

Schematic Design Phase

- Review project background information, perform site visits, research, analysis, and program requirements.
- Prepare and submit an updated study outlining the feasibility of the remaining major maintenance needs for the AYTC.
- Present to SPR Proview (design review meeting) at the conceptual and schematic design phases.
- Revise conceptual and schematic design plans, supporting documents, and cost estimates as needed, incorporating review comments. Provide written responses to all comments.
- Provide a written design narrative outlining the design criteria and overall design intent.
- Provide schematic-level cost estimates and written responses to all Proview comments received to date.

Design Development Phase

- Provide written responses to all Schematic Design review comments.
- Develop Design Development drawings and specifications that define the size, location, appearance, and finish of all project elements, including structural upgrades, building envelope improvements, interior renovations, ADA compliance requirements, and applicable mechanical, electrical, and plumbing considerations. Ensure all systems and design components are coordinated and based on the

approved Schematic Design, and within the most current SPR Standard Specifications, Details, and Coversheets.

- From Design Development forward, prepare all required drawing sheets using SPR's current CAD standards, including site plans, demolition plans, grading and drainage (as needed), architectural and structural sheets, mechanical and electrical sheets, interior details, and any alternates.
- Present Design Development materials at Proview, including drawings, elevations, responses to Schematic Design comments, supporting documents, a construction cost estimate, a memo outlining required permits, and narrative documentation demonstrating compliance with the current City of Seattle Stormwater Code.
- Provide public presentations of the Design Development phase as required by the project exhibits
- Confirm permit requirements
- Prepare meeting summaries, notes, schedule updates (applies to all meetings)

Construction Document Phase

- Provide written responses to all Design Development Phase review comments.
- Provide preferred option plan and render for website
- At 30%, 60%, and 90% Design Development stages, prepare Design Plans and Construction Specifications, submit Technical Review Documents, prepare Cost Estimate, written response to comments, and collaborate with SPR on response and design changes related to applicable Proview Review.
- Secure permits as required.
- Prepare final 100% drawings, specifications and updated cost estimate for SPR review.
- Prepare Bid Set Construction Documents. Revise the 100% Construction Documents as necessary based on SPR's final review and submit one corrected, stamped, and signed Bid Set for issuance.

Bidding Phase

- Attend the pre-bid conference and provide written minutes of the meeting.
- Provide technical support during the bidding process.

Construction Phase

- Provide construction administration.
- Attend weekly meetings.
- Provide Minutes, RFI's, Submittal reviews, pay estimate review.

Close-Out Stage

- Provide as-built information, record drawings, Safety and Maintenance Manual.
- Year-1 Warranty Site Visit as needed.

7. Contract Modifications

The City consultant contract is attached (See Attachments Section).

Consultants shall submit proposals understanding all Contract terms and conditions are mandatory. Response submittal is agreement to the Contract without exception. The City reserves the right to negotiate changes to submitted proposals and to change the City's otherwise mandatory Contract form during negotiations. If the Consultant is awarded a contract and refuses to sign the attached Contract form, the City may reject the Consultant from this and future solicitations for the same work. Under no circumstances shall Consultant submit its own boilerplate of terms and conditions. The City cannot modify contract provisions mandated by Federal, State or City law: Equal Benefits, Audit (Review of Vendor Records), WMBE and EEO, Confidentiality, and Debarment or mutual indemnification. Exceptions to those provisions will be summarily disregarded.

8. Procedures and Requirements

This section details City instructions and requirements for your submittal. The City reserves the right in its sole discretion to reject any Consultant response that fails to comply with the instructions.

8.1. Registration into the City's Procurement Portal

If you have not previously done so, register at: <https://procurement.opengov.com/portal/seattle>, then subscribe to the City's Procurement Portal. The Procurement Portal is used by City staff to identify companies for future solicitation lists and check certifications. Women- and minority-owned firms are asked to self-identify their business as such in OpenGov. Registration in the City's Procurement Portal is required to submit a response to this solicitation.

8.2. Questions

Respondents may submit their questions through the Procurement Portal. Respondents may also email questions to the Procurement Contact until the deadline stated in the Timeline. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Consultant of responsibilities under any subsequent contract. It is the responsibility of the interested Consultant to assure they receive responses to questions if any are issued.

8.3. Changes to the RFQ

The City may make changes to this RFQ if, in the sole judgment of the City, the change will not compromise the City's objectives in this solicitation. Any change to this RFQ will be made by formal addendum issued by the City, through the Procurement Portal at <https://procurement.opengov.com/portal/seattle> and shall become part of this RFQ.

8.4. Receiving Addenda and/or Question and Answers

It is the obligation and responsibility of the Consultant to learn of addenda, responses, or notices issued by the City, through the Procurement Portal. Some third-party services independently post City of Seattle solicitations on their websites. The City does not guarantee that such services have accurately provided all the information published by the City.

All submittals sent to the City may be considered compliant with or without specific confirmation from the Consultant that any and all addenda was received and incorporated into your response. However, the Project Manager reserves the right to reject any submittal that does not fully incorporate Addenda that is critical to the project.

8.5. Qualifications Submittal

Responses must be received by the City no later than the date and time in the Timeline, except as revised by Addenda. The submitter has full responsibility to ensure the response is submitted to the City's Procurement Portal within the deadline. The Procurement Portal will not allow vendors to upload submissions past the deadline.

8.6. Respondent Responsibility to Provide Full Response

It is the Respondent's responsibility to respond in a manner that does not require interpretation or clarification by the City. The Respondent is to provide all requested materials, forms and information. The Respondent is to ensure the materials are submitted properly and accurately reflect the Respondent's qualifications. During scoring and evaluation (prior to interviews if any), the City will rely upon the submitted materials and shall not accept materials from the Respondent after the RFQ deadline; this does not limit the City's right to consider additional information (such as references that are not provided by the Respondent but are known to the City, or past City experience with the consultant), or to seek clarifications as needed.

8.7. Prohibited Contacts

Respondents shall not interfere in any way to discourage other potential and/or prospective consultants from submitting or considering participation in the submittal process. Prohibited contacts includes but is not limited to any contact, whether direct or indirect (i.e. in writing, by phone, email or other, and by the Respondent or another person acting on behalf of the Respondent) to a likely firm or individual that may discourage or limit competition. If such activity is evidenced to the satisfaction and in sole discretion of the City department, the Respondent that initiates such contacts may be rejected from the process.

8.8. License and Business Tax Requirements

The Consultant must meet all applicable licensing requirements immediately after contract award or the City may reject the Consultant. Companies must license, report and pay revenue taxes for the Washington State business License (UBI#) and Seattle Business License, if required by law. Carefully consider those costs before submitting an offer, as the City will not separately pay or reimburse such costs.

Seattle Business Licensing and associated taxes

- A. If you have a "physical nexus" in the city, you must obtain a Seattle Business license and pay all taxes due before the Contract can be signed.

- B. A “physical nexus” means you have physical presence, such as: a building/facility/employee(s) in Seattle, you make sales trips into Seattle, your own company drives into Seattle for product deliveries, and/or you conduct service work in Seattle (repair, installation, service, maintenance work, on-site consulting, etc).
- C. We provide a Consultant Questionnaire Form in our submittal package items later in this RFP/RFQ, and it will ask you to specify if you have “physical nexus”.
- D. All costs for any licenses, permits and Seattle Business License taxes owed shall be borne by the Consultant and not charged separately to the City.
- E. The apparent successful Consultant(s) must immediately obtain the license and ensure all City taxes are current, unless exempted by City Code due to reasons such as no physical nexus. Failure to do so will cause rejection of the submittal.
- F. The City of Seattle Application for a Business License and additional licensing information can be found this page here: <https://www.seattle.gov/city-finance/business-taxes-and-licenses/business-licenses>
- G. For Questions and Assistance, call the Revenue and Consumer Protection (RCP) office which issues business licenses and enforces licensing requirements. The general e-mail is tax@seattle.gov. The main phone is 206-684-8484.
- H. Self-Filing You can pay your license and taxes on-line [https://www.filelocal-wa.gov/Default FileLocal.aspx](https://www.filelocal-wa.gov/Default_FileLocal.aspx)
- I. If a business has extraordinary balances due on their account that would cause undue hardship to the business, the business can contact the License and Tax Administration office at tax@seattle.gov or 206-684-8484 to request additional assistance.
- J. Those holding a City of Seattle Business license may be required to report and pay revenue taxes to the City. Such costs should be carefully considered by the Consultant prior to submitting your offer. When allowed by City ordinance, the City will have the right to retain amounts due at the conclusion of a contract by withholding from final invoice payments.

8.9. State Business Licensing

Before the contract is signed, you must have a State of Washington business license (a “Unified Business Identifier” known as a UBI#). If the State of Washington has exempted your business from State licensing (some foreign companies are exempt and sometimes, the State waives licensing because the company has no physical presence in the State), then submit proof of that exemption to the City. All costs for any licenses, permits and associated tax payments due to the State because of licensing shall be borne by the Consultant and not charged separately to the City. Instructions to apply for a business license can be found at <https://dor.wa.gov/open-business/apply-business-license> and the State of Washington Department of Revenue contact help page at <https://dor.wa.gov/contact>.

8.10. Federal Excise Tax

The City is exempt from Federal Excise Tax.

8.11. No Guaranteed Utilization

The City does not guarantee utilization of any contract(s) awarded through this RFQ process. The solicitation may provide estimates of utilization; such information is for Consultant convenience and not a usage guarantee. The City reserves the right to issue multiple or partial awards, and/or to order work based on City needs. The City may turn to other appropriate contract sources or supplemental contracts to obtain these same or similar services. The City may re-solicit for new additions to the Consultant pool. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

8.12. Expansion Clause

The contract limits expansion of scope and new work not expressly provided for within the RFQ.

Expansion for New Work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFQ as intended work for the Agreement) must comply with the following:

(a) New Work is not reasonable to solicit separately; (b) is for reasonable purpose; (c) was not reasonably known by the City or Consultant at time of solicitation or was mentioned as a possibility in the solicitation (i.e. future phases of work, or a change in law); (d) is not significant enough to be regarded as an independent body of work; (e) would not attract a different field of competition; and (f) does not change the identity or purpose of the Agreement.

The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not subject to these limitations, such as additional phases of Work anticipated during solicitation, time extensions, and Work Orders issued on an On-Call contract. Expansion must be mutually agreed and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

The City reserves the right to independently solicit and award any New Work to another firm when deemed appropriate or required by City policy.

8.13. Effective Dates of Offer

Solicitation responses are valid until the City completes award. Should any Respondent object to this condition, they must object prior to the Q&A deadline in the Timeline.

8.14. Cost of Preparing Submittals

The City is not liable for costs incurred by the Respondent to prepare, submit and present qualifications, interviews and/or demonstrations.

8.15. Readability

The City's ability to evaluate submissions is influenced by the organization, detail, comprehensive material and readable format of the response.

8.16. Changes or Corrections to Submittal

Prior to the submittal closing date and time established for this RFQ, a Consultant may change or correct its proposal by following the Instructions here: <https://opengov.my.site.com/support/s/article/4f4218bf-7da6-4fc6-b0c3-7eade0776ebe>. No change to a submission shall be made after the solicitation closing date and time.

8.17. Errors in Submissions

Respondents are responsible for errors and omissions in their submissions. No error or omission shall diminish the Respondent's obligations to the City.

8.18. Withdrawal of Submission

A submittal may be withdrawn at any time through the Procurement portal prior to the closing date or by written request of the submitter.

8.19. Rejection of Submissions

The City may reject any or all submissions with no penalty. The City may waive immaterial defects and minor irregularities in any submitted response.

8.20. Incorporation of RFQ and Respondent Submission in Contract

This RFQ and Respondent's submission, including promises, warranties, commitments, and representations made in the successful response once accepted by the City, are binding and incorporated by reference in the City's contract with the Respondent.

8.21. Independent Contractor

The Consultant works as an independent contractor. The City will provide appropriate contract management, but that does not constitute a supervisory relationship to the Consultant. Consultant workers are prohibited from supervising City employees or from direct supervision by a City employee. Prohibited supervision tasks include conducting a City of Seattle Employee Performance Evaluation, preparing and/or approving a City of Seattle timesheet, administering employee discipline, and similar supervisory actions.

Contract workers shall not be given City office space unless expressly provided for below, and in no case shall such space be provided for over 36 months without specific authorization from the City.

The City will not provide space in City offices for performance of this work. Consultants will perform most work from their own office space or the field.

8.22. Equal Benefits

Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether Consultants provide health and benefits that are the same or equivalent to the domestic partners of employees as to spouses of employees, and of their dependents and family members. The Consultant Questionnaire requested in the Response Materials and Submittal section includes materials to designate your equal benefits status.

8.23. Women and Minority Subcontracting

The Mayor's Executive Order and City ordinance require the maximum practicable opportunity for successful participation of minority and women-owned subcontracts. All proposers must agree to SMC Chapter 20.42, and seek meaningful subconsultant opportunities with WMBE firms. The City requires a plan for including minority-

and women-owned firms, which becomes a material part of the contract. The Plan must be responsive in the opinion of the City, which means a meaningful and successful search and commitments to include WMBE firms for subcontracting work. The City reserves the right to improve the Plan with the winning Consultant before contract execution. Consultants should use selection methods and strategies sufficiently effective for successful WMBE participation. At City request, Consultants must furnish evidence such as copies of agreements with WMBE subconsultants either before contract execution or during contract performance. The winning Consultant must request written approval for changes to the Inclusion Plan once it is agreed upon. This includes changes to goals, subconsultant awards and efforts.

WMBE firms need not be state certified to meet the City's WMBE definition. The City defines WMBE firms as at least 51% (percent) owned by women and/or minority. To be recognized as a WMBE, register on the City's Procurement Portal. Federally funded transportation projects require a Disadvantaged Business Enterprises (DBE) program; for that program, firms must be certified by the [Washington State Office of Minority and Women Business Enterprises \(OMWBE\)](#).

8.24. Insurance Requirements

Any special insurance requirements are provided as an Attachment. If attached, provide proof of insurance and additional insured endorsement policy language to the City before Contract execution. The apparent successful Proposer must promptly provide proof of insurance to the City upon receipt of the notice of intent to award.

Consultants are encouraged to immediately contact their Broker to begin preparation of the required insurance documents, if the Consultant is selected as a finalist. Respondents may elect to provide the requested insurance documents within their Submittal.

8.25. Proprietary Materials

The State of Washington's Public Records Act (Release/Disclosure of Public Records): Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) all materials received or created by the City of Seattle are considered public records. These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other bid material.

The State of Washington's Public Records Act requires that public records must be promptly disclosed by the City upon request unless that RCW or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (Reference RCW 42.56 and RCW 19.108).

Respondents must be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature's website at <http://app.leg.wa.gov/rcw/default.aspx?cite=42.56>.

If you have any questions about disclosure of the records you submit with your response, contact the Procurement Contact named in this document.

Marking Your Records Exempt from Disclosure (Protected, Confidential, or Proprietary)

As mentioned above, all City of Seattle offices ("the City") are required to promptly make public records available upon request. However, under Washington State Law some records or portions of records are

considered legally exempt from disclosure and can be withheld. A list and description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If you believe any of the records you are submitting to the City as part of your bid/proposal or contract work products, are exempt from disclosure you can request that they not be released before you receive notification. To do so you must complete the City Non-Disclosure Request Form (“the Form”) provided by the City (see page 4 on the Consultant Questionnaire) and very clearly and specifically identify each record and the exemption(s) that may apply. (If you are awarded a City contract, the same exemption designation will carry forward to the contract records.)

The City will not withhold materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on the Form. Only the specific records or portions of records properly listed on the Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and specifically listed on the Form, the City will notify you in writing of the request and will postpone disclosure. While it is not a legal obligation, the City, as a courtesy, will allow you up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a Court order within the ten days, the City may release the documents.

The City will not assert an exemption from disclosure on your behalf. If you believe a record(s) is exempt from disclosure you are obligated to clearly identify it as such on the Form and submit it with your solicitation. Should a public record request be submitted to Purchasing for that record(s), you can then seek an injunction under RCW 42.56 to prevent release. By submitting a bid document, the bidder acknowledges this obligation; the proposer also acknowledges that the City will have no obligation or liability to the proposer if the records are disclosed.

Requesting Disclosure of Public Records

The City asks bidders and their companies to refrain from requesting public disclosure of bids until an intention to award is announced. This measure is intended to protect the integrity of the solicitation process particularly during the evaluation and selection process or in the event of a cancellation or re-solicitation. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by State Law. If you do wish to make a request for records, visit <https://www.seattle.gov/public-records/public-records-request-center>.

8.26. Ethics Code

Familiarize yourself with the City Ethics code: http://www.seattle.gov/ethics/etpub/et_home.htm. For an in-depth explanation of the City’s Ethics Code for Contractors, Vendors, Customers and Clients, visit: <http://www.seattle.gov/ethics/etpub/faqcontractorexplan.htm>. Any questions should be addressed to Seattle Ethics and Elections Commission at 206-684-8500.

No Gifts and Gratuities.

Consultants shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Consultant. An example of this is giving sporting event tickets to a City employee who is also on the evaluation team of a solicitation to which you submitted or intend to submit. The definition of what a “benefit” would be is broad and could include not only awarding a contract but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items from Consultants.

Involvement of Current and Former City Employees.

The Consultant Questionnaire within your submittal documents prompts you to disclose any current or former City employees, official or volunteer that is working or assisting on solicitation of City business or on completion of an awarded contract. Update that information during the contract.

Contract Workers with over 1,000 Hours.

The Ethics Code applies to Consultant workers that perform over 1,000 cumulative hours on any City contract during any 12-month period. Any such employee must abide by the City Ethics Code. The Consultant is to be aware and familiar with the Ethics Code accordingly.

No Conflict of Interest.

Consultant (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Consultant performance. The City shall make sole determination as to compliance.

Campaign Contributions (Initiative Measure No. 122)

Elected officials and candidates are prohibited from accepting or soliciting campaign contributions from anyone having at least \$250,000 in contracts with the City in the last two years or who has paid at least \$5,000 in the last 12 months to lobby the City. See Initiative 122, or call the Ethics Director with questions.

8.27. Background Checks and Immigrant Status

The City may require background checks for the Consultant, as well as some or all of their employees and contracted workers who may perform work under this Agreement. The City reserves the right to require such background checks at any time. The City has strict policies regarding the use of background checks, criminal checks, and immigrant status for contract workers. The policies are incorporated into this Agreement and available for viewing on-line at <http://www.seattle.gov/purchasing-and-contracting/social-equity/background-checks>.

8.28. Use of Hyperlinks and URLs in Submittals

Hyperlinks and URLs to web sites or references to attachments may not be used in documents submitted in response to this solicitation, unless specifically requested in the submittal requirements. The City is not

obligated to evaluate, review, or score any information submitted in the form of a hyperlink or URL. Information and documentation requested for the evaluation process must be submitted in the format indicated in the solicitation instructions.

9. Selection Process

9.1. Initial Screening

The City will review responses for responsiveness and responsibility. Those found responsive and responsible based on an initial review shall proceed to Step 2. Equal Benefits, Minimum Qualifications, an Inclusion Plan (if applicable), satisfactory financial responsibility and other elements are screened in this Step. A significant failure to perform on past City projects may also be considered in determining the responsibility of a firm.

9.2. Qualification Evaluation

Qualifications shall be evaluated using the evaluation criteria in the Evaluation Section.

9.3. Interviews

The City may interview top ranked firms that are considered to be the most competitive. If interviews are conducted, rankings of firms shall be determined by the City, using the combined results of interviews and submittals. Consultants invited to interview are to bring the assigned key person(s) named by the Consultant in the Proposal, and may bring other key personnel named in the Proposal. The Consultant shall not bring individuals who do not work for the Consultant or are not on the project team without advance authorization by the Procurement Contact. If interviews are conducted, they will be worth the points listed in the Proposal Evaluation section.

9.4. References

The City may contact one or more references. The City may use references named or not named by the Proposer. The City may also consider the results of performance evaluations issued by the City on past projects.

9.5. Selection

The City shall select the highest ranked Proposer(s) for award, including written proposal and the interview (if applicable). The City reserves the right to make a final selection based on the combined results and/or the overall consensus of the Consultant Evaluation Committee.

9.6. Contract Negotiations

The City may negotiate elements of the proposal as required to best meet the needs of the City, with the apparent successful Proposer. The City may negotiate any aspect of the proposal or the solicitation. The City does not intend to negotiate the base contract, which has been attached (See Attachments).

9.7. Right to Award to next ranked Consultant

If a contract is executed resulting from this solicitation and is terminated within 90-days, the City may return to the solicitation process to award to the next highest ranked responsive Consultant by mutual agreement with such Consultant. New awards thereafter are also extended this right.

9.8. Repeat of Evaluation

If no Consultant is selected at the conclusion of all the steps, the City may return to any step in the process to repeat the evaluation with those proposals active at that step. The City shall then sequentially step through all remaining steps as if conducting a new evaluation process. The City reserves the right to terminate the process if no proposals meet its requirements.

10. Evaluation Section

The City will evaluate submittals using the criteria below. Responses will be evaluated, scored and ranked.

Phase 1

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Project Understanding and Innovation - Thorough understanding of the proposed project Scope of Work. - Discussion of potential innovative approaches to accomplishing the proposed Scope of Work on a finite budget and strict schedule. - Understanding of the impact of feasibility study results on the Scope of Work. - Thorough understanding of the implications of tax-payer funded public works with highly involved Stakeholders who expect projects to be completed on-time and on-budget.	Points Based	15 <i>(15% of Total)</i>

2.	Consultant/Key Personnel and Technical Expertise • Experience and expertise that align with project needs outlined in the Scope of Work. • Experience implementing similar projects on-time and on-budget. • If subconsultants are included, a history of firms working effectively together on previous projects. • Qualifications and relevant experience of the proposed project team, including licensed architects, structural engineers, civil engineers, and other specialists needed to address structural tension rod upgrades, water intrusion issues, interior modifications, and court resurfacing.	Points Based	30 <i>(30% of Total)</i>
3.	Previous Project Experience • Demonstrated experience delivering building renovation and rehabilitation projects for public-sector clients, particularly those involving structural upgrades, water intrusion mitigation, interior space reconfiguration, MEP, and athletic facility improvements. • Proven knowledge of Seattle's regulatory codes, permitting processes, and applicable technical standards. • Experience working with SPR, City of Seattle, and/or other public agencies. • Experience progressing projects efficiently through SPR Proview internal design review process or similar public agency review processes. • Experience with Design-Bid-Build project delivery method.	Points Based	35 <i>(35% of Total)</i>

4.	Inclusion Plan Demonstrates ability to collaborate with State of Washington WBME (Women-Owned or Minority-Owned Business Enterprise) certification. Inclusion plans will be scored based on the percentage of the total contract value assigned to WMBE firms.	Points Based	20 <i>(20% of Total)</i>
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Phase 2

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Interviews (if conducted)	N/A	N/A

11. Award and Contract Execution

The Procurement Contact will provide timely notice of an intent to award to all Consultants responding to the Solicitation.

11.1. Protests

The City has rules to govern the rights and obligations of interested parties that desire to submit a complaint or protest to this process. See the City website at <https://www.seattle.gov/purchasing-and-contracting/doing-business-with-the-city/solicitation-and-selection-protest-protocols>. Interested parties have the obligation to know of and understand these rules, and to seek clarification from the City. Note there are time limits on protests, and submitters have final responsibility to learn of results in sufficient time for such protests to be filed in a timely manner.

11.2. Limited Debriefs

The City issues results and award decisions to all Respondents. The City provides debriefing on a limited basis for the purpose of allowing respondents to understand how they may improve in future solicitation opportunities.

11.3. Instructions to the Apparently Successful Consultant(s)

The Apparently Successful Consultant(s) will receive an Intent to Award Letter from the Procurement Contact after award decisions are made by the City. The Letter will include instructions for final submittals due prior to execution of the contract.

Once the City has finalized and issued the contract for signature, the Consultant must execute the contract and provide all requested documents within ten (10) business days. This includes attaining a Seattle Business License, payment of associated taxes due, and providing proof of insurance. If the Consultant fails to execute the contract with all documents within the ten (10) day time frame, the City may cancel the award and proceed to the next ranked Consultant, or cancel or reissue this solicitation. Cancellation of an award for failure to execute the Contract as attached may disqualify the firm from future solicitations for this same work.

11.4. Checklist of Requirements Prior to Award

The Consultant(s) should anticipate the Letter will require at least the following. Consultants are encouraged to prepare these documents when possible, to eliminate risks of late compliance.

- Seattle Business License is current and all taxes due have been paid.
- State of Washington Business License.
- Evidence of Insurance
- Special Licenses
- Form W-9 if a new Consultant for the City

11.5. Insurance Requirements for Award

Proof of insurance is required, see Attachments for Insurance Transmittal Form.

12. Response Materials and Submittal

Prepare your response as follows. Use the following format and provide all attachments. Failure to provide all information below on proper forms and in the order requested, may cause the City to reject your response. Items marked with an asterisk require a response.

1. Letter of interest

2. Proof of Legal Business Name

Provide a certificate or documentation from the Secretary of State in which you incorporated that shows your company legal name. Many companies use a “Doing Business As” name or nickname in daily business; the City requires the legal name for your company. When preparing all forms below, use the proper company legal name. Your company’s legal name can be verified through the State Corporation Commission in the state in which you were established, which is often located within the Secretary of State’s Office for each state. For the State of Washington, see <http://www.secstate.wa.gov/corps/>

3. Statement of Qualifications*

Please provide:

- Licenses, certifications, and relevant professional credentials
- A summary of the experience of the assigned project team, for example, short CV/resume.
- 3 examples of comparable work from the past 10 years, including an example of water intrusion mitigation on a similar sized facility.

Your Statement of Qualifications should be **no more than 10 pages**. It should demonstrate how you meet the objectives for the solicitation.

- Below are additional formatting requirements: Please only submit one digital copy in PDF format for the qualification response.
- The page limit does not include the proposal cover sheet, table of contents, letter of interest, tabs, back cover, inclusion plan, and consultant questionnaire. Tabs, cover and back cover shall have no

substantive written information included, otherwise they will be counted in the page limit.
Attachments and exhibits will not count towards the page limit.

- Digital submittals uploaded shall be printable on 8½" x 11" paper including exhibits and graphical information.
- Submittals not meeting the format and content requirements established herein may be considered nonresponsive and, at the discretion of the Owner, may not be evaluated.

*Response required

4. Minimum Qualifications*

This response is mandatory. The determination you have achieved all minimum qualifications is made from this section alone, and therefore, the Evaluation Committee is not obligated to check references or search other materials in your proposal to make this decision.

The minimum qualifications are as follows:

- Firm must hold active Washington State licenses in architecture and engineering disciplines related to the scope (e.g., structural, mechanical, civil).
- Consultant must have or be able to obtain (prior to contract execution) a valid Washington State and City of Seattle business license, and register with the Washington Secretary of State Corporations.
- Consultant must be able to meet the City of Seattle consultant insurance requirements (see attachments).
- Consultant must demonstrate at least 5 years of continuous A&E experience in recreational or public facility improvements similar in scope (e.g., interiors, structural upgrades, waterproofing, court surfacing, community spaces).
- Consultant must have successfully performed one contract with a public agency of similar size to the City of Seattle, with services similar to those expected by the City for this contract.
- Consultant must demonstrate a record of completing at least one A&E project of equivalent size/value for a public agency within the past 7 years.
- Consultant must maintain a locally based office within 50 miles of Seattle for responsive communications and site visits.

Do you meet all of requirements above?

- ☐ Yes
☐ No

*Response required

5. Consultant Inclusion Plan*

Please download the below documents, complete, and upload.

- [Consultant Inclusion Plan.pdf](#)

*Response required

6. Consultant Questionnaire *

Please download the below document, complete, and upload.

Provide information to the extent this information is available. If your response is incomplete or requires further description, the City may request additional information within a specified deadline, or may determine the missing information is immaterial.

- [fas-cpcs-consultant-questio...](#)

*Response required