

Request for Proposals



City of Lynnwood
Procurement Division
19100 44th Ave W
Lynnwood, WA 98036

ADVERTISED DATE:

Request for Proposals (RFP)
Title:

On-Call Consultant Roster

RFP Number: **4129**

Due Date: September 18, 2026 at 3:00 PM Pacific Local Time

Buyer: Brady Schach, Buyer

BSchach@Lynnwoodwa.gov

Alternate Buyer: Amy Callahan, Finance Manager
ACallahan@Lynnwoodwa.gov

Pre-proposal Conference:

No Pre-proposal conference
is scheduled for this
solicitation.

Electronically submitted proposals are hereby solicited by the City of
Lynnwood.

Proposers will upload and enter all proposal submittals at the City's
ebidding webpage with OpenGov (formerly ProcureNow) at:
[Procurement Portal \(opengov.com\)](https://opengov.com)

**We acknowledge that all Addenda issued for this RFP have been examined as part of the
proposal documents.**

Company Name

Address

City/State /Postal Code

Signature

Authorized Representative / Title

Email

Phone

Fax

Contact Name:

Phone

Email

DEFINITION OF WORDS AND TERMS APPLICABLE ONLY TO INSTRUCTION OF THE RFP

Words and terms shall be given their ordinary and usual meanings. Where used in the Contract documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Addendum/Addenda: Written additions, deletions, clarification, interpretations, modifications or corrections to the solicitation documents issued by the City during the Proposal period and prior to contract award.

Best and Final Offer: Best and Final Offer shall consist of the Proposer's revised proposal and any supplemental information requested during the evaluation of Proposals. In the event of any conflict or inconsistency in the items submitted by the Proposer, the items submitted last govern.

Competitive Range: The Competitive Range consists of the Proposers that have a reasonable chance of selection for contract award. The Proposal Evaluators (PE) shall conduct the initial evaluation of the proposals considering price and Evaluation Factors established in the RFP. The Buyer and Project Manager/PE together shall compare the evaluations and determine the Competitive Range. The Competitive Range may be reduced after the evaluation of additional information, Best and Final Offers and negotiations.

Criteria, Evaluation Criteria or Evaluation Factors: The elements cited in the RFP that the City shall examine to determine the Proposers understanding of the requirements; technical, business and management approach; key personnel; qualification and experience of the Proposer; potential for successfully accomplishing the Contract; risk allocation and the probable cost to the City.

Days: Calendar days.

Measurable Amount of Work: For purposes of payment of a living wage, Measurable Amount of Work means a definitive allocation of an employee's time that can be attributed to work performed on a specific matter, but that is not less than a total of one hour in any one week period.

Proposal Evaluators (PE): Team of people appointed by the City to evaluate the proposals, conduct discussions, call for Best and Final Offers, score the proposals and make recommendations.

Proposer: Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting a proposal to perform the Work.

RFP: Request for Proposals, also known as the solicitation document.

Reference Documents: Reports, Specifications, and drawings which are available to Proposers for information and reference in preparing proposals but not as part of this Contract.

SECTION 1 PROPOSAL PREPARATION

1.1 Proposal Submission

The City is accepting electronic submittals only. Submitters shall create a FREE account with OpenGov by signing up at <https://secure.OpenGov.com/signup>. Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit the electronic response. **NOTE:** *OpenGov will keep submittals electronically sealed until the date and time of the submittal deadline. Submitters are encouraged to upload their submittals early.*

Submittals shall contain all required attachments and information and be submitted to the City (hereinafter "City") no later than the date and time stated in the Timeline on OpenGov, as amended. Submitters are cautioned that failure to comply may result in non-acceptance of the submittal. The Submitter accepts all risks of late submittal or of mis-delivery regardless of fault.

Submittals properly and timely submitted will be automatically unsealed by OpenGov and a list of submittals received will be posted and available on the OpenGov website shortly after the established closing date and time.

1.2 Late Proposals

The OpenGov system prohibits late submittals. Submittals and/or modifications of submittals received after the exact hour and date specified for receipt will not be accepted.

1.3 Cancellation of RFP or Postponement of Proposal Opening

The City reserves the right to cancel this RFP at any time. The City may change the date and time for submitting proposals prior to the date and time established for submittal.

The Evaluation Committee is not obligated to contract for the services specified in this RFP. The City of Lynnwood reserves the right to retract this RFP in whole, or in part, and at any time without penalty.

1.4 Proposal Signature

Each proposal shall include a completed Proposal response form, the first page of this document, signed by an authorized representative of the Proposer.

1.5 Addenda

If at any time, the City changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the City will issue a written Addendum to the RFP. The Addendum shall be made available to all registered submitters and project followers via the OpenGov website. The City may answer questions posted to the OpenGov website. All answers to questions shall be incorporated into the RFP solicitation.

1.6 Questions and Interpretation of the RFP

All questions must be requested using OpenGov's Question and Answer feature. No oral interpretations of the RFP will be made to any Submitter. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all Submitters by addendum issued through

OpenGov. **Communications concerning this submittal with anyone other than the listed Buyer(s) may cause the Submitter to be disqualified.**

1.7 Schedule

<u>Day/Month/Year</u>	<u>Event</u>
<u>September 1, 2026</u>	Public Announcement of RFP
<u>September 8, 2026</u>	Pre-proposal Questions Due
<u>September 11, 2026</u>	Question Response
<u>September 18, 2026</u>	Proposals Due
<u>September 21, 2026</u>	Evaluation of Proposals
<u>September 24, 2026</u>	*Interviews with Finalists
<u>September 28, 2026</u>	*Execute Contract

*NOTE: Dates preceded by an asterisk are estimated dates. Estimated dates are for information only.

1.8 Pre-Proposal Conference

A pre-proposal conference is not scheduled for this solicitation.

1.9 Examination of Proposal and Contract Documents

The submission of a proposal shall constitute an acknowledgement upon which the City may rely that the Proposer has thoroughly examined and is familiar with all requirements and documents pursuant with the RFP, including any addenda and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Proposer to comply with the above requirement shall in no way relieve the Proposer from any obligations with respect to its proposal or to any Contract awarded pursuant to this RFP. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFP.

This RFP does not obligate The Evaluation Committee to contract for services specified herein.

1.10 Cost of Proposals and Samples

The City is not liable for any costs incurred by Proposer in the preparation and evaluation of proposals submitted. Samples of items required must be submitted to location and at time specified. Unless otherwise specified, samples shall be submitted with no expense to the City. If not destroyed by testing, samples may be returned at the Proposer's request and expense unless otherwise specified.

1.11 Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Due Date

Before the submission deadline, a Submitter may submit a modification of a submittal previously uploaded to the City via OpenGov. Additionally, submittals may be withdrawn in OpenGov prior to the exact hour and date specified for receipt of submittals.

1.12 Proposal Withdrawal After Public Opening

Except for claims of error granted by the City, no Proposer may withdraw a proposal after the date and time established for submitting proposals, or before the award and execution of a Contract pursuant to this RFP, unless the award is delayed for a period exceeding the period for proposal effectiveness.

Requests to withdraw a proposal due to error must be submitted in writing along with supporting evidence for such claim for review by the City. Evidence must be delivered to the City within two (2) Days after request to withdraw. The City reserves the right to require additional records or information to evaluate the request. Any review by the City of a proposal and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the City to discover any other proposal error or mistake, and the sole liability for any proposal error or mistake rests with the Proposer.

1.13 Error and Administrative Corrections

The City shall not be responsible for any errors in proposals. Proposers shall only be allowed to alter proposals after the submittal deadline in response to requests for clarifications or Best and Final Offers by the City.

The City reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

1.14 Proposal Content Requirements

- A. The proposal shall contain the following items and follow the sequence outlined below:

Qualifications Submittal:

1. **Upload Attachment A - Submittal Response Form in OpenGov**, which is the first page of the solicitation document, signed by an authorized representative of the submitter.
2. **Upload current W9 in OpenGov.**
3. **Upload Attachment B - Certificate of Lobbying in OpenGov**, complete Attachment B – Certificate of Lobbying, which can be found in the Project Documents and Attachments section in OpenGov.
4. **Complete Non-Collusion Form in OpenGov**, found in Vendor Questionnaire section. Check the associated box to confirm your declaration of non-collusion.
5. **Upload Compliance with Contract Terms and Conditions in OpenGov**, upload either a signed letter from your attorney or authorized representative stating that you accept our terms and conditions or provide a track change version of your exceptions. See Attachment E - Sample Services contract section for terms and conditions.
6. **Upload Proposal in OpenGov, which shall include:**
 - a. See Section 2.3, Evaluation Criteria and Submittal Scoring for required submittal content.

1.15 Compliance with RFP Terms, Attachments and Addenda

- A. The City intends to award a Contract based on the terms, conditions, attachments and addenda contained in this RFP. Proposers shall submit proposals, which respond to the requirements of the RFP.
- B. Proposers are strongly advised to not take exceptions to the terms, conditions, attachments and addenda; exceptions may result in rejection of the proposal. An exception is not a response to a proposal requirement. If an exception is taken, a 'Notice of Exception' must be submitted with the proposal. The 'Notice of Exception' must identify the specific point or points of exception and provide an alternative.
- C. The City reserves the right to reject any proposal for any reason including, but not limited to, the following –
 - Any proposal, which is incomplete, obscure, irregular or lacking necessary detail and specificity;
 - Any proposal that has any qualification, limitation, exception or provision attached to the proposal;
 - Any proposal from Proposers who (in the sole judgment of the City) lack the qualifications or responsibility necessary to perform the Work;
 - Any proposal submitted by a Proposer which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
 - Any proposal, from Proposers who are not approved as being compliant with the requirements for equal employment opportunity; and
 - Any proposal for which a Proposer fails or neglects to complete and submit any qualifications information within the time specified by the City.
- D. The City may, at its sole discretion, determine that a proposal with a 'Notice of Exception' merits evaluation. A proposal with a 'Notice of Exception' not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Proposer if the City determines that the proposal continues to be advantageous to the City.
- E. In consideration for the City's review and evaluation of its proposal, the Proposer waives and releases any claims against the City arising from any rejection of any or all proposals, including any claim for costs incurred by Proposers in the preparation and presentation of proposals submitted in response to this RFP.
- F. Proposals shall address all requirements identified in this RFP. In addition, the City may consider proposal alternatives submitted by Proposers that provide cost savings or enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the City's best interests. Proposal alternatives shall be clearly identified.

1.16 Forms Required before Contract Signing

- The Proposer shall submit within five (5) Days of notification from the City the insurance certificate and endorsement meeting the levels of coverage set forth in this RFP.
- W-9 if not already on file with the City.
- City of Lynnwood Business License

1.17 Collusion

If the City determines that collusion has occurred among Proposers, none of the proposals from the participants in such collusion shall be considered. The City's determination shall be final.

1.18 Project Budget

- A. The proposal price shall include everything necessary for the prosecution and completion of Work under the Contract including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this RFP. Proposed Prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the proposal price. The City shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The City is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Proposal price.
- B. In the event of a discrepancy between the unit price and the extended amount for a proposal item, the City reserves the right to clarify the Proposal.
- C. The proposal shall remain in effect for 90 Days after the proposal due date, unless extended by agreement.

1.19 Procedure When Only One Proposal Is Received

If the City receives a single responsive, responsible proposal, the City may request an extension of the proposal acceptance period and/or conduct a price or cost analysis on such proposal. The Proposer shall promptly provide all cost or pricing data, documentation and explanation requested by the City to assist in such analysis. By conducting such analysis, the City shall not be obligated to accept the single proposal; the City reserves the right to reject such proposal or any portion thereof.

1.20 Protest Procedures

The City has a process in place for receiving protests based upon the RFP or contract awards. The [protest procedure](http://www.lynnwoodwa.gov/City-Services/Bids-Proposals.htm) is available at <http://www.lynnwoodwa.gov/City-Services/Bids-Proposals.htm> .

SECTION 2 PROPOSAL EVALUATION AND CONTRACT AWARD

2.1 Proposal Evaluation

- A. The City will evaluate proposals using the criteria set forth in this RFP. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of proposal information may be conducted with those Proposers whose proposals are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFP, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the City and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the City may request additional business and administrative information.
- B. The City may find that a Proposer appears fully qualified to perform the Contract or it may require additional information or actions from a Proposer. In the event the City determines that the proposal is not within the Competitive Range the City shall eliminate the proposal from further consideration.
- C. The evaluation of Proposers' proposals and additional information may result in successive reductions of the number of proposals that remain in the Competitive Range. If applicable to the procurement, the firms remaining in the Competitive Range may be invited to continue in the proposal evaluation process, and negotiations.
- D. Upon completion of discussions, the City may issue to all remaining potentially acceptable Proposers within the competitive range a request for Best and Final Offers. The request shall include notice that discussions are concluded, an invitation to submit a revised proposal with a Best and Final Offer, and a new submittal date and time.
- E. The City may enter negotiations with one or more Proposers to finalize Contract terms and conditions. Negotiation of a Contract shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Contract. In the event negotiations are not successful, the City may reject proposals.
- F. The City reserves the right to make a Contract award without written and/or oral discussions with the Proposers and without an opportunity to submit Best and Final Offers when deemed to be in the City's best interests. Contract award, if any, shall be made by the City to the responsible Proposer whose proposal best meets the requirements of the RFP, and is most advantageous to the City, taking into consideration price and the other established evaluation factors. The City is not required to award a Contract to the Proposer offering the lowest price. The City shall have no obligations until a Contract is signed between the Proposer and the City. The City reserves the right to award one or more contracts as it determines to be in its best interest.

2.2 Responsive and Responsible

Responsive

The City will consider all the material submitted by the Proposer, and other evidence it may obtain otherwise, to determine whether the Proposer is in compliance with the terms and conditions set forth in this RFP.

Responsible

In determining the responsibility of the Proposer, the City may consider:

- the ability, capacity and skill to perform the Contract and provide the service required;
- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Contract properly and within the times proposed;
- the quality and timeliness of performance on previous contracts with the City and other agencies, including, but not limited to, the effort necessarily expended by the City and other agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Contract.

Failure of a Proposer to be deemed responsible or responsive may result in the rejection of a proposal.

2.3 Evaluation Criteria and Proposal Scoring

Each proposal has a total possible score of 50 points with the points assigned as follows:

	Proposal Evaluation Criteria	Total Points
Cover Letter	Submit a one-page letter expressing interest in the project. Include the consultant's primary contact information, information about the firm, and an overview of the project team listing prime and sub-consultants.	5
Organization Chart	Provide an organization chart for key members of the project team and include their role/responsibility. (1 page)	5
Project Team	Provide a resume for each of the key members of the team, including sub-consultants, in order to demonstrate their qualifications and experience. Resumes do not count toward the total page count. (up to 5 pages per service applied for)	15
References & Relevant Project Experience	Include a minimum of three (3) examples of similar municipal on call services that demonstrate experience for each of the sub-services sought in Section 4. Each reference must include: • Name of the project and agency/owner • Client reference/contact name, email address, and phone number • Brief description of services provided • Key personnel and roles • Dates of the services provided. <i>Up to 5 pages per service applied for</i> <i>Note that this information may be used for reference check.</i>	25
	Total Possible Written	50

2.4 Public Disclosure of Proposals

This procurement is subject to the Washington Public Records Act, RCW (Revised Code of Washington) 42.56 et seq. Proposals submitted under this RFP shall be considered public documents unless the documents are exempt under the public disclosure laws. After a decision to award the contract has been made, the proposals shall be available for inspection and copying by the public.

If a Proposer considers any portion of its proposal to be protected under the law, the Proposer shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the City determines that the material is not exempt from public disclosure law, the City will notify the Proposer of the request and allow the Proposer ten (10) Days to take whatever action it deems necessary to protect its interests. If the Proposer does not take such action within said period, the City will release the portions of the proposal deemed subject to disclosure. By submitting a proposal, the Proposer assents to the procedure outlined in this subsection and shall have no claim against the City on account taken under such procedures.

Section 4 Scope of Work

The City of Lynnwood has prepared this Request for Qualifications (RFQ) seeking experienced and qualified consulting teams to generate an on-call roster. Firms contracted on the roster must provide the following general characteristics in addition to the individual professional services.

- Customer Service: Ensure ongoing practice and commitment to quality customer service exemplified by problem-solving, active communication, and commitment to solutions that lead to code-compliant projects, successful for both the City and Applicant.
- Compliance: Assist property owners, businesses, and contractors to assure their compliance with applicable regulations and ordinances through site visits, permitting processes, and enforcement.
- Communication: Communicate effectively both orally and in writing to the public, developers, contractors, engineers, public agencies, and businesses.
- Represent: Serve as the City's representative to various technical groups and associations, coordinate with other departments and agencies, and represent the City's interests in interagency coordination.
- Solution Oriented: Proven ability to resolve unusual or difficult situations including interpreting construction and nuisance codes. Render advice, judgments and decisions to developers, builders and the general public.
- Permit Software: Monitor, track, and report on the status of development using permit and review software (SmartGov and Bluebeam).

Interested firms may submit any or all of the combination of the following individual professional services (Services):

- Permitting & Inspection Services
- Development Engineering Services
- Current Planning Services
- Long Range Planning Services
- Critical Areas Permit Review
- Economic Development Services

Services will be individually executed through a task order at the City's discretion based on need.

Permitting & Inspection Services

The Permitting & Inspection Services will provide a variety of plan review and field inspections for building, plumbing, mechanical, electrical, and fire service. This includes individuals and teams who possess:

- Expert knowledge of and ability to interpret the Lynnwood Municipal Code, International Codes and State laws governing construction and design of structures.
- Perform inspection and plan for any combination of building, plumbing, mechanical, electrical, and fire service.
- Oversee structural and non-structural plan checks on all proposed residential, commercial and public building projects to ensure compliance with International Code Requirements, state laws and municipal ordinances. Approve or disapprove plans, alterations and changes.
- Maintain local modifications to state mandated building codes.
- Compose letters, issue notice and orders of violations and document code violations.

Development Engineering Services

The Development Engineering Services will provide a variety of plan review and field inspections regarding civil

construction of private development. These duties do not include inspection of public capital projects. This includes individuals and teams who possess:

- Expert knowledge of and ability to interpret the Lynnwood Municipal Code, State Laws governing civil construction of site development, use of right of way, stormwater, water utility, and sewer utility.
- Perform inspection and plan review for site development, utility installation, traffic control plan, stormwater systems, and other civil construction matters.
- Compose letters, issue notice and orders of violations and document code violations.

Long Range Planning & Outreach Services

The Long Range Planning Services will provide policy and technical support to inform the decision-making process. This includes individuals and teams who possess:

- Skills in drafting land use regulations for compliance with state statutes, research on emerging trends on housing policies, and updates associated with revisions to the Growth Management Act.
- Analyze population, land use, environmental, and other data relevant to city planning and projects. Prepare data and analysis, reports and recommendations for use and consideration by the Director, Hearing Examiner, Planning Commission, Mayor and City Council.
- Establish procedures for the distribution of public information related to public participation for the Department's planning activities. Presents programs and projects to the community and at public meetings. Provides public information to outside groups requesting information regarding current and long-range projects.
- Provide annexation review including fiscal analysis of revenues and municipal service expenditure associated with annexations to identify strategies for implementation as supported by variety of state funding.

Current Planning Services

The Current Planning services will provide for technical permit review for land use entitlements. This includes individuals and teams who can:

- Perform current review and analysis of land use applications and staff recommendations, inter-departmental coordination, and interpretation and implementation of development regulations.
- Expert knowledge of SEPA, Local Project Review (RCW 36.70b), Shoreline Management Act, and municipal codes.