REQUEST FOR QUALIFICATION # FAS 2026-038

Consultant Contract

Project Title: On-Call Mechanical, Electrical, Plumbing (MEP) Engineering Services

Table 1: Solicitation Schedule

Solicitation Release	September 23, 2026
Pre-Submittal Conference (Optional) (Non-Mandatory)	September 30, 2026, 10:00am https://teams.microsoft.com/meet/255798195893993?p=w6RVkQwlU60ZzwbD65
Deadline for Questions	October 7, 2026, 5:00pm
Response Submission Deadline	October 14, 2026, 5:00pm
Interviews if Conducted (estimated)	October 26-30, 2026

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/256865

Procurement Contact Information

Procurement Contact: Margo Robb, Contract Manager, margo.robb@seattle.gov, (206) 351-2714

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 - FAS City-wide Standard Roster Consultant Agreement

B - FAS City-wide Insurance Requirements Transmittal Form

1. Procurement Contact Information

Procurement Contact: Margo Robb, Contract Manager, margo.robb@seattle.gov

Qualifications are to be submitted through the e-Procurement portal at https://procurement.opengov.com/portal/seattle, no later than 5:00 pm on Wednesday, October 14, 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

The City of Seattle Department of Finance and Administrative Services (FAS), Capital Development division (CD) seeks consultant mechanical, electrical, and plumbing engineers (MEP) *teams* to provide professional services on an on-call, as-needed basis over the course of the next five years through 2031. The City anticipates executing two to three contracts as a result of this process. The maximum amount for each contract for the contract term shall not exceed $2,000,000. The City makes no guarantee of full or partial contract usage.

CD is responsible for conducting public works projects and associated planning and studies for government and other owned and managed facilities of the City of Seattle. The portfolio of City-owned real estate has around 100 facilities including City Hall, the Seattle Justice Center, the Seattle Municipal Tower, police precincts, fire stations, shops and yard facilities, and others. CD uses on-call contracts to address a volume of emergent needs for a variety of projects and clients in a timely manner. Upon contract execution, individual projects and scopes of work will be developed and authorized by CD on an as-needed basis, according to available City funding. For consultants selected for on-call contracts, specific projects, their exact scope of work, and the fee for the work will be determined by mutual agreement between the City and the consultant and issued by Letter of Authorization (LOA) to spend down the respective contract. Any such LOA will also detail the City's project manager assigned to the work.

3. Solicitation Objectives

The City expects to achieve the following outcomes through this consultant solicitation:

- Establishment of 2-3 On-Call MEP contracts that will be valid through 2031.
- Identify 2-3 qualified teams of professionals who will be available to perform studies, preliminary engineering, design phase engineering and construction administration.
- Ensure access to experienced On-Call professionals with the desired background as defined in Section 5.
- Determine the teams who can best serve the City's on-call needs as they come.

4. Minimum Qualifications

The following are minimum consultant qualifications and licensing requirements to be eligible to submit a response to this request and for any subsequent contract awarded. Submittals must clearly demonstrate these minimum qualifications. The submittals that are not clearly responsive to these minimum qualifications will be rejected without further consideration:

A. Consultant has completed at least 3 projects that included mechanical, electrical and/or plumbing diagnosis and design services in the last five (5) years.

B. Provide three (3) references: previous clients / owners / architectural partners that have worked with your firm in the last five (5) years to demonstrate client satisfaction. Include contact name, phone number and address and name of project(s). Exclude any references within City of Seattle Finance and Administrative Services Capital Development Division.

C. Lead team members for the prime consultant, as well as any subconsultants, must work in an office within 50 miles of downtown Seattle to be able respond/arrive in-person to a project site within a 2-hour timeframe.

5. Scope of Work

5.1. MEP On-Call services

Engineering consulting services in support of small to medium MEP projects for Public Works, Job Order Contractors (JOC) or Blanket Vendor projects will provide the following services:

- Studies, assessments, and recommendations including option/alternative analyses.
- Designs, calculations, specifications, permitting support, construction administration and inspection for mechanical, electrical and plumbing design.
- System integration and associated controls, and subject matter expertise.
- The ability to act as prime consultant, manage sub-consultants and when required fill scope gaps such as architectural coordination.

Sample MEP scopes of work from CD's portfolio:

- Engineering studies related to building MEP system replacement or retrofit, condition assessment, facility engineering analysis, troubleshooting and recommendations, peer review, permitting and code compliance evaluations.
- Design of building plumbing, HVAC (including all associated controls), fire protection systems retrofits and replacements.
- Electrical upgrades and repairs in existing FAS facilities. Electrical infrastructure upgrades to support expanding electric vehicle charging capacity and decarbonization initiatives. Emergency power and back-up power improvements. Fire alarm systems and their associated controls. Sustainability strategies, assessments, feasibility studies, reports, designs including energy conservation strategies, solar/alternative energy

- Systems design and integration of new equipment and systems with existing building systems to include fire alarm, fire deluge, elevator, HVAC, BMS/BAS, access control, emergency lighting and electrical backup systems.
- Sustainability strategies, assessments, feasibility studies, reports, designs including energy conservation strategies, solar/alternative energy, reduction in fossil fuel usage to meet City targets, building performance assessments.

6. Contract Modifications

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

Consultants 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.

7. 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.

7.1. 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.

7.2. Pre-Submittal Conference

The City offers an optional pre-submittal conference at the time, date and location on the Timeline. Respondents are highly encouraged to attend but not required to attend to be eligible to submit their qualifications. The meeting answers questions about the solicitation and clarifies issues. This also allows Respondents to raise concerns. Failure to raise concerns over any issues at this opportunity will be a consideration in any protest filed regarding such items known as of this pre-submittal conference.

7.3. 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.

7.4. 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.

7.5. 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.

7.6. 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.

7.7. 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.

7.8. 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.

7.9. 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

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.

7.10. 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.

7.11. Federal Excise Tax

The City is exempt from Federal Excise Tax.

7.12. 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.

7.13. 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.

7.14. 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.

7.15. 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.

7.16. Readability

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

7.17. 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.

7.18. 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.

7.19. 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.

7.20. 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.

7.21. 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.

7.22. 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.

7.23. 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.

7.24. 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).

7.25. 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.

7.26. 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.

7.27. 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.

7.28. 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.

7.29. 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.

8. Selection Process

8.1. 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.

8.2. Qualification Evaluation

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

8.3. 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.

8.4. 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.

8.5. 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.

8.6. 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).

8.7. 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.

8.8. 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.

9. 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.	**Consultant Team Qualifications** Consultant team qualifications will be evaluated based on the Consultant's submittal response to the Statement of Qualifications in Section 11, Subsection 3 of this RFQ.	Points Based	40 *(40% of Total)*
2.	**Demonstration of Quality & Relevant Work** Provide experience (within the past 10 years) demonstrating the team's mechanical, electrical and plumbing services. For each relevant project cited in this section, describe the specific role each proposed team member played. Do not include projects completed by individuals at your firm who are not part of the proposed project team.	Points Based	30 *(30% of Total)*

3.	**Professional Practice Approach** • Describe your team's approach for managing stakeholders, coordination with consultants, and reconciling competing priorities to ensure all stakeholder needs are effectively addressed. • Describe your team's internal quality assurance/quality control processes and their successful application to value engineering, schedule performance, and the delivery of highly coordinated bid documents. Provide examples of problems encountered on past projects and explain how solutions were developed and implemented. • Provide a communications plan that describes how the team will respond to planned, unplanned, and emergent situations.	Points Based	10 *(10% of Total)*

4.	**WMBE Inclusion Plan** Core work may include but is not limited to the following disciplines or functions: • Mechanical and Plumbing Engineering • Electrical Engineering • Systems Integration Points are awarded for responses that evidence: • Responsible good faith efforts • Meaningful and attainable self-set aspirational goals, which are consistent with Consultant Team strategy • WMBE firms integrated into the team and within core work • WMBE firms integrated within value-added work opportunities • Evidence of strong past performance using effective models • Evidence of effective mentoring, training, or capacity-building	Points Based	20 *(20% of Total)*

Phase 2

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Interviews (if conducted)**	Points Based	100 *(100% of Total)*

10. Award and Contract Execution

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

10.1. Protests

Interested parties that wish to protest any aspect of this RFQ selection process shall provide written notice to the Procurement Contact. Note the City shall notify Federal Transit Administration if protesting a solicitation for contracts with FTA funds.

10.2. 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.

10.3. 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.

10.4. 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 (if required)
- Special Licenses (if any)
- Form W-9 if a new Consultant for the City

10.5. Insurance Requirements for Award

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

11. 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 (optional)
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*

- Provide a detailed consultant team organizational chart that identifies key team members, their relevant experience, primary roles and responsibilities on this project.
- Provide detailed information on the design team's experience designing electrical infrastructure upgrades at existing facilities. This qualification can be met through the use of subconsultants.
- Describe the team's ability to adequately staff the project through all phases, including construction, and to meet challenging schedule requirements.
- Discuss key team members' experience obtaining permits from Seattle Department of Construction and Inspection or other comparable design review bodies that advise and provide oversight.
- Describe the prime consultant's and lead subconsultants' experience providing design services to public agencies for projects of similar scale & complexity using the design-bid-build delivery method

*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.

For each Minimum Qualification listed below, please describe how you meet the minimum qualification.

Minimum Qualification #1
Consultant has completed at least 3 projects that included mechanical, electrical and/or plumbing diagnosis and design services in the last ten (10) years.

Minimum Qualification #2
Provide three (3) references: previous clients / owners / architectural partners that have worked with your firm in the last ten (10) years to demonstrate client satisfaction. Include contact name, phone number and address and name of project(s). Exclude any references within City of Seattle Finance and Administrative Services Capital Development Division.

Minimum Qualification #3
Lead team members for the prime consultant, as well as any subconsultants, must work in an office within 50 miles of downtown Seattle to be able respond/arrive in-person to a project site within a 2-hour timeframe.

*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