

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL**

**I. PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of complete demolition and removal of all junk, debris and vehicles for parcel # 7204800040. This parcel is a 176,418 square foot lot. The City’s needs are outlined in Scope of Services under the following Request for Proposal (“RFP”).

**II. TIME SCHEDULE.**

The City will follow the following timetable:

Issue RFP	May 24, 2024
Deadline for Submittal of Proposals	June 7, 2024
Preliminary Selection of Firm	June 12, 2024
Notify Firm Chosen	June 17, 2024

**III. INSTRUCTIONS TO PROPOSERS.**

A. All proposals should be sent to:

Curtis Richards, Code Compliance Officer  
City of Federal Way  
[Curtis.Richards@Cityoffederalway.com](mailto:Curtis.Richards@Cityoffederalway.com)

B. As all proposals must be emailed, all proposals must be clearly labeled in the subject line. The label shall identify the contents as “RFP Demolition 2647 South Star Lake Road.”

C. All proposals must be received by the Deadline for Submittal of Proposals detailed in II. Time Schedule, at which time they will be opened.

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

E. All proposals should be emailed to: [Curtis.Richards@cityoffederalway.com](mailto:Curtis.Richards@cityoffederalway.com)

F. Curtis Richards, Code Compliance officer or representative will notify the firm selected by the date stated in II. Time Schedule.

G. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products and schedules.
- References.

**IV. SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	40%
2. Price.	30%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	30%
<u>Total Criteria Weight</u>	100%

Each proposal will be independently evaluated on factors one through three.

**V. TERMS AND CONDITIONS.**

- The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an

irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.

- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

## **VI. SCOPE OF SERVICES.**

The City of Federal Way is seeking qualified firms for removal of all junk, litter, and vehicles including recreational vehicles, and boats. The property is a 176,418 square foot lot. The address of property is 2647 South Star Lake Road, Federal Way, WA 98003, parcel # 7204800040.

Scope of services shall include removal of all junk, litter and debris throughout the property. This includes cement debris, cinder blocks, cut brush, old tires, discarded building materials, discarded household goods, all vehicles and vehicle parts including recreational vehicles, boats, and campers, and miscellaneous junk/litter. The attached pictures were taken 5/6/2024 on the property, but conditions are subject to change. The City can provide services, through King County, for junk vehicles affidavits upon request. This process may take up to 20 days. Any City of Federal Way erosion control measures will be adhered to as required by Surface Water Management (SWM) This includes installing filters in catch basin # 22383, (a site map with catch basin and conveyances will be provided) filters to be removed when project is complete. To ensure no pollutants enter open conveyances, silt fence may be necessary. Also, ensure there is no track-out into public right of way from vehicles entering and leaving South Star Lake Road.

All stockpiles shall be covered if unworked for more than 12 hours (i.e. Plastic sheeting/sandbags). All exposed /disturbed soils shall be secured if unworked for more than 2 consecutive days (i.e. straw, plastic sheeting, etc.). Periodically check site to ensure no rills, gullies, or signs of erosion have formed especially after a storm event. If pollutants enter the system immediately respond to mitigate and stop pollutants from entering the system and notify City of Federal Way staff.

Commencement of work will be upon mutual execution of agreement.

**VII. COMPENSATION.**

- A. State the firm's proposed fee for the Scope of Services inclusive of Washington state sales tax and any other applicable governmental charges.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

**VIII. PUBLICATION.**

Name of Publication:

Dates:

Federal Way Mirror

May 24, 2024

Site Map: ESC Measures for Parcel # 7204800040





