

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL  
FOR COST ANALYSIS OF ARCHITECTURE AND ENGINEERING**

**I. PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of securing a cost analysis of the architecture and engineering services for the previously completed design and construction of the Federal Way Performing Arts and Event Center. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**II. TIME SCHEDULE.**

The City will follow the following timetable:

Issue RFP	June 5, 2020
Deadline for Submittal of Proposals	June 26, 2020, by 5 p.m.
Preliminary Selection of Firm	July 8, 2020
Notify Firm Chosen	July 10, 2020

**III. INSTRUCTIONS TO PROPOSERS.**

A. All proposals should be emailed to:

Sarah Bridgeford, Community Services Manager  
City of Federal Way

(253) 835-2650  
sarah.bridgeford@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 Cost Analysis of Architecture and Engineering.”

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. Colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.

E. Sarah Bridgeford, Community Services Manager, or representative will notify the firm selected by the date stated in II. Time Schedule.

F. 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.
- DUNS number. Eligible consultants must have registered for and obtained a DUNS number and not be suspended or debarred.

**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.**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFP.

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

The City of Federal Way is seeking qualified firms to provide a cost analysis of the previously completed architecture and engineering services for the design and construction of the Performing Arts and Event Center (PAEC). The PAEC is located at 31510 Pete von Reichbauer Way South, Federal Way, WA 98003. Construction of the PAEC was completed in 2017 and includes a 43,471 square foot building. The center includes a 716-seat, two-tiered theatre, conference center, commercial kitchen, board room, and support facilities.

The City of Federal Way initially completed a competitive process and entered a

Design-Build contract for the design and construction of the PAEC. At the direction of City Council, after commencement of design services, the project delivery method was altered to a Design-Bid-Build project, with the design completed under a professional services contract.

After City Council's direction to alter the project delivery method, the City completed a cost benefit evaluation that led to the continued engagement of the previously selected design firms and did not complete a second call for Statements of Qualifications or Request for Proposals to complete the remaining design work. Due to the change in approach and continued engagement of the previously selected design firms, a grant funder of the project raised concern over the cost of architecture and engineering, and has requested an analysis be completed to show the reasonableness of the architecture and engineering.

Architecture and engineering services were engaged between 2014 and 2017. The proposer shall prepare an independent cost analysis of the design phase for the professional services engaged for the construction of the PAEC. Cost analysis must include pro-rated comparable projects to the PAEC in presenting findings of appropriateness of architecture and engineering costs.

Commencement of work will be upon mutual execution of an agreement. Work is desired to be completed by September 15, 2020. Upon consultant recommendation, the City of Federal Way would discuss extending the completion date.

**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	June 5, 2020