

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSAL**

I. PURPOSE OF REQUEST.

The City of Federal Way (“City”) Surface Water Management (“SWM”) Division is requesting proposals for the purpose of evaluating the long term sustainability and the effectiveness of the Storming the Sound with Salmon (“SSS”) Program. The SSS Program is a public education and outreach program developed and implemented by the SWM Division in 2012, through a partnership with Federal Way Public Schools (“FWPS”). The purpose of the program is to educate school-age children on the impacts of stormwater and the importance of pollution prevention. The SSS Program and the City’s needs are outlined in the following Request for Proposal (“RFP”). The budget for this project is less than \$20,000.

II. TIME SCHEDULE.

The City will follow the following timetable, which should result in a selection of a firm by September 7, 2018.

Issue RFP	August 17, 2018
Deadline for Submittal of Proposals	August 31, 2018
Preliminary Selection of Firm	September 6, 2018
Notify Firm Chosen	September 7, 2018

III. INSTRUCTIONS TO PROPOSERS.

A. All proposals should be sent to:

Katherine Straus
Public Education and Outreach Coordinator
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835-2700

Or emailed to:

Katherine.Straus@Cityoffederalway.com

B. All hard copy proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “Storming the Sound with Salmon Evaluation RFP.”

C. All proposals must be received by 5:00 p.m. on August 31, 2018 at which time all proposals will be opened. Three (3) copies of the proposal must be presented. Faxed or telephone proposals will not be accepted.

D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

E. Katherine Straus, the Public Education and Outreach Coordinator, or representative will notify the firm selected by September 7, 2018.

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.
- References.

IV. SELECTION CRITERIA.

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Service Provider’s familiarity and experience evaluating local municipal programs and interjurisdictional partnerships.	40%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	20%
4. Price	15%
<u>Total Criteria Weight</u>	100%

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

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 Recipient, 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.

SSS is a partnership between the City and FWPS that uses salmon as the lens through which students learn about stormwater pollution. Schools receive Coho salmon eggs in November, and students watch the salmon grow throughout the year, while learning

about life cycles, interrelationships in ecosystems, environmental stewardship, and the importance of salmon to Pacific Northwest commerce and culture. In May, primary schools participate in the “Release Event,” where students release their fry into a local creek and learn from local organizations about various water-related topics. Thirty-one out of the 35 schools in the district participated in the program during the 2017-18 school year.

The program originally began in 2012 as a pilot program in 13 schools, with grant funding from the Washington State Department of Ecology. In its second year it was expanded to 26 schools and by 2016 the City was able to provide tanks to all 35 schools in the district. Participation varies from year to year depending on teacher availability, but the goal is always 100 percent participation. The program is currently funded through a Stormwater Capacity Grant from the Washington State Department of Ecology. It is coordinated jointly by the SWM Division’s Public Education and Outreach Coordinator and the Primary and Secondary Science Facilitators for FWPS.

A. Anticipated tasks under the contract are outlined below:

- Kick off meeting between the City and the Consultant Team. The City will require a kick off meeting within two weeks of contract award.
- Up to 40 phone interviews with lead teachers for participating schools. It is anticipated interviews will need to average 20 minutes in length each.
- Use of Survey Monkey for any teachers not reachable.
- Summarized report of interviews. The goal is to document how each school is implementing their SSS program so that the City can identify efficiencies and deficiencies, areas of consistency, and areas for improvement for each school within the District.
- Interviews with up to three City staff.
- Meeting with FWPS science coordinators for collection of district-wide information including district costs for the program.
- Review of City expenditures since 2012 for the SSS Program.
- Analyze expenditures and determine an annual budget for the current program and identify any recommendations for cost savings.
- Research interviews with a minimum of three leads from similar programs in the area to compare models of program management. Possibilities include Salmon in the Schools Seattle, Edmonds/Shoreline, Northeast King County, Issaquah, and South King County.
- Final report including analysis of the financial sustainability of the program and recommendations for improvements.

B. SWM Staff and partners will work with the consultant to provide names and contact information for lead teachers at each of the participating schools.

C. SWM Staff will provide financial data for the SSS program and the School District will provide information on their expenditures on the program.

- D. SWM Staff will provide readily available data to the Consultant within three calendar days of request. It is anticipated that a portion of the financial data will require five working days to provide.
- E. Drafts must be made available in an electronic format to be reviewed by the City by October 31, 2018.
- F. Final report will be provided to the City on or before November 30, 2018 in both native electronic format (Word and Excel) and PDF.

VII. COMPENSATION.

- A. Please present detailed information on the firm’s proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- 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:
