

**City of Seattle  
Benchmarking  
and Workplace  
Efficiency Project  
Submittal Date: April 5**

**CITY OF SEATTLE  
NOTICE TO CONSULTANTS  
Request for Proposals (RFP)  
for  
BENCHMARKING AND  
WORKPLACE EFFICIENCY  
PROJECT (C13-011)**

Seattle Public Utilities (SPU) is requesting proposals from qualified Consultant(s) for benchmarking and workplace efficiency services. Specifically, SPU is requesting that interested Consultant(s) with expertise in benchmarking, workplace efficiency, and implementing workplace efficiency initiatives submit a Request for Proposals (RFP) that will:

1. Evaluate SPU's current operations, reviewing specific aspects of SPU's current responsibilities for potential improvements;
2. Recommend implementable measures for SPU to improve and/or streamline processes and systems, increasing efficiencies and reducing costs;
3. Prepare a report summarizing findings and present an analysis and recommendations to SPU management which estimates a range of achievable savings (Phase IA);
4. Perform additional work and prepare a follow-up report which shall convey how such recommended processes and savings will be implemented over time (Phase IB);
5. Provide for long-term partnering with SPU staff to manage implementation of recommended initiatives emerging from the tasks noted above (optional Phase II); and;
6. Support public outreach, to include SPU's Strategic Business Plan Customer Review Panel, legislative initiatives, and/or other processes required to implement recommendations.

SPU will assess the qualifications of interested Consultant(s) for providing the full range of professional services anticipated within the contract. Consultant(s) are invited to describe their qualifications and approach to perform-

ing the work, including each phase (Phases IA, IB, and II).

The estimated cost of the first phase of this project (both IA and IB) is estimated to be in the range of \$500,000 to \$1,000,000, with this phase expected to be complete by December 31, 2013. The ultimate estimated total value of phases I and II of this contract will be largely determined by the Consultant(s) approach, with a final estimated completion date of (optional) Phase II being approximately December 31, 2016.

Interested Consultants are encouraged to review the RFP, background documents, and any RFP addenda online at <https://www.ebidexchange.com/seattle>. Note that you are required to complete a free registration to view, print, or save documents posted on this website and to view contact information for other consultants who have downloaded documents from this website.

The deadline for submitting proposals is 4:00 PM, Friday, April 5, 2012. Submittals should be mailed or delivered to Seattle Public Utilities, Attention: Terry Martin, Seattle Municipal Tower, 700 Fifth Avenue, Suite 4900, PO Box 34018, Seattle, WA 98124-4018.

Any questions regarding this request shall be directed to Terry Martin, SPU's Project Manager and designated contact person, at (206) 615-1744 and/or [terry.martin@seattle.gov](mailto:terry.martin@seattle.gov).

The City of Seattle is an Equal Opportunity Employer and selection of the Consultant is subject to applicable laws and ordinances regarding equal opportunity employment.

Dates of publication in the Seattle Daily Journal of Commerce, March 8 and 12, 2013.

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