

**CITY OF SEATTLE
REQUEST FOR STATEMENT OF QUALIFICATIONS
CONSULTANT SERVICES**

Project: South Lake Union On-Street Parking Plan

GENERAL INFORMATION

The City of Seattle, through its Seattle Department of Transportation, requests Statements of Qualifications (SOQ) from qualified transportation planning consulting firms for a parking study for the South Lake Union On-Street Parking Plan.

The work may be done in phases. It is the intention of the Seattle Department of Transportation to use the same consultant for all phases, subject to satisfactory performance by the consultant in each phase. Additional phases and/or other related work will be by amendment(s) to the original agreement for this work.

SCOPE OF WORK

The Scope of Work for this project is attached as EXHIBIT A.

ANTICIPATED SCHEDULE / COST

Phase I is anticipated to cost between \$50,000 and \$60,000 with the time of performance expected to be between June and December 2005.

SELECTION PROCESS

The Seattle Department of Transportation will use a two-step process for selecting a consultant. The first step will evaluate all consultants submitting their qualifications. The second step may include an interview prior to selection.

The following is an outline that you must follow in your SOQ. SOQs will be evaluated using the points assigned to each of the following criteria:

A. Qualifications

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| 60 | Firm Experience: Experience of the consultant in projects of similar scope. Demonstrated experience in developing parking management strategies in neighborhood commercial districts. Knowledge of technical aspects of conducting a parking study. Capacity and ability to adhere to schedule. |
| 40 | Personnel: Competence and qualifications for the type of services to be provided. Knowledge and experience of proposed project manager and key staff in projects of similar scope. Strong analytical, written and oral presentation skills. |
| <hr style="width: 100%; border: 0.5px solid black; margin-bottom: 5px;"/> 100 | Maximum Total Points |

B. References

Submit specific references, including name of client, mailing address, telephone number and contact person, which demonstrate the firm's experience and success in performing work similar to this project. References will not be scored but will be used to verify qualifications, which may affect the rating of the respondent.

C. Resumes

Attach the resumes of the major project team members. The resumes should be no more than three (3) pages per person. Information in the resumes will allow better evaluation of experience in A. above but will not be scored separately.

ADMINISTRATIVE DETAILS

SOQs shall be limited to a maximum of ten (10) pages, not including attachments and an optional cover letter and shall clearly indicate principal team members and subconsultants if used. Four (4) copies of your SOQ, including attachments shall be submitted.

A. Notwithstanding any other provisions in the solicitation documents, the resultant Agreement does not require any specific utilization levels of minorities or women in the Consultant's workforce, except as may be specified in any federal regulations or statutes included or referenced in the resultant Agreement. The City encourages the Consultant to employ a workforce reflective of the region's diversity. The Consultant shall adhere to all non-discrimination requirements as set forth in Federal and State laws and regulations and Seattle municipal code provisions.

B. Non-Discrimination

Consultants or proposers shall not create barriers to open and fair opportunities for WMBEs to participate in all City contracts and to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subconsultants and suppliers, Consultants or respondents shall not discriminate on the basis of race, color, creed, religion, sex, age, nationality, marital status, sexual orientation or the presence of any mental or physical disability in an otherwise qualified disabled person.

C. Record-Keeping

The selected Consultant shall maintain, for at least 12 months after completion of the resultant Agreement, relevant records and information necessary to document level of utilization of WMBEs and other businesses as subconsultants and suppliers in the resultant Agreement and in its overall public and private business activities. The Consultant or respondent shall also maintain all written quotes, bids, estimates, or proposals submitted to the Consultant or respondent after the date of the issuance of this SOQ by all businesses seeking to participate as subconsultants or suppliers in the resultant Agreement. The City shall have the right to inspect and copy such records. If the resultant Agreement involves federal funds, Consultant shall comply with all record-keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the Agreement.

D. Affirmative Efforts to Utilize WMBEs

The City encourages the utilization of minority owned businesses ("MBEs") and women-owned businesses ("WBEs") (collectively, "WMBEs"), in all City contracts. The City encourages the practices outlined in SMC 20.44 to open competitive opportunities for WMBEs.

E. Sanctions for Violation

Any violation of the mandatory requirements of Paragraphs B and C of this Request for SOQs shall be a material breach of contract for which the Contractor may be subject to damages and sanctions provided for by contract and by applicable law.

F. Nondiscrimination in Employee Benefits

Compliance with SMC Chapter 20.45: The Consultant shall comply with the requirements of SMC Chapter 20.45 and Equal Benefits Program Rules implementing such requirements, under which the Consultant is obligated to provide the same or equivalent benefits (“equal benefits”) to its employees with domestic partners as the Consultant provides to its employees with spouses. At the City’s request, the Consultant shall provide complete information and verification of the Consultant’s compliance with SMC Chapter 20.45. Failure to cooperate with such a request shall constitute a material breach of this Agreement. *(For further information about SMC Chapter. 20.45 and the Equal Benefits Program Rules call (206) 684-0202 or review information at <http://cityofseattle.net/contract/equalbenefits/>).*

- Remedies for Violations of SMC Chapter 20.45: Any violation of Section A9 of this Agreement shall be a material breach of the Agreement for which the City may:
- Require the Consultant to pay liquidated damages in the amount of five hundred dollars (\$500.00 USD) per day for each day that the Consultant is in violation of SMC Chapter 20.45 during the term of the Agreement; or
- In the event the Consultant willfully refuses or repeatedly fails to comply with the requirements of SMC Chapter 20.45, terminate the Agreement; or
- Disqualify the Consultant from bidding on or being awarded a City contract for a period of up to five (5) years; or
- Impose such other remedies as specifically provided for in SMC Chapter 20.45 and the Equal Benefits Program Rules promulgated thereunder.

G. Insurance Requirements

See Exhibit B for the insurance requirements

The consultant selected must be licensed to do business in the State of Washington and the City of Seattle.

SOQs must be submitted to the following address no latter than 4:00 pm on Friday, April 29, 2005.

**Seattle Transportation
Project Management
700 Fifth Avenue, Suite 3900
Seattle, Washington 98104**

Attention: Tom Peloquin

Any questions regarding this Request for SOQs may be directed to the Seattle Department of Transportation’s Project Manager Mary Catherine Snyder at (206) 684-8110. Consultants must limit their contact to this person when seeking information on the project or the selection process. Legal and ethical considerations constrain the contact person, as well as other Department employees or members of the Consultant Evaluation Committee from giving out information on this project or the process which might possibly give an inquiring consultant an advantage over other consultants competing for this contract. Failure to follow this instruction may result in disqualification.