

Office of Economic Development Commercial Space Consulting Services Request for Qualifications

Seattle's economic engine is powered by diversity, innovation, and a spirit of adventure. Our office works to foster an economy where no matter who you are, who you love, or where you're from, you can achieve your career and business goals. We promote economic mobility and shared prosperity by providing resources to entrepreneurs and innovators, and to our current and future workers. We support small neighborhood businesses and community ownership, and connect our workforce to meaningful careers across the economy.

The City of Seattle's Office of Economic Development (OED) provides services to businesses through advocacy, retention and expansion assistance, and workforce development. In addition, the office provides business development assistance for companies who are looking for strategies to enhance the daily operations of their business. OED provides these services directly and in collaboration with other organizations.

In this Request for Qualifications (RFQ), OED seeks a consulting partner to plan and conduct a workshop for small businesses in the Chinatown-International District-Little Saigon area of Seattle, regarding the development requirements for a small restaurant space.

Program Area

Commercial Space Workshop: The workshop will provide guidance to small businesses on the build-out needs of a hypothetical 1,000-2,000 square foot restaurant space. OED's consulting partner will be responsible for preparing workshop materials, including a basic schematic drawing of the floorplan, tenant improvement budget summary and description of permit requirements. The consultant will also be responsible for conducting the workshop. OED and their community partner, Seattle Chinatown International District Preservation and Development Authority ("SCIDpda"), will work closely with the consultant in approving materials prior to the workshop.

OED & SCIDpda will be responsible for performing outreach to identify workshop participants and to secure the workshop location. OED plans to schedule the commercial space workshop to occur by the end of March 2018. The workshop will be located in the Chinatown-International District-Little Saigon area and workshop participants will be small businesses from the same area. OED will arrange for translation of workshop materials and interpretation services at the workshop.

Respondents interested in this program component should share their qualifications and experience in performing development analysis for restaurant tenant improvements, as described in this RFQ. Respondents should also share their experience in conducting workshops or other similar presentation experience.

If your organization/firm is interested in competing to serve as the Commercial Space Consultant, please prepare a proposal of no more than 2-3 pages outlining qualifications and experience including examples of relevant work showing your outcomes and successes as it relates to your experience/expertise. Additional attachments can be provided to include a resume, firm profile, or

letters of recommendation.

2nd Phase Consultation: *In the event that OED is able to secure additional budget, OED also seeks a consulting partner to perform post-workshop, 1-on-1 assistance with businesses on commercial space development analysis. Respondents interested in this 2nd Phase work should share their qualifications and experience in performing such 1-on-1 assistance, including experience working with business owners with English as a second language.*

Budget

Total budget for the Commercial Space Workshop is \$5,000 and will be allocated to a successful qualified respondent.

Submissions

Your response must arrive no later than **5:00 p.m. (PST) on January 25, 2018** to:

Ken Takahashi
City of Seattle
Office of Economic Development
700 Fifth Avenue, Suite 5752 (deliveries)
P.O. Box 94708 (postal mail)
Seattle, WA 98124-4708
ken.takahashi@seattle.gov

The City of Seattle retains the right to reject any responses and is not required to award any funds if, in its opinion, the response failed to meet its requirements. Electronic submissions are requested.

Schedule

Submissions due to the Office of Economic Development: **January 25, 2018 (5:00 PM PST)**

Interviews and Notification of selection: **Week of January 29, 2018**

Workshop: **Week of March 26, 2018**

Contracts

OED will develop a contract with the successful organization. The contract will include a scope of work and project milestones and outcomes. Reimbursement will be based on achievement of project milestones and outcomes. OED retains the right to revise budget requests to reflect funding availability.

Protest Procedures

In the event that an unsuccessful RFQ respondent wishes to protest the selection of a successful respondent, they must do so by submitting in writing the reason for the protest to the Director of OED. Any such protest must be received within three (3) business days of receipt of notification of the successful respondent.

The decision of the Director will be final and conclusive unless the respondent affected makes a written request for reconsideration by the Director. Such a request must be received within three (3) business days after receipt of the Director's decision. A request for reconsideration will be denied unless the respondent affected shows the request is based on information that was not available prior to the protest. The Director shall consider all the facts available and issue a decision within five (5) business days after receipt of the request for rehearing, unless additional time is necessary, in which case, the affected respondent will be notified of the delay.

Women and Minority-Owned Business Use Requirements

There will be no Women and Minority-Owned Business (WMBE) set-aside requirements on the resulting contract. However, in accordance with the Seattle Municipal Code 20.46A, the selected contractor will be required to make affirmative efforts to utilize WMBEs in performing the contract, whether as subcontractors, suppliers, or in any other capacity. The selected contractor must also comply with affirmative action and equal employment opportunity provisions mandated by SMC 20.44.

Fair Contracting Practices Ordinance

The selected contractors will be required to comply with the Fair Contracting Practices Ordinance of the City of Seattle (Ordinance 119601), as amended. Conduct made unlawful by that ordinance constitutes a breach of contract. Engaging in an unfair contracting practice may also result in the imposition of a civil fine or forfeiture under the Seattle Criminal Code as well as various civil remedies.

If you have any questions about this RFQ please contact Ken Takahashi, City of Seattle's Office of Economic Development, (206) 684-8378 or ken.takahashi@seattle.gov.