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Description automatically generated with medium confidence

**Request For Proposal # 2025-040**

**Consultant Contract**

**Project Title: EDI Request for Proposals - Current EDI Projects - Capital + Capacity Building**

Table 1: Solicitation Schedule

|  |  |
| --- | --- |
| **Solicitation Release** | August 11, 2025 |
| **Information Session** | August 20, 2025, 5:00pm |
| **RFP Q&A Session** | September 10, 2025, 10:00am |
| **Deadline for Questions** | September 22, 2025, 5:00pm |
| **Response Submission Deadline** | September 29, 2025, 11:59pm |
| **Announcement of Successful Proposer(s)** | December 19th, 2025 |

*The City reserves the right to modify this.  
Changes will be posted on the City website or as otherwise stated.*

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:  
https://procurement.opengov.com/portal/seattle/projects/190024

**Procurement Contact Information**

Procurement Contact:  Giulia Pasciuto, Equitable Development Initiative Fund Manager, giulia.pasciuto@seattle.gov, (206) 568-1598

Unless authorized by the Procurement Contact, no other City official or employee may speak for the City regarding this solicitation until award is complete. Any Proposer contacting other City officials or employees does so at Proposer’s own risk. The City is not bound by such information.

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# 1. Response Materials and Submittal

**Please prepare your response as follows. Use the following format and provide all attachments. Failure to provide all information below on proper forms and in the order requested, may result in an incomplete and unacceptable submission.  Items with an asterisk are required.**

## 1. Eligibility

### 1.1. The current funding is split across four different buckets, each with their own eligibility criteria. Please review and confirm your eligibility.\*

The current funding is split across four different buckets, each with their own eligibility criteria.

You **ARE** eligible for this bucket of funding if you are:

* A current EDI grantee seeking funding for a previously funded project, AND
* You are applying for Capital funding
* *Grantees may also request additional capacity building funds up to $75,000 for two years ($150,000 total), if they were not awarded EDI capacity building funds in 2024.*

You are **NOT** eligible if:

* You are a prospective grantee **NOT** previously awarded EDI funds, or
* You are a current EDI grantee applying for a **new** capital project or an **expansion** of an existing capital scope

*If you are a prospective grantee not previously awarded EDI funds, or, are an existing EDI grantee requesting funds for a* ***new*** *capital project, please return to the* [*EDI website*](https://www.seattle.gov/opcd/current-projects/equitable-development-initiative)*and select the correct application portal.*

Please confirm

\*Response required

## 2. Organization Information

### 2.1. What is the name of your organization?\*

\*Response required

### 2.2. Upload Required Attachments - Articles of Incorporation or Fiscal Sponsorship Letter\*

Upload a copy of your organization's filed Washington State Articles of Incorporation OR a signed Fiscal Sponsorship letter from a nonprofit corporation.

\*Response required

### 2.3. What is the name of your project?\*

\*Response required

## 3. Basic Information

Provide the name and contact information for the person who will be the main point of contact for your organization, for all communications regarding this application.

### 3.1. What is the name of person authorized to approve/submit application?\*

\*Response required

### 3.2. Phone Number\*

Enter your 10 digit phone number

\*Response required

### 3.3. Email Address\*

Enter your email address

\*Response required

### 3.4. In which Council District is your proposed project located? \*

Find your District and Councilmembers via this link: <https://www.seattle.gov/council/meet-the-council/find-your-district-and-councilmembers>

District 1

District 2

District 3

District 4

District 5

District 6

District 7

\*Response required

### 3.5. CONFIRM THAT YOUR APPLICATION PROGRESS HAS BEEN SAVED\*

Please confirm

\*Response required

## 4. Funding Request Summary

### 4.1. In dollars, what amount of funding are you requesting for capacity building?\*

The maximum capacity building amount is up to $75,000 per year for two years (maximum $150,000). If not applying for capacity building, type in "N/A."

Refer to the EDI RFP Guidelines for more information about eligible capacity building uses.

*Maximum response length: 200 characters*

\*Response required

### 4.2. In dollars, what amount of capital funding are you requesting?\*

Refer to the EDI RFP Guidelines for more information about eligible capital uses.

*Maximum response length: 200 characters*

\*Response required

### 4.3. In dollars, what is the total amount of your funding request?\*

Capacity Building funds + Capital funds = Total Request

*Maximum response length: 200 characters*

\*Response required

### 4.4. Which of the following capital project phases will be funded with EDI dollars?\*

*Select all that apply*

Acquisition of Property

Predevelopment (pre-acquisition site due diligence)

Development (post-site control preconstruction)

Construction Phase

\*Response required

### 4.5. Provide a detailed Sources & Uses Budget and Cash Flow for your project\*

Please download the below documents, complete, and upload. There are two sheets to complete in the Excel file.

* [2025\_Capital\_Project\_Budget...](https://government-project.s3.us-west-2.amazonaws.com/190024/f65f9426-ce6c-4ed8-bc04-092d98ff7b68_2025_Capital_Project_Budget_and_Cash_Flow_Template.xlsx?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-Credential=ASIA47RIURE4ADJJCWVW%2F20250811%2Fus-west-2%2Fs3%2Faws4_request&X-Amz-Date=20250811T175303Z&X-Amz-Expires=72000&X-Amz-Security-Token=IQoJb3JpZ2luX2VjELr%2F%2F%2F%2F%2F%2F%2F%2F%2F%2FwEaCXVzLXdlc3QtMiJIMEYCIQDl3vRzrZ8lxuyjqhnalnCUjNoqCAUBe8n2XS1AVFvf8wIhANKPVE%2BkELX6KWQGuZGze8cWdwPUq%2Fsg%2F11hYxZ3575mKowFCPP%2F%2F%2F%2F%2F%2F%2F%2F%2F%2FwEQAhoMODkyMzY0Njg3NjcyIgyRZ3Tlobh2JFHdJ1oq4ATbtkGBllieeJNkVwcK9uUmZR9SKiaLWZWC0Vj%2BdoN%2F%2FR1ShYdNxmBi2NfiYb%2BkNaFxInYVIIt17jPtOzD3V6%2BV%2BbUXmUV85H4BjkgjFvSJcaCFHmO9T4xwjMq4TQQ9e5yYP83IYTLdilVCZfy%2B6vQc5ZNaN%2FqSZZ5sytqG%2BwfdUJFSPw5%2BEI19ruI%2FsvneXnqHi8lWU1dW%2F01meGlWxIifoh3%2FxWybtPZc%2B0lSDGb%2BnYRDTO99e2wJS8gBWrp8xSvOKfBm91ROQPhxJkoRg9gxK36b3T241KReoWN9zUixJABxmAPROIxNLXvtM97Nr9Rxkpk4GHV42sgxFH7v2UT6%2FN5ANzkxu4074yRgfEPO7TAvg6GVlYy8isnz%2FWD0HMNqFxJXl%2Fl1fMzZG6YXf04dU5TMPFJQoOn3yji0%2B66wd6Y3XHiBE5tnlqMJUyu%2BwK0HI5bb2LJI21vjVQPJyJQAdzGacXLOKn70zTUcTpVqqo5VsPZED%2BD5NwsK%2BjZ1PCNGsGO9gDgwg3op%2BgC5%2FP%2FZogbp733529PATWOBnNJZNSdL2jz5qojPwSGnVpY9%2FSpEJp9cnPb4K0H%2BD8Zof4Ixe%2B0zZ0xqVB46az3u%2FtQ0TU25ZISNzNBRAyzDi34LtewP7nZ6FAxaeh5JAZwwhFf9vEAO094wWIWjWAj8%2BhO8K5YhDbJT87gvrxaM%2BCPLq%2BFnsFb3xNGrl5vSa5wSDSQ%2F86NkTl9wxiyTAN3uI5kGNjW7L0lJBYsSUfLvWQ6wRnmBFM7BTZIEzS036uELw%2F50eoJudvPK92DR8Y6uoGJPqTD%2Fz%2BjEBjqaAbl0XPx6Rart8pvUnT9ZawtRVvBfIeyYWKheO4eXS5aLWjucwUa9Wdghmr%2BByEJO%2FsR%2F%2BTVPEYBkHTux6cSJGqE5SkFqTwXqOo4XuZVtvfpdJ19kxdVtWp%2BJvLbc5xVSYlm5b81wLtl8nPFU0c17sy0Xr8MPKXrVZQ0rnIxJbvdQuM%2BJIA0QkbOw1e1J0sPN0J9Bv3Qzt2JzaDg%3D&X-Amz-Signature=9f5d83a34d1dc5738c8d0329762076e91bd0da61fc543ed8cd7d3bb13566f4c7&X-Amz-SignedHeaders=host&response-content-disposition=attachment%3B%20filename%3D%222025_Capital_Project_Budget_and_Cash_Flow_Template.xlsx%22&x-id=GetObject)

\*Response required

### 4.6. If you are requesting Capacity Building funding, provide a budget and workplan.

Please download the below documents, complete, and upload.

* [RFP2025\_Capacity\_Building\_B...](https://government-project.s3.us-west-2.amazonaws.com/190024/cb82235f-c946-4dd6-9818-8c59fd9485ee_RFP2025_Capacity_Building_Budget_and_Schedule_Template_2_Years.xlsx?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-Credential=ASIA47RIURE4ADJJCWVW%2F20250811%2Fus-west-2%2Fs3%2Faws4_request&X-Amz-Date=20250811T175303Z&X-Amz-Expires=72000&X-Amz-Security-Token=IQoJb3JpZ2luX2VjELr%2F%2F%2F%2F%2F%2F%2F%2F%2F%2FwEaCXVzLXdlc3QtMiJIMEYCIQDl3vRzrZ8lxuyjqhnalnCUjNoqCAUBe8n2XS1AVFvf8wIhANKPVE%2BkELX6KWQGuZGze8cWdwPUq%2Fsg%2F11hYxZ3575mKowFCPP%2F%2F%2F%2F%2F%2F%2F%2F%2F%2FwEQAhoMODkyMzY0Njg3NjcyIgyRZ3Tlobh2JFHdJ1oq4ATbtkGBllieeJNkVwcK9uUmZR9SKiaLWZWC0Vj%2BdoN%2F%2FR1ShYdNxmBi2NfiYb%2BkNaFxInYVIIt17jPtOzD3V6%2BV%2BbUXmUV85H4BjkgjFvSJcaCFHmO9T4xwjMq4TQQ9e5yYP83IYTLdilVCZfy%2B6vQc5ZNaN%2FqSZZ5sytqG%2BwfdUJFSPw5%2BEI19ruI%2FsvneXnqHi8lWU1dW%2F01meGlWxIifoh3%2FxWybtPZc%2B0lSDGb%2BnYRDTO99e2wJS8gBWrp8xSvOKfBm91ROQPhxJkoRg9gxK36b3T241KReoWN9zUixJABxmAPROIxNLXvtM97Nr9Rxkpk4GHV42sgxFH7v2UT6%2FN5ANzkxu4074yRgfEPO7TAvg6GVlYy8isnz%2FWD0HMNqFxJXl%2Fl1fMzZG6YXf04dU5TMPFJQoOn3yji0%2B66wd6Y3XHiBE5tnlqMJUyu%2BwK0HI5bb2LJI21vjVQPJyJQAdzGacXLOKn70zTUcTpVqqo5VsPZED%2BD5NwsK%2BjZ1PCNGsGO9gDgwg3op%2BgC5%2FP%2FZogbp733529PATWOBnNJZNSdL2jz5qojPwSGnVpY9%2FSpEJp9cnPb4K0H%2BD8Zof4Ixe%2B0zZ0xqVB46az3u%2FtQ0TU25ZISNzNBRAyzDi34LtewP7nZ6FAxaeh5JAZwwhFf9vEAO094wWIWjWAj8%2BhO8K5YhDbJT87gvrxaM%2BCPLq%2BFnsFb3xNGrl5vSa5wSDSQ%2F86NkTl9wxiyTAN3uI5kGNjW7L0lJBYsSUfLvWQ6wRnmBFM7BTZIEzS036uELw%2F50eoJudvPK92DR8Y6uoGJPqTD%2Fz%2BjEBjqaAbl0XPx6Rart8pvUnT9ZawtRVvBfIeyYWKheO4eXS5aLWjucwUa9Wdghmr%2BByEJO%2FsR%2F%2BTVPEYBkHTux6cSJGqE5SkFqTwXqOo4XuZVtvfpdJ19kxdVtWp%2BJvLbc5xVSYlm5b81wLtl8nPFU0c17sy0Xr8MPKXrVZQ0rnIxJbvdQuM%2BJIA0QkbOw1e1J0sPN0J9Bv3Qzt2JzaDg%3D&X-Amz-Signature=a5a9dac5c81e4d35f3b68347ba99d187ae5b2ee0a0d0d68f8ead87fb7ee26534&X-Amz-SignedHeaders=host&response-content-disposition=attachment%3B%20filename%3D%22RFP2025_Capacity_Building_Budget_and_Schedule_Template_2_Years.xlsx%22&x-id=GetObject)

## 5. Site Control

An organization has "site control" when they have a legal right or claim to use or buy a piece of property, including owning it outright, being under contract to purchase, or having a long-term lease. Please refer to the EDI RFP Guidelines for additional information.

### 5.1. Provide the Project Address, Accessor's Parcel Number (APN), Lot Square Footage, and Zoning Designation\*

\*Response required

### 5.2. Is the project going to be owned, developed, and/or operated in a partnership with other organizations or entities? If so, briefly describe the proposed structure. \*

Be sure to name all other involved parties.

*Maximum response length: 1000 characters*

\*Response required

### 5.3. When do you expect to have site control?\*

Already have site control or will by end of 2025

Q1 2026

Q2 2026

Q3 2026

Q4 2026

2027 or later

Unknown at this time

\*Response required

### 5.4. If the organization does not currently have site control of the property, describe the timeline and strategy for evaluating and securing the site? \*

If the organization does have site control, type in "N/A."

*Maximum response length: 2500 characters*

\*Response required

## 6. Project Team

### 6.1. Do the project team members include any of the following?

*Select all that apply*

Owner's Representative or Construction Manager

General Contractor

Architect

Mechanical, Electrical, Plumbing and/or Structural Engineer

Civil Engineer

Landscape Architect

Legal services

None of the above

### 6.2. Project Team\*

If you do not have any project team members under contract, please describe what type of technical experts and consultants have been engaged in the planning, design, and development to date? describe your project team.

*Maximum response length: 2000 characters*

\*Response required

## 7. Project Definition and Scope

### 7.1. Provide a brief summary of your proposed project\*

Include type of facility, community served, services/programs, etc.

*Maximum response length: 750 characters*

\*Response required

### 7.2. What is the estimated square footage of your project building or programmable space?\*

Less than 750 square feet

750 - 3,000 square feet

3,000 - 5,000 square feet

5,000 - 10,000 square feet

Greater than 10,000 square feet

Unknown at this time

\*Response required

### 7.3. Which of the following scopes of work are included in the capital project?

*Select all that apply*

Renovations

New Building

Accessibility Upgrades

Site Improvements

Street / Right-of-Way Improvements

Environmental Remediation

Utility upgrades / infrastructure

Preservation

Other

### 7.4. CONFIRM THAT YOUR APPLICATION PROGRESS HAS BEEN SAVED\*

Please confirm

\*Response required

### 7.5. What project feasibility or due diligence activities have been completed?\*

Activities may include but are not limited to the following options.

*Select all that apply*

Land Use & Zoning Analysis

Permitting Pathway

ALTA/Topographic Survey

Title Report Review

Geotechnical Study

Environmental Assessment

Utility Availability Assessment

Existing Building Conditions Inspection Report

Preliminary Design (such as space programming, massing studies, test fits)

Arborist Report

None complete at this time or due diligence underway

\*Response required

### 7.6. If you selected "None complete at this time or due diligence underway," briefly describe how EDI predevelopment funds would be used to advance your project feasibility study or site due diligence.

*Maximum response length: 2000 characters*

### 7.7. If you are applying for Development and/or Construction Funding, do you have a Land Use / Master Use Permit or Building Permit number\*

Yes

No

\*Response required

### 7.8. If you responded "yes" to the above, provide the permit numbers. If you responded "no," what is your target permit intake date? If not applicable, briefly explain\*

*Maximum response length: 750 characters*

\*Response required

### 7.9. Using the attached template, provide key schedule and milestone dates for your project, from completed phases to target occupancy dates. \*

Please download the below document, complete, and upload.

* [2025\_Project\_Milestones\_Tem...](https://government-project.s3.us-west-2.amazonaws.com/187861/a05004eb-cdc4-4d1d-9a7b-ffb97b613bb0_2025_Project_Milestones_Template.xlsx?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Content-Sha256=UNSIGNED-PAYLOAD&X-Amz-Credential=ASIA47RIURE4ADJJCWVW%2F20250811%2Fus-west-2%2Fs3%2Faws4_request&X-Amz-Date=20250811T175303Z&X-Amz-Expires=72000&X-Amz-Security-Token=IQoJb3JpZ2luX2VjELr%2F%2F%2F%2F%2F%2F%2F%2F%2F%2FwEaCXVzLXdlc3QtMiJIMEYCIQDl3vRzrZ8lxuyjqhnalnCUjNoqCAUBe8n2XS1AVFvf8wIhANKPVE%2BkELX6KWQGuZGze8cWdwPUq%2Fsg%2F11hYxZ3575mKowFCPP%2F%2F%2F%2F%2F%2F%2F%2F%2F%2FwEQAhoMODkyMzY0Njg3NjcyIgyRZ3Tlobh2JFHdJ1oq4ATbtkGBllieeJNkVwcK9uUmZR9SKiaLWZWC0Vj%2BdoN%2F%2FR1ShYdNxmBi2NfiYb%2BkNaFxInYVIIt17jPtOzD3V6%2BV%2BbUXmUV85H4BjkgjFvSJcaCFHmO9T4xwjMq4TQQ9e5yYP83IYTLdilVCZfy%2B6vQc5ZNaN%2FqSZZ5sytqG%2BwfdUJFSPw5%2BEI19ruI%2FsvneXnqHi8lWU1dW%2F01meGlWxIifoh3%2FxWybtPZc%2B0lSDGb%2BnYRDTO99e2wJS8gBWrp8xSvOKfBm91ROQPhxJkoRg9gxK36b3T241KReoWN9zUixJABxmAPROIxNLXvtM97Nr9Rxkpk4GHV42sgxFH7v2UT6%2FN5ANzkxu4074yRgfEPO7TAvg6GVlYy8isnz%2FWD0HMNqFxJXl%2Fl1fMzZG6YXf04dU5TMPFJQoOn3yji0%2B66wd6Y3XHiBE5tnlqMJUyu%2BwK0HI5bb2LJI21vjVQPJyJQAdzGacXLOKn70zTUcTpVqqo5VsPZED%2BD5NwsK%2BjZ1PCNGsGO9gDgwg3op%2BgC5%2FP%2FZogbp733529PATWOBnNJZNSdL2jz5qojPwSGnVpY9%2FSpEJp9cnPb4K0H%2BD8Zof4Ixe%2B0zZ0xqVB46az3u%2FtQ0TU25ZISNzNBRAyzDi34LtewP7nZ6FAxaeh5JAZwwhFf9vEAO094wWIWjWAj8%2BhO8K5YhDbJT87gvrxaM%2BCPLq%2BFnsFb3xNGrl5vSa5wSDSQ%2F86NkTl9wxiyTAN3uI5kGNjW7L0lJBYsSUfLvWQ6wRnmBFM7BTZIEzS036uELw%2F50eoJudvPK92DR8Y6uoGJPqTD%2Fz%2BjEBjqaAbl0XPx6Rart8pvUnT9ZawtRVvBfIeyYWKheO4eXS5aLWjucwUa9Wdghmr%2BByEJO%2FsR%2F%2BTVPEYBkHTux6cSJGqE5SkFqTwXqOo4XuZVtvfpdJ19kxdVtWp%2BJvLbc5xVSYlm5b81wLtl8nPFU0c17sy0Xr8MPKXrVZQ0rnIxJbvdQuM%2BJIA0QkbOw1e1J0sPN0J9Bv3Qzt2JzaDg%3D&X-Amz-Signature=067334883218f19b619a54116feb291ae497d2882a0c9c1e821d1983e95e1ff0&X-Amz-SignedHeaders=host&response-content-disposition=attachment%3B%20filename%3D%222025_Project_Milestones_Template.xlsx%22&x-id=GetObject)

\*Response required

### 7.10. If you are applying for construction funds, confirm that your organization accepts that EDI-funded projects are subject to Prevailing Wage requirements and has captured cost premiums in the project budget..\*

For information about Prevailing Wage, refer to the Washington State Department of Labor & Industries website for Public Works Awarding Agencies: [Awarding Agencies](https://lni.wa.gov/licensing-permits/public-works-projects/awarding-agencies/)

Please confirm

\*Response required

### 7.11. Provide any additional information about the capital project not discussed above, including but not limited to: community engagement in the project, design and engineering status, construction costing and contracting, and project funding and financing status. \*

*Maximum response length: 2500 characters*

\*Response required

### 7.12. If requesting capacity building funds, please describe your plan for building organizational capacity to implement the project, including how capacity needs are determined and what the strategy is to be able to build capacity in line with the project. Define what capacity means for your organization, community, and project. \*

If not applying for Capacity Building, please enter "N/A"

\*Response required

### 7.13. Previous Capacity Building Funds\*

Describe what capacity gains have been achieved through the previous rounds of capacity-building and how the organization has been better able to serve the community through the capacity-building awards.

Be sure to include:

* ways in which you have uplifted or partnered with other organizations operating in your community who have not received EDI capacity-building support.
* an identified strategy to expand sources of operations support beyond EDI capacity-building grants.

*Maximum response length: 2500 characters*

\*Response required

### 7.14. CONFIRM THAT YOUR APPLICATION PROGRESS HAS BEEN SAVED\*

Please confirm

\*Response required

### 7.15. Describe any project risks identified (e.g. title encumbrances, physical site challenges, cost escalation, permitting delays, SEPA/NEPA review, community opposition, organizational capacity, future operating costs, risks to funding,etc.) \*

*Maximum response length: 2500 characters*

\*Response required

### 7.16. If your organization requires technical assistance to support mitigation strategies to address identified risks, please describe those technical assistance needs. \*

Enter N/A if your organization does not need technical assistance at this time.

*Maximum response length: 1500 characters*

\*Response required

# 2. Selection Process and Procedures

This section details City instructions and requirements for your submittal. The City reserves the right in its sole discretion to reject any Consultant response that fails to comply with the instructions.

## 2.1. Pre-Submittal Conference

The City offers an optional virtual Information Session and live Q&A Session at the time and date located on the Timeline. Applicants are highly encouraged to attend but not required to attend to be eligible to propose.

## 2.2. Questions

Applicants may submit their questions through the Procurement Portal. Questions and answers submitted through the portal will be available for all applicants. Please refer to the summary timeline for the deadline to submit questions.

## 2.3. Changes to the RFP

The City may update this RFP if it believes the changes won’t affect its goals for the project. Any updates will be made official through an addendum posted on the Procurement Portal at <https://procurement.opengov.com/portal/seattle>, and those updates will become part of this RFP.

## 2.4. Receiving Addenda and/or Question and Answers

It's the applicant's responsibility to check the City’s Procurement Portal for any updates, answers, or announcements. Unless information is provided via the Portal or directly from EDI staff, the City can't promise those are accurate or complete.

## 2.5. Proposal Submittal

It's the applicant’s responsibility to make sure their response is clear and complete. Proposals must be received by the City no later than the date and time in the Timeline, except as revised by Addenda. The applicant has full responsibility to ensure the response is submitted to the City's Procurement Portal within the deadline. The Procurement Portal will not allow applicants to upload submissions past the deadline and EDI staff may not accept proposals by email or other methods. Please try to complete your submission at least 24 hours in advance of the due date. If you experience technical difficulties with the Portal and notify EDI 24 hours or more in advance of the due date, a short extension may be granted while the technical issue is resolved.

## 2.6. Changes or Corrections to Proposal Submittal

Prior to the proposal submittal closing date and time established for this RFP, an applicant may change or correct its proposal by following the Instructions here: <https://opengov.my.site.com/support/s/article/4f4218bf-7da6-4fc6-b0c3-7eade0776ebe>. No change to a proposal can be made after the proposal closing date and time.

## 2.7. Independent Contractor

The Consultant works as an independent contractor. The City will provide appropriate contract management, but that does not constitute a supervisory relationship to the Consultant. Consultant workers are prohibited from supervising City employees or from direct supervision by a City employee. Prohibited supervision tasks include conducting a City of Seattle Employee Performance Evaluation, preparing and/or approving a City of Seattle timesheet, administering employee discipline, and similar supervisory actions.

Contract workers shall not be given City office space unless expressly provided for below, and in no case shall such space be provided for over 36 months without specific authorization from the City.

The City will not provide space in City offices for performance of this work. Consultants will perform most work from their own office space or the field.

## 2.8. Insurance Requirements

Not Applicable for the Request for Proposal. Insurance requirements for projects will be determined during the City's underwriting and risk assessment process during the contracting period.

## 2.9. Proprietary Materials

The State of Washington’s Public Records Act (Release/Disclosure of Public Records): Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) all materials received or created by the City of Seattle are considered public records. These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other bid material.

The State of Washington’s Public Records Act requires that public records must be promptly disclosed by the City upon request unless that RCW or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (Reference RCW 42.56 and RCW 19.108).

Bidders/proposers must be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature’s website at <http://app.leg.wa.gov/rcw/default.aspx?cite=42.56>.

If you have any questions about disclosure of the records you submit with your bid, contact the Procurement Contact named in this document.

**Marking Your Records Exempt from Disclosure (Protected, Confidential, or Proprietary)**

As mentioned above, all City of Seattle offices (“the City”) are required to promptly make public records available upon request. However, under Washington State Law some records or portions of records are considered legally exempt from disclosure and can be withheld. A list and description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If you believe any of the records you are submitting to the City as part of your bid/proposal or contract work products, are exempt from disclosure you can request that they not be released before you receive notification. To do so you must complete the City Non-Disclosure Request Form (“the Form”) provided by the City (see page 4 on the Consultant Questionnaire) and very clearly and specifically identify each record and the exemption(s) that may apply. (If you are awarded a City contract, the same exemption designation will carry forward to the contract records.)

The City will not withhold materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on the Form. Only the specific records or portions of records properly listed on the Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and specifically listed on the Form, the City will notify you in writing of the request and will postpone disclosure. While it is not a legal obligation, the City, as a courtesy, will allow you up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a Court order within the ten days, the City may release the documents.

The City will not assert an exemption from disclosure on your behalf. If you believe a record(s) is exempt from disclosure you are obligated to clearly identify it as such on the Form and submit it with your solicitation. Should a public record request be submitted to Purchasing for that record(s), you can then seek an injunction under RCW 42.56 to prevent release. By submitting a bid document, the bidder acknowledges this obligation; the proposer also acknowledges that the City will have no obligation or liability to the proposer if the records are disclosed.

**Requesting Disclosure of Public Records**

The City asks bidders and their companies to refrain from requesting public disclosure of bids until an intention to award is announced. This measure is intended to protect the integrity of the solicitation process particularly during the evaluation and selection process or in the event of a cancellation or re-solicitation. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by State Law. If you do wish to make a request for records, visit <https://www.seattle.gov/public-records/public-records-request-center>.

## 2.10. Use of Hyperlinks and URLs in Submittals

Hyperlinks and URLs to web sites or references to attachments may not be used in documents submitted in response to this solicitation, unless specifically requested in the submittal requirements. The City is not obligated to evaluate, review, or score any information submitted in the form of a hyperlink or URL. Information and documentation requested for the evaluation process must be submitted in the format indicated in the solicitation instructions.

# 3. Selection Process

## 3.1. Proposal Evaluation

Proposals shall be evaluated using the evaluation criteria in the Proposal Evaluation Section.

## 3.2. Interviews

The City may interview top ranked organizations from the proposal evaluation. If interviews are conducted, rankings of organizations shall be determined by the City, using the combined results of interviews and proposal submittals. If interviews are conducted, they will be worth the points listed in the Proposal Evaluation section.

## 3.3. Selection

A Community Review Panel will be convened for the review and evaluation of proposals. Depending on the number of applications received, EDI staff may review existing grantee applications only. The City reserves the right to make a final selection based on the combined results and/or the overall consensus of the Community Review Panel.

# 4. Proposal Evaluation

The City will evaluate proposals using the criteria below. Responses will be evaluated, scored and ranked.

## Phase 1

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Evaluation Criteria** | **Scoring Method** | **Weight (Points)** |
| 1. | **EDI Equity Drivers**  Overall Question: Will the proposed work meaningfully address displacement pressure or opportunity gaps in the community?  **Please refer to the RFP Guidance document for scoring rubric.** | 0-5 Points | 5 *(25% of Total)* |
| 2. | **Depth of Relationship to Community**  Does the proposal:   1. Come from communities that are in high-risk displacement neighborhoods? 2. Include community members in the decision-making leadership of the organization? 3. Derive from an established, accountable, and inclusive community process?   **Please refer to the RFP Guidance document for scoring rubric.** | 0-5 Points | 5 *(25% of Total)* |
| 3. | **Site Control Readiness and Project Scope**  Overall Question: Is the project likely to be successfully implemented?  **Please refer to the RFP Guidance document for scoring rubric.** | 0-5 Points | 5 *(25% of Total)* |
| 4. | **Displacement Risk**  Overall Question: Does the project represent an area that has, is, or is likely to experience significant displacement pressure and can provide access to opportunities for the community?  **Please refer to the RFP Guidance document for scoring rubric.** | 0-5 Points | 5 *(25% of Total)* |

## Phase 2

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Evaluation Criteria** | **Scoring Method** | **Weight (Points)** |
| 1. | **Interviews (If Needed)** | Pass / Fail | 5 *(100% of Total)* |