



## RFP Information

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Project Name: SeaTac Utility Cabinet Decorative Wraps  
Issue Date: May, 11th, 2022  
Closing Date: June 6th, 2022

## Contact

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Name: Mason Giem  
Phone: 206-730-2623  
Email: [mgiem@seatacwa.gov](mailto:mgiem@seatacwa.gov)

## Contractor Information

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Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Return Proposals by 4:00 pm, June 6th 2022 to:

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City of SeaTac  
"RFP FOR SEATAC UTILITY CABINET DECORATIVE WRAPS"  
[seatacarts@seatacwa.gov](mailto:seatacarts@seatacwa.gov)

## 1.0 SUBMITTAL INSTRUCTIONS

To be eligible for consideration, proposals must be emailed to [seatacart@seatacwa.gov](mailto:seatacart@seatacwa.gov) . **Late proposals will not be accepted and will be returned to the proposers unopened.**

Proposals shall contain all required information as described in **Section 5.0**. Emails should be titled **“RFP FOR SEATAC UTILITY CABINET DECORATIVE WRAPS”**.

Proposers shall be fully responsible for all costs incurred in the preparation and submittal of their proposals.

The words “must” or “will” or “shall” in this RFP indicate mandatory requirements. Taking exception to any mandatory requirement will be grounds for rejection of the proposal.

The City desires to avoid any misunderstanding where it is assumed that a feature is included in the proposal and turns out to be an optional, extra cost feature. As such, any question answered with an indication of compliance will be considered included at no additional cost. Any service that is referred to in the body of this response (does not pertain to attachments and brochures) will be considered included in the proposal.

The purpose of this RFP is to provide minimum requirements, solicit proposals and gain adequate information from which the City may evaluate the Proposer’s capabilities and services as they compare to other providers and as they pertain to the needs of the City as defined in this document.

It is the intent of the City to select a single company to perform all services outlined in this RFP.

## 2.0 GENERAL INFORMATION

Incorporated in February 1990, the City of SeaTac is located in the Pacific Northwest, approximately midway between the cities of Seattle and Tacoma in the State of Washington. The City has a population of 29,890 with a dramatic daily increase to 171,380 through employment, airport users and hotel guests. SeaTac is a vibrant community, economically strong, environmentally sensitive, and people-oriented. The City boundaries surround the Seattle-Tacoma International Airport, (approximately 3 square miles in area) which is owned and operated by the Port of Seattle.

## 3.0 DESCRIPTION OF PROJECT

The City of SeaTac Public Works Department is seeking to install decorative vinyl wraps at 32 intersections throughout the City with at least 20 being done in 2022 and the remainder installed in 2023. Some locations have multiple utility boxes and some only contain one box. Contractor will: evaluate locations for wrap installation suitability and size, perform installation of wraps and provide artwork to choose from upon request. Pictures of the boxes to be wrapped can be found here:

<https://app.box.com/s/rfkh0pyqrcmr75iy61s3un1xdahxd2b5>

## 4.0 PROJECT BACKGROUND

There are 32 signalized intersections within City limits that have unwrapped utility cabinets. These utility cabinets house components critical to the operation of the traffic signals at each intersection and are prone to graffiti and tagging with spray paint. In 2021, City Council approved a project to provide art wraps for the City owned utility cabinets located within signalized intersections. The art wraps will serve to showcase local artists, create neighborhood identities, and act to deter tagging/graffiti. The City is aiming to install decorative wraps for utility cabinets at 20 intersections in summer 2022 and the remaining 12

intersections in summer 2023. However, a more aggressive schedule will be considered provided quality and safety are not compromised.

## 5.0 REQUIREMENTS

The Contractor must possess at least 5-years demonstrated experience in fabrication and installation of decorative cabinet wraps. The Contractor must possess the expertise essential to complete the project and perform the full range of services required for this scope of work. The successful contractor will be required to have a City of SeaTac business license prior to starting work. The Contractor shall submit a proposal that includes the following:

- A. Completed Cost Proposal Worksheet. Attachment 1.
- B. Project Team: Identify the proposed project manager and key project team members and their responsibilities.
- C. References: Provide the name and contact information for at least three (3) references (municipalities preferred) from whom the contractor has performed similar work.
- D. Format required by contractor for artwork submitted for use on vinyl wraps.

## 6.0 SCOPE OF WORK

The Contractor will provide the City with technical expertise, fabrication, and labor associated with installation of decorative art wraps for signal system utility cabinets as described in the Cost Proposal Worksheet. The contractor may also be requested to provide access to artwork if there are not enough submissions from resident artists. The City reserves the right to investigate, as it deems necessary, the financial resources and ability of any company to perform the work or services requested. Information the City deems necessary in order to make a determination shall be provided by the contractors upon request. The work to be undertaken includes:

### 6.1 *Provide Technical Expertise and Guidance to the City*

Public Works staff; the City's Arts, Culture and Library Advisory Committee (ACLAC) will be responsible for selection of art that will be integrated into the decorative cabinet wraps at locations identified by the City of Seatac. The Contractor's proposal shall account for up to two (2) virtual meetings with Public Works staff and ACLAC to provide technical guidance and answer questions as necessary. ACLAC and the City will be soliciting the public for artwork. City staff will be responsible for providing the artwork and locations of installation to the Contractor using the Contractor's specified formatting.

### 6.2 *Inspect Utility Box Locations for Wrap Installation Suitability*

The City will provide the contractor with a list of utility box locations thought suitable for wrap installation. The Contractor shall perform a pre-installation site visit to verify the exact size and condition of the utility boxes before installation. Images of these locations can be found here:

<https://app.box.com/s/rfkh0pyqrcmr75iy61s3un1xdahxd2b5>

### 6.3 *Receive Artwork from City and Generate Proofs of Concept*

Upon receiving the art from the City, the Contractor shall generate a digital proof of concept for each decorative vinyl wrap installation that shows how the artwork will be applied to each cabinet for final City approval. The proofs shall show the front, top, and side surfaces of cabinets being wrapped.

### 6.4 *Provide Artwork for the City to Choose From*

The Contractor shall provide access to artwork that can be selected from for the balance of cabinet wraps not done using qualifying artistic submissions.

### **6.5 Fabrication of Vinyl Wraps**

Upon artwork proofs being approved by the City, the Contractor shall be responsible for the fabrication of the decorative cabinet wraps. The cabinet wraps shall be made of vinyl and have UV resistant, anti-graffiti, chemical resistant, and acid-etching resistant properties.

The vinyl wraps shall have a minimum design life of seven (7) years with Contractor providing a minimum two year warranty of workmanship and materials. Contractor shall provide material specifications for the vinyl cabinet wrap to be used. Painting of the signal cabinets shall not be permitted.

### **6.6 Cleaning of Boxes Prior to Installation**

Contractor is responsible for cleaning the cabinet prior to installation to ensure proper adhesion.

### **6.7 Installation of Vinyl Wraps**

The Contractor shall furnish all labor, materials, and equipment necessary to install the vinyl wraps. This shall include traffic control, if necessary. The Contractor shall submit for and attain a blanket, no fee Right of Way Use Permit for the work. Upon request, a site specific traffic control plan, to be used if needed, shall be included.

## **7.0 TIMELINE**

RFP Issued	May 10th, 2022
Proposals Due	June 6th, 2022 (by 4:00pm local time)
Interviews	June 20th, 2022
Selection Notification	June 30th, 2022
Execution of Contract	July 11th, 2022

## **8.0 EVALUATION CRITERIA**

The Cost Proposal Worksheet in conjunction with references shall be the primary basis for Contractor selection. The City reserves the right to reject any or all proposals if determined to be in the best interest of the City.

## **9.0 RFP QUESTIONS AND CLARIFICATIONS**

Questions shall be submitted to the City of SeaTac Public Works Department by email to [seatacarts@seatacwa.gov](mailto:seatacarts@seatacwa.gov) no later than the date and time referred in the timeline in Section 7.0 of this RFP. Please reference the RFP in the subject line of the email when submitting questions.

- A. Oral questions will not be received or answered. Questions must be in written form and submitted by email. An addendum to this RFP will be issued by the SeaTac Public Works Department as a result of questions generated under this RFP.
- B. A Silent Period is established between the time the City receives the RFP and the time the City recommend award of the RFP. The Silent Period includes the issuance, submittal receipt, and evaluation of the RFP. All proposers, consultants, or individuals acting on their behalf are hereby prohibited from contacting or lobbying any City employee, official, or representative regarding this RFP during the Silent Period other than the [seatacarts@seatacwa.gov](mailto:seatacarts@seatacwa.gov) email. All communications

regarding this RFP shall be directed to the email defined above. Failure to observe the Silent Period may disqualify the proposer and/or delay or void the RFP.

## 10.0 ADDENDA

If at any time the City changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the City will issue a written addendum to the RFP and post on the City website. It is the Proposer's responsibility to check for addenda and other new documents online.

## 11.0 PREPARATION COSTS

The City of SeaTac shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge of award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## 12.0 GENERAL TERMS AND CONDITIONS

The following terms and conditions apply to all proposals to provide services to City of SeaTac:

1. City of SeaTac expressly reserves the following rights:
  - a. To reject any and/or all irregularities in the proposals submitted.
  - b. To reject any or all proposals or portions thereof.
  - c. To base awards with due regard to quality of services, experience, and other such factors as may be necessary in the circumstances.
  - d. To make the award to any contractor or combination of contractors whose proposal(s), in the opinion of the City, is in the best interest of the City.
2. All proposals must be emailed and have **"RFP FOR SEATAC UTILITY CABINET DECORATIVE WRAPS"** in the subject line.
3. Any proposal or modification received after the hour and date specified will be not be considered.
4. All documents, reports, proposals, submittals, working papers, or other materials prepared by the Contractor pursuant to this proposal shall become the sole and exclusive property of the City, and the public domain, and not the property of the Contractor. The Contractor shall not copyright, or cause to be copyrighted, any portion of said items submitted to the City because of this solicitation.
5. Insurance - The Contractor shall procure and maintain insurance as outlined below for the duration of this Agreement. Any Commercial General Liability and Automobile Liability insurance policies obtained shall be underwritten by insurance companies which have an A.M. Best's rating of A VII or better, licensed to do business in the State of Washington. Liability insurance policies shall specifically name the City, its elected or appointed officials, officers, employees and volunteers as Primary-Non-Contributory Additional Insureds of said policies.

The Contractor shall not begin work under the Agreement until all required insurance has been obtained and until such insurances have been received by the City. The Contractor shall file with the City a certificate of insurance evidencing that the policies are in force. The certificate shall be accompanied by policy endorsements as are necessary to comply with these requirements.

The types and limits insurance are as follows:

COMMERCIAL GENERAL LIABILITY-Comprehensive Form  
\$1,000,000 per occurrence liability /\$2,000,000 annual aggregate.  
Coverage to include Premise and Operations Liability  
Blanket Contractual

OCP for subcontractor's liability  
Product and Completed Operations Liability  
Stop Gap Liability-\$1,000,000/\$1,000,000/\$1,000,000  
Primary-Non Contributory Additional Insured coverage for the City et.al.

AUTOMOBILE LIABILITY

\$1,000,000 per accident bodily injury and property damage liability, including any owned, hired or on-owned automobile.

WORKER'S COMPENSATION

Employees of Contractor and Subcontractors are to be insured under Washington State Industrial Insurance.

The General Aggregate provision of the Contractor's insurance policies shall be amended to show that the General Aggregate Limit of the policies applies separately to this contract.

Failure of the Contractor to fully comply with the requirements regarding insurance will be considered a material breach of contract and shall be cause for immediate termination of the contract.

**13.0 TITLE VI STATEMENT**

The City of SeaTac, 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 as 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.

**14.0 ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

The City is committed to meeting the requirement of the American with Disabilities Act (ADA). To access this documentation in other formats please contact: Mason Giem, Public Works Programs Coordinator at [seatacart@seatacwa.gov](mailto:seatacart@seatacwa.gov)

## REQUIRED SIGNATURE PAGE FOR PROPOSAL

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (60) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

Being first duly sworn, on my oath, I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any consultant or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the City to consider this proposal, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to City of SeaTac, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to City of SeaTac.

Signature \_\_\_\_\_

Printed Name  
and Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

UBI No. \_\_\_\_\_