

City of SeaTac

Request for Qualifications

Contract for Construction Plan Review Services

Purpose

The City of SeaTac is seeking proposals from consultants with experience in construction plan review as described below. The successful respondent will have experience in:

1. Structural review for compliance with the WA State adoption of the International Building Code (IBC) for large and complex structures; peer review for commercial projects at SeaTac Airport (as part of the City of SeaTac's inter-local agreement (ILA) with the Port of Seattle) and review of residential structures as needed by the jurisdiction; and
2. Life safety review consistent with the current State adoption of the IBC; and
3. Building systems review for compliance with the State amended Uniform Plumbing Code (UPC), International Mechanical Code (IMC) and Washington Cities Electrical Code National (WCEC) and National Electrical Code (NEC) for projects described in items 1 and 2 above.

Background

The City of SeaTac is redeveloping from a primarily suburban city into an urban center with a variety of urban-style construction projects. This development is surrounded by mainly residential neighborhoods, developed mostly in the 1940's and 50's, with a small industrial/manufacturing area in the southwest section of the City. In addition, the City, through an Interlocal Agreement (ILA) with the Port of Seattle (POS), is responsible for monitoring development at SeaTac Airport. A successful candidate must have the experience to review, comment and provide technical support for all types of commercial, residential, and POS projects, participate in the City's permitting processes, and complete reviews within the City designated time frames.

Considerations

- Project team
- Firm experience
- Types of projects reviewed
- Team member qualifications
- Typical turnaround time for review with written comments/plan redlines
- Past workload and capacity for review within timelines
- Permit process support
- Fee/Pricing structure

City Deliverables

- a. The City will provide permit document routing and access to the City's permit tracking and land management system
- b. The City will provide customer interface when practical
- c. The City project staff will meet with and provide guidance to the consultant team throughout the application review and approval process.

Scope of Work

Construction permit application review and approval; general permit process support (to be detailed on a case-by-case basis).

Proposed Timeline

Action	Date
Request for Qualifications (RFQ) Notice	September 12, 2022
Questions Due	September 19, 2022
Statement of Qualifications Due	September 26, 2022
Consultant Selection	September 30, 2022

RFQ Questions

Questions or requests for clarification regarding this RFQ shall be directed to Building Services Supervisor, Doug Powell, at dpowell@seatacwa.gov. Questions must be received in writing no later than 4:30PM, Pacific Daylight Savings Time, September 19, 2022. Questions will be compiled, answered, and distributed via email to all responding consultants.

Statement of Qualifications Submission Logistics

Statements of Qualifications must be received electronically via email to Building Services Manager Mary Kate McGee, mkmcgee@seatacwa.gov, no later than 5:00 PM, Pacific Daylight Savings Time, September 26, 2022. No hard copy submittals will be accepted. If the file size is larger than 15 MB, contact the Building Services Manager for alternative submission options. Upon receipt of your documents, the City will send a confirmation email. Questions about the electronic submittal process may be directed to Building Services Manager Mary Kate McGee, mkmcgee@seatacwa.gov

Preparation Costs

The City of SeaTac shall not be responsible for any costs or fees related to response preparation, nor for costs, including attorney fees, associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or 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.

Proposals

The City of SeaTac reserves the right to reject any or all proposals if determined to be in the best interest of the City, and to accept or reject minor informalities. Submitted documents will become public records.

Title VI Statement

The City of SeaTac encourages disadvantaged, minority, women-owned, and veteran-owned consultant firms to respond. The Recipient, 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 at 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.

The City of SeaTac assumes no obligation of any kind for expenses incurred by respondents to this solicitation. The City's fair labor practices and non-discrimination policies shall apply.

Accommodations for persons with disabilities

The City is committed to meeting the requirement of the Americans with Disabilities Act (ADA). To access this document in other formats please contact Building Services Manager Mary Kate McGee at mkmcgee@seatacwa.gov