



REQUEST FOR QUALIFICATIONS (RFQ)

Owner's Representative / Consultant Services for Organic Waste Diversion and Recycling Contamination Reduction Program

Issue Date: 3/22/2024

Closing Date: 4/7/2024

CONTACT

Mason Giem

Public Works Programs Coordinator

Telephone: (206) 973-4763

Email: mgiem@seatacwa.gov

VENDOR INFORMATION

Name: _

Contact Name: _

Address: _

City, State, Zip Code: _

Telephone: _

Facsimile: _

Email: _

EMAIL PROPOSALS BY 4:00 PM, ON SUNDAY, April 7, 2024:

Attn.: Mason Giem, Public Works Programs Coordinator

Public Works

City of SeaTac

4800 S. 188th Street

SeaTac, WA 98188

Telephone: (206) 973-4763

Email: business mgiem@seatacwa.gov

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1. Description of City

Incorporated in February 1990, 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 approximately 32,000. SeaTac is a vibrant community, economically strong, environmentally sensitive, and people oriented. The City surrounds the Seattle-Tacoma International Airport, (approximately three (3) square miles in area) which is owned and operated by the Port of Seattle.

The City is home to a diverse resident and business community. SeaTac's residents are pre-dominantly Black, Indigenous and People of Color (62%) and speak a variety of languages including Amharic, Somali, Spanish, and Vietnamese. SeaTac is a hub for the hospitality industry in the Pacific Northwest, with more than 6,000 hotel rooms and diverse retail and restaurant businesses.

2. General Information

The City of SeaTac is accepting proposals from qualified consultants to assist the City on The Organic Waste Diversion and Recycling Contamination Reduction Program. Specifically, the City is seeking consultant services to work with food service businesses in SeaTac to start collecting compostables and work with multi-family properties to increase recycling and reduce recycling contamination.

3. Scope of Work

The City of SeaTac is requesting proposals from qualified consultants to serve as the City's representative for the development of organics waste collection at food service businesses in SeaTac and at multi-family businesses to increase recycling and reduce recycling contamination. The consultant team will be managed by and report to the City's Project Coordinator in the Public Works Department and will work closely with the City's solid waste hauler on outreach and implementation. Required Scope of Work elements will include but are not limited to those described below. A detailed scope of work will be developed upon selection of the successful firm.

- Project Scheduling – Develop, maintain, and implement a detailed project schedule and budget for the subject project. Identify all key milestones and the project critical path associated with meeting the project goals.
- Business and multi-family identification – Perform site evaluations and due diligence associated with identifying properties and developing/managing relationships with managers.
- Project Delivery – Identify, evaluate, and recommend changes to current waste management systems to deliver project goals.
- Project Management – Provide day to day project management in consultation with the solid waste hauler and the City.

4. Statement of Qualifications

Consultants interested in this opportunity shall submit the following:

- Cover letter outlining general qualifications of the firm to perform the scope of work.
- A list of three similar successfully completed projects, including the firm's project team member(s), their assignments, and year of the project. Include references for each project identifying the owner, contact person's name, title, address, email address, and telephone number.
- Identification of proposed team member(s) for the City's project with organizational chart and qualifications of the project manager and all key personnel proposed for this project. Provide the name, phone number, email address, and office address of the project manager who will direct the work for your firm.
- The firm's experience with developing and/or managing projects requiring similar deliverables.
- Required signature page for proposal (page 8 of RFQ).

Statements of Qualifications must be received electronically via email to the Public Works Programs Coordinator, Mason Giem, at mgiem@seatacwa.gov no later than 4:00PM, Pacific Standard Time, March 28, 2024. No hard copy submittals will be accepted. If the file size is larger than 15 MB, contact the project 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 the Public Works Programs Coordinator at mgiem@seatacwa.gov.

5. Selection Criteria

All submittals will be scored on the following criteria:

Criteria	Points
Project Understanding and Approach	45
Firm's Past Experience on Similar Projects	20
Project Team's Experience	20
Firm's Ability to Meet Schedule	15

Those firms selected for interview will have the opportunity to present their past experiences in solid waste system design and outreach and education at food service businesses and multi-family properties. Final selection of a consultant will be based on submitted materials, the interview if conducted, and responses from references.

6. Contract Requirements

The Consultant will be required to use the City of SeaTac Consultant Services Agreement attached for reference in draft form as Attachment A. Any consultant having significant reservations concerning the use of this Agreement should not apply.

7. RFQ Questions

Questions or requests for clarification regarding this RFQ shall be directed to Public Works Programs Coordinator at mgiem@seatacwa.gov. Questions must be received in writing no later than 4:00PM, Pacific Standard Time, March 28, 2024. Questions will be compiled, answered, and distributed via email to all responding consultants.

Anticipated Schedule

March 22, 2024	Advertise for SOQs
March 31, 2024	Question Due
April 7, 2024	Statements of Qualifications Due
April 12, 2024	City Review of RFQ Submissions
April 13, 2024	Notify Selected Consultants of Interview
April 18 - 22, 2024	City Interviews Selected Consultants
April 26, 2024	Final Selection
May 3, 2024	Final Scope and Contract Negotiations Completed
May 10, 2024	City Manager to Sign Contract
May 12, 2024	Notice to Proceed

8. General Terms and Conditions

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

- A. City of SeaTac expressly reserves the following rights:
 - i. To reject any and/or all irregularities in the proposals submitted.
 - ii. To reject any or all proposals or portions thereof.
 - iii. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
 - iv. To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the City, is in the best interest of the City.
 - v. In the event negotiations are not completed with the top-ranked consultant team, negotiations may proceed with the next most qualified team or teams.
- B. Any proposal or modification received after the hour and date specified will not be accepted. Receipt time is deemed to be the email's receipt as logged by City's email system.
- C. All documents, reports, proposals, submittals, working papers, or other materials prepared by the consultant pursuant to this proposal shall become the sole and exclusive property of the City, and the public domain, and not the property of the consultant. The consultant shall not copyright, or cause to be copyrighted, any portion of said items submitted to the City because of this solicitation.
- D. 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.
- E. The consultant 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 X 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 consultant 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 consultant 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.

9. Addenda

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

10. 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, Non-discrimination 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.

11. Accommodations for Persons with Disabilities Statement

The City is committed to meeting the requirements of the Americans with Disabilities Act (ADA). To access this document in other formats please contact Florendo Cabuldol at fcabudol@seatacwa.gov.

Required Signature Page for Proposal

I, the undersigned, having carefully examined the Request for Qualifications, 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: _

Firm Name: _

Address: _

Telephone: _

Facsimile: _

Email: _

UBI No.: _

THIS PAGE MUST BE SIGNED AND RETURNED WITH PROPOSAL.