

CITY OF SEATAC

REQUEST FOR PROPOSALS

PURPOSE

The City of SeaTac (the “City”) requests proposals from qualified consultants to perform a study that will guide the City in the establishment of a multifamily rental housing inspection program in SeaTac. This study will serve as the basis for staff recommendations to the SeaTac City Council to establish such a program. The study should evaluate existing similar programs in comparable jurisdictions in King County and provide the following 1) a recommended approach to the City to administer the program, 2) the expected cost to the City to administer the program, 3) recommendations that will result in the most benefit to the SeaTac community, while minimize the cost in administration and to residents.

BACKGROUND

Approximately half of the households (4,865 units) in SeaTac are renter-occupied, and the majority (approximately 63%) of the existing rental units are in buildings that were built in the 1960s and 1970s (Source: SeaTac Housing Action Plan, 2021). The City has anecdotal evidence of unsafe living conditions in SeaTac multifamily buildings.

The City has yet to gain experience administering a housing inspection program and desires to establish a program that is effective and maximizes the benefit to the SeaTac community. Further, a multifamily inspection program should not result in unintended negative consequences to renters, such as an increased risk of displacement or an increase in rents. Consequently, the desired study should evaluate the outcomes of housing inspection programs in similar jurisdictions in King County (e.g., Kent, Tukwila, Burien, and Seattle) or Puget Sound to inform SeaTac’s efforts in establishing a housing inspection program. In essence, SeaTac desires to leverage “lessons learned” by other jurisdictions.

Currently, SeaTac only inspects for unsafe living conditions when a possible problem is reported to the City. It is likely that in some cases people occupying rental units may be 1) unaware of current property maintenance code requirements, and/or 2) unwilling or uneasy in reporting any unsafe conditions to the City for intervention. Consequently, SeaTac also desires an assessment of the community’s need for a multifamily housing inspection program.

SCHEDULE

Work will commence following contract approval in late September or early October 2024, with a desired completion date in the first quarter of 2025.

Please include a work schedule with your proposal. The schedule should include all proposed significant milestones and a recommended completion date. The actual work schedule will be confirmed at the time of contract signing.

PROJECT SCOPE OF WORK

City of SeaTac staff anticipate working with the selected consultant team to establish a final scope of work. The following components reflect the City of SeaTac’s initial understanding of the necessary work components to complete the feasibility study.

- **Operational analysis.**

- Identification of other multifamily inspection programs in other King County and Puget Sound communities.
 - Review and determine the estimated cost to the City to administer a multifamily housing inspection program, including:
 - No reduction in administering other existing SeaTac programs.
 - Personnel costs.
 - Overhead and administrative costs.
 - Appeals and legal costs.
 - Analysis should be based upon comparing and contrasting similar programs in other King County and Puget Sound jurisdictions.
 - Identification and recommendations related to program cost management.
- **Determine SeaTac's needs and effects of the program.**
 - Community input is expected as part of this analysis. SeaTac staff will work with the consultant to determine the best approach to obtaining community input.
 - Evaluation of the existing need for a multifamily inspection program in SeaTac.
 - Analysis of the components of a multifamily inspection program that will best result in an improved safe living conditions for people renting multifamily units. Analysis of other programs should evaluate:
 - There is a net increase in units meeting the basic standard of safe living conditions.
 - The public perception of the effectiveness of housing inspection programs in other jurisdictions.
 - Identification and discussion of any unintended consequences for landlords and renters and mitigation measures. Examples of unintended consequences include but are not limited to, an increase in displacement, reduced available units for rent, rental growth, or retaliation by landlords. SeaTac desires to mitigate any unintended consequences.
- **Recommendation.** The City is looking for recommendations on how to best structure the expected Housing Inspection program based on the expected costs, benefits, and analysis, supported by current and comprehensive data collected and analyzed by the Consultant.

BUDGET

The City Council has budgeted \$50,000 for this study.

SUBMITTAL REQUIREMENTS

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. The following submittals must be part of your proposal; if any are not included, your proposal may be considered non-responsive. During the evaluation process, the City reserves the right to request additional information or clarification from firms responding to this RFP.

Applicants must submit a detailed proposal that includes the below criteria. The proposal should be limited to a maximum of 10 pages and utilize an 11-point Calibri font.

A complete response will include:

1. Executive Summary - Overview of your understanding of the project and a description of deliverables.
2. Project Schedule – Include a proposed timeline for completion of each deliverable, as identified in the

Scope of Work. If additional time is anticipated beyond that described in the schedule, please clearly explain the basis for an alternative proposed project schedule.

3. Project Methodology – Provide a recommended methodology to complete the project scope of work.
4. Pricing Methodology—Provide a price estimate, including the number of hours, hourly rate, and total cost, as identified in the Project Scope of Work. Any expenses to be included in your proposal must be listed as separate line items, including the total costs anticipated to be claimed and the nature of expenses (such as office supplies, lodging, meals, etc.).
5. Qualifications – Information about your relevant experience and expertise in conducting similar studies.
6. Business name – proposals must be made in the official name of the firm or individual under which business is conducted.
7. Business license – provide a statement that you understand and agree to obtain a City of SeaTac business license as a requirement for performing these services. If your business is not within the city limits, but you or your agents will be coming into the city to conduct business, call on clients, or provide services, you will need a business license.
8. References – Include a list of professional references, with contact information, for at least three (3) contracts within the last three (3) years. Municipal references are preferred. The City reserves the right to contact references without prior notification.

QUESTIONS

Questions or requests for clarification regarding this RFQ shall be directed to Community & Economic Development Director Evan Maxim at emaxim@seatacwa.gov. Questions must be received in writing by 5:00 PM, Pacific Standard Time, **August 19, 2024**. Questions will be compiled, answered, and emailed to all responding consultants or posted on the City’s website.

SELECTION CRITERIA

All submittals will be ranked on the total score for the following criteria:

- Project Understanding and Project Approach 30 Points
- Experience with similar studies..... 30 Points
- Schedule 25 Points
- Team Availability..... 15 Points

SUBMISSION DETAILS

Responses must be received electronically via email to the Community & Economic Development Director, Evan Maxim, at emaxim@seatacwa.gov no later than 5:00 PM, Pacific Standard Time, **September 6, 2024**. No hard copy submittals will be accepted. If the file size exceeds 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 Community & Economic Development Director Evan Maxim at emaxim@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, whether associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest-ranked proposer and award of contract and rejection of the proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

TIMELINE

- RFP Issued August 2, 2024

- Consultant Questions Due August 19, 2024
- City Responses to Questions..... August 22, 2024
- Submittal Deadline..... September 6, 2024
- Award date..... September 13, 2024

Proposals

The City of SeaTac reserves the right to reject any or all proposals if determined to be in the City's best interest 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, by 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 under such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into under 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 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 requirements of the Americans with Disabilities Act (ADA). To access this document in other formats, please contact Community & Economic Development Director, Evan Maxim, at emaxim@seatacwa.gov.