

SAMMAMISH ECONOMIC DEVELOPMENT STRATEGY

REQUEST FOR QUALIFICATIONS

Date Issued: January 2, 2013

Proposals Due: **January 21, 2013 Close of Business**

The City of Sammamish is seeking statements of qualifications from consultants to prepare an economic development strategic plan. The adopted 2013-2014 Budget has allocated funding for this project.

Objective

The Sammamish City Council has established preparing an economic development strategic plan as a 2013 work program product. The strategic plan should provide the blueprint for City actions, partnerships and investments to promote a sustainable and vital local economy and promote new development and investment in the Town Center.

Scope of Work

The consultant will work with City representatives, members of the Chamber of Commerce, local landowners and other stakeholders to prepare recommendations for the City Council consideration and action. Deliverables will include the following:

- Summary of current local business composition and employment
- Updated market assessment
- Report on economic trends, projected areas of growth and the regional context
- Recommended priorities for investment and focus
- Detailed action plan with short term (1-2 year), intermediate term (3-5 year) and long term (5-10 year) steps
- Recommended benchmarks and performance measures

Expected timeframe

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| • Consultant selection | Feb 2013 |
| • Approve contract/authorize to proceed | Mar 2013 |
| • Background research | Apr/May 2013 |
| • Preliminary recommendations | June 2013 |
| • Final strategy adopted by City Council | Nov 2013 |

Proposal Format and Requirements

Letter of interest: Introduce the team and describe the team's understanding of the nature of the proposal.

Personnel: Identify individuals and include brief resumes listing qualifications of key personnel who would be assigned to this project, and describe the anticipated roles of team members in the project. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person. Provide a chart showing the organizational structure of the team.

Experience: Discuss the company's experience in a few selected relevant projects, including client and project information, the firm's responsibility in the project, the challenges presented by the project, and the results or tangible efforts that have followed the formulation of an economic development strategy. Discuss experience with various forms of stakeholder involvement and work with elected officials.

Approach to Project: How would you approach this project, given your experience and the scope as presented? Identify key tasks and who will be responsible for completing them, and what is needed from the client or other sources to ensure successful completion. Include timeline expectations that reflect experience with similar efforts.

Estimated Effort : The City has allocated up to \$25,000 for this project. Estimate your team's effort by team member and demonstrate how you can complete the desired work in the timeline presented in this RFQ.

Client References: Please provide three references who are familiar with your company's ability to undertake and complete comparable projects. Include contact names, titles and telephone numbers.

Proposal Quantities, Due Date, Time, Location

Submit your Statement of Qualification (SOQ) proposal, which should be a maximum of 20 twenty single-side 8.5 x 11 pages in 12 point font, by word document through email.

Proposals are due no later than **5:00 pm on Monday, January 21, 2013**. Proposals are to be marked ***Sammamish SOQ Response***. Proposals submitted after the deadline date and time will not be accepted.

Submittal address:

Debbie Beadle
City of Sammamish
201 22nd Ave SE
Sammamish, WA 98005
dbeadle@ci.sammamish.wa.us

Communications with the City of Sammamish

Any questions regarding the submittal process and/or aspects of the project may be made via e-mail to Tamara Guro at kguro@ci.sammamish.wa.us or by telephone at 425-255-0520. Questions and responses will be shared with all firms that respond.

Information on Sammamish and background planning documents are available for review on the City's web site, www.ci.sammamish.wa.us, or at City Hall during regular business hours.

Evaluation process

Review Process

A team of reviewers will rate proposals. The review team will recommend finalists for interviews and those finalists will be notified in February 2013. The review team will interview finalists and the City Manager will select a firm by March 2013.

Evaluation Criteria

Proposals will be ranked based upon the merits of the written proposal and the qualifications and experience of the consultant team.

Proposals will be evaluated on:

- Demonstrated expertise and experience in completing similar types of projects
- Knowledge of regional economic forces and successful local strategies
- Approach to project and its relevance to Sammamish's needs
- Capability to meet schedule and budget constraints
- Past performance and references
- Success in working with public sector clients

The City reaffirms its right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful firm or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and the City will finalize the contract terms and conditions. If the City and the selected consultant are unable to agree on terms and conditions at this point, the City may exercise its right to negotiate with other consultants.

Terms and Conditions

1. All facts and opinions stated within this RFQ and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this RFQ shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFQs, and to either substantially modify or terminate the Project at any time prior to final execution of a contract.
4. The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or to the interview process.
5. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
6. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
7. The City will not accept any submittal after the time and date specified on the RFQ.
8. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
9. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City sponsored presentations.
10. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.

11. Upon selection of a qualified team through the RFQ process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFQ process again.
12. All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Disclosure Act (RCW 42.16) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is otherwise privileged. Qualifications submitted under the RFQ process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.
13. The City of Sammamish encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply.