City of Bellevue Request for Qualifications Legal Notice

Notice is hereby given that the City of Bellevue has issued the following Request for Qualifications. The complete Request for Qualifications, including all submittal requirements can be viewed at www.bellevuewa.gov under "Find | Bids, RFPs and RFQs | Current Bid Opportunities, RFPs and RFQs".

RFQ #: 13007

RFQ Title: Fire Facility Long Range Plan

RFQ Due Date and Time: January 29, 2013 at 1:00 PM

Brief Scope of Services:

Develop a Long Range Plan for Fire Department facilities, including renovation/replacement of nine existing Fire Stations, planning for one future Fire Station, and evaluation/recommendations for the Public Safety Training Center.

Consultant agrees to comply with the provisions of Title VI

Dated this 8th day of January, 2013.

Published: Seattle Times: January 8th & January 15th & January 22nd

Seattle Daily Journal of Commerce: January 8th & January 15th & January 22nd

REQUEST FOR QUALIFICATIONS

Notice is hereby given that Submittals will be received by the City of Bellevue, Washington for:

RFQ #13007

Fire Facility Long Range Plan

by filing with Procurement Services office of the Finance Department, Service First Desk, 450 110th Ave. NE, First Floor, Bellevue, Washington, 98004 until:

Date: 1/29/2013

Time: 1:00 PM

Qualifications submitted after the due date and time will not be considered. The submitting party accepts all risks of late delivery of mailed Qualifications regardless of fault.

Detailed Request for Qualifications (RFQ) information including general information, general terms and conditions, requested services, Qualifications requirements and evaluation process is available from the Procurement Services office located at the above address or by calling (425) 452-7876. The RFQ is also available on the City's website at www.bellevuewa.gov, under "Find", "Bids, RFPs and RFQs", then "Current Bid Opportunities, RFPs and RFQs".

The City of Bellevue reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by Consultants in the preparation and submission of a Statement of Qualifications. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

The successful party must comply with the City of Bellevue equal opportunity requirements. The City is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability or sexual orientation.

It is the City of Bellevue's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

Dated this 8th day of January, 2013.

Jamie Robinson Procurement Services Supervisor



City of Bellevue Request for Qualifications

Request for Qualifications Information:

RFQ Number: 13007

RFQ Title: Fire Facility Long Range Plan

Date Issued: January 08, 2013
Contact Person: Marina Stefanovic

Email Address: MStefanovic@bellevuewa.gov

Backup Contact Person: Frank Pinney Email: fpinney@bellevuewa.gov

Submittals Due: January 29, 2013@1:00 PM

Submit Qualifications to:

Physical Address: City of Bellevue

Service First Desk

Attn: Contracting Services

450 110th Ave NE Bellevue, WA 98004

Mailing Address: City of Bellevue

Service First Desk

Attn: Contracting Services

PO Box 90012

Bellevue, WA 98009-9012

Section 1 - General Information

NOTICE: Notice is hereby given that Statements of Qualifications (SOQ) will be received by the City of Bellevue, WA, for **RFQ** # 13007 - Fire Facility Long Range Plan by filing with the City at the above location.

PURPOSE:

Develop a Long Range Plan for Fire Department facilities, including renovation/replacement of nine existing Fire Stations, planning for one future Fire Station, and evaluation/recommendations for the Public Safety Training Center.

DURATION OF SERVICES:

The Contract resulting from this RFQ shall remain in effect until completion of the services described in the Contract, and final payment thereof, unless terminated earlier in accordance with the City's contractual policies.

RFQ SCHEDULE:

(These dates are estimates and subject to change by the City)

<u>Event</u>	<u>Date</u>
RFQ Release:	January 08, 2013
Consultant Questions Due:	
Responses to Consultant Questions:	
Submittals Due:	January 29, 2013 by 1:00 PM
New Contract in Place:	February - 2013

BRIEF SCOPE OF SERVICES (Additional Detail listed in Attachment "A"):

Develop a Long Range Plan for Fire Department facilities, including renovation/replacement of nine existing Fire Stations, planning for one future Fire Station, and evaluation/recommendations for the Public Safety Training Center.

QUALIFICATIONS:

This project will require the firm to have the following qualifications:

See Attachment A-1

SUBMITTAL REQUIREMENTS:

Responses to this RFQ must include the following:

- Response to scope of work
- A description of the Vendor's proposed approach to the requested services and the proposed schedule/timeline to complete the requested services.
- A description of Vendor's capability, expertise and experience in the requested service areas, particularly relating to similar work performed for fire facilities and public entities.
- Resumes of key personnel assigned to this contract.
- A statement of availability for each project member over the duration of the project
- A minimum of three (3) references relating to the services being requested with contact's full name, title, address, phone & email addresses or fax numbers.
- A statement that you have reviewed the City's insurance requirements as described in **Attachment B** and acknowledge that you understand the requested coverages. Please indicate either: An Evidence of Insurance Certificate showing amounts of current coverage or include an additional statement that you currently have the necessary coverages or are willing to obtain them, at your cost, the necessary coverages required.
- A completed and signed Affidavit of Equal Opportunity Compliance form.

REQUIRED NUMBER OF SOQ's:

Five (5) hard copies, notebook format, no more than 20 pages double sided, including the cover letter.

EVALUATION PROCEDURES: Submittals will be evaluated by the Selection Committee. The Selection Committee will consider the completeness of a Consultant's submittal and how well the qualifications meet the needs of the City. In evaluating the submittals, the City will be using a criteria evaluation process. All submittals will be evaluated using the same criteria and possible points.

EVALUATION CRITERIA: Submittals will be evaluated by City staff based upon the responsiveness of the submittal to this RFQ. Evaluations will be based on criteria outlined herein, which may be weighted by the City in any manner it deems appropriate. Interviews, if considered necessary, will be held with selected Consultants based on an evaluation of the Qualifications. All submittals will be evaluated using the same criteria and weighting.

Evaluations of submittal packet will be based on the criteria listed below:

See Attachment A-1

SHARED PROCUREMENT PORTAL: The City is a member of the Shared Procurement Portal (SPP) and uses this for their roster solicitations. This RFQ is solicited through the SPP roster and all Responders are required to apply to the roster. Any Responder not applied on the roster before the submittal due date may, at the City's discretion, be considered non-responsive. To apply to the roster before the due date, go to: www.sharedprocurementportal.com

QUESTIONS: Questions regarding this project may be directed to the RFQ coordinator via e-mail at MStefanovic@bellevuewa.gov. Unauthorized contact regarding this RFQ with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

Any questions will be answered in writing and posted on the City's website at www.bellevuewa.gov under "Find", "Bids, RFPs and RFQs", then "Current Bid Opportunities, RFPs and RFQs". It is the responsibility of individual firms to check the website for any amendments or Q & A's to this RFQ.

CODE OF CONDUCT POLICY - COMPETITIVE SOLICITATIONS:

Definitions:

- Solicitations: method of acquiring goods, services, and construction for public use in which offers are made to the City between two or more sources. Typical documents used by the City are titled: Invitation to Bid, Invitation to Quote, Request for Proposals, Request for Qualifications Request for Information, or any other method of obtaining competitive offers.
- **Blackout Period:** The period between the time a solicitation is issued by the City and the time the City awards the contract.
- **Lobbying:** The attempt to persuade or influence any City employees, officials, or representatives responsible for reviewing, evaluating, ranking or awarding the work or contract for goods or services for or against any solicitation; provided, however, that lobbying shall not include the submission of required materials in direct response to the solicitation according to the instructions to respondents in such solicitation.

<u>Conduct of Participants:</u> After the issuance of any solicitation, all bidders, proposers, contractors, consultants or individuals acting on their behalf are hereby prohibited from lobbying any City employee, official or representative at any time during the blackout period.

<u>Sanctions:</u> The City may reject the submittal of any bidder, proposer, contractor and/or consultant who violates the policy set forth herein.

REJECTION OF SUBMITTALS: The City reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by Consultants in the preparation and submission of their Statement of Qualifications. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

RFQ ADDENDUMS: The City reserves the right to change the RFQ schedule or issue addendums to the RFQ at any time. The City also reserves the right to cancel or reissue the RFQ. All such addenda will become part of the RFQ.

In the event that it becomes necessary to revise any part of this RFQ, the City will issue the addenda on the City's website (www.bellevuewa.gov) under "Find", "Bids, RFPs and RFQs", then "Current Bid Opportunities, RFPs and RFQs". It is the Consultant's responsibility to confirm as to whether any addenda have been issued.

QUALIFICATION MODIFICATION & CLARIFICATIONS: The City reserves the right to request that any Consultant clarify its submittal or to supply any additional material deemed necessary to assist in the evaluation of the submittal.

Modification of an submittal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed and submitted in the same form and manner as the original submittal.

EXCEPTIONS: If Consultant(s) takes exception to any term or condition set forth in this RFQ and/or any of its Exhibits and Attachments (including Insurance Requirements), said exceptions must be clearly identified in the response to this RFQ. Exceptions or deviations to any of the terms and conditions must not be added to the SOQ pages but must be submitted in a separate document accompanying Consultant's SOQ identified as "Exceptions." Such exceptions shall be considered in the evaluation and the award processes. The City shall be the sole determiner of the acceptability of any exception.

QUALIFICATION SIGNATURES: An authorized representative must sign submittals, with the Consultant's address, telephone and email information provided. Unsigned submittals will not be considered.

CONTRACT AWARD: The City reserves the right to make an award without further discussion of the submittals. The Consultant selected as the apparently successful Consultant will be expected to enter into a contract with the City. A sample City contract is provided on the City's website at www.bellevuewa.gov. To view a PDF version of the sample contract document click on "Find | Bids, RFPs and RFQs | Professional Services Contract". It is expected that the Consultant will review this contract prior to submittal. The City typically does not accept changes to the Professional Services Contract terms and conditions. Should the Consultant wish to propose changes to the Professional Services Contract terms and conditions, the

desired changes must be identified in the Consultant's submittal. The City is under no obligation to accept such proposed changes, and may reject a Consultant's submittal based on proposed changes unacceptable to the City. Following Consultant selection, the successful Consultant shall prepare a proposal and scope of work for review by the City. Once the City and Consultant have reached an agreement on the scope of services, a final contract will be prepared by the City. If the selected Consultant fails to sign the contract within ten (10) business days of delivery of the final contract, the City may elect to negotiate a contract with the next-highest ranked Consultant. The City shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

The City reserves the right to award multiple contracts to multiple Consultants for this scope of service if it is in the best interest of the City, or use a contract different from the sample City contract.

INVASIVE SPECIES MANAGEMENT: If this project includes work done around streams, streambanks, or wetlands, the following protocols will apply:

New Zealand mudsnails (*Potamoprgus antipodarum*) have been detected in streams within the City of Bellevue. To prevent the spread of this invasive species in accordance with RCW 77.15.253, 77.15.290, and 77.15.250, all stream projects shall meet the following requirements:

- Contractors shall ensure that all equipment is clean and decontaminated of any potential invasive species prior and after working in Bellevue streams. Equipment with mud or debris shall not be allowed to be deployed.
- Workers shall follow the procedures in the Washington Department of Fisheries DRAFT 'Agency Field Gear Decontamination Protocol', dated June 24, 2011 (or the latest version of this document) located at the following pathway: http://www.bellevuewa.gov then go to "Find", "Bids, RFP's and RFQ's". The procedures are listed in "Invasive Species Management Protocols" under "Procurement Documents".
- All equipment shall be quarantined in an area where mud, debris, or water cannot be tracked into other streams or storm drainage catch basins.
- All equipment shall be brushed or sprayed on-site so no invasive species can be dislodged during transport prior to full decontamination. The on-site cleaning shall occur in a way that mud, debris, or water cannot be tracked into other streams or storm drainage catch basins. All equipment shall be decontaminated at a site that drains to wastewater (such as a commercial car wash) prior to use in other stream projects.

Additional information regarding New Zealand mudsnails can be found at the Washington Department of Fish and Wildlife website at $\underline{\text{http://wdfw.wa.gov/ais/}}$.

Section 2 TERMS & CONDITIONS

EQUAL OPPORTUNITY EMPLOYMENT: The successful Consultant(s) must comply with the City of Bellevue equal opportunity requirements. The City of Bellevue is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability or sexual orientation.

TITLE VI: It is the City of Bellevue's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

INSURANCE REQUIREMENTS: The selected Consultant(s) shall maintain insurance that is sufficient to protect the Consultant's business against all applicable risks, as set forth in the City's Standard Insurance Requirements Attachment "B." Please review insurance requirements prior to submitting an SOQ. If selected Consultant is unable to meet these standard requirements, please note current or proposed insurance coverage in submittal. Standard requirements may be negotiated if it is in the best interest of the City.

INDEMNIFICATION: The Consultant shall hold harmless, defend, and indemnify the City and the City's officers, agents, and employees against any liability that may be imposed upon them because of the Consultant's failure to provide compensation coverage or liability coverage.

BUSINESS REGISTRATION AND TAXATION: The Consultant(s) awarded the contract will be subject to City of Bellevue Business Registration and Business Taxation as presented in the Bellevue City Code. Questions about the city's Business and Occupation (B&O) tax should be directed to the City's Tax office at 425-452-6851.

NON-ENDORSEMENT: As a result of the selection of a Consultant to supply products and/or services to the City, Consultant agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

NON-COLLUSION: Submittal and signature of an SOQ swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Consultant has not induced or solicited others to submit a sham offer, or to refrain from proposing.

COMPLIANCE WITH LAWS AND REGULATIONS: In addition to nondiscrimination and affirmative action compliance requirements previously listed, the Consultant(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

OWNERSHIP OF DOCUMENTS: Any reports, studies, conclusions and summaries prepared by the Consultant shall become the property of the City.

CONFIDENTIALITY OF INFORMATION: All information and data furnished to the Consultant by the City, and all other documents to which the Consultant's employees have access during the term of the Contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

PUBLIC RECORDS: Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFQ (the "documents") become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the City receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the City (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the City within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption.

COOPERATIVE PURCHASING: RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with the City of Bellevue may also wish to procure the goods and/or services herein offered by the selected Consultant. The selected Consultant shall have the option of extending its offer to the City of Bellevue to other agencies for the same cost, terms and conditions.

The City of Bellevue accepts no responsibility for agreements, contracts or purchase orders issued by other public agencies to the Consultant. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. The City of Bellevue accepts no responsibility for the performance of the Consultant in providing goods and/or services to other public agencies, nor any responsibility for the payment price to the Consultant for other public agency purchases.

Attachment "A" Scope of Work

See Attachment A-1

RFQ 13007- Attachment A-1 Request for Qualifications Fire Facility Long Range Plan Outline

Background

The City of Bellevue has nine fire stations and one Public Safety Training Center (PSTC). For several years the City has been studying the siting for a new fire station, Station 10, which would be located in the downtown area to respond to the growing population within the downtown business district. In 2002, the Fire Department completed a response time evaluation in preparation for this station siting.

The nine existing stations vary in age. The newest station, Fire Station 2, was constructed in 2002. The oldest stations were constructed in the early 1960s. The estimated replacement value for the nine stations and the PSTC is approximately \$100 million. Attachment A contains a summary description of the fire stations and the PSTC.

The Bellevue Fire Department is seeking assistance in developing a Long Range Facility Strategic Plan to assess the need for replacement, renovation, relocation or new construction of the fire facilities to meet the changing population and demographics of the City.

City History

The City of Bellevue was incorporated in 1953 and has grown from 4.7 square miles to over 34 square miles with a population in excess of 130,000 people with the newly approved Eastgate annexation area. Bellevue has grown from a 'bedroom' community to an urban community that includes 22 of the State's largest national corporations, such as Microsoft, Expedia, PACCAR and Costco. The resident population of downtown Bellevue is currently 10,000. The daytime population is approximately 61,000, over six times the resident population. In addition to providing fire and emergency medical services to Bellevue citizens, the Bellevue Fire Department provides these same services to the communities of Medina, Clyde Hill, Hunts Point, Yarrow Point, Beaux Arts and Newcastle.

Fire Department Facilities

The City of Bellevue Fire Department has nine Fire stations and one Public Safety Training Center. The Fire stations are varying ages from 10 to 50 years old. The stations were acquired through various means. Some of them were taken over as unincorporated areas were annexed into the City: these include Stations 2, 4, 5 and 9. Others were new or replaced Fire Stations, which include Stations 1, 3, 6, 7 and 8. These Stations were located as needed for the expanding area of Bellevue and to service other communities. The PSTC was built in 1993 to house both Fire and Police training. As the size of both departments grew the need for training space has increased. Today most Police training is conducted at City Hall due to space constraints at the PSTC.

Fire Facility Assessments

Civic Services, Facility Services Division, is responsible for the maintenance of all fire facilities. In 2010 and 2011, Facility Services completed two yearly facility assessments to determine the condition of the stations as well as develop a major maintenance plan that could be used to determine timing and estimated costs of these repairs. This major maintenance plan includes only large dollar projects such as; HVAC replacement, roof replacement or major pavement repairs. Routine maintenance such as belt and filter replacement and minor repairs are not covered under this plan. A copy of the Facility Assessment and Major Maintenance Plan can be provided upon request.

The City is issuing this Request for Qualifications (RFQ) to hire a consultant to assist the City in developing a long rang plan for its Fire Facilities. This plan will be broken into three separate but related studies. The first study will consist of evaluation of current station locations in light of current and projected changes in development and population. A portion of the study will need to take into account the projected changes in downtown and the redevelopment of the Spring District. The second study will be a facility assessment of all nine fire stations; and recommendations and long range planning for the operation, repair and replacement of these stations. The third study will develop a long range plan for the Public Safety Training Center. These studies should address; facility conditions, operational needs, and planning for replacements for the next 15-20 years.

Growth Considerations to be included in the studies:

- 1) Projected changes in Demographics of the Downtown, Spring District and surrounding areas
- 2) Projected population growth within the city and specific geographical subareas
- 3) Projected traffic impacts on response times
- 4) Changes in Building design and height that might impact response time (vertical response)
- 5) Changes in tactics, or technology that might impact the approach to response.

Deliverables to include:

- 1) Updated statistical analysis included in the 2002 Downtown Implementation Plan to include recent calls for service and response time data, as well as projected growth in Downtown, and the adjacent Bel/Red Corridor.
- 2) Identify City, public and privately owned property that could be available for development of an additional or relocated Fire Station.
- 3) Evaluate short and long term staffing options and resulting costs for a facility based on the needs analysis.

Fire Station Study Considerations:

- 1) Changes in Population, Demographics and Service Area through Annexations
- 2) Changes in Technology

- 3) Changes in Safety requirements and Fire Facility standards
- 4) Changes in Building codes requirements
- 5) Current size of the facilities (are they big enough for newer equipment)
- 6) Changes in apparatus size and use (ladder truck load requirements)
- 7) Co-location opportunities

Deliverables to include:

- A long range facility plan that includes; renovation to stations, replacement of stations or relocation of stations. The plan should include timing, suggested improvements, locations for relocated stations.
- 2) The anticipated cost and timing of repair, replacement or relocation, including the cost of land as well as construction, should that be one of the options.

Public Safety Training Center Considerations:

- 1) Current Location, is it adequate?
- 2) Current location, how long will it meet the City's needs?
- 3) Changes in Training requirements
- 4) Sharing of Fire Training site with other agencies
- 5) Sharing of Training with other Departments (confined space training)

Deliverables to include:

- 1) Public Safety Training Center long range plan including suggested renovations and improvements should the site be the long term solution.
- 2) Potential inter-agency agreements for sharing the site with other jurisdictions.
- 3) Relocation options should the existing site not be the long term solution. This would include; costs for relocation, cost of land, cost for improvements and calculate impacts on operating costs for locations sited outside of the City.

As part of the Long Range Plan the primary consultant will provide a demographic and response time analysis that includes population changes within the city, specifically taking into account changes in the Downtown and Spring District. This study will use the Comp Plan projections, King County response time data and City of Bellevue GIS information. This work can be done either by the primary consultant or as a sub-consultant selected by the primary consultant.

While it is not part of this proposal, a potential second phase of the project could be a financial planning exercise to determine potential funding sources such as; the current Capital Improvement Plan (CIP), bonding for improvements, Public Safety levees or other sources of revenue. This phase could also include consultations for partnering with the public and elected offices to reach a common goal. This phase of the study will not be initiated until the initial study is completed. Should the City determine a

need for the second phase, then the City at its sole discretion can use this Request for Qualifications process for the second phase of the study.

Evaluation of Proposals & Qualification Criteria

The proposals will be analyzed and evaluated in two categories. The first section will evaluate the consultant or sub-consultants experience in Fire Facilities' data collection, data analysis, response time analysis and Fire Station siting.

- RFQ Rating Criteria Response time Analysis Factors (sub-consultant):
 - 1) Experience of staff working on the project
 - 2) Response time analysis experience
 - 3) Experience with local fire districts or departments

The second section will focus on the consultant's experience with Facility Long Range Planning.

- RFQ Rating Criteria Long Range Planning Factors primary consultant:
 - 1) Availability and knowledge of the staff assigned to the project
 - 2) Familiarity with Fire Station Design
 - 3) Knowledge and experience developing capital facility costs
 - 4) Experience with Long Range Planning
 - 5) Understanding of local fire district operations
 - 6) Understanding of local codes

The firm selected will be the one that best fits the criteria established in this RFQ and meets the needs of the City of Bellevue.

Attachment "B" Insurance Requirements

The Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Consultant. Insurance shall meet or exceed the following unless otherwise approved by the City.

A. Minimum Insurance:

- Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence/ \$2,000,000 annual aggregate.
- Business Automobile Liability Coverage with limits not less than \$1,000,000 per accident for any auto.
- Stop Gap/Employer's Liability coverage with limits not less than \$1,000,000 per accident/disease.
- Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.

B. Additional Insurance:

- Consultant's Errors & Omissions or Professional Liability with limits not less than \$1,000,000 per claim and as an annual aggregate.

C. Self-Insured Retentions:

Self-insured retentions must be declared to and approved by the City.

D. Other Provisions:

Commercial General Liability policies must be endorsed to:

- 1. Include the City, its officials, employees and volunteers as additional insured,
- 2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the City,
- 3. Consultant or its Insurance Agent/Broker shall notify the City of any cancellation, or reduction in coverage of limits, of any insurance within seven (7) days of receipt of insurers' notification to that effect.

E. Acceptability of Insurers:

Insurance shall be placed with insurers with a rating acceptable to the City.

F. Verification of Coverage:

Contractor shall furnish the City with certificates of insurance required by this clause. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

G. Subcontractors:

Contractor shall require subcontractors to provide coverage which complies with the requirements stated herein.



ATTACHMENT "C" Non-Collusion Certificate

STATE OF	SS.
COUNTY OF	
corporation herein named, has not, either di any collusion, or otherwise taken any action	s and says that the person, firm, association, co-partnership or irectly or indirectly, entered into any agreement, participated in in restraint of free competition in the preparation and vue for consideration in the award of a contract on the
RFQ # 13007	- Fire Facility Long Range Plan
	_
(Name of Firm)	
By:(Authorized Signature)	
Title:	
Sworn to before me thisday of	2013.
Notary Public	
CORPORATE SEAL:	

ATTACHMENT "D"

Equal Opportunity Requirements & Affidavit of Title VI Compliance

Equal Opportunity Requirements Section - General Instructions:

<u>Applications:</u> The following materials pertain to the Equal Opportunity Requirements of the City of Bellevue as set forth in Chapter 4.28.143 of the Bellevue City Code. All contractors, subcontractors, consultants, vendors and suppliers who contract with the City in a total amount of thirty-five thousand or more within any given year must comply with these requirements.

<u>Affidavit:</u> Before being considered for a contract of the magnitude listed above, all contractors will be required to submit the "Affidavit of Equal Opportunity Compliance" as part of their proposal/qualifications or upon the request of the Procurement Services Division.

<u>Compliance:</u> The City of Bellevue reserves the right to randomly select contractors, subcontractors, consultants, vendors or suppliers to be audited for compliance of the requirements listed. During this audit, the contractors, etc. will be asked for a specific demonstration of compliance with the requirements. <u>Noncompliance:</u> A finding of a noncompliance may be considered a breach of contract and suspension or termination of the contract may follow.

<u>City contact:</u> The City's Compliance Office is the Procurement Services Division, and specific questions pertaining to this section may be directed to the Procurement Services Division at (425) 452-7876.

Bellevue City Code Excerpt:

Section 4.28.143 of the Bellevue City Code establishes the requirements for all contractual service providers:

"All contractors, subcontractors, consultants, vendors and suppliers who contract with the City of Bellevue in a total amount of thirty-five thousand or more within any given year are required to take affirmative action and comply with the following requirements of this section. There shall be included in any contract between such contractual services provider and the City of Bellevue the following provisions:

- 1. Contractor shall make specific and constant recruitment efforts with minority and women's organizations, schools, and training institutions. This shall be done by notifying relevant minority and women's organizations.
- 2. Contractor shall seek out eligible minority and women contractors to receive subcontract awards. Appropriate minority and women contractors shall be notified in writing of any bids advertised for subcontract work.
- 3. Contractor shall provide a written statement to all new employees and subcontractors indicating commitment as an equal opportunity employer and the steps taken to equal treatment of all persons.
- 4. Contractor shall actively consider for promotion and advancement available minorities and women.
- 5. Contractor is encouraged to make specific efforts to encourage present minority and women employees to help recruit qualified members of protected groups.
- 6. Contractor is encouraged to provide traditional and nontraditional employment opportunities to female and minority youth through after school and summer employment.
- 7. Contractor is encouraged to assist in developing the skills of minorities and women by providing or sponsoring training programs.

Willful disregard of the City's nondiscrimination and affirmative action requirements shall be considered breach of contract and suspension or termination of all or part of the contract may follow.

All contractors, subcontractors, vendors, consultants or suppliers of the City required to take affirmative action must sign the affidavit of compliance and submit with the bid proposal or upon the request of the Procurement Services Division. All documents related to compliance steps listed above shall be presented upon the request of the Procurement Services Division. The Procurement Services Division shall serve as the compliance office for the City and is authorized to develop and issue procedures for the administration of this section."

Interpretations:

In order to more readily determine compliance with BCC 4.28.143, the following interpretations are provided:

<u>Requirement 1.</u> When a contractor needs to recruit, they must notify minority and women's organizations, schools and training institutions. Such "notification" can be in the form of an advertisement in newspapers or trade journals of general circulation in the metropolitan Seattle area.

When the contractor hires through a union hiring hall, the contractor must be able to provide confirmation, upon request by the City, that the hiring hall has an equal opportunity policy.

Requirement 2. When a contractor intends to subcontract out any work they shall notify minority and women contractors for the subcontract work. The requirements to notify minority and women contractors of any bids can be satisfied by advertising in newspapers or trade journals that are of general circulation in the metropolitan Seattle area.

Requirement 3. If and when a contractor hires new employees or contracts with subcontractors, the contractor must alert such employees and subcontractors to the contractor's commitment as an equal opportunity employer, etc. This requirement may be complied with by posting a notice of equal opportunity commitment at the job shack, or by the time clock.

Requirement 4. If and when a contractor promotes or advances employees, the contractor must consider all eligible employees.

The City of Bellevue reserves the right to audit all contractors for compliance with the requirements set forth in BCC 4.28.143.

Affidavit of Title VI Compliance Section -

Assurances for Consultants, Contractors, Subcontractors, Suppliers and Manufacturers

- Compliance with Regulations: The Consultant shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation (hereinafter DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- Nondiscrimination: The Consultant, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- Solicitations for Subcontracts, including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by the Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex or national origin.
- Information and Reports: The Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Bellevue or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the City of Bellevue or the Washington State Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- Sanctions for Noncompliance. In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the City of Bellevue and the Washington State Department of Transportation shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the Consultant under the contract until the contractor complies, and/or:
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
- Incorporation of Provisions. The Consultant shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontractor or procurement as the City of Bellevue or the US Department of Transportation, Federal Highway Administration, may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the City of Bellevue enter into such litigation to protect the interests of the City and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

AFFIDAVIT OF EQUAL OPPORTUNITY & TITLE VI COMPLIANCE



	certifies that:
	Consultant
1.	If necessary to recruit additional employees, it has:
	a. Notified relevant minority and women's organizations, or
2.	In sourcing subcontract work for trades listed above, it has notified in writing appropriate minority and women contractors of bids for subcontract work.
3.	It will obtain from its subcontractors and submit upon request, an Affidavit of Equal Opportunity Compliance as required by these bid documents.
4.	It has provided a written statement to all new employees or subcontractors indicating its commitment as an equal opportunity employer.
5.	It has considered all eligible employees for promotion or advancement when promotion or advancement opportunities have existed.
Ву:	
	(authorized signature)
Title.	