



## REQUEST FOR PROPOSALS (RFP) for Generative Artificial Intelligence Research Tool

### 1.1 SUMMARY

The City of Lakewood, WA serves a population of 63,000 people with an average permit volume close to 2,000 permits annually. The City seeks to develop a generative artificial intelligence (AI) application to assist staff in researching applicable federal, state and local municipal laws, codes, rules and design manuals as part of the project permit review process. This tool is intended to improve efficiencies by reducing time necessary to prepare responses to customers on development project feasibility and associated requirements, as well as assist in the development of staff reports, letters and public notices. This tool is not intended to reduce or modify our workforce. The use of this AI tool is to provide support to project permit review to streamline processes by conducting thorough research more efficiently and effectively for residents.

The City seeks responses to this RFP from qualified, interested and eligible firms with proven expertise.

The scopes of work, budget and schedule are further described below.

City staff will assist in the project management of the project, to be further refined once a firm has been selected to perform the work.

### 1.2 BACKGROUND

In 2024, the Washington State Department of Commerce released a funding opportunity to support state law changes through 2SSB 5290 for Local Project Review. This grant program assists local governments in updating their permitting system through the [Paper to Digital Permitting Grant Program](#). All work must be completed by June 2025. As part of this grant award, the City is seeking a AI research tool that includes but not limited to:

- **100% Digital System.** We seek a tool that does not require additional City network server needs or housed on the City server. This search tool will draw off of applicable federal and state laws, agency rulemaking, Lakewood Municipal Codes, as well as adopted design and engineering manuals. Validity, reliability and ability to update data sources as rules are adopted or amended is strongly desired. Outputs of this AI tool must also be reviewed by City personnel prior to be used in an official capacity.
- **Cybersecurity, resiliency and copyrights.** The AI tool must be consistent with the City's Information Technology policies. Respondents need to address cybersecurity, data integrity, privacy protections and possible copyrights or trademarks if awarded.
- **Transparency and accountability.** Ensure prompts and outputs reference data sources and appropriate citations. Outputs must also be retained to ensure compliance with the Washington State Public Records Act (Chapter 42.56 RCW).
- **Report.** The search tool should be able to populate the research into custom templates such as a staff report and notices.

**Deadline to complete work is no later than June 15, 2025.** No exceptions to this deadline as work is intended to be grant funded.

### 1.3 PROJECT CONTACT INFORMATION

Any questions or inquires related to the RFP can be directed to:

Angie Silva, Assistant Director  
Planning & Public Works  
City of Lakewood  
6000 Main St SW  
Lakewood, WA 98499  
Office: 253-983-7839  
Email: [asilva@cityoflakewood.us](mailto:asilva@cityoflakewood.us)

### 1.4 RFP PROCESS

This is a notice of “Request for Proposals” for eligible, interested firms. The ultimate purpose is to hire a firm to assist in the creation of an AI research tool no later than the project deadline.

Respondents’ proposal and qualification submittals will be reviewed by City staff. Based on review, a demonstration may be scheduled. The City reserves the right to select a firm without a demonstration. The City of Lakewood will approve the final contract agreement.

### 1.5 TIMELINE

The City will follow the timeline below.

RFP Release Date	October 7, 2024
Question Submission Deadline	October 18, 2024
<b>Deadline for Receiving Proposals</b>	<b>October 25, 2024 by 5:00 PM PST</b>
Initial Evaluation Completion	October 28-31, 2024
Possible Demonstrations Schedule	November 4-8, 2024
Notice of Award/Contract Negotiations	November 12, 2024
Estimated Contract Executed	December 2024-January 2025

### 1.5 INSTRUCTIONS TO RESPONDENTS

- Follow instructions carefully.
- All questions must be submitted by the deadline and sent via email to [asilva@cityoflakewood.us](mailto:asilva@cityoflakewood.us) or by phone at 253-983-7839.

- Submit proposals via email by the deadline to [asilva@cityoflakewood.us](mailto:asilva@cityoflakewood.us). Proposals shall include:
  - Only electronic submittals will be accepted.
  - Proposals shall not to exceed 20 pages and include at minimum:
    - Names of who will be assigned to the project, address and contact information of the firm making the proposal.
    - Description of software and services related to this RFP.
    - Additional services or procedures the City should take into consideration.
    - Complete pricing for services related to the proposal including all one-time implementation fees and annual subscription fees.
    - Reference list of jurisdictions with similar software services.
    - Ability to meet the project schedule and budget.
    - Reference to any pending litigation or judgement rendered in the past three years.

## **1.6 GENERAL TERMS AND CONDITIONS**

- The City reserves the right to reject any and all proposals, and to determine and waive minor irregularities in any proposal.
- The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- The City reserves the right to determine the most qualified firm or firms based on the City's evaluation of the proposals and qualifications received and any factors relevant thereto.
- The City reserves the right to award contracts for all or some of the tasks in the scope of the work to one or more firm to complete the tasks in the Scope of Work.
- The City reserves the right to award any contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after the award of the proposal.
- The City shall not be responsible for any cost incurred by the firm in preparing, submitting or presenting its response to the RFP.
- Any proposal received is subject to the Washington State Public Records Act (RCW 42.56).

## **1.7 SELECTION CRITERIA**

- Firms experience and response addressing the ability to perform major objectives of this RFP;
- Experience of individuals who will be assigned to provide the proposed services;

- Successful, recent and relevant experience in developing generative AI research tools;
- Past record of timely and efficient project management including documentation that the projects were implemented on budget and on schedule;
- Quality of work and successful implementation of related work;
- Other selection criteria shall include: (a) responsiveness of the written proposal and/or demonstration of software capabilities (b) price; (c) a history of successful contracts of this type and (d) an ability to adhere to projected deadlines, City policies, budget and demonstrated experience in similar work.

### 1.8 SCOPE OF WORK AND SCHEDULE

Step 1.1	Develop AI research tool. This tool will assist in researching applicable federal and state laws, agency rule making Lakewood Municipal Codes and engineering manuals to respond to customer inquiries on feasibility, pre-application meetings, staff reports, public notices, etc. This AI tool should be a cloud base database accessible to City personnel. While this AI application would generate information, it requires City personnel to QA/QC to ensure accuracy and applicability.	Upon contract execution in Q4 2024	Mar 2025
Step 5.2	Train staff on use of AI application.	Apr 2025	May 2025
Deliverable 5	Internal launch	May 2025	June 15, 2025

### 1.8 BUDGET

Maximum allowed budget for this project is as follows:

- \$30,000

This does not include monthly or annual fees following implementation. A successful firm will be awarded based on ability to deliver the scope of the project within budget and grant schedule, no later than **June 15, 2025**.

## **1.9 COMPENSATION**

- Please present detailed information on the proposer's draft fee schedule for the work specifications and for any variation for non-routine services, inclusive of Washington State sales tax and any other applicable government charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- If awarded a contract, payment for services will only be made after the services have been contracted and have been performed. An itemized billing statement shall be submitted in a form specified by the City and approved by the appropriate representatives, which shall specifically set forth the services performed. Payment will be made in accordance with the payable payment cycles based upon a signed consultant agreement with the City.