



REQUEST FOR PROPOSALS (RFP) for On-Call Development Application Review & Inspection Assistance

1.1 SUMMARY

The City of Lakewood, Washington seeks 3rd party, on-call development project application review services for:

- Land use and zoning;
- Environmental, including SEPA, critical areas, shorelines and arborist;
- Development engineering, including grading, survey, clearing, rights-of-way, stormwater and transportation; and
- Building for residential and commercial, including tenant improvements, plumbing and mechanical.

It is also desired to have 3rd party inspections services for residential and commercial building inspections.

The City serves a population of 63,000 people with an average permit volume close to 2,000 permits annually. This on-call service is not intended to reduce or modify our workforce.

The City seeks responses to this RFP from qualified, interested and eligible firms with proven expertise. A firm may respond to all or a portion of the services requested in this RFP. The scope of desired services is further described below.

City staff will assist in the project management and assignment of application reviews to be further refined once a firm or firms have been selected to perform the work. The successful firm or firms will negotiate a detailed scope, budget and timelines as part of a formal contract award process.

1.2 BACKGROUND

The City's Planning and Public Works Department is responsible for the administration, acceptance, review and processing decisions for land use, zoning, environmental, site development and building applications within the City. A firm or firms will be tasked to review permit applications, plans and construction documents to ensure compliance with Lakewood Municipal Codes, regulations, and standards relating to land use, zoning, building, site development and right-of-way, engineering standards and environmental requirements. On-call building inspection services for commercial and residential projects are also highly desirable. Services are intended to augment and support, when needed, project permit review to achieve state law and local code timelines for application review and decision issuance. On-call services will be requested in situations such as:

- Staff do not have the technical expertise;
- Staff capacity is insufficient to process application review within required timelines;
- Temporary backfill of vacant staff positions;
- City authorized Expedited Review; and

- Temporary backfill when staff is on leave, special assignment, emergency/disaster response or training.

The City is not a full service jurisdiction. The City does not review nor approve permits or inspect for compliance required by outside providers for fire, water, electricity, on-site septic and sewer.

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

1.4 RFP PROCESS

The Request for Proposals is for eligible and interested firms with demonstrated experience in delivering cost-effective and timely development application review and building inspection services. Respondents' proposal and qualification submittals will be reviewed by City staff. Based on review, an interview may be scheduled. The City reserves the right to select a firm or firms without an interview. Once awarded, 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
Deadline for Receiving Proposals	October 25, 2024 by 5:00 PM PST
Initial Evaluation Completion	October 28-31, 2024
Possible Interview 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 or by phone at 253-983-7839.
- Submit proposals via email by the deadline to asilva@cityoflakewood.us. Proposals shall include at minimum:
 - Only electronic submittals will be accepted.
 - Proposals shall not to exceed 20 pages and include:
 - Names of who will be assigned to the project, address and contact information of the firm making the proposal.
 - Organizational chart of key personnel who will be providing the services and their assigned responsibilities. This shall include identification of:
 - lead or primary and secondary points of contact for the services; and
 - any subcontractors and the portion of work they will perform as part of the proposal.
 - Description of services provided and cost or pricing for services.
 - Anticipated timeline for various application reviews once assigned.
 - Description of approach including project management, communication methods and coordination with the City on review assignments, interpretation of requirements and exchanging information.
 - Description of familiarity with the City of Lakewood, project permit review, inspections and development requirements.
 - Reference list of jurisdictions who the firm or firms have contracted with for 3rd party services.
 - Demonstrated ability to complete work on schedule and meet timelines.
 - 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 objectives of this RFP;
- Experience of individuals who will be assigned to provide the proposed services;
- Successful, recent and relevant experience;
- 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 interview (b) budget; (c) a history of successful contracts of this type and (d) an ability to adhere to contracted terms, review timelines, budget and demonstrated experience in similar work.

1.8 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.