



**CITY OF SEATTLE
REQUEST FOR STATEMENTS OF QUALIFICATIONS
CONSULTANT SERVICES**

Central Waterfront Project

**Track A. Urban Design and Public Space Design Disciplines
(Urban Design Disciplines)**

**Track B. Project Management, Engineering, Environmental and Technical Disciplines
(Project Management and Engineering Disciplines)**

**Request for Qualifications issued on June 30, 2010
Due Date Wednesday, August 4, 2010 by 4:00 p.m.**

Obtaining the Request for Qualifications: Interested consultants may obtain the Request for Qualifications (RFQ) packet at the following address: <https://www.ebidexchange.com/seattle>, or TTY 800-833-6388. **NOTE: YOU MUST FORMALLY REGISTER AT EBID IF YOU WISH TO RECEIVE ADDENDUMS.**

Pre-submittal Conference: Those interested in responding the RFQ are encouraged to attend a pre-submittal conference on Monday July 12th, 2010, from 11:00 a.m. to 1:00 p.m. The conference will be held at Seattle's Central Library Microsoft Auditorium, 1000 4th Ave. Seattle, WA 98164 (enter off 4th Avenue between Madison and Spring Streets). Notes from this pre-submittal meeting will be sent to those registered at EBID, and a video recording will be available at http://www.seattle.gov/dpd/Planning/Central_Waterfront/Overview/default.asp

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I. EXECUTIVE SUMMARY

A. Project Summary

The Central Waterfront Project (“the Project”) represents one of the most significant civic projects in Seattle’s 150 year history. With the decision to remove the aging Alaskan Way Viaduct and replace the Elliott Bay Seawall, Seattle has a once-in-a-lifetime opportunity to reclaim its downtown waterfront, reconnect the city to Elliott Bay, and set an example for the sustainable development of the rapidly-urbanizing Puget Sound shoreline. As important, we have the opportunity to create a new “heart” for our city – a dynamic and forward-looking public space accessible and attractive to people from all walks of life, and connecting both the physical and the cultural fabric of our city to Elliott Bay. With this project, Seattle has the opportunity to create a public place where urban and natural world mix, where we can celebrate the connection of land and water, and where we can offer a beautiful, sustainable and democratic front yard for a city that has long lacked a central park.

The City of Seattle, through a partnership of the Department of Transportation (SDOT), Planning and Development (DPD), and Seattle Department of Parks and Recreation (Parks), is seeking an integrated design team (“Consultant Team”) of exceptional talent and experience to assist in achieving this vision. This team will be expected to bring the skills, resources and commitment necessary to deliver an innovative and inclusive design process, and an ultimate design of extraordinary quality and vision. The team must be committed to a collaborative process that will engage a broad range of stakeholders, communities and civic leaders. The Consultant Team will need the strong expertise and relationships necessary to engage on a range of complex, interrelated design and engineering issues, all of which must ultimately be addressed together as part of one design solution. The Consultant Team will respond to the site’s unique physical setting, addressing a host of complex roadway, drainage, utility and related infrastructure systems, and balancing critical access and mobility needs to arrive at a coherent design. To succeed, the final design will balance the Project’s complex infrastructure and functional requirements with an elegant overall design for the public spaces that captures the public imagination and speaks to our fundamental values and aspirations as a city, as described in Section II.

The scope of work includes the following elements (described in more detail in Section IV):

- A framework plan that establishes the broader planning context for the Project, taking in the broader geography of the Center City and Seattle as a whole
- Conceptual Design of the following specific elements:
 - A new surface roadway that gracefully accommodates pedestrian, bicycle, and freight movements as well as general traffic;
 - A diverse system of public spaces that foster a mix of social, recreational and commercial activities of a character appropriate for public space, that connect to and give their adjacent neighborhoods a presence on the water, and that are linked by continuous design elements that create an integrated experience including a major north-south pedestrian connection; and
 - New drainage and combined sewer overflow (CSO) facilities, and utilities to replace those currently located in Alaskan Way and on the Alaskan Way Viaduct.

- Final Design for the roadway and major pedestrian elements, utility relocations, drainage and CSO facilities.
- Final design of at least one public space within the Project.
- Construction management is an optional element

The City of Seattle has contracted separately for design and engineering for replacement of the Elliott Bay Seawall from Washington Street to Pine Street. The new seawall will be a shoreline system that stabilizes uplands soils, protects public safety, enhances nearshore aquatic habitat, and creates opportunities for the public to touch the water at specific locations. During the first six months of the Central Waterfront Project, the Consultant Team will collaborate intensively with the Seawall Team to review a range of seawall design options and define a seawall preferred alternative by Spring 2011 that will integrate with the overall design direction for the Central Waterfront public spaces upland of the seawall.

B. Project Location

The project area for the Central Waterfront Project generally runs along Alaskan Way from South King Street to Pine Street, including the existing Alaskan Way Viaduct (AWV) access ramps at Columbia and Seneca Streets. It also includes the current AWV right-of-way from Pine Street to the south portal of the Battery Street Tunnel. (See Attachment 1, Central Waterfront Project: General Project Area) The combined sewer overflow portion of the Project has a slightly larger project area, extending from approximately S. Royal Brougham Way to Vine Street.

C. Team Organization and Process for Responding to the RFQ

This RFQ is structured to allow the City to select the Consultant team via a two step process as outlined in Sections VIII through XI. This process is intended to allow the City to first select the Urban Design Disciplines, and then to select the Project Management and Engineering Disciplines. To achieve this, the RFQ calls for respondents to submit Statements of Qualifications along one of two tracks: Track A establishes the submittal and review criteria for selecting the Urban Design Disciplines, and Track B establishes the submittal and review requirements for the Project Management and Engineering Disciplines. The Urban Design lead chosen through Track A will participate in interviews and selection for Track B. Once this two step selection process is complete, both groups will form one integrated Consultant Team with the full range of expertise necessary to successfully complete this project. The Consultant Team will enter into one contract with the City for the entire scope of work described in Section IV below.

Track A: Urban Design and Public Space Design Disciplines (Urban Design Disciplines)

We expect the Consultant Team will take a strongly integrated approach to all aspects of the design, engaging the Consultant Team's full range of design, engineering and related expertise. The Urban Design Disciplines are expected to take a lead role in the following:

- define the overall design approach
- develop the framework plan;

- lead the development of the conceptual design for public spaces;
- lead the design for some or all public spaces; and
- serve as advocate of urban design elements and other issues throughout the design of the Project.

Inclusion of Artist

The Urban Design Disciplines will include an artist/artist team as an integral member who will work alongside other disciplines to develop the concept for the Central Waterfront as well as a public art plan for the Central Waterfront including the Elliott Bay Seawall. The role of the artist will be to integrate art into the planning for and design of the waterfront. The artist will take an expansive inter-disciplinary approach and will view the Project as a way to holistically influence the conceptual and physical development of public places.

The artist may not designate artwork opportunities for themselves for future commissioned artworks in this area using City of Seattle 1% for Art funds.

Track B: Project Management, Engineering, Environmental and Technical Discipline (Project Management and Engineering Disciplines)

In general terms, the Project Management and Engineering Disciplines will:

- manage the entire Consultant Team and work with the full range of design, engineering and related disciplines to deliver an integrated overall design for all project elements, drawing on the combined talents of the Consultant Team;
- design and engineer streets, bridges, utilities, drainage and other infrastructure elements;
- serve as technical support for design of public spaces project elements;
- complete environmental documentation and permitting;
- be responsible for overall project delivery; and
- develop and implement a robust outreach and engagement strategy that builds citywide support for this project.

While the Urban Design Disciplines will be selected first, the City expects that all aspects of the Project, including conceptual design, will be overseen and managed by the Project Manager selected through Track B. The following table provides a representative, though not exhaustive, list of potential disciplines organized by track. It is the sole responsibility of the proposers to assemble a group of firms and individuals to perform the desired roles and meet the desired qualifications.

Representative Division of Disciplines by Track

Track A Urban Design Disciplines	Track B Project Management and Engineering Disciplines
Urban Design	Project Management (may come from any discipline)
Landscape Architecture	Civil Engineering*
Architecture	Utility Engineering (including green stormwater design)
Public Artist	Structural Engineering
Sustainability and Habitat Systems	Multimodal Transportation Planning, Design and Engineering
Public Space Programming	Environmental Review and Permitting
Public Space Maintenance and Operations Planning	Geotechnical
	Public Involvement and Communications
	Right-of-way

* In-water and shoreline engineering is not needed; the Elliott Bay Seawall Team provides such disciplines and is responsible for this work.

Submitters may respond to only one of the two Tracks. Firms may join multiple teams submitting for a Track. Firms may not submit for both the Track A - Urban Design Disciplines and Track B - Project Management and Engineering Disciplines. This includes both prime team members and sub-consultant team members.

II. GUIDING PRINCIPLES

In November 2009 the City created the Central Waterfront Partnerships Committee (CWPC) to recommend models for the management, use and programming of new public spaces on the Central Waterfront. It advises the Mayor and Council on the strategies and partnerships necessary to successfully develop and manage new public spaces, looking both at the Alaskan Way Viaduct Seawall Replacement Program (AWVSRP) specifically, as well as more broadly at the neighborhoods bordering Elliott Bay and connections to major Center City destinations. The CWPC will complete its recommendations by September 2010 and sunset at the end of 2010.

The principles below were developed by the CWPC to capture the key civic goals and objectives that should shape the creation of new public spaces on the Central Waterfront Project. They expand on established principles from existing city policies and civic efforts.

Create a waterfront for all.

The Central Waterfront should engage the entire city. It is a public asset and should remain focused on public use and activities that attract people from all walks of life. It should be a place for locals and visitors alike – a place where everything comes together and co-mingles effortlessly. The process for developing a waterfront design should, in fact must, draw on the talents and dreams of the entire city. The resulting public spaces

and surrounding development will engage us through a range of activities throughout the day and year.

Put the shoreline and innovative, sustainable design at the forefront.

To succeed, the waterfront must bring people to the water's edge—allowing them to experience the water itself and the unique geography and ecology of Elliott Bay. At the same time, we must take bold steps to improve the natural shoreline ecology while also preserving and enhancing the maritime activities that remain central to the Central Waterfront. The waterfront should, in its design, construction and operation, reflect Seattle's commitment to sustainability, innovation and responding to climate change

Reconnect the city to its waterfront.

The waterfront should provide a front door to the downtown neighborhoods and the City. It will build a network of green connections and public spaces that connect visually and physically to the water, to vital civic and commercial destinations, nearby neighborhoods and the larger fabric of downtown, city and regional open spaces. This will require a phased approach that is implemented over a longer horizon, but the full picture needs to be in view from the beginning.

Embrace and celebrate Seattle's past, present and future.

The waterfront is a lens through which to understand Seattle's past, present and future—from its rich geologic and natural history and early Native American settlements, to the founding of the region's maritime and resource economy, to maritime, industrial, commercial and recreational activities today. The waterfront is and should continue to support these activities, to provide essential connections and access to the waterfront and to surrounding neighborhoods. New waterfront public spaces should tell these stories in ways that are authentic and bring them to life for people today and preserve these connections into the future.

Improve access and mobility

The waterfront is and will remain a crossroads. Waterfront users rely on safe and efficient access to the piers both from water and land, thousands of commuters use Colman Dock each day, and Alaskan Way will continue to provide an important connection for moving people and goods between the south and north of downtown. At the same time, the waterfront will be an increasingly attractive place for walkers, bicyclists, joggers, recreational boaters and others. The future waterfront should accommodate safe, comfortable and efficient travel by pedestrians, bicyclists, vehicles and freight. The interactions among these many parties must be designed carefully for safety, comfort, and efficiency for all.

Create a bold vision that is adaptable over time.

The waterfront will come together over time, with many complex infrastructure and engineering projects that must be completed before permanent public space improvements can be made. The vision developed now should clearly define an overall framework for how the waterfront will take shape, what the key elements will be, and

define their essential character. At the same time, the vision must be flexible enough to adapt as conditions inevitably change.

Develop consistent leadership—from concept to construction to operations.

To succeed, strong leadership is necessary from an independent body tasked with realizing the waterfront vision. This leadership needs to be apolitical and start early—ensuring design excellence, rooting the process in a broad and transparent public outreach, and based on the realities of maintaining and programming the project once it is complete.

More detailed policies and principles related to the Project have been established over the past seven years by the Seattle City Council. These will also serve as a foundation for the Consultant Team’s work. A summary of Central Waterfront legislation is available in Attachment 2: Existing City Policy Central Waterfront Partnerships Committee.

As the more detailed planning and design work proceeds for specific waterfront public spaces, the City expects that the consultant, as part of the design development process, will work with the CWPC’s successor committee, the Seattle Waterfront Steering Committee and the Central Waterfront Stakeholder Group (described in Section V below) to develop more specific programmatic goals in terms of ideal uses and user groups, environmental performance and relationships to adjacent uses, and determine how those factors should inform the concept design.

III. PROJECT ELEMENTS

A. Project Elements

The following are the anticipated elements of the Project:

- Demolition of Alaskan Way Viaduct north of King Street. The Washington State Department of Transportation (WSDOT) is completing environmental review of this element.
- Reconstruction of Alaskan Way between King and Pine Streets. The new Alaskan Way is expected to be 6 lanes south of Colman Dock, transitioning to 4 lanes north of Marion Street. The street will include bicycle, pedestrian and transit facilities.
- Construction of a new street between Alaskan Way, at Pike Street, and Elliott and Western Avenues in the vicinity of the south portal of the existing Battery Street Tunnel (the Battery Street Tunnel is expected to be decommissioned as part of the WSDOT Bored Tunnel Project.). The street will have 4 lanes and bicycle and pedestrian facilities. Portions of this street will include retaining walls and a bridge structure over the Burlington Northern Santa Fe mainline railroad tracks.
- More than nine acres of new public spaces along the waterfront and between the waterfront and the south entry to the Battery Street Tunnel.
- Utility relocation on Alaskan Way between King Street and Pine Street, and between Pike Street and Battery Street on the existing SR99 alignment. Utilities include:
 - Radial and networked electrical distribution systems
 - Electrical transmission systems

- Water distribution systems
 - Sanitary sewers
- Design and siting of stormwater collection and treatment systems featuring innovative stormwater quality facilities integrated into urban streetscapes
- Restoration/redesign of Columbia and Seneca Streets between Alaskan Way and First Avenue where AWW ramps will be removed
- Marion Street pedestrian bridge replacement
- Alaskan Way and Central Waterfront Combined Sewer Overflow Control Project – transmission and/or detention facility between Vine Street and approximately S. Royal Brougham Way
- Coordination with the Elliott Bay Seawall Project (separate project with own environmental process, permitting, design and construction)

B. Related Project Elements

The following elements will be considered in the Framework Plan, and the scope of services may include some phases of design for these elements (in-water engineering and habitat disciplines are not requested for this work as part of this RFQ and, if needed, will be added to the Consultant Team at a later date).

- Pier 48 open space/shoreline improvements/contaminated sediment remediation. This site is owned by Washington State Department of Transportation.
- Pier 62/63 and Waterfront Park replacement/habitat improvements. Seattle Parks is working, in the larger context of planning for the central waterfront, on options for replacement of Piers 62/63, and upgrades and improvements to Waterfront Park. Structural concerns at both Piers 62/63 and Waterfront Park have prompted this analysis. The Central Waterfront Master Parks Plan Final Environmental Impact Statement (FEIS) is the final document in the SEPA process for the adoption of a Central Waterfront Master Parks Plan.

<http://www.seattle.gov/parks/maintenance/pier62-63/>

IV. PROJECT SERVICES / PRELIMINARY SCOPE OF WORK

The following preliminary scope of work represents the range of requested services to be delivered as part of this contract. The selected Consultant Team will critically evaluate the preliminary scope and propose modifications in partnership with the City. The Consultant Team will, under one contract, provide the negotiated services for the Project.

The scope for the Consultant Team will not include services for the Elliott Bay Seawall Project. SDOT has chosen a separate multi-disciplinary team to provide these services. Disciplines present on the Seawall Team include: marine and structural engineering, geotechnical, habitat design and environmental, urban and landscape design, public outreach; constructability, and utilities. The Consultant Team will be expected to closely coordinate with the Seawall Team in order to allow for the selection of a preferred seawall design in Spring 2011.

A. Project Services

The following general services will be provided for the duration of the Project.

1. Project Management

- Orchestrate Consultant Team participation in the development and delivery of a complex public space and infrastructure project.
- Develop a Project Management Plan including but not limited to scope, schedule, budget, design process, organizational structure, and communication protocols.
- Ensure responsiveness to client needs.
- Represent the Project before committees, at public meetings, to boards and commissions and to decision makers.
- Monitor the status of the project scope, schedule and budget.
- Coordinate consultant resources to support creative design.
- Deliver timely information and analysis to inform decision-making.
- Attend and coordinate regular project coordination meetings with City staff, Seattle Waterfront Steering Committee, Stakeholder Group and other City partner agencies as defined by the City in order to facilitate client decision making and maintain schedule critical path.
- Manage the production of design and construction documents spanning multiple disciplines, several types of public infrastructure, and an extensive site.
- Manage change, minimize risk and seek cost-effective solutions as the design process develops, providing the client with related analysis to support critical project decisions.
- Provide for effective communication among Consultant Team and with City Management Team.

2. Civic Engagement

- Develop and implement an outreach and engagement strategy in partnership with the City's Management Team (see Section V) and Seattle Waterfront Steering Committee. The outreach strategy should engage the full array of stakeholders and Seattle's diverse communities with the goal of ensuring citywide engagement in the design process, and a broad sense of ownership and support for this project.
- Coordinate public involvement for this project with other related projects including the Elliott Bay Seawall Project and WSDOT's Bored Tunnel Project.
- Develop the overall format, prepare specific informational materials, and participate in meetings and community outreach activities, such as: regularly scheduled Seattle Waterfront Steering Committee and Stakeholder Group meetings, periodic open houses and workshops, and regular community meetings.
- Develop and maintain a web presence that includes interactive elements to stimulate extensive on-line engagement.
- Consultant will be responsible for all logistics and materials to support community meetings, open houses, and regularly scheduled Steering Committee and Stakeholder Group meetings.

3. Coordination with Elliott Bay Seawall Project – Design and construction coordination with the Elliott Bay Seawall Project will occur throughout the Project. During the first six months of the Project, the Consultant Team will coordinate intensively with the Seawall Team to review options for a new shoreline system to replace the aging Elliott Bay seawall. The goals of this collaboration are to 1) develop a preferred alternative for the new shoreline system that balances the needs for a conventional seawall with optimizing opportunities for shoreline designs that allow people to touch the water and improve shoreline ecology, and 2) develop a preferred seawall design that is integrated with initial design concepts for adjacent public spaces. By Spring 2011 it will be necessary for the City to select a preferred alternative for the shoreline design. While there will be overlap in skills and disciplines on the two consulting teams, in general the Seawall Team will provide the in-water engineering and habitat design expertise, and the Central Waterfront Consultant Team will provide public space and transportation facility design expertise.

B. Phase I Scope of Work – Framework Plan and Conceptual Design

1. Framework Plan - The goal of the Framework Plan is to establish a long-range planning and design framework for a system of public spaces, green connections and related facilities that will integrate the Central Waterfront Project into the overall urban fabric of Seattle. The scope of the Framework Plan will extend beyond the elements and geographic scope of the Central Waterfront Project itself. The Framework Plan will identify how the Project can anchor a broader system of improvements that connect the waterfront east through downtown to adjacent Center City neighborhoods, north to Seattle Center, Lake Union and the Ship Canal, and South to West Seattle and the Duwamish River. The attached *Seattle Waterfront Initiative: Opportunities and Linkages Diagram* and the *Seattle Center City Public Realm Diagrams* (Attachment 3) are intended to capture the general scope to be addressed. The Framework Plan should result in a series of urban design diagrams, analysis, and general design concepts, but not in specific design at the level expected for the Central Waterfront Project as described below.
2. Conceptual Design – Conceptual design will take place in parallel with development of the Framework Plan to ensure timely coordination with the Seawall Project, and to allow the development of construction cost estimates and prepare the Project to begin the environmental review and permitting process. The conceptual design phase will bring the design of all Central Waterfront Project elements (streets, public spaces, bridges utilities, stormwater treatment facilities and CSO improvements) through approximately 10 percent design. We expect that the Consultant Team will work collaboratively with the client and public through an iterative process to develop the conceptual design for all aspects of the Project. The following specific tasks will need to be addressed as part of the conceptual design phase:
 - a. Public Space Design Program – Analyze the range of potential users of existing and new waterfront public spaces, and based on that analysis establish a clear definition of the program for each public space project element. The design program will identify the location, extent and function of public space project elements. The design program will consider: budget constraints; needs and opportunities for additional

funding; activity programming; and strategies to facilitate efficient and consistent maintenance over time.

- b. Utility Location Plan – Develop conceptual layout of final locations of all utilities on Alaskan Way in conjunction with street, public space and seawall design work. Develop a schedule and strategy for utility relocations that minimizes the need to move utilities more than once.
- c. Transportation Analysis and Design
 - Develop a multimodal access strategy for the Central Waterfront.
 - Complete traffic modeling that will inform the design of the Alaskan Way surface street and support the environmental process.
 - Develop a transit priority route from Alaskan Way at King Street connecting to the Third Avenue transit spine.
- d. Cost Estimates - Develop construction cost estimates for the project elements using a risk-based cost estimating methodology.
- e. Technical Reports – Prepare technical reports and drawings (including but not limited to the basemap, geotechnical report, soils report, utility report, drainage report, traffic analysis etc)
- f. Preliminary Construction Phasing Plan - Develop a preliminary construction phasing strategy that addresses maintenance of access and mobility, and includes coordination with seawall construction activities.
- g. Environmental Review and Permitting Strategy – Develop an environmental review and permitting strategy for the Project and begin environmental scoping for the Project.
- h. Public Art Plan –Develop an art plan for the Central Waterfront Project and the Elliott Bay Seawall Project that identifies opportunities for public art and other cultural projects. The written and illustrated art plan will define opportunities for future public art projects and art and cultural activation within public and private spaces. The artist(s) will take a curatorial approach to art opportunities and will plan for a wide variety of artwork experiences, from discrete or integrated public art, to temporary projects, performances and festivals. The art plan will identify specific artwork projects to be associated with future capital construction projects, define scopes of work for these projects and recommend selection processes.
- i. Fronting Uses / Building Design - The Consultant Team will advise the city on strategies to ensure uses fronting on new waterfront public spaces are active and support public use and enjoyment of the waterfront. This work will focus on how land use regulations can be revised to encourage active street-facing uses along the waterfront.

C. Phase II Scope of Work – Preliminary Engineering/Design Development and Final Design/ Construction Documents

The Consultant Team will be responsible for design of the major infrastructure components of the Project (including streets, bridges and utilities) through final design. The Consultant Team will also complete design through construction documents of one or more major public spaces.

1. Preliminary Design (30%)

- Complete preliminary design for the preferred alternative including streets, pedestrian facilities, bridge structures, drainage, utility relocations and the CSO project
- Provide right of way activity support.
- Refine detailed cost estimates
- Refine construction phasing and maintenance of traffic plans.
- Update technical reports and drawings (including but not limited to the basemap, geotechnical report, soils report, utility report, drainage report, traffic analysis etc)

2. Environmental Review and Permitting

- Prepare documentation necessary for NEPA/SEPA compliance for the Project, including any necessary discipline reports
- Prepare documentation necessary for ESA compliance.
- Perform environmental site assessments.
- Identify required permits and provide support to City-prepared permit applications.

3. Final Design (100%) - Prepare final PS&E package(s) for the preferred alternative with appropriate interim design milestones.

4. Design Development and Construction Documents for Public Space(s) - Develop design through construction documents of one or more major public spaces. Coordinate design with seawall and street projects.

D. Phase III Scope of Work - Construction Management

This Scope of Work may also include two optional components:

1. Engineering and Design Support During Construction

- Provide design and review services during construction for the development of new or updated construction documents due to contractor proposed changes in design or changed field conditions.

2. Construction Management

- Provide on-site construction management to observe and report on the quality and progress of executed work.
- Provide construction inspection services.

E. Disclaimer

The Scope of Work described above will be completed in phases. SDOT will review the work of the Consultant Team at each project phase, and will make a determination as to whether to continue with the same consultant for subsequent phases, subject to satisfactory performance by the consultant in each phase. Additional phases and/or other related work may be added by amendment(s) to the original agreement for this work.

V. CITY PROJECT MANAGEMENT AND OVERSIGHT

A. Contracting Authority

SDOT will be the contracting authority. The SDOT Project Manager to the Central Waterfront Project will be responsible for all aspects of contract negotiation, management and administration of the contract, as well as serving as the City's lead for all major project-related decisions.

B. City Management Team

This project will be managed by a team comprised of staff from SDOT, DPD and Parks. This Management Team will work closely with the SDOT Project Manager and the Consultant Team during all phases of the Project, will contribute to decision-making at major project milestones, and will provide detailed review of all project deliverables.

C. Seattle Waterfront Steering Committee

The Mayor and City Council are considering creation of a Seattle Waterfront Steering Committee that will provide civic leadership for the Central Waterfront Project and the Elliott Bay Seawall Project. This Committee will be comprised of individuals with broad experience with major civic design projects. The Committee's responsibilities will include:

- Participating in consultant selection
- Overseeing and encourage meaningful and influential public participation
- Stewarding design in accordance with Guiding Principles
- Overseeing development of the Framework Plan
- Developing a "Strategic Plan"
- Establishing foundation for creation of a future partnership/management entity

The Committee will be advisory to the Mayor and Council. It will work closely with both the City Management Team and the Consultant Team to review the design as it develops and will focus on ensuring that the final design speaks to the established guiding principles for the Project. The Project Team will be expected to make regular presentations to the Steering Committee and to work with it closely throughout the design process.

D. Seattle Design Commission

The Seattle Design Commission advises the Mayor, City Council and city departments on the design of capital improvement projects as well as projects on city land, in the city right-of-way, or constructed with City dollars.

E. Seattle Board of Park Commissioners

The Board of Park Commissioners is a seven-member citizen board that is advisory to the Superintendent of Seattle Parks and Recreation. The Board reviews plans and designs for park lands.

F. Seattle Arts Commission

The Seattle Arts Commission and its Public Art Advisory Committee will assess and approve the public art plan. The progress of the public art plan will be monitored and reviewed by the Office of Arts & Cultural Affairs and the Public Art Advisory Committee. Upon review of the progress of the public art plan, if the work is found to be not satisfactory by the Public Art Advisory Committee, the City reserves the right to remove the art planning process from the scope of work of the artist on the Consultant Team and transfer this scope to another artist to be selected through a separate process.

VI. CIVIC ENGAGEMENT

The Central Waterfront Project will be expected to develop and execute a robust and innovative public engagement strategy that addresses both immediate project stakeholders, as well as captures and engages a citywide audience. The Consultant Team will be responsible for developing this engagement plan, working closely with the Seattle Waterfront Steering Committee, and will be expected to facilitate all aspects of implementing the plan.

An important element of civic engagement will be a City-appointed Stakeholder Group that will include those immediately affected by the Project, both in terms of property and businesses along the waterfront as well as transportation users and other affected parties. The Stakeholder Group is expected to meet frequently to facilitate ongoing feedback from stakeholders into the process, from conceptual design to development of design details. It will also be a forum for diverse stakeholders to articulate common views and express differences on project elements. The Consultant Team is expected to facilitate all aspects of the Stakeholders Group process, working closely with the SDOT Project Manager and the City Management Team.

VII. SCHEDULE AND BUDGET

A. Contract Period

The contract period is estimated to be from October 2010 through 2018.

B. Project Schedule

- 2nd Quarter 2011: Complete coordination necessary for Seawall Team to identify a preferred seawall alternative
- 2nd Quarter 2012: Complete framework plan and conceptual design
- 3rd Quarter 2015: Complete final design
- 2016: Begin construction of Central Waterfront streets and public spaces
- 2018: Complete Central Waterfront streets and public spaces

C. Estimated Design Budget

The estimated budget for the planning and design of the entire Project is \$50 to 70 million. The budget for design work in Phase I (first two years) is expected to be \$4 to 6 million.

VIII. SELECTION PROCESS

Track A establishes the submittal and review criteria for selecting the Urban Design Disciplines, and Track B establishes the submittal and review requirements for the Project Management and Engineering Disciplines.

Submitters may respond to only one of the two Tracks. Firms may not submit for both the Urban Design Disciplines and Project Management Engineering Disciplines tracks. Firms may join multiple teams submitting for a Track.

The City will first select the Urban Design Disciplines (Track A), and then select the Project Management and Engineering Disciplines (Track B). The Urban Design lead chosen through Track A will participate in interviews and selection of the winning group for Track B. Once the selection processes are complete, both groups will be expected to form one integrated Consultant Team that has the full range of expertise necessary to successfully complete this project.

The City will use a process for selecting the Consultant Team that includes a review of qualifications, interview, reference checks and, for Track A, a public presentation. The City will first evaluate all firms submitting their qualifications. Statements of Qualification will be scored based on evaluation criteria described below. This evaluation will identify a short list of the top-ranked teams to be interviewed. The interview will provide an opportunity for consultant teams to clarify and/or expand on their team's qualifications, relevant experience and availability of key personnel.

Due to the high level of civic interest and engagement expected during this project, the Urban Design Discipline finalists (Track A) will be expected to make a public presentation and answer questions in a moderated format. The details of presentations will be made available to the short-listed firms approximately two weeks in advance. The Project Management and Engineering Discipline finalists (Track B) will not be requested to make public presentations.

The City may conduct a second interview of the shortlisted teams on the day following the public presentations. The winning firm will be notified verbally and in writing.

Reserved Rights

The City reserves the right to remove and replace members of the team as part of negotiating a final contract.

IX. EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS

A. Track A: Design Disciplines

The following is the outline for the statements of qualifications (SOQ). SOQs will be evaluated using the points assigned to each of the criteria listed below.

1. Cover Page (Required)

The cover page must include the names of the firm(s) and identify that the SOQ is for Track A.

2. Cover Letter (Optional)

3. Executive Summary (Optional)

4. Urban Design Team Organization (Required)

- The SOQ must clearly list all major team members, both prime and subconsultants.
- Provide an organization chart that clearly identifies key members of the team and their roles.
- Identify the Urban Design Lead, and staff working on key aspects of the work, the availability of key staff to deliver services - particularly their ability for intensive work during the period between October 2010 and October 2012, and the specific role of each team member.
- The consultants selected must be licensed or obtain licenses to do business in the State of Washington and the City of Seattle.

5. Project Approach (Required = 25 Points)

Describe the Design Discipline teams' proposed approach to the design of this project. Responses should focus exclusively on design approach and should not include substantive designs or design ideas.

6. Qualifications and Relevant Experience (Required = 100 Points)

Describe the team member's background and experience with each element described below. In addition to narrative responses to the qualifications, include descriptions of recent projects that demonstrate the team's experience. The project descriptions should define the firm's roles and responsibilities on the referenced projects with respect to the desired qualifications and requested services. The referenced projects should describe the specific role that the staff proposed for this project played.

- a. Proven record of delivering critically acclaimed public spaces that are well used and well received by the public. (15 points)
- b. Design of urban public spaces of similar scale and complexity including a major infrastructure component. (15 points)
- c. Demonstrated experience completing a framework planning exercises of a similar scale and complexity. (10 points)

- d. Experience with large-scale urban design efforts that include design of parks and public spaces, and rights-of-way that serve the full range of mobility including freight, transit, automobile, pedestrians, and bicyclists (both commuter and recreational), within a highly urbanized setting. (10 points)
 - e. Demonstrated ability to work collaboratively on an interdisciplinary team that includes landscape architects, urban designers, architects, artists, engineers, environmental and permitting specialists, etc. (10 points)
 - f. Experience delivering projects in an environment with a high level of civic engagement, and decision-maker and stakeholder interest, and complex regulatory requirements. (10 points)
 - g. Experience developing management, programming, and maintenance and operations plan for public spaces, as well as experience considering these factors and costs during design. (10 points)
 - h. Ability to successfully integrate sustainable design into all aspects of the project (10 points)
 - i. Experience, as an artist, integrating an original vision and artistic expression into a similar large-scale public space design processes. (10 points)
7. Resumes (Required)
Attach resumes of the major project team members. The resumes should be no more than two (2) pages per person.
8. References (Required)
Submit three (3) references for each team member, including the project name, name of client, description of work performed, contract value, and the contact person's name and telephone number and, that demonstrate the firm's experience and success in performing work similar to this project. References may be used to verify qualifications, which may affect the rating of the respondent.
9. Artwork Images (Required)
Provide sixteen (16) images of the artist's artwork and an accompanying image identification list that articulates how the images, in total serve to:
- Demonstrate ability to think broadly across several disciplines
 - Represent experience working on projects of similar scale/budget
 - Demonstrated experience working collaboratively on teams with landscape architects, urban designers, architects, contractors, engineers, etc.
 - Demonstrated aptitude for working with architectural drawings and plans.
 - Proven understanding of architectural materials, technology and construction techniques.

10. Local Affiliation (Required if Needed)

If a selected team is from outside the Seattle metropolitan area, an affiliation with a local office must be identified.

11. Outreach Plan (Required)

As described in Section XIV, the Consultant shall submit an Outreach Plan (the Outreach Plan template is provided at the EBID site) outlining the affirmative efforts the Consultant made in preparing its proposal and will make during the term of the Contract to solicit the participation of minorities and women and WMBEs on the Contract in accordance with SMC Ch. 20.42.

B. Track B: Project Management and Engineering Disciplines

The following is the outline for the statements of qualifications (SOQ). SOQs will be evaluated using the points assigned to each of the criteria listed below.

1. Cover Page (Required)

The cover page must include the names of the firm(s) and identify that the SOQ is for Track B.

2. Cover Letter (Optional)

3. Executive Summary (Optional)

4. Project Management and Engineering Team Organization (Required)

- The SOQ must clearly list all major team members, both prime and subconsultants.
- Provide an organization chart that clearly identifies key members of the team and their roles.
- Identify the Project Manager, the Technical Leads on key aspects of the work and the specific role of each team member.
- Describe the availability of the Project Manager, and Deputy Project Manager if proposed.
- The consultants selected must be licensed to do business in the State of Washington and the City of Seattle.

5. Project Approach (Required = 25 points)

Describe the Project Management and Engineering Discipline team's proposed approach and strategies for delivering this project.

6. Qualifications and Relevant Experience (Required = 100 points)

Describe the team member's background and experience with each element described below. In addition to narrative responses to the qualifications, include descriptions of recent projects that demonstrate the team's experience. The project descriptions should define the firm's roles and responsibilities on the referenced projects with respect to the desired qualifications and requested services. The referenced projects should describe the specific role that the staff proposed for this project played.

- a. Describe the experience of the Project Manager/Project Management Team in successfully managing the design and permitting of complex urban infrastructure projects where integrating the work of a range of design and engineering disciplines was essential, and where the design was completed over a long timeframe with a high level of stakeholder interest in all aspects of the design process. (15 points)
- b. Describe the experience of the Project Manager and key team members in working collaboratively on interdisciplinary teams that include urban designers, landscape architects, architects, and artists, particularly in cases where these disciplines worked effectively together on a major infrastructure project where expectations around design quality were very high. (15 points)
- c. Describe your team's specific background and experience in engineering and design of urban arterial streets that serve all travel modes, including transit, freight and bicycles, and balance traffic movement with a high quality pedestrian environment. (10 points)
- d. Describe your team's experience in addressing the need for balanced and multimodal transportation access as part of a major infrastructure project, including experience with construction mitigation strategies to reduce project impacts on adjacent users. (5 points)
- e. Describe your team's background and experience in preparing NEPA, SEPA and ESA documents in a shoreline environment, supporting negotiations with regulatory agencies and tribes, and obtaining necessary environmental approvals and permits. Include your experience in dealing with historic, cultural and archaeological resources. (10 points)
- f. Describe your team's experience developing and implementing successful public engagement plans in an environment with overlapping planning, design and construction processes and a high level of stakeholder and elected official interest. Discuss your team's experience in engaging broad regional audiences in addition to those with an immediate stake in the project. (15 points)
- g. Describe your team's experience in the design of the following utilities in dense urban settings where space is highly constrained and surface features restrict placement of utilities:
 - Radial and networked electrical distribution systems
 - Underground electrical transmission systems
 - Water distribution systems
 - Sanitary sewers
 - Stormwater collection and treatment systems featuring innovative green stormwater infrastructure integrated into urban streetscapes
 - Combined sanitary/storm sewage transport and storage systems and combined sewer overflow regulators
 - Stormwater outfalls(10 points)

- h. Describe your team's background and experience in developing and evaluating construction methods, sequencing and phasing, and developing risk-based cost estimates for projects of similar size and complexity. (10 points)
 - i. Describe your team's experience in designing roadway bridges in a tight urban setting with challenging topography and access to the construction site, and sensitive neighboring land uses. (10 points)
7. Resumes (Required)
Attach resumes of the major project team members. The resumes should be no more than two (2) pages per person.
8. References (Required)
Submit five (5) references for the Project Manager(s), and three (3) for each of the other key team member, including the project name, name of client, description of work performed, contract value, and the contact person's name telephone number, that demonstrate the firm's experience and success in performing work similar to this project. References may be used to verify qualifications, which may affect the rating of the respondent.
9. Local Affiliation (Required if Needed)
If a selected team is from outside the Seattle metropolitan area, an affiliation with a local office must be identified.
10. Outreach Plan (Required)
As described in Section XIV, the Consultant shall submit an Outreach Plan (the Outreach Plan template is provided at the EBID site) outlining the affirmative efforts the Consultant made in preparing its proposal and will make during the term of the Contract to solicit the participation of minorities and women and WMBEs on the Contract in accordance with SMC Ch. 20.42.

X. PAGE LIMITS AND FORMAT

A. Track A: Design Disciplines

Cover Page	1 page maximum
Cover Letter (optional):	2 pages maximum
Executive Summary (optional)	2 pages maximum
Main Body	27 pages maximum
o Urban Design Disciplines Team Organization	
o Approach	
o Qualifications and Relevant Experience	
Resumes	2 pages maximum per person
Artist's Image Identification List	2 pages maximum
References	2 pages maximum
Local Affiliation	One page maximum
Outreach Plan	No limit

Submittals must be double sided with removable binders. Either 8 ½” x 11” or 11” x 17” or a combination of both is acceptable, however each 11” x 17” equals two 8” ½ x 11”. A page is one side of a sheet of paper (just like page numbers in a book). Blank side of double-side sheets are not considered in the page count, but should be minimized. **Ten (10) bound copies of your SOQ and one unbound copy shall be submitted.** Electronic submissions are not allowed.

B. Track B: Project Management and Engineering Disciplines

Cover Page	1 page maximum
Cover Letter (optional):	2 pages maximum
Executive Summary (optional)	2 pages maximum
Main Body	27 pages maximum
o Project Management and Engineering Team Organization	
o Approach	
o Qualifications and Relevant Experience	
Resumes	2 pages maximum per person
References	3 pages maximum
Local Affiliation	One page maximum
Outreach Plan	No limit

Submittals must be double sided with removable binders. Either 8 ½” x 11” or 11” x 17” or a combination of both is acceptable, however each 11” x 17” equals two 8” ½ x 11”. A page is one side of a sheet of paper (just like page numbers in a book). Blank side of double-side sheets are not considered in the page count, but should be minimized. **Ten (10) bound copies of your SOQ and one unbound copy shall be submitted.** Electronic submissions are not allowed.

XI. ANTICIPATED SELECTION SCHEDULE AND DUE DATE

A. Track A: Urban Design Disciplines

Following is the anticipated schedule for the selection process:

- Pre-proposal Meeting July 12, 2010
- SOQ due August 4, 2010 by 4:00 p.m.
- Short- list determined Week of August 23
- Interviews Week of September 13 (tentative)

SOQ's must be submitted to the following address no later than 4:00 pm on Wednesday, August 4, 2010.

Seattle Department of Transportation
700 Fifth Avenue, Suite 3800
PO Box 34996
Seattle, WA 98124-4996
Attention: Tom Peloquin, Consultant Contract Supervisor

B. Track B: Project Management and Engineering Disciplines

- Pre-proposal Meeting July 12, 2010
- SOQ due August 4, 2010 by 4:00 p.m.
- Short-list determined Week of August 30
- Interviews Week of September 27

SOQ's must be submitted to the following address no later than 4:00 p.m. on Wednesday, August 4, 2010.

Seattle Department of Transportation
700 Fifth Avenue, Suite 3800
PO Box 34996
Seattle, WA 98124-4996
Attention: Tom Peloquin, Consultant Contract Supervisor

XII. CONTACT

Any questions regarding this Request for SOQs may be directed in writing to SDOT'S primary contact, Steve Pearce, Project Manager, steve.pearce@seattle.gov. Questions must be submitted by July 28, 2010 at 4:00 p.m. Consultants must limit their contact to this person when seeking information on the project or the selection process. Legal and ethical considerations constrain the contact person, as well as other Department employees or members of the Consultant Evaluation Committee from giving out information on this project or the process that might possibly give an inquiring consultant an advantage over other consultants competing for this contract. Failure to follow this instruction may result in disqualification.

XIII. RELATED PROJECTS AND REFERENCE DOCUMENTS

A. Projects

Seawall Replacement Project <http://www.cityofseattle.net/transportation/seawall.htm>

The Seawall Team will collaborate with the selected Central Waterfront Consultant Team to ensure that the overall vision for the new waterfront is informed by and interacts with the shoreline system preliminary design. Coordination will occur on all aspects (aesthetic and structural) of the system.

The existing seawall was designed and built primarily to provide public safety and stability to upland structures and infrastructure including the Alaskan Way Viaduct. In approaching its replacement, the City will develop an integrated "shoreline system" that also improves the ecological function of the shoreline and creates opportunities for visitors to see, feel and understand the Puget Sound's natural processes. The seawall replacement and creation of a new shoreline system supports Seattle's effort to re-create the central waterfront and redefine its interface with Elliott Bay.

SDOT's goals in replacing the aging seawall with a new shoreline system include the following:

- Provide structural support to upland infrastructure and future open space with a shoreline system that meets current seismic standards and maintains access to the historic piers.
- Increase public access to the water and creative opportunities for Seattle's residents and visitors to experience the waters of the Puget Sound.
- Develop an integrated overall approach to improve the shoreline ecology of the central waterfront, reconnecting upland and marine ecological systems by using solutions that re-integrate the land and the water.
- Achieve a fiscally responsible solution.
- Enhance the fish migration corridor, including in those locations where a vertical seawall is deemed necessary.

SR 99 Replacement Project <http://www.wsdot.wa.gov/projects/viaduct>

The Alaskan Way Viaduct replacement is a program that includes components led by WSDOT, King County and the City of Seattle. WSDOT is responsible for replacing this double-deck bridge, which is part of State Route 99.

The viaduct's [south end](#), between S. Holgate and S. King streets, will be replaced with a new side-by-side roadway that has wider lanes, meets current earthquake standards and improves mobility for people and goods in the south of downtown area. The [environmental assessment](#) for this project was released in June 2008, and the Finding of No Significant Impact was signed by the Federal Highway Administration in February 2009.

For the viaduct's [central waterfront](#) section, between S. King Street and Battery Street, there is an ongoing environmental process that is reviewing three alternatives – previous cut-and-cover tunnel and elevated structure alternatives, and a bored tunnel alternative recommended in January 2009. A second Supplemental Draft Environmental Impact Statement, which analyzes the bored tunnel alternative and builds upon the previous review of other alternatives, will be published in fall 2010.

<http://www.youtube.com/watch?v=mWfwnkEbc4Q>

In addition to replacing this structure, WSDOT is making safety and mobility improvements in the corridor.

Pier 62/63: <http://www.seattle.gov/parks/maintenance/pier62-63/>

Seattle Parks is working, in the larger context of city planning for the downtown central waterfront and the Alaskan Way Viaduct, on options for replacement of Piers 62/63, and upgrades and improvements to Waterfront Park. Structural concerns at both Piers 62/63 and Waterfront Park have prompted this analysis. The Central Waterfront Master Parks Plan Final Environmental Impact Statement (FEIS) is the final document in the SEPA process for the adoption of a Central Waterfront Master Parks Plan. This document includes analyses previously presented in the Draft EIS that was issued June 27, 2006 as well as public comment on that document and Seattle Parks and Recreation's responses to such comments.

Colman Dock Ferry Terminal:

<http://www.wsdot.wa.gov/ferries/planning/ESHB2358>

B. Reference Documents

A large summary of information, including meeting notes, documents and maps can be accessed through the Central Waterfront Website.

http://www.seattle.gov/dpd/Planning/Central_Waterfront/Overview/

Major Project Decision for Alaskan Way Viaduct and Seawall Replacement Project Stormwater and CSO Control for Vine, University, Madison and Washington Basins, Seattle Public Utilities April 2009

http://www.seattle.gov/dpd/cms/groups/pan/@pan/@plan/@proj/documents/web_informational/dpdp019299.pdf

Listed below are a range of past planning and urban design studies of the waterfront, Seattle's Center City, and related public spaces.

Seattle's Central Waterfront Concept Plan

http://www.seattle.gov/dpd/cms/groups/pan/@pan/@plan/@proj/documents/web_informational/dpds_008311.pdf

City Center Public Realm Guide

http://www.cityofseattle.net/DPD/cms/groups/pan/@pan/@plan/@proj/documents/web_informational/dpds017348.pdf

Public Spaces, Public Life

http://www.seattle.gov/DPD/cms/groups/pan/@pan/@plan/@proj/documents/web_informational/dpdp019007.pdf

http://www.seattle.gov/DPD/cms/groups/pan/@pan/@plan/@proj/documents/web_informational/dpdp019008.pdf

The Blue Ring

http://www.seattle.gov/dpd/cms/groups/pan/@pan/@plan/@citydesign/documents/web_informational/dpds_006515.pdf

http://www.seattle.gov/dpd/cms/groups/pan/@pan/@plan/@citydesign/documents/web_informational/dpds_006516.pdf

XIV. ADMINISTRATIVE DETAILS

A. Nondiscrimination in Employee Benefits

Compliance with SMC Chapter 20.45: The Consultant shall comply with the requirements of SMC Chapter 20.45 and Equal Benefits Program Rules implementing such requirements, under which the Consultant is obligated to provide the same or equivalent benefits ("equal benefits") to its employees with domestic partners as the Consultant provides to its employees with spouses. At the City's request, the Consultant shall provide complete information and verification of the Consultant's compliance with SMC Chapter 20.45. Failure to cooperate with such a request shall constitute a material breach of this Agreement. *(For further information about SMC Chapter 20.45 and the Equal Benefits Program Rules call (206) 684-0202 or review information at <http://cityofseattle.net/contract/equalbenefits/>).*

- Remedies for Violations of SMC Chapter 20.45: Any violation of Section A9 of this Agreement shall be a material breach of the Agreement for which the City may:

- Require the Consultant to pay liquidated damages in the amount of five hundred dollars (\$500.00 USD) per day for each day that the Consultant is in violation of SMC Chapter 20.45 during the term of the Agreement; or
- In the event the Consultant willfully refuses or repeatedly fails to comply with the requirements of SMC Chapter 20.45, terminate the Agreement; or
- Disqualify the Consultant from bidding on or being awarded a City contract for a period of up to five (5) years; or
- Impose such other remedies as specifically provided for in SMC Chapter 20.45 and the Equal Benefits Program Rules promulgated thereunder.

B. Affirmative Efforts Requirements –

Definitions:

Affirmative Efforts: Documented reasonable attempts in good faith to contact and employ women and minorities and to contact and contract with Women and Minority Businesses.

Availability or Available: A business that is interested in and is Capable of performing the item of work in question; and is able to perform the work within the time frame required by the contract.

Capability or Capable: A business that appears able to perform a Commercially Useful Function on the item of work in question.

Commercially Useful Function: The performance of real and actual services in the discharge of any contractual endeavor.

Outreach Plan: The Plan submitted by the Consultant outlining the affirmative efforts the Consultant made in preparing its proposal and will make during the term of the Contract to solicit the participation of minorities and women and WMBEs on the Contract in accordance with SMC Ch. 20.42.

Voluntary Aspirational goals: A participation level the Consultant voluntarily establishes for potential employment on the Contract of women or minority employees and/or the use of WMBEs. No Consultant established voluntary aspirational goals will represent an actual utilization requirement or a condition of such contract.

Women and Minority Business Enterprises (WMBEs): A WMBE means a business that is at least fifty-one percent owned by women and/or minority (including, but not limited to, blacks, women, Native Americans, Asians, Eskimos, Aleuts, and Hispanics) group members.

Affirmative Efforts in Women and Minority Business Subcontracting:

In SMC 20.42.010, the City has found that minority and women businesses are significantly under-represented and have been underutilized on City Contracts. Additionally, the City does not want to enter into agreements with businesses that discriminate in employment or the provision of services. The City intends to provide the maximum practicable opportunity allowed by law for increased participation by minority and women owned and controlled businesses, as long as such businesses are underrepresented, and to ensure that City contracting practices do not support discrimination in employment and services when the City procures public works, goods, and services from the private sector. The City will not enter into Contracts with contractors that do not agree to use Affirmative Efforts as required under SMC Chapter 20.42 or violate any provisions of that chapter, or those requirements set forth below.

Consultants entering into contracts with the City shall actively solicit the employment of women and minority group members should they be hiring employees for work on the project. Should there be subcontracting opportunities; consultants shall actively solicit subcontract proposals from qualified, available, and capable Women and Minority Businesses for participation on the contract. At the request of the City, Consultants shall furnish evidence of the Consultant's compliance with these requirements and provide records necessary to document: 1) Affirmative Efforts to employ women and minority group members; 2) Affirmative Efforts to subcontract with Women and Minority Businesses on City Contracts; and 3) the Consultant's non-discrimination in the provision of goods and services.

Consultants are also encouraged to take Affirmative Efforts to assure equality of employment and subcontracting opportunities within the scope of work for the Contract. Such Affirmative Efforts may include, but are not limited to, establishing voluntary employment aspirational goals for women and minorities and establishing voluntary aspirational goals for subcontracting to Women and Minority Businesses.

See the Outreach Plan for more information on documenting Affirmative Efforts and for resources that may be of assistance in your solicitation efforts. You may also call the SDOT contact with questions about Affirmative Effort/Outreach plan provisions.

Prior to contract negotiations, the City will review the Outreach Plan from the finalist (or if more than one proposal is selected, the finalist(s)). The Consultant finalist(s) shall provide an Outreach Plan identifying the Affirmative Efforts that the Consultant has made in preparing its proposal, along with its proposal in continuing those Efforts during the term of the contract in soliciting women and minority businesses for participation on this contract consistent with SMC Ch.20.42. Upon agreement by the City, each selected Consultant's Outreach Plan shall be incorporated as part of the resulting Agreement.

See the attached Outreach Plan the Consultant should use in responding to the following request for information regarding the consultant's Affirmative Efforts.

Affirmative Efforts Information for Women and Minority Employment:

1. Should there be new employment opportunities on this project, the Consultant should note the number of such positions and the efforts the consultant will make to recruit qualified minority and women to fill new positions.
2. The Consultant may also indicate any voluntary employment aspirational goals for women and minorities that it believes to be reasonably achievable for this contract. Such voluntary aspirational goals shall not represent a utilization requirement that would be a condition of contracting, but instead shall be considered a presentation of the Affirmative Efforts that the Consultant intends to make and the voluntary aspirational goals that the Consultant proposes to be reasonably achievable. Note: The City will not approve or reject an Outreach Plan based upon the voluntary aspiration women and minority employment goals.

Affirmative Efforts Information for Women and Minority Subcontracting:

1. If there will be subcontracting available on the proposed contract:
2. Identify the commercially useful subcontracting opportunities available or expected within the contract.
3. Note any voluntary aspirational goals for subcontracting with Minority and Women Owned Businesses that the Consultant believes are reasonably achievable. Note: such voluntary aspirational goals shall not represent a utilization requirement that would be a condition of contracting; instead such voluntary aspirational goals shall be considered a presentation of the Affirmative Efforts the Consultant shall make and the voluntary aspirational goals that the Consultant proposes to be reasonably achievable. The City will not approve or reject an Outreach Plan based upon the voluntary subcontracting goals established for women and minority businesses.
4. The Affirmative Efforts the Consultant will make to solicit from qualified, available, and capable Women and Minority Businesses to perform such work, and,
5. Document any other Affirmative Efforts the Consultant will make to encourage participation by qualified, available, and capable Women and Minority Businesses.

See the Consultant Outreach Plan for a definition of active solicitation, a check list of affirmative effort activities and resources that may be of assistance in identifying minority and women owned firms.

C. Insurance Requirements

The Consultant shall, at all times during the term of this Agreement, obtain and maintain continuously, at its own expense, and file with the Agency and the City's Risk Manager, evidence of a policy or policies of insurance as enumerated below:

1) A policy of **Commercial General Liability Insurance**, written on an insurance industry standard occurrence form: (CG 00 01) or equivalent, including all the usual coverages known as:

- Premises/Operations Liability
- Products/Completed Operations
- Personal/Advertising Injury
- Contractual Liability
- Independent Contractors Liability
- Stop Gap or Employers Contingent Liability
- Explosion, Collapse, or Underground (XCU), (as applicable)*
- Liquor Liability/Host Liquor Liability (as applicable)*
- Fire Damage Legal

*These coverages are only required when the Consultants work under this agreement includes exposures to which these specified coverages respond.

Such policy(ies) must provide the following minimum limit:

Bodily Injury and Property Damage -

\$ 1,000,000	General Aggregate
\$ 1,000,000	Products & Completed Operations Aggregate
\$ 1,000,000	Personal & Advertising Injury
\$ 1,000,000	Each Occurrence
\$ 100,000	Fire Damage

Stop Gap Employers Liability -

\$ 1,000,000	Each Accident
\$ 1,000,000	Disease - Policy Limit
\$ 1,000,000	Disease - Each Employee

2) A policy of **Business Automobile Liability**, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent.

Such policy(ies) must provide the following minimum limit:

Bodily Injury and Property Damage –
\$ 1,000,000 per accident

Such insurance, as provided under items (1) and (2) above, shall be endorsed to include the City of Seattle, its officers, elected officials, employees, agents and volunteers as additional insured, and shall not be reduced or canceled without forty-five (45) days prior written notice to the City. In addition, Consultant's insurance shall be primary as respects the City, and any other insurance maintained by the City shall be excess and not contributing insurance with the Consultant's insurance.

3) A policy of **Errors and Omissions Liability Insurance** appropriate to the consultant's profession. Coverage should be for a professional error, act or omission arising out of the scope of services shown in the contract. **The policy form may not exclude:**

- Bodily injury or Property damage
- Claims arising out of pollution for environmental work
- Construction Administration Services *

The minimum limit of coverage shall be \$50,000,000 Aggregate

*Only required if services are to be performed under this agreement.

If any such policy is written on a claims made form, the retroactive date shall be prior to or coincident with the effective date of this contract. The policy shall state that coverage is Claims Made, and state the retroactive date. Claims made form coverage shall be maintained by the Consultant for a minimum of three years following the expiration or earlier termination of this contract, and the Consultant shall annually provide the City with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Consultant shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the City to assure financial responsibility for liability for services performed.

Any deductible or self-insured retention must be disclosed and is subject to approval by the City's Risk Manager. The cost of any claim payments falling within the deductible shall be the responsibility of the Consultant.

- 4) A policy of **Worker's Compensation**. As respects Workers' Compensation insurance in the state of Washington, the Consultant shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington. If the Consultant is qualified as a self-insurer in accordance with Chapter 51.14 of the Revised Code of Washington, Consultant shall so certify by a letter signed by a corporate officer and setting forth the limits of any policy of excess insurance covering its employees. Any firm involved with diving or the operation of watercraft will be required to have the appropriate coverage.
- 5) Evidence of Insurance: The following documents must be provided as evidence of insurance coverage:
 - If evidence of insurance coverage is required, the Consultant shall provide the City's Risk Management Administrator and Director, Seattle Department of Transportation with an original standard form ACORD Certificate of Liability Insurance with attached declaration page to verify Errors and Omissions liability coverage, signed by a licensed insurance agent or broker authorized to do business in the State of Washington, showing the insuring company and policy effective dates. The City reserves the right to obtain a copy of any policy required by this Agreement, including all forms and endorsements.

Each policy (except Professional Liability) shall be endorsed (by a blanket endorsement or otherwise) to include The City of Seattle, its employees and agents as additional insureds; shall include a "Separation of Insureds" or "Severability of Interests" clause, indicating essentially that, except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the insurance applies as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought; and shall provide that its limits of liability shall not be cancelled without forty-five (45) calendar days prior written notice to the City, except for cases of non-payment of premiums, in which case prior notice shall not be less than ten (10) calendar days. In addition, the Consultant's insurance shall be primary and non-contributory to any coverage maintained by the City. The limits of such insurance shall not, however, limit the liability of Consultant hereunder. The Consultant shall promptly notify the City when the Consultant becomes aware of any material reduction in the aggregate limits of any insurance coverage required under this Agreement.

All policies shall be subject to approval by the City's Risk Manager as to company (must be rated A-:VII or higher in the A.M. Best's Key Rating Guide and licensed to do

business in the State of Washington or issued as a surplus line by a Washington Surplus lines broker), form and coverage, and primary to all other insurance.

- 6) Self-Insurance: Should Consultant be self-insured, under items (1), (2), (3), or (4) above, a letter from the Corporate Risk Manager, or appropriate Finance Officer, is acceptable - stipulating if actuarially funded and fund limits; plus any excess declaration pages to meet the contract requirements. Further, this letter should advise how Consultant would protect and defend the City of Seattle as an Additional Insured in their Self-Insured layer, and include claims handling directions in the event of a claim.
- 7) Subconsultants - Consultant shall include all subconsultants as insureds under its policies **or** shall furnish separate evidence of insurance as stated above for each subconsultant. All coverages for subconsultants shall be subject to all the requirements stated herein and applicable to their profession.

END OF REQUEST FOR QUALIFICATIONS

Attachment 1: Central Waterfront Project General Project Area

Attachment 2: A Existing City Policy Central Waterfront Partnerships Committee

**Attachment 3: Waterfront Initiative Opportunities and Linkages Diagram
Seattle Center City Public Realm Diagrams**