

Washington State Convention Center
Public Facilities District

Seattle, Washington

REQUEST FOR QUALIFICATIONS (RFQ):

Public & Legislative Advisory Services

RFQ No. 550-0910-1
September 13, 2010

SUBMITTAL DEADLINE:

Friday, October 1, 2010, 2:00 p.m. local time

SUBMITTAL DELIVERY ADDRESS:

Washington State Convention Center
Level 5 Administrative Offices
800 Convention Place
Seattle, WA 98101

EXPECTED PERFORMANCE PERIOD:

The period of performance for any Contract resulting from this solicitation is expected to begin on or about October 18, 2010 and end on September 30, 2013. The WSCC reserves the right to extend the Contract, in accordance with its terms and conditions.

CONTRACTOR ELIGIBILITY:

Submittals are sought from all service providers/consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

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1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Washington State Convention Center Public Facilities District (WSCC) has issued this Request for Qualifications (RFQ) to identify firms or individuals interested in and capable of providing public and legislative advisory services. The WSCC intends to enter into contract negotiations with the Submitter(s) considered to have the highest level of qualification for this assignment.

Pursuant to action by the 2010 session of the Washington State Legislature (SSB 6889, signed into law by Governor Gregoire on April 9, 2010), the Washington State Convention Center is in the process of transitioning from being an instrumentality of Washington State to being a King County public facilities district. As such, it is seeking the services of one or more qualified public and legislative advisory firms to provide a variety of services through an initial term of three years.

1.2 SCOPE OF WORK

The services performed under this procurement will be at the specific request of the WSCC, and may include some or all of the Scope of Work as included in Exhibit B to this RFQ.

1.3 MINIMUM QUALIFICATIONS

The Contractor must have no less than ten (10) years relevant experience, must be licensed to do business in the State of Washington, and be registered in good standing with the State Public Disclosure Commission.

1.4 PERIOD OF PERFORMANCE

The period of performance for any Contract resulting from this solicitation is expected to be a term of three (3) years, with an option to extend at the sole discretion of the WSCC for two (2) additional one-year periods.

1.5 DEFINITIONS

Definitions for the purposes of this RFQ include:

Contractor – The individual or firm that is awarded a fully executed, written contract for providing the services described herein.

RCW – The Revised Code of Washington.

Submittal – A formal statement of qualifications offered in response to this solicitation.

Submitter – The individual or firm submitting a statement of qualifications in order to attain a contract with the WSCC.

WSCC – The Washington State Convention Center is a King County public facilities district which is issuing this RFQ.

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1.6 ADA

The WSCC complies with the Americans with Disabilities Act (ADA). Potential Submitters may contact the RFQ Coordinator to receive this RFQ in Braille or on tape. The WSCC is a fully accessible facility.

2. GENERAL INFORMATION

2.1 RFQ COORDINATOR

The RFQ Coordinator is the point of contact at the WSCC for this solicitation. All communication between potential and actual Submitters and the WSCC upon receipt of this RFQ shall be with the RFQ Coordinator, as follows:

Name	Lisa Irwin, WSCC Buyer
Address	800 Convention Place Seattle, WA 98101
Phone Number	206-694-5023
Fax Number	206-694-5399
E-Mail Address	lisa.irwin@wscc.com

Any other communication will be considered unofficial and non-binding on the WSCC. Submitters are to rely on written statements issued by the RFQ Coordinator. The WSCC reserves the right to appoint an alternate RFP Coordinator during the solicitation process, as may be necessary and convenient.

2.2 ESTIMATED SCHEDULE OF SOLICITATION ACTIVITIES

Issue Request for Qualifications	<u>September 13, 2010</u>
Last date for questions regarding RFQ	<u>September 22, 2010</u>
Submittals due	<u>October 1, 2010</u>
Evaluate Submittals	<u>October 4 – 6, 2010</u>
Oral presentations, if applicable	<u>October 7 – 8, 2010</u>
Selection of apparent successful submitter	<u>October 8, 2010</u>
Negotiate contract	<u>October 11 – 15, 2010</u>
Begin contract work	<u>October 18, 2010</u>

The WSCC reserves the right to revise the above schedule.

2.3 QUESTIONS REGARDING THE SOLICITATION

No pre-submittal conference will be held for this solicitation. Written questions may be submitted to the RFQ Coordinator no later than the close of business, September 22, 2010. A statement of any questions received and the WSCC response(s) in the form of an addendum to the RFQ will be issued to prospective submitters no later than the close of business, September 23, 2010.

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2.4 MINORITY- AND WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the State of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to a solicitation such as this or on a subconsultant basis. However, no preference will be included in the evaluation of qualifications, no minimum level of MWBE participation shall be required as a condition for being considered for a contract, and submittals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

The established annual procurement participation goals for this project are ten (10) percent and six (6) percent for MBE's and WBE's, respectively. These goals are voluntary, but Submitters are encouraged to meet or exceed them. Prime consultants may contact OMWBE at 360-753-9693 to obtain information on certified firms.

2.5 SUBMITTAL PROCESS

Qualifications may be submitted in hardcopy or electronically, but may not be transmitted via facsimile.

If submitting in hardcopy, the following information is applicable. Submitters are required to provide six (6) copies of their qualifications statement. One (1) set must have an original signature and the additional sets may have photocopied signatures. The submittal, whether mailed or hand-delivered, must be received by the WSCC no later than 2:00 p.m. local time on October 1, 2010. The submittal is to be sent to the RFQ Coordinator at the address noted in Section 2.1, above. The submittal package should be clearly marked to the attention of the RFQ Coordinator, and should include the notation "RFQ Submittal for Public & Legislative Advisory Services".

Consultants mailing submittals should allow for normal mail transit schedules to ensure timely receipt of their materials by the RFQ Coordinator. Hand-delivered submittals will only be accepted at the reception desk, WSCC Level 5 Administrative Offices, 800 Convention Place, Seattle. Submitters assume all risk for the method of delivery chosen; the WSCC will accept no responsibility for delays caused by any delivery service or external circumstance, e.g. traffic congestion.

If submitting electronically, the following information is applicable. Qualifications being submitted electronically must be sent as an e-mail attachment, addressed to the RFQ Coordinator as noted in Section 2.1, above, and must include the notation "RFQ Submittal for Public & Legislative Advisory Services" in the e-mail subject line. Submittals must arrive by 2:00 p.m. local time in Seattle on October 1, 2010. Attachments to the e-mail shall be in Microsoft Word® software and/or in .pdf file form. Firms submitting proposals via e-mail must also send a hardcopy of the cover submittal letter with an original signature to the RFQ Coordinator. The WSCC will accept no responsibility for problems encountered in the e-mail transmittal process.

Submitters are specifically advised that as to qualifications submittal:

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1. Late submittals will not be accepted and will be automatically disqualified from further consideration.
2. The submittal must respond to the solicitation requirements as set forth herein.
3. The submittal must be complete, must stand on its own merits and should not refer to material presented elsewhere.
4. All materials submitted in response to this solicitation shall become the property of the WSCC and will not be returned.

2.6 CONTRACT INSTRUMENT AND TERMS/CONDITIONS

The apparent successful Submitter will be expected to enter into good faith negotiations with the intent of consummating a contract that is substantially the same as the contract instrument and General Terms and Conditions included as Exhibit A to this RFQ. In no event will the WSCC entertain Submitter's own standard contract terms and conditions in response to this solicitation.

Compensation for services under the contract is anticipated to be on a lump-sum basis, at a rate of three-thousand dollars (\$3,000) per month, plus reimbursement of authorized expenses.

2.7 COSTS TO SUBMIT

The WSCC will not be liable for any costs incurred by a Submitter in preparation of a response to this RFQ.

2.8 NO OBLIGATION TO CONTRACT

Issuance of this RFQ does not obligate the WSCC to contract in whole or in part for the services specified herein.

3. SUBMITTAL FORM AND CONTENTS

Written qualification submittals must be prepared on letter-size (8-1/2 x 11 inch) paper with tabs separating the major sections of the submittal; electronic submittals are to be formatted analogously. The sections of the submittal are to be in the order noted below:

1. Signed Letter of Submittal
2. Professional Qualifications
3. General Firm Qualifications

3.1 LETTER OF SUBMITTAL

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Submitter to a contractual relationship, e.g., the President or Executive Director if a corporation, the Managing Partner if a partnership, or the proprietor if a sole proprietorship. This introductory letter should convey the Submitter's interest in the project, and highlight particular strengths of the proposed service provider. In addition, it is to provide the name, title, telephone number, fax number and e-mail address for a representative whom the WSCC can contact for additional information.

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3.2 PROFESSIONAL QUALIFICATIONS

Complete this section for any key person proposed to actively provide services hereunder. Note that by such inclusion, Submitter is committing that said staff will actually be available to provide services. Any key staff substitution following Contract execution must have the prior approval of the WSCC. Include for each resume:

- A. Name of professional
- B. Role in the project
- C. WSCC-specific qualifications – information on any experience or background directly relevant to the WSCC's circumstance, including
 - 1. Knowledge of convention centers and/or other public assembly facilities;
 - 2. Knowledge of Washington State public facility district statutes and regulations;
 - 3. Working knowledge and relationships with King County, City of Seattle, and Washington State legislative and executive bodies
- D. Years experience – total years of relevant experience and years of relevant experience with current firm
- E. Education – information on the highest relevant academic degree(s) received (law degree preferable), and the area(s) of specialization for each degree, if applicable
- F. Relevant consultancies – information on up to three (3) engagements in which the person had a significant role that demonstrates the person's capability relevant to his/her proposed role in the project. Include project title and location, brief description, specific role, year completed and contact name and information, as applicable.
- G. Other professional qualifications – information on any other professional qualifications relevant to the project, such as publications, organizational memberships, certifications, training, awards

3.3 GENERAL FIRM QUALIFICATIONS

Provide the following:

- A. Firm name and address
- B. Year established
- C. Ownership type
- D. If the firm has contracted with the State of Washington, King County or the City of Seattle during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.
- E. Identify any current or former Washington State, King County or City of Seattle employees on the firm's governing board as of the date of the submittal. Include their position and responsibilities within the firm's organization. If following a review of this information, it is determined by the WSCC that a conflict of interest exists, the firm may be disqualified from providing services hereunder.
- F. Termination for default – If the firm has had a contract terminated for default in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the firm's non-performance or poor performance, wherein the issue of performance was either (a) not litigated due to inaction on the

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part of the firm, or (b) litigated and such litigation determined that the firm was in default. If no such termination for default has been experienced by the firm in the past five years, so indicate. Submit full details of the terms for any default including the other party's name, address, and phone number. Present the firm's position on the matter. The WSCC will evaluate the facts as presented and may, at its sole discretion after consultation with the Submitter, reject the firm on the grounds of past experience.

- G. OMWBE Certification (Optional) – Include evidence of certification issued by the Washington State Office of Minority and Women's Business Enterprises if so certified, or of minority- or women-owned business status if not currently OMWBE certified.

4. QUALIFICATIONS EVALUATION

Only those qualifications statements meeting all solicitation requirements will be evaluated for the potential oral presentations and possible negotiations and contract award.

4.1 SUBMITTAL EVALUATION PROCEDURE

Submittals will be evaluated in accordance with the requirements stated in the solicitation and any addenda issued. The evaluation of qualifications shall be accomplished by an evaluation team, to be designated by the WSCC, which will determine the ranking of the submittals. The RFQ Coordinator may contact a Submitter for clarification of any portion of the respective qualifications. References may be contacted for the top-ranking submittals.

4.2 ORAL PRESENTATIONS

A limited number of Submitters may be invited for participation in an oral presentation and a subsequent final determination of potential contract award. Commitments made by a Submitter at any oral presentation will be considered binding.

4.3 NOTIFICATION AND DEBRIEFING OF UNSUCCESSFUL SUBMITTERS

Firms whose submittals have not been selected for the short-list process will be notified via fax or by e-mail. Upon request, a debriefing conference will be scheduled with an unsuccessful Submitter. The request for a debriefing conference must be received by the RFQ Coordinator within three (3) business days after the notification of an unsuccessful submittal is faxed/e-mailed to the Submitter. The debriefing will be held within three (3) business days of the request, if at all practicable. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one half hour.

5. RFQ EXHIBITS

Exhibit A – Contract Form, including General Terms and Conditions

Exhibit B – Scope of Work