

City of Kenmore
Request for Proposals (RFP)



RFP Number: 23-C2972

RFP Title: Community Surveys

Date Issued: August 14, 2023

Submittals Due: **August 25, 2023 5:00 PM**

Submittals shall be delivered electronically no later than 5:00 PM on August 25, 2023. Proposals shall be marked and referenced as "RFP 23-C2972, City of Kenmore, Community Surveys." Proposals submitted after the deadline date and time will not be accepted. Only proposals submitted electronically will be accepted; proposers should request confirmation that the proposal has been received.

Publication Date: Seattle Times, Daily Journal of Commerce
August 14, 2023

Submittal Email: bids@kenmorewa.gov

Attachments: Past City Surveys
City of Kenmore Consultant Services Agreement

SECTION 1 – GENERAL INFORMATION

NOTICE:

Notice is hereby given that the City of Kenmore, Washington (the City) seeks Proposals in response to this Request for Proposals (RFP) 23-C2972. A proposal submitted in response to this RFP must be filed with the City electronically by 5:00 PM on August 25, 2023. The City encourages submittals from agencies, organizations, groups, and non-profit organizations (hereafter referred to as “agency”) that demonstrate a commitment to equal employment opportunity.

PURPOSE:

The City of Kenmore is soliciting an experienced firm to conduct two statistically valid community surveys.

The selected firm will:

- Meet with the City to discuss what community sentiments to survey.
- Review past surveys and bring forward some questions from past surveys.
- Conduct a statistically valid survey in the fall of 2023 and another in the spring of 2024.
- For each survey, provide data to the City, present findings and conclusions to the City’s leadership team, and present findings and conclusions at a City Council meeting.

RFP SCHEDULE:

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

Event	Date
RFP Issued	August 14, 2023
Deadline to Submit Questions	August 21, 2023
Submittals Due	August 25, 2023 5:00 PM
Agency Notified for Interviews	TBD
Interviews (if necessary)	TBD
Selected Agency Notified	TBD
Execution of Contract	Late September 2023

GENERAL INFORMATION

The City of Kenmore incorporated as a City 25 years ago (1998), has a population of just over 24,000, and covers a land area of about 6.5 square miles. Kenmore is located in the north end of King County and is about 14 miles from downtown Seattle and 14 miles from downtown Bellevue. Kenmore is on the north shore of Lake Washington and enjoys about seven miles of shoreline on the lake and the Sammamish River.

Kenmore is a “contract city,” meaning that it contracts with other agencies for certain municipal services including police, court, and other public safety services. Kenmore is part of a larger fire district as well as part of a larger water and sewer utility district.

Every few years or so, the City conducts statistically valid surveys to understand community sentiment about the City, both generally and on specific issues. Past City surveys are attached to this RFP.

As part of a year-long community engagement effort, the City will be conducting two statistically valid surveys—one in the fall of 2023 and one in the spring of 2024.

SUBMITTAL REQUIREMENTS:

Submit your proposal letter describing your firm’s experience in conducting statistically valid surveys, including any surveys you have conducted for municipal governments.

In addition to any specific requirements requested in this proposal, the following documents must be completed and submitted with the proposal:

- **Project Team (Key Staff):** Identify the proposed lead team member to be assigned to Kenmore and other key team members and their responsibilities.
- **Cost:** Include the estimated cost of producing the two surveys, including the costs for each required task. Include hourly rates of the team members assigned to this project. If there are any fees or costs outside of the estimated cost, please list them.
- **References:** Provide the name and contact information for at least two (2) references familiar with the quality of work by your firm or similar nature as contained in the scope of work.
- **Other Supporting Data:** Include any other information you feel relevant to the selection of your firm or the makeup of the team including sub-consultants (if any).

The entire proposal shall not exceed seven (7) pages, excluding the required RFP signature page, front and back covers, cover sheet, table of contents and letter of introductions (maximum of two pages).

SELECTION CRITERIA:

Proposals will be evaluated on the firm’s experience, cost, references, and their overall approach to conducting the surveys.

RFP QUESTIONS/CLARIFICATIONS:

Questions regarding this project may be directed to the Kenmore City Clerk via e-mail at bids@kenmorewa.gov no later than the date and time referenced in the timeline above.

Please place “RFP 23-C2872 City of Kenmore Community Surveys” in the subject line. Unauthorized contact regarding this RFP with other City employees may result in

disqualification. Any oral communications will be considered unofficial and non-binding on the city.

All questions and answers will be posted on the City's website at <https://www.kenmorewa.gov/government/departments/finance-administration/working-with-the-city/requests-for-proposals>.

It is the responsibility of individual firms/teams to check the website for any amendments or Q&A's related to this RFP.

SECTION 2 - CODE OF CONDUCT POLICY - COMPETITIVE SOLICITATIONS:

DEFINITIONS:

Solicitations: method of acquiring goods, services, and construction for public use in which offers are made to the City between two or more sources. Typical documents used by the City are titled: Invitation to Bid, Invitation to Quote, Request for Proposals, Request for Qualifications, Request for Information, or any other method of obtaining competitive offers.

Blackout Period: The period between the time a solicitation is issued by the City and the time the City awards the contract.

Lobbying: The attempt to persuade or influence any City employees, officials, or representatives responsible for reviewing, evaluating, ranking, or awarding the work or contract for goods or services for or against any solicitation; provided, however, that lobbying shall not include the submission of required materials in direct response to the solicitation according to the instructions to respondents in such solicitation.

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

RFP ADDENDUMS: The City reserves the right to change the RFP schedule or issue addendums to the RFP at any time. The City also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. In the event that it becomes necessary to revise any part of this RFP, the City will issue the addenda on the City's website:

<https://www.kenmorewa.gov/government/departments/finance-administration/working-with-the-city/requests-for-proposals>.

It is the agency's responsibility to confirm whether any addenda have been issued.

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

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

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

QUALIFICATION SIGNATURES: An authorized representative must sign submittals, with the agency's address, telephone, and email information provided. Unsigned submittals may not be considered. Agency is required to include a signature page for proposal, provided at the end of this document.

CONTRACT AWARD: The City reserves the right to make an award without further discussion of the submittals. The agency selected as the apparently successful agency will be expected to enter into a contract with the City. The City shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

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

SECTION 3 - TERMS & CONDITIONS

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

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

INSURANCE REQUIREMENTS: The selected agency(s) shall maintain insurance that is sufficient to protect the agency's business against all applicable risks, as set forth in the City's Standard contract.

INDEMNIFICATION: The selected agency will be required to indemnify the City in the manner identified in the City's Standard contract.

BUSINESS REGISTRATION AND TAXATION: If applicable, the agency(s) awarded the contract will be subject to City of Kenmore Business Registration and Business Taxation as presented in the Kenmore City Code.

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

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

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

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

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

FEDERAL DEBARMENT: The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov). Any agency currently debarred or suspended by the Federal government or having an "active exclusion" will be automatically disqualified.

REQUIRED SIGNATURE PAGE FOR PROPOSAL

I, the undersigned, having carefully examined the Request for Proposal, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (60) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

Being first duly sworn, on my oath, I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any consultant or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the City to consider this proposal, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to City of Kenmore, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to City of Kenmore.

Signature _____

Printed Name _____

Firm Name _____

Address _____

Phone _____

UBI No: _____

THIS PAGE MUST BE SIGNED AND RETURNED WITH PROPOSAL