

City of Redmond, Washington
Purchasing Division, M/S: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

RFP 10788-23
Request for Proposals

Climate Resiliency & Sustainability in Vegetation Management

The City is seeking proposals from qualified firms interested in developing a climate resilient and sustainable Vegetation Management Plan for the City of Redmond.

Posting Date: May 24, 2023

Optional Pre-Bid Meeting: June 1, 2023, at 2:00PM (PST)

Proposals Due: June 14, 2023, at 2:00PM (PST)

The City of Redmond, Washington (the "City") requests interested parties to submit proposals for the above referenced Request for Proposals (RFP).

Background:

The City of Redmond, WA is a suburb of Seattle and hub for residential and employment growth due to its strong technology business sector. The City encompasses an area of over 17 square miles and is located less than 20 miles east of downtown Seattle. The City has three urban growth centers in Downtown, Overlake, and Marymoor which are expected to grow significantly in the next 20 years. Today, the City has about 75,000 residents and 95,000 jobs and by 2030, it is expected to have 78,000 residents and 119,000 jobs.

Project Description:

The City of Redmond is seeking a qualified consultant with demonstrated professional experience in climate resilient and sustainable green infrastructure design and management to develop a Vegetation Management Plan for the City.

The project will be guided by a project team that includes City staff of various departments. These participants will work closely with the consultant team throughout the process.



Scope of Work:

Below is a preliminary scope of work for the Vegetation Management Plan that may be modified based on discussions and negotiations with selected consultant or team. It outlines the primary tasks but is not intended to be complete.

Literature Review

- Review previous planning efforts (including but not limited to the draft 2023 PARCC Plan, Tree Canopy Strategic Plan, Environmental Sustainability Action Plan, 20-Year Forest Management Plan), Redmond 2050 work to date, Climate Vulnerability Assessment, Integrated Pest Management Program, community, and demographic trends.
- Identify current trends and themes in Parks & Recreation and municipal vegetation management as it relates to climate resiliency and sustainability.

Community Engagement

- Develop an outreach plan that solicits input from the public regarding preferred sustainability actions and practices.
- Develop strategies and outreach materials to inform the public regarding this plan.
- Develop innovative methods to reach a diverse and equitable cross-section of the community.

Assessment and Analysis

- Based on inventory, identified gaps, emerging trends, and community engagement, develop actionable items to improve climate resiliency and environmental stewardship of the City's vegetation management practices.
- Assess organizational strengths, weaknesses, opportunities, and threats.
- Evaluate feasibility and/or opportunities for low cost/effort improvements that can be made in relation to the overarching goals of this project.
- Identify CIP projects that could be prioritized in planning efforts to create rights-of-way or other areas that would require lower levels of maintenance and irrigation while maintaining standards around safety and aesthetics.
- Identify and recommend various resources in the City available for tree canopy expansion.

Review current Levels of Service (LOS), Best Management Practices (BMP's), and established maintenance procedures

- Review current procedures and practices identified above to determine recommended changes based on the goals of this project.

Final Climate Resiliency and Sustainability Vegetation Management Plan

- Consultant will provide the City a plan that includes actionable items and strategies resulting in a more climate resilient and sustainable natural environment. Strategies should include (but not limited to) tree canopy expansion on public lands (identify and map), rewilding City owned properties (identify and map), replacing formal lawn areas with naturalized meadows/pollinator



habitat (identify and map), modifications of maintenance practices, future electrification recommendations, adjusting tree/plant species (varieties) to align with climate change, and additional carbon sequestration opportunities.

- The Final Plan will include the following:
 - Title Page
 - Executive Summary
 - Table of Contents
 - Introduction (including significant and successful sustainability work the City has accomplished or is currently working on)
 - Goals and Objectives
 - Specific actionable items and strategies to implement resulting in a more climate resilient and sustainable natural environment
 - Conclusion/recommendations
 - Appendices
 - Glossary

Project Estimate:

Based on the above outlined scope, we estimate the value of this contract to be between \$100,000.00 and \$125,000.00.

Project Schedule:

Work is to commence as soon as the contract is approved and executed. All work shall be completed no later than six (6) months after project is initiated.

Please provide a work schedule with your proposal to allow for adequate notification and staff scheduling during the performance of this work. The work schedule is to include all proposed major milestones. Actual work schedule shall be confirmed at the time of project initiation.

Pre-Proposal Meeting (Optional):

An optional pre-proposal meeting will be held via Teams on June 1, 2023 at 2PM. Please RSVP to Adam O'Sullivan by emailing: aosullivan@redmond.gov for the Teams meeting link. Bidders may ask questions or receive clarification on any portion of this RFP by participating in this pre-bid meeting with City staff.



Proposed Timeline:

The following table outlines the anticipated schedule for this RFP process. The City reserves the right to modify or reschedule milestones as necessary.

Item	Date
RFP Announced	May 24, 2023
Optional Pre-Bid Meeting	June 1, 2023, 2:00 PM
Written Questions Deadline	June 8, 2023, 2:00 PM
Proposals Due	June 14, 2023, 2:00 PM
Evaluation of Proposals	June 14 – 20, 2023
Interviews (optional at City discretion)	June 21 – 22, 2023
Consultant Selected	June 28, 2023
Contract Negotiation	June 29 – July 5, 2023
City Council Approval (if required)	August 2, 2023
Main Task Order Timeframe	August 2023 – February 2024

Proposal Due Date/Time

2:00PM (local time) on Wednesday, June 14, 2023. The City must receive proposals no later than said date and time.

Proposal Submittal Procedures

City of Redmond now utilizes DocuSign for the electronic submittal of bids and proposals. This service is free of charge for bidders and does not require that a bidder have a DocuSign account to complete the signature process. Please refer to the instructions shared in the online posting for this RFP on www.redmond.gov/bids for step-by-step instructions for submitting a proposal.

The City of Redmond must receive electronically submitted proposals no later than said date and time. Responses received after such time will be returned unopened. By submitting a proposal, respondents acknowledge their satisfaction as to the size, scope and location of the work to be performed.

Response Requirements & Format

All costs for developing a response to this RFP are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent(s). Proposals cannot be withdrawn after the published close date.

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. The following submittals must be part of your proposal; if any are not included, your proposal may be judged as non-responsive. A committee will evaluate the submitted proposals. During the



evaluation process, the City reserves the right to request additional information or clarification from firms responding to this RFP.

A complete response will include:

- 1) Executive Summary & Overall Approach - Summarize your proposal and include your firm's qualifications and contact information. The summary should discuss your overall approach, understanding of identified work, and your strategy for completing the work.
- 2) Experience & Capabilities - Describe your level of industry experience and capabilities/expertise. Identify the individual you propose to assign as principal and any associate(s); include resume for each member.
- 3) Pricing Methodology - Provide an hourly rate of all team members assigned to this project, and the lump sum amount for the final report. Any expenses that are to be included as part of your proposal must be listed as separate line items and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.).

Item For Proposal	Cost Per Unit
Hourly rate of all team members assigned to this project. Please list rate and job title. You may add a separate addendum if more lines are needed.	\$_____ per hour for _____ \$_____ per hour for _____ \$_____ per hour for _____ \$_____ per hour for _____ \$_____ per hour for _____
Lump sum cost of final report.	\$_____ lump sum final report
Additional expenses including project/client meetings, community meeting (if necessary), office supplies, lodging, meals, equipment, etc. (Unit of measure = lump sum)	\$_____ lump sum additional expenses

- 4) Project Schedule - Include a proposed project timeline.
- 5) References - Include a list of references (with contact information) of at least three (3) projects completed within the last two years for similar work. The City reserves the right to contact references without prior notification.
- 6) Subconsultants - If any service is supplied by a partner or 3rd party, identify the source service provider(s), as specified in the Scope of Work.



- 7) Business Name - Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
- 8) Business License - Provide a statement to the effect that you understand and agree to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at: <http://www.redmond.gov/BusinessLicense>. If your place of business is not located within the City limits, but you or your agents will be physically coming into the City to conduct business, call on clients, or provide services, you will need a Redmond business license.
- 9) Valid Time Period - Provide a statement indicating the number of calendar days the proposal shall be valid (the City's minimum number of days is 60).

Selection and Award

All interested parties are requested to provide a response containing all required elements herein to the City by the deadline given. A selection committee will review and evaluate all proposals, with the intention of selecting a Consultant who provides a proposal that, in the opinion of the City, provides the best value (receives the highest score, as determined by the evaluation criteria listed below). If the selection committee so chooses, respondents may be invited for an interview to supplement their submission.

Evaluation Criteria	Weight
Project Approach - develop a project-specific approach to managing and delivering this project.	20
Relevant Project Experience - demonstrate consultant/team experience with relevant projects similar in scope and size. Emphasis is placed on both the Lead Consultant's experience and on the number of months/years the same consultant team/staff has worked together.	20
Ability to Meet Schedule - all work completed no later than six (6) months after project is initiated.	20
Qualifications - show a comprehensive organizational chart (or similar explanation of team members roles and responsibilities), including summaries of key team members. Team member qualifications, particularly those of Lead Consultant, are important.	20
Proposed Fees/Cost.	20
TOTAL	100 pts



During evaluation, the City may consider the following:

- References – history of errors and omissions via reference checks
- Quality of previous performance
- Ability to meet contract deadlines
- Staff availability for the project
- Responsiveness to solicitation requirements
- Compliance with statutes and rules relating to contracts or services
- Strength and stability of the firm

The City reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is at the City's sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them.

The City reserves the right to re-evaluate firms who were not originally short-listed at any time before the determination of a finalist is made. Upon notification of an intent to award, the City reserves the right to limit the period of contract development to thirty (30) days, after which time project award may be rescinded. The City has the option not to award a contract at the end of this process.

Terms and Conditions

The City reserves the right to amend terms of this RFP to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort firms may have spent on their responses. Terms of the agreement are outlined in this solicitation and include the following documents, which are incorporated herein by this reference:

- RFP 10788-23 Climate Resiliency and Sustainability in Vegetation Management
- Attachment A, Consulting Services Agreement (boilerplate)
- Attachment B, 2020 Redmond Env Sustainability Action Plan
- Attachment C, Tree Canopy Strategic Plan 2019
- Attachment D, Climate Vulnerability Risk Assessment and Strategy Report 2022
- Attachment E, Green Redmond 20 Year Forest Management Plan

Contracting notice:

Upon selection of Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement which shall be used to secure these services. A copy of this document is attached, as Attachment A and will be the governing document. No changes or deviations from the terms set forth in this document are permitted without the prior approval of the City.

Performance Criteria

Consultant shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the



Consultant shall be documented by the City and submitted to the Consultant for corrective action. Continued poor performance shall be deemed a breach of City requirements and shall be the cause for immediate termination of services.

Proposed Personnel

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The City shall not unreasonably withhold approval of staff changes.

Insurance

Consultant must maintain insurance as outlined in the Consulting Services Agreement (Attachment A). Prior to performing any services, Consultant shall provide the City a standard ACORD Form 25 Certificate of Insurance, naming the City as Additional Insured. Failure of the City to demand such certificate or failure of the City to identify a deficiency in the insurance documentation shall not be construed as a waiver of Consultant's obligation to maintain such insurance.

ERF Retiree Return-to-Work

To comply with WAC 415-02-325 (10), the City of Redmond is required to identify and report to the Washington State Department of Retirement Systems (DRS) all individuals who are working for or plan to work for Contractor in any capacity providing services under this contract to the City of Redmond and who retired from a DRS-covered employer using the DRS 2008 Early Retirement Factors (ERF). These individuals are called "2008 ERF Retirees" and are at least 55, but younger than 65. The City is also required to report any owners of Contractor who is a 2008 ERF Retiree. Prior to contract acceptance, Contractor shall submit a City of Redmond DRS Verification Form for Contractor identifying any such 2008 ERF Retirees or certifying that none are working or will work on the project and none are owners of Contractor.

Invoicing and Payment

Consultant may invoice the City no more frequently than once per month for work completed. Invoices shall contain an itemized listing of all expenses. The City will make payment to Consultant within thirty (30) days after receipt and approval of said invoices. Invoices shall be delivered to:

City of Redmond
Accounts Payable, M/S: 3SFN
P.O. Box 97010
Redmond, WA 98073-9710
accountspayable@redmond.gov



Public Disclosure Notice

All materials provided by the respondent are subject to State of Washington and applicable County (e.g. King County) public disclosure laws, per RCW 42.56. Any information contained in the proposal that the respondent desires to claim as confidential or proprietary **must** be clearly designated, including page with particular content identified. The City assumes no obligation on behalf of the respondent to claim any exemption that is not clearly identified by the respondent as being confidential or proprietary. The City will try to respect all material identified by the respondent as being confidential or proprietary but requests that respondent be highly selective of what they mark as such. The City will make a decision predicated upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary. Marking the entire proposal as confidential or proprietary, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the confidential information.

Non-Collusion

By submission of this proposal, respondent and each person signing on behalf of respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief: (1) The prices of this proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other respondent or competitor, for the purposes of restricting competition or as to any matter relating to price. (2) Unless otherwise required by law, the prices quoted in this proposal have not been knowingly disclosed by respondent and will not be disclosed by respondent directly or indirectly to any other respondent or competitor before proposals are opened. (3) No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a proposal on any portion of the project work. If collusion is uncovered, the City maintains the right to reject all proposals from implicated parties

Governing Law and Venue

In the event of litigation, the submittal documents, specifications, and related matters shall be governed by and construed in accordance with the laws of the State of Washington. Venue shall be with the appropriate state or federal court located in King County.

Bid Protest

Respondents have the right to protest certain decisions in contract solicitation, selection and award processes made by the City. The City will consider protests alleging to issues related to: (1) A matter of bias, discrimination or conflict of interest, (2) Errors in computing score (3) Non-compliance with procedures described in the solicitation or City policy.

All protests shall be in writing and clearly state that the respondent is submitting a formal protest. Protests must be emailed to the RFP content contact listed below. Bid Protests will not be accepted later than two



(2) business days after respondents are notified of award details. The City's Technical Contact and RFP Content Contact will review any protest and respond to protestor within ten (10) business days. The City may request additional time if needed. Protestor and the other respondents will be notified in writing if protest results in a change to award details and/or protest results in a new solicitation process.

Americans with Disabilities Act (ADA) Information

The City of Redmond in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 will make every reasonable effort to provide equal opportunity to submit qualifications in response to this request. Visit <http://redmond.gov/ADA> for more information. This material can be made available in an alternate format by contacting the Customer Service Center at info@redmond.gov or 425-556-2900, option 7.

Title VI Statement

The City of Redmond in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award. Visit <http://redmond.gov/TitleVI> for more information.

Questions/Inquiries

Please direct any questions concerning this RFP or the City's requirements to the City agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request. Information obtained from any other source shall not be binding and may disqualify your response.

RFP Content:

Adam O'Sullivan
Sr. Purchasing Agent
Email: aosullivan@redmond.gov
Tel: 425-556-2199

MS: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

Technical Contact:

Dave Tucheck
Deputy Director Parks and Recreation
Email: dtucheck@redmond.gov
Tel: 425-556-2318

MS: MOC PK
18120 NE 76th Street
PO Box 97010
Redmond, WA 98073-9710

