

City of Duvall, Washington  
Request for Statements of Qualifications  
Economic Development Consulting



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Proposals Due:  
November 17, 2017 - 3:00 P.M.

**City of Duvall Economic Development Strategy**  
**for City of Duvall**  
**Strategic Economic Development Plan Implementation**

Date Issued: October 23, 2017

**Proposals Due: November 17, 2017 3:00 P.M.**

The City of Duvall is seeking statement of qualifications (SOQ) from consultants to prepare evaluation and implementation of the City of Duvall Strategic Economic Development Plan. The 2017 and proposed 2018 budgets have funding allocated for this project.

**Objective:**

The City Council for the City of Duvall, WA has established refreshing, aligning with current community and business needs, and exploring implementation options for the City of Duvall Strategic Economic Development Plan as a 2017-2018 work program product. The strategy should provide the blueprint for City actions, partnerships and investments to promote a sustainable and vital local economy and promote new development and investment in the City of Duvall.

**Scope of Work:**

The consultant will work with City representatives, members of the Chamber of Commerce, local landowners and other stakeholders to prepare recommendations for City Council consideration and action. Deliverables will likely include the following:

1. City Discovery: Client interviews, SWOT Analysis of existing plans, policies and goals.
2. Audit: Strategic Economic Development Plan, supporting plans, partner plans.
3. City & Community Interface: Creation of an ad-hoc advisory group, establish goals and purpose.
4. Economic Development Profile Refresh for City of Duvall.
5. Strategic Economic Development Plan update recommendations.

**Expected timeframe**

Consultant selection	November 2017
Approve contract/authorize to proceed	December 2017
Background research	Q4- 2017
Community Advisory Groups & Work	Q1-2 2018
Strategic Economic Development Update	Q1-2 2018
Final Work Product	Q2- 2018

## **Proposal Format and Requirements**

**Letter of interest:** Introduce your group or team and describe the team's understanding of the nature of the proposal and your understanding of the City of Duvall.

**Personnel:** Identify individuals and include brief resumes listing qualifications of key personnel who would be assigned to this project, and describe the anticipated roles of team members in the project. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person(s).

**Experience:** Discuss the company's experience in a few selected relevant projects, including client and project information, the firm's responsibility in the project, the challenges presented by the project, and the results or tangible efforts that have followed the formulation of an economic development strategy. Discuss experience with various forms of stakeholder involvement and work with elected officials.

**Approach to Project:** How would you approach this project, given your experience and the scope as presented? Identify key tasks and who will be responsible for completing them, and what is needed from the client or other sources to ensure successful completion. Include timeline expectations that reflect experience with similar efforts.

**Estimated Effort:** The City has allocated up to \$35,000 for this project. Estimate your team's effort by team member and demonstrate how you can complete the desired work in the timeline presented in this SOQ.

**Client References:** Please provide three references who are familiar with your company's ability to undertake and complete comparable projects. Include contact names, titles and telephone numbers.

**Proposal Quantities, Due Date, Time, Location:** Submit your Statement of Qualification (SOQ) proposal, which should be a maximum of (5) five single-sided 8.5 x 11 pages in 12-point font, by Word or PDF document through mail or email.

Proposals are due no later than 3:00 p.m. on Friday, November 17, 2017. Proposals are to be marked "Duvall SOQ Response". Proposals submitted after the deadline date and time will not be accepted.

### **Submittal address:**

Matthew Morton City of Duvall, WA PO Box 1300, Duvall, WA 98019 or  
matthew.morton@duvall.wa.gov

Communications with the City of Duvall: Any questions regarding the submittal process and/or aspects of the project may be made via e-mail to [matthew.morton@duvallwa.gov](mailto:matthew.morton@duvallwa.gov) or by telephone at 425-788-1185. Questions and responses will be shared with all firms that respond.

Information on Duvall, current plans and policies and background planning documents are available for review on the City's web site, [www.duvallwa.gov](http://www.duvallwa.gov), or at City Hall during regular business hours.

## **Evaluation process**

The Mayor and/or City Council will rate proposals. Finalists for interviews and those finalists will be notified in November 2017. Final interviews may be held in person or telephonically, at the city's option.

## **Evaluation Criteria**

Proposals will be ranked based upon the merits of the written proposal and the qualifications and experience of the consultant team.

Proposals will be evaluated on:

- Demonstrated expertise and experience in completing similar types of projects.
- Knowledge of regional economic forces and successful local strategies.
- Approach to project and its relevance to Duvall' s needs.
- Capability to meet schedule and budget constraints.
- Past performance and references.
- Success in working with public sector clients.

The City reaffirms its right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful firm or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and the City will finalize the contract terms and conditions. If the City and the selected consultant are unable to agree on terms and conditions at this point, the City may exercise its right to negotiate with other consultants.

## **Terms and Conditions**

1. All facts and opinions stated within this SOQ and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this SOQ shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional SOQ's, and to either substantially modify or terminate the Project at any time prior to final execution of a contract.
4. The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the SOQ or to the interview process.
5. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.

6. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
7. The City will not accept any submittal after the time and date specified on the SOQ.
8. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
9. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City-sponsored presentations.
10. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
11. Upon selection of a qualified team through the SOQ process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the SOQ process again.
12. All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Records Act (RCW 42.56) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is otherwise privileged. Qualifications submitted under the SOQ process shall be considered public documents and, with limited exceptions, submittals will be available for inspection and copying by the public.
13. The City of Duvall encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply.