



**Department of Commerce**

**RFP PRE-PROPOSAL CONFERENCE:  
A STUDY OF THE CURRENT AND ON-GOING  
EFFECTS OF THE OPERATION OF THE SEATTLE-  
TACOMA INTERNATIONAL AIRPORT  
SEA-TAC AIRPORT STUDY – RE: ESSB 6032**

February 15, 2019

# We strengthen communities

The Department of Commerce touches every aspect of community and economic development. We work with local governments, businesses and civic leaders to strengthen communities so all residents may thrive and prosper.



Planning



Infrastructure



Community  
Facilities



Housing



Safety /  
Crime Victims



Business  
Assistance



# Agenda



- Staff Introductions
- Brief Overview of the Background & Purpose
- RFP - Project Basics
- Objectives and Scope of Work
- Timelines
- Minimum Qualifications
- Proposal Contents
- Scoring
- Questions



# Brief Overview of the Background & Purpose



(a) **PURPOSE:**

The purpose of this action is to initiate and complete a study (Study) of the current and on-going impacts of the Sea-Tac International Airport and report those findings to the Washington State Legislature. The State Department of Commerce (Commerce) is responsible for defining the parameters (scope) of the Study in a statement of work.

(b) **BACKGROUND:**

The Washington State Legislature formally asked Commerce on 3/21/2018 to complete a study that evaluates the current and on-going impacts of the Seattle-Tacoma International Airport. Commerce must implement provisions of Sections of Engrossed Substitute Senate Bill (ESSB) 6032–Section 127(63) that requires a study on the current and on-going impacts of the Seattle-Tacoma International Airport.

(c) **POLICY BASIS:**

The Washington State Legislature enacted Engrossed Substitute Senate Bill (ESSB) 6032 during the 2018 regular session. Section 127(63) (referred to as “the Proviso”) provides in part that, \$300,000 of the general fund—(state appropriation) for fiscal year 2019 and \$300,000 of the general fund—(local appropriation) are provided solely for Commerce to contract with a consultant to study the current and ongoing impacts of the SeaTac International Airport. The general fund—state funding provided in this subsection serves as a state match and may not be spent unless \$300,000 of local matching funds is transferred to the department.




## RFP Project Basics



- Maximum Budget: \$500,000
- Proposals due: March 15, 2019 at 5:00 PM (PDT)
- Submission of Proposals: **Electronic Proposals ONLY**
  - Submit proposals via email to RFP Coordinator:  
[gary.idleburg@commerce.wa.gov](mailto:gary.idleburg@commerce.wa.gov)
- Intent to complete contract negotiations and initiate work by: May 1, 2019
- Period of Performance: May 2019 – June 2020



## Objectives and Scope of Work



This “Study” will examine and report on the “Current and on-going effects of the operation of Sea-Tac Airport”. The Study will present information in the context of regional (Study area) changes over time related to the on-going functions of Sea-Tac Airport with a baseline year of 1997 and emphasis on the years 2008-2018.



# Timelines



<b>Proposals due</b>	<b>March 15, 2019</b>
Evaluate Proposals	March 18 - April 10, 2019
Conduct oral interviews with finalists, if required	April 12- April 17, 2019
Announce “Apparent Successful Contractor” and send notification via e-mail to unsuccessful proposers	April 22, 2019
Hold debriefing conferences (if requested)	April 22-30, 2019
Negotiate contract	April 22-30, 2019
Begin contract work (anticipated start date)	<b>May 1, 2019</b>



## Minimum Qualifications

- Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
- Experience with regional environmental and socio-economic studies with preference to experience with studies on the impact of airport functions on surrounding communities and municipalities.
- Experience with statistical analyses (e.g., ordinal ranking analyses, cost benefit analyses).
- Experience managing a Public Process: public meeting organization, facilitating public meetings.



# Proposal Contents



- Letter of Submittal, including Certificate and Assurances, Exhibit A (Mandatory)
- Technical Proposal (Scored)
- Management Proposal
  - Project Management (Scored)
  - Experience of the Consultant (Scored)
  - Related Information (Mandatory)
  - References (Mandatory)
  - OMWBE Certification (Optional and Not Scored)
- Cost Proposal
  - Identification of Costs (Scored)
- Diverse Business Inclusion Plan, Exhibit B (Mandatory)



# Scoring

Technical Proposal – 50%		50 Points
Project Approach/Methodology	15 points (maximum)	
Quality of Work Plan	15 points (maximum)	
Project Schedule	10 points (maximum)	
Project Deliverables	10 points (maximum)	
Management Proposal – 40%		40 Points
Project Team Structure/Internal Controls	10 points (maximum)	
Staff Qualifications/Experience	10 points (maximum)	
Experience of the Consultant	15 points (maximum)	
Cost Proposal- 5%		10 Points
<b>Total</b>		<b>100 Points</b>



# Questions



## Resources

Dept. of Commerce - Current Opportunities Webpage:

[www.commerce.wa.gov/serving-communities/current-opportunities](http://www.commerce.wa.gov/serving-communities/current-opportunities)

Washington Electronic Business Solutions (WEBS) Webpage:

<https://fortress.wa.gov/ga/webs/>



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