

**Request for Qualifications
To Provide
Commercial Space Consultation
January 27, 2023**

The City of Seattle Office of Economic Development (OED) is seeking **Requests for Qualifications (RFQs)** for Commercial Space Consultants within our Technical Assistance Program. OED is committed to building an inclusive economy within the city that supports small businesses with financing and technical assistance. This will enable businesses to start, grow, and have access to affordable commercial space for long-term wealth-building. The selected consultants will assist OED in providing one-on-one commercial space consulting to new or established businesses, supporting them during the commercial space development process.

Consultants interested in being considered should prepare a statement of qualifications including:

- Consultant's resume(s)
- Level of immediate availability for requested projects (i.e., When are you able to start)
- Two references
- Descriptions and/or sample of previous work
- Certifications and valid licenses held, if applicable
- Estimated hourly consulting rate
- Other pertinent information the consultant feels should be presented to OED so that it has the best opportunity to make an informed decision

Responses for this 1st Round of the RFQ process are due on Friday, Feb 27th, 2023 to:

Celwyn Green, Community Development Specialist

Celwyn.green@seattle.gov

Subject line: RFQ Commercial Space Consultant

OED is hoping to hold other selection processes throughout the year depending on service needs. This 1st round of the RFQ process has a deadline for us to select from this initial pool of applicants. If you are made aware of this RFQ process after the above deadline, please still submit your RFQ for us to keep on file for consideration during subsequent rounds.

I. Introduction

OED is looking to expand the **Commercial Space Consultant Team** with a varied amount of expertise. We are seeking proposals from the following industries:

- **General Contractor**
- **Small Business Advocate**
- **Commercial Space Planning and Design**
- **Commercial Lease Negotiator**
- **Real-estate Broker**
- **Building Inspector**
- **Mechanical and/or Structural Engineer**
- **Real Estate Attorney**

By adding these additional supports, it will allow our services to be more effective and give our participants a broader range of access to complete requirements needed to push their projects forward. In general, OED will provide up to 10 hours of compensation total, across all consultants, to each business/owner for their commercial space project. All additional hours incurred by the business will be paid directly to the consultant.

II. Scope of Work

Consultant's work may cover the following range of support:

Finding of a commercial space location, space planning and design; advocacy with landlords; budget development and preparation; budget review; bid analysis; selection of general contractors; site inspections; and management of the buildout process. The consultants will also provide support to neighborhood business district organizations giving input on topics such as development potential for prioritized sites and neighborhood development strategies.

Deliverables that will be provided by the consultant to OED may include:

- Scope of work proposed/hours required
- Description of the work accomplished by the consultant
- Recommendations for the small business once the work is completed
- Documentation of follow-up with the business 6-months to 12-months after implementation of the work to assess the impact of the services provided

III. Qualifications

Respondents if applicable should have the following:

- Valid Washington State Business License. You may apply [here](#)
- Valid City of Seattle Business License. You may apply [here](#)
- Liability Insurance if applicable
- Registered with the City of Seattle Online Business Directory. You may apply [here](#)
- Additional Insurance, licenses and bonded needed for your business to be in compliance with industry standards
- Willingness to provide a COVID Vaccination Attestation
- Have served in your current job capacity for a minimum of 3-5 years

IV. Compensation

Compensation to the consultant for service rendered in connection with this service shall be made based on negotiated work hours and billable rates for the actual work performed.

V. Content of the Statement of Qualifications

Statement of Qualifications in response to this request should be directed to Celwyn Green, at Celwyn.green@seattle.gov and must be received no later than 5:00 p.m. PT on Monday, February 27th, 2023. Proposals submitted after deadline will be accepted on an ongoing basis for review.

The statement of qualifications should include:

- Consultant's resume(s): Include if you work on a team, your role, the role of other team members and immediate availability for projects
- At least two references
- Descriptions and samples of previous work
- Certifications held in areas of expertise
- Estimated hourly consulting rate
- Languages spoken other than English are **highly** desired
- Please describe your experience working with the BIPOC community, women owned businesses, and what you can bring to the consultant team that will support OED with assisting small businesses that have had a difficult time during the pandemic and recovery period
- Any other pertinent information the consultant feels should be presented to OED so that we have the best opportunity to make an informed decision

VI. Evaluation Criteria

Consultants will be selected after an overall evaluation and review of the statement of qualifications, including specialized experience, accomplishments and reference satisfaction.

VII. Selection Procedures

OED is currently expanding our team of consultants to fulfill services requested from the public. Based on future request, we will build additional capacity on an ongoing basis. OED has opened this current RFQ process to attract

talent and fulfill those immediate needs. In the future, OED may consider adding team members depending on the expertise needed at that time. OED will retain RFQ submissions and may reach out to applicants at another time to see if they are a good fit to provide services for our clients. If you are wanting to become a prospective client for the City of Seattle, you will need to sign-up on the Online Business Directory (OBD) website [here](#).

After the closing date of this RFQ, submissions will go through a review process. Once proposals have been reviewed, OED will determine what proposals are best matched with the required qualifications and goals set for the program. The next step is to contact the applicant and start the negotiation process. Upon successful negotiation of the defined scope of the work and a contract rate, OED will offer a contract to the consultant. This process will continue until the requested need for all areas of expertise are filled.

Respondents should be available for interviews prior to the selection of a consultant. OED reserves the right to negotiate a contract, including the scope of work, contract amount and hourly rate. OED reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety. The selected consultant will contract directly with the City of Seattle, OED. The OED contract will include a confidentiality agreement, COVID vaccination attestation and a requirement of liability insurance.

VIII. Inquiries

Inquiries about this request should be directed to **Celwyn Green** at Celwyn.green@seattle.gov .