

**CITY OF PORT ORCHARD NOTICE TO CONSULTANTS
REQUEST FOR PROPOSALS (RFP)
MONTHLY EMPLOYEE SAFETY TRAINING AND SAFETY MANUAL DEVELOPMENT**

The City of Port Orchard solicits Cost Proposals and Statements of Qualification from qualified consulting firms with expertise in Safety Training and Safety Manual Development. Submittals meeting the criteria described herein shall be submitted to the *City of Port Orchard, RE: Monthly Employee Safety Training and Safety Manual Development, 216 Prospect Street, Port Orchard, WA 98366, and Tony Lang- Public Works Operations Manager* no later than 1:00 p.m. on February 26th, 2021. Information related to this RFP, including any addenda, will be posted to the City's website at <https://www.cityofportorchard.us/bids-and-proposals/>. Any questions regarding this project should be directed to Tony Lang, (360) 535-2490 or publicworks@cityofportorchard.us.

Scope Description

The City of Port Orchard is looking for qualified consultants to implement, conduct, and document monthly safety trainings for seventeen (17) Public Works Department staff employees within the City's Public Works Department. In addition to the monthly safety trainings listed below, the City desires the consultant to review, update, and further develop the City of Port Orchard's Safety Manual/Accident Prevention Policy (APP) to meet and/or exceed all the requirements of the Washington Administrative Code (WAC.) The Safety Manual review and updating (Development) shall be conducted monthly pertaining to the scheduled trainings for the corresponding month. If the consultant, upon review of the current Safety Manual/Accident Prevention Plan (APP), determines that the City does not have a policy pertaining to a required written policy per the WAC, the consultant shall notify the Public Works Operation Manager that a policy needs to be written/implemented and the City will respond accordingly. The following is the monthly Scope of Services required:

1. Safety Manual/APP Development as stated above.
2. Conduct Safety Trainings with Public Works Department staff with monthly topics as follows;
 - a. Hazard Communication, Lockout/Tagout, Fire Prevention/Extinguisher, Emergency Action, Confined Space, Exposure Control/Bloodborne Pathogens, Heat Stress, Excavation/Trenching, Fall Protection, Respirator/Fit Testing, Asbestos, and Personal Protective Equipment.
3. Conduct a Safety Inspection of City of Port Orchard Facilities and/or Jobsites monthly.
4. Manage Safety Training documentation as required by the Department of Labor & Industries.

The Cost Proposal shall be based upon both Qualifications and a Lump Sum Price per Month for each of the four (4) Services listed above. In addition, the Cost Proposal shall include a Time & Material (T&M) hourly rate for additional services as needed, such as 1) further trainings/certification as need (forklift, boom lift, etc.), 2) act as a safety advocate when the Department of Labor & Industries arrives at a jobsite for any reason, 3) act as a qualified safety and health specialists dispatched to a job site for inspection and/or accident investigation with the Department of Labor & Industries representatives and 4) Full Policy and/or Code writing as mentioned above. All additional services will be directed by the Public Works Operations Manager as deemed necessary to meet operational needs via Addendum. Finally, all Trainers must have the necessary certifications and/or qualifications within the area of competence for the required training.

The City intends to utilize the City's standard Personal Services Agreement for this contract and shall occur for the remainder of 2021, with the option for the City of Port Orchard to extend the consultant agreement for an additional two (2) one-year extensions.

RFP Schedule: *(Dates are estimates and subject to change by the City)*

Event	Date
RFP Release	February 12, 2021 and February 19, 2021
Submittals Due	February 26, 2021 1:00pm
RFP submittal review by City staff	March 3, 2021
Notify Apparent Successful Firm	March 8, 2021
New Contract in Place	Marc 23, 2021

Funding Source

Budgeted from Water/Sewer/Street/Storm funds

Submittal

Submittals should include the following information:

- A cover letter/statement of interest demonstrating the firm's interest in the project and highlighting its qualifications to meet the City's needs;
- Firm name, email address, phone and fax numbers;
- Name of Principal-in-Charge and Training Supervisor;
- A brief overview of the organization, and the number of qualified trainers;
- A statement of the consulting firm's qualifications, including brief resumes of staff proposed to conduct training. The information should be focused on the firm's demonstrated ability to meet the criteria set out below, and experience with similar safety training.
- Description of the most recent projects performed by the consulting firm, that included a similar scope of work.

The consulting firm's Statements of Qualifications shall be limited to 10 pages, double sided excluding resumes, cover sheet and cover letter. Submittals shall include a completed and signed Non-Collusion Affidavit form (Attachment A). A separate Cost Proposal with both Lump Sum Pricing and a T&M hourly rate for additional services shall be included.

Please submit THREE copies of your Cost Proposal and Statement of Qualifications to: City of Port Orchard, *RE: Monthly Employee Safety Training and Safety Manual Development, 216 Prospect Street, Port Orchard, WA 98366, and Tony Lang-Public Works Operations Manager*, no later than 1:00 p.m. on February 26, 2021. Submittals will not be accepted after that time and date.

Evaluation Criteria

Submittals will be evaluated by City staff based upon the responsiveness of the submittal to this RFP, and based on the following criteria:

- 1) Demonstrated Qualifications of Proposed Safety Trainer, including ability to appropriately plan for the year's required training, provide strategic recommendation, and ability to effectively communicate information. (20 points)
- 2) Demonstrated Qualifications/Expertise of Firm and/or Team. (15 points)

- 3) Demonstrated Ability to meet monthly schedule. (10 points)
- 4) Demonstrated Ability to review and update Safety Manual Policy. (15 points)
- 5) Familiarity with the Washington Administrative Code (WAC) and requirements for construction safety. (20 points)
- 6) Relevant Past Performance/References. (10 points)
- 7) Cost Proposal (10 points)

Evaluations and subsequent selection will be based on qualifications and price, which may be weighted by the City in any manner it deems appropriate. Interviews, if considered necessary, will be held with selected Consultants based on an evaluation of the Qualifications. All submittals will be evaluated using the same criteria and weighting.

General Terms and Conditions

The City reserves the right to accept or reject any or all proposals, to waive all minor technicalities, and to accept the proposal or proposal determined to be the most advantageous to the City. Additionally, the City may accept a proposal subject to an exception if, in the sole judgement of the City, the proposal meets or exceeds the City's specifications.

The City of Port Orchard reserves the right to amend the terms of this "Request for Proposals" (RFP) to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort consultants have spent on their responses. This contract is contingent upon budgeted funding, and as such, the City reserves the right to cancel this contract and any associated contracts depending on availability of funds, solely at the City's discretion.

All questions shall be submitted to Tony Lang, (360) 535--2490 or publicworks@cityofportorchard.us. 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.

Any questions will be answered in writing and posted on the City's website at <https://www.cityofportorchard.us/bids-and-proposals/>. It is the responsibility of individual firms/teams to check the website for any amendments or Q & A's to this RFP.

If you would like to schedule a tour of the area and existing facilities, please contact Tony Lang, 360.535.2490 or at tlang@cityofportorchard.us.

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 Consultants in the preparation of their cost proposals and submission of their Statement of Qualifications. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

The City reserves the right to request that any Consultant 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.

Americans with Disabilities Act (ADA) Information

The City of Port Orchard in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing the Public Works Department at publicworks@cityofportorchard.us or by calling (360) 876-4991.

Title VI Statement

The City of Port Orchard 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 bidders 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 bids 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.”

Ownership of Work Product

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other materials created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the consultant or the Consultant’s subcontractors for delivery to the City under this RFP shall be the sole and absolute property of the City. Such property shall constitute “work made for hire” as defined by the U.S. Copyright Act of 1976, 17 U.S.C. §101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to prepare a proposal in response to this RFP but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the City is owned by the consultant and is not “work made for hire” within the terms of this RFP.

Public Records Request

This RFP and all public records associated with proposals submitted in response to this RFP shall be available from the City for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the “Act”). To the extent that public records then in the custody of the Consultant are needed for the City to respond to a request under the Act, as determined by the City, the Consultant agrees to make them promptly available to the City.

Additional Terms and Conditions. To view the City’s full terms and conditions for this project, please refer to the contract for this project on the City’s website at <https://www.cityofportorchard.us/bids-and-proposals/>. By this reference, the terms and conditions in the contract are incorporated into this RFP.

Dates of publication:

Kitsap Sun:	February 12 th and February 19 th , 2021 editions
Daily Journal of Commerce:	February 12 th and February 19 th , 2021 editions
City of Port Orchard Website:	February 12 th , 2021

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and agreed to the provisions of this declaration.

By: _____

(Authorized Signature)

Title: _____