



REQUEST FOR QUALIFICATIONS

Facility Scheduling Software

City of Sammamish Department of Parks and Recreation
Sammamish, Washington

INVITATION

The City of Sammamish is soliciting qualification submittals from firms to provide a facility scheduling software. The scope of the project should include the provision of the software, activation, ongoing updates and support. Questions about this RFQ may be directed to Joanna Martin, Recreation Supervisor, at jmartin@sammamish.us.

PROJECT BACKGROUND, PURPOSE AND OBJECTIVES

The City of Sammamish's Parks and Recreation Department actively schedules five artificial turf fields, ten natural turf fields, five picnic shelters and two indoor venues for individual, community and City use.

We are seeking a Consultant who is able to:

- Provide a facility scheduling software that meets our base needs.
- Work well as part of a team to meet functionality and online design specifications.
- Coordinate software/application upload and launch.
- Provide ongoing updates and support.

PROJECT BACKGROUND

The City of Sammamish provides the community with a variety of rental facilities. The venues encompass artificial and natural turf athletic fields, park shelters and indoor facilities. The areas are booked for City, community and private usage both through an online application system and via front end access. Schedule calendars are generated to communicate appropriate field preparation, special requests and staffing coordination. Accounting reports track payment schedules, delinquent balances and damage deposit refunds. Please note: the City of Sammamish does not offer any recreation classes and is strictly looking for a software to assist with facility rentals.

PROJECT PURPOSE AND OBJECTIVES

Our goal is to provide:

- Online real-time facility availability
- Intuitive functionality through an online application
- Customizable reports
- PCI compliant online payment processing

PROJECT SCOPE OF SERVICES

The following is a preliminary scope of work with responsibilities, to be refined per the overall project budget during contract negotiations.

- Determination of minimal system requirements to effectively utilize software/application.
- Consultation and review of existing facility scheduling software and data to be rolled into the new system.
- Specific timeline creation for upload and transfer of data, testing and live rollout including assigned responsibilities.
- Inception of software/application upload.
- Follow-up support and issue resolution.

BUDGET

\$5,000 annually is allocated and is inclusive of all implementation, customization and maintenance costs.

SCHEDULE

RFQ Timeline

- RFQ due: Friday, October 21, 2016 by 3:00 PM
- Notify short listed firms: Friday, October 28, 2016
- Interview short listed firms: Friday, November 4, 2016
- Contract award: Tuesday, December 6, 2016

SUBMITTAL PROCESS

Qualification submittals are sought from firms with recognized expertise in facility scheduling software. Upon selection, the City and the consultant will work together to refine and develop a detailed project.

Qualification submittals should include the following;

Statement of Interest

Describe your interest in this project and how your software/application aligns with the project purpose and objectives.

Approach

Describe your understanding of the project purpose and objectives and approach to project design and implementation. Outline the steps to transition from the existing facility scheduling software, to the upload, testing and live activation of the new application/software. Include a specific timeline.

Project Team

Provide a brief description of the individuals on the consultant team including their relevant experience, qualifications and project roles.

Project Experience

Please provide the following information for no more than (3) three relevant projects with similar scope that have been completed:

- Name of city/entity.
- Software/application transitioned from.
- Year completed.
- References (name, title, address, phone number and email)

All costs for developing submittals in response to this RFQ are the obligation of the Consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing Joanna Martin, Recreation Supervisor, at jmartin@sammamish.us. Submittals cannot be withdrawn after the published close date.

SUBMITTAL REQUIREMENTS

Sealed submittals, plainly marked "City of Sammamish Facility Scheduling Software" on the outside of the mailing envelope, addressed to the City of Sammamish **801 228th Avenue SE, Sammamish, WA 98075**, will be accepted until **3:00 pm on Friday, October 21, 2016**. Qualification submittals may also be hand-delivered in person to the main desk on the first floor of City Hall by the required date and time. Submittals delivered after the posted deadline will not be considered for selection. No faxed, telephone or emailed submittals will be accepted.

In an effort to promote waste reduction and resource conservation, Please submit one (1) hard copy of your team's qualification package. Submittals shall not contain plastic bindings, plastic or laminated pages. Double sided documents are preferred. Please avoid superfluous use of paper (such as separate title sheets or chapter dividers). Submittals shall also be limited to 5 pages (8.5x11 page size only).

The City of Sammamish reserves the right to reject any or all qualification submittals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Sammamish, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

CONSULTANT SELECTION AND AWARD

The City intends to schedule software demonstrations with the consultants who provide a qualification submittal that, in the opinion of the City, best meets all of the below listed evaluation criteria (receives the highest score) as determined by the City's selection committee. Chosen firms will be scheduled for an interview sometime in early September. Upon selection of a consultant, the City intends to enter into an

agreement using its standard Consulting Services Agreement, which shall be used to secure these services. See Attachment B for a sample contract.

Evaluation Criteria	Weight
Demonstrates a thorough understanding of project purpose, objectives and scope. Demonstrates an innovative and creative approach leading to time savings and efficient rental of our facilities.	40
Qualifications of key personnel and project team	25
Experience with projects of similar scale and scope	25
Overall quality content and responsiveness to RFQ requirements	10
Total	100

Attachment B – Consulting Service Agreement

CITY OF SAMMAMISH AGREEMENT FOR SERVICES

Contractor: XXX

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and XXX, hereinafter referred to as the "Consultant."

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Contractor to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. Scope of Services to be Performed by Contractor. The Contractor shall perform those services described in Exhibit "A" of this agreement. In performing such services, the Contractor shall comply with all federal, state, and local laws and regulations applicable to the performance of such services. The Contractor shall perform services diligently and completely and in accordance with professional standards of conduct and performance.

2. Compensation and Method of Payment. The Contractor shall submit invoices for work performed using the form set forth in Exhibit "B".

The City shall pay Contractor:

[Check applicable method of payment]

According to the rates set forth in Exhibit " A "

A sum not to exceed: _____

Other (describe): _____

The Contractor shall complete and return to the City Exhibit "C," Taxpayer Identification Number, prior to or along with the first invoice submittal. The City shall pay the Contractor for services rendered within ten days after City Council approval.

3. Duration of Agreement. The Agreement shall be in full force and effective for a period commencing upon execution through XXX.

4. Additional Services. If additional work or services is desired by either the City or the Contractor, a Discretionary Work Request Form as found in Exhibit "D" shall be used. The additional work or services requested should be specified by the City and the Contractor shall provide a quote on the cost of providing such additional work or services. Written approval by the City must be obtained prior to the start of any additional work or the provision of additional services.

5. Ownership and Use of Documents. Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Contractor in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

6. Independent Contractor. The Contractor and the City agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. The Contractor will solely be responsible for its acts and for the

acts of its agents, employees, subcontractors, or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

7. Indemnification. The Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent, reckless, or intentional acts, errors or omissions of the Contractor, in performance of this Agreement, specifically including the improper or illegal use of copyrighted materials as referenced in paragraph 7 of this Agreement.

8. Copyrights. The Contractor agrees to refrain from the improper use of copyrighted materials and to otherwise abide by all laws relating to the use of copyrighted materials in the performance of this Agreement. Contractor agrees to indemnify City for any liability arising out of the improper use of copyrighted materials by Contractor.

9. Insurance.

A. The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

B. Minimum Scope of Insurance

Contractor shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Contractor's profession.

C. Minimum Amounts of Insurance

Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

D. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
2. The Contractor's insurance shall not be cancelled by either party except after thirty (30) days prior written notice has been given to the City

E. Verification of Coverage

Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

10. Record Keeping and Reporting.

A. The Contractor shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Contractor shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

11. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by the City during the performance of this Agreement.

12. Termination.

A. This City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Contractor pursuant to this Agreement shall promptly be submitted to the City

B. In the event this Agreement is terminated or suspended, the Contractor shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be cancelled immediately if the Contractor's insurance coverage is canceled for any reason, or if the Contractor is unable to perform the services called for by this Agreement.

D. The Contractor reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

13. Discrimination Prohibited. The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

14. Assignment and Subcontract. The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

15. **Conflict of Interest.** The Contractor represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Contractor is asked to perform services for a project with which it may have a conflict, Contractor will immediately disclose such conflict to the City.

16. **Confidentiality.** All information regarding the City obtained by the Contractor in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Contractor shall be grounds for immediate termination.

17. **Non-appropriation of funds.** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Contractor and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

18. **Entire Agreement.** This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

19. **Notices.** Notices to the City of Sammamish shall be sent to the following address:

City of Sammamish
801- 228th Avenue SE
Sammamish, Washington 98075
(425) 295-0500

Notices to the Contractor shall be sent to the following address:

XXX

20. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.

21. **Severability.** Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Contractor, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

CITY OF SAMMAMISH:

CONTRACTOR:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest/Authenticated:

Approved As To Form:

City Clerk

City Attorney