

REQUEST FOR QUALIFICATIONS  
FOR  
PUBLIC OPINION RESEARCH

Notice is hereby given that Statements of Qualifications will be accepted by the City of Bellevue, Department of Planning and Community Development, Planning Division from firms with expertise in public opinion research. Statements of qualifications may be filed with the General Services Division Purchasing Section at 11511 Main Street, 5th Floor, Bellevue, Washington 98004 until:

Date: February 10, 2003

Time: 4:00 P.M.

Qualifications received later than 4:00 P.M., February 10, 2003, will not be considered.

The RFQ packet is available on the City of Bellevue web site at [www.cityofbellevue.org](http://www.cityofbellevue.org), under "Bid and RFP Information," or by calling 425-452-4870.

The City of Bellevue reserves the right to reject any and all submittals and to waive irregularities and informalities in the evaluation process. This RFQ does not obligate the City to pay any costs incurred by respondents in the preparation and submission of qualifications.

The successful vendor must comply with the City of Bellevue equal opportunity requirements. The City of Bellevue is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

Dated this 23<sup>rd</sup> day of Jan. 2003



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Earle Stuard, CPPO  
General Services Manager

Published:  
Seattle Daily Journal of Commerce: January 27, 2003

# **RFQ FOR PUBLIC OPINION RESEARCH**

## **PROJECT DESCRIPTION**

Notice is hereby given that qualifications will be received by The City of Bellevue, Department of Planning and Community Development, Planning Division, from consultants with expertise in public opinion research (e.g. telephone, mail, and internet surveys and focus groups). Consultants chosen from this Request For Qualifications will be asked to provide proposals on upcoming public opinion research conducted by the City of Bellevue Planning Division through 2005. Anticipated future public opinion research projects include the annual Performance Measures Survey, the biennial Human Services Needs Assessment Survey and the biennial Budget Survey. In addition, the Planning Division typically conducts other public opinion research projects for a variety of other projects, which often focus on transportation, utility and park issues.

## **TIME AND PLACE FOR SUBMISSION OF RESPONSES**

Responses to this RFQ should be sent to the Purchasing Division at the City of Bellevue, PO Box 90012, Bellevue, Washington 98009-9012 or hand delivered to the Purchasing Division at City Hall, 11511 Main Street, 5<sup>th</sup> Floor, Bellevue, Washington. All responses must be received by 4:00 p.m., Monday February 10, 2003. Respondents accept all risks of late delivery of mailed responses regardless of fault. Faxed and E-mailed submittals will not be accepted.

## **NECESSARY SKILLS**

Necessary skills include providing well trained interviewers, consistent and responsive project management, expertise in sample design and multivariate statistical analysis, questionnaire design, excellent writing skills, ability to analyze complicated data, and ability to meet deadlines. The typical project involves the Planning Division providing the consultant with a finalized questionnaire. The consultant will need to field the survey, tabulate and analyze the data and summarize key findings in a final report.

## **MATERIALS TO SUBMIT**

Interested consultants must submit four (4) copies of a full statement of their qualifications, including related experience with similar types of projects, specific qualifications, qualifications of firm's staff who would focus on City of Bellevue public opinion research, a minimum of three (3) references associated with similar recent projects and an Affidavit of Equal Opportunity Compliance and Non Collusion Certificate. Submittals should be limited to 25 pages or less, excluding the Affidavit of Equal Opportunity Compliance and Non Collusion Certificate. Responses shall be submitted in a sealed envelope with the RFQ name and respondent's name clearly shown on the outside of the envelope.

## **SELECTION CRITERIA**

Applicants will be evaluated on experience and qualifications, including past experience with the City of Bellevue or projects involving the City of Bellevue.

### **PUBLIC RECORDS**

"Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this request for proposals (the "documents") become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the City receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the City (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the City within five days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption."

### **OTHER REQUIREMENTS**

If chosen for this work, companies must show evidence of insurability.

Companies selected will also be subject to City of Bellevue Business Registration and Business Taxation as required pursuant to Bellevue City Code Chapters 4.02 and 4.08. Questions should be directed to the tax office at 425-452-6851.

### **CONTACT**

Questions related to this RFQ Packet should be directed to Gail Samowitz (425) 452-4070.

## **General Instructions**

### **EQUAL OPPORTUNITY REQUIREMENTS**

**Applications:** The following materials pertain to the Equal Opportunity Requirements of the City of Bellevue as set forth in Chapter 4.28.143 of the Bellevue City Code. All contractors, subcontractors, consultants, vendors and suppliers who contract with the City in a total amount of thirty-five thousand or more within any given year must comply with these requirements.

**Affidavit:** Before being considered for a contract of the magnitude listed above, all contractors will be required to submit the "Affidavit of Equal Opportunity Compliance" as part of their proposal/qualifications or upon the request of the Purchasing Manager.

**Compliance:** The City of Bellevue reserves the right to randomly select contractors, subcontractors, consultants, vendors or suppliers to be audited for compliance of the requirements listed. During this audit, the contractors, etc. will be asked for a specific demonstration of compliance with the requirements.

**Noncompliance:** A finding of a noncompliance may be considered a breach of contract and suspension or termination of the contract may follow.

**City contact:** The City's Compliance Officer is the Purchasing Manager, and specific questions pertaining to this section may be directed to the Purchasing Division at (425) 452-6894.

## **EQUAL OPPORTUNITY REQUIREMENTS (continued)**

### **Bellevue City Code Excerpt**

Section 4.28.143 of the Bellevue City Code establishes the requirements for all contractual service providers:

“All contractors, subcontractors, consultants, vendors and suppliers who contract with the City of Bellevue in a total amount of thirty-five thousand or more within any given year are required to take affirmative action and comply with the following requirements of this section. There shall be included in any contract between such contractual services provider and the City of Bellevue the following provisions:

1. Contractor shall make specific and constant recruitment efforts with minority and women’s organizations, schools, and training institutions. This shall be done by notifying relevant minority and women’s organizations.
2. Contractor shall seek out eligible minority and women contractors to receive subcontract awards. Appropriate minority and women contractors shall be notified in writing of any bids advertised for subcontract work.
3. Contractor shall provide a written statement to all new employees and subcontractors indicating commitment as an equal opportunity employer and the steps taken to equal treatment of all persons.
4. Contractor shall actively consider for promotion and advancement available minorities and women.
5. Contractor is encouraged to make specific efforts to encourage present minority and women employees to help recruit qualified members of protected groups.
6. Contractor is encouraged to provide traditional and nontraditional employment opportunities to female and minority youth through after school and summer employment.
7. Contractor is encouraged to assist in developing the skills of minorities and women by providing or sponsoring training programs.

Willful disregard of the City’s nondiscrimination and affirmative action requirements shall be considered breach of contract and suspension or termination of all or part of the contract may follow.

All contractors, subcontractors, vendors, consultants or suppliers of the City required to take affirmative action must sign the affidavit of compliance and submit with the bid proposal or upon the request of the Purchasing Manager.

All documents related to compliance steps listed above shall be presented upon the request of the Purchasing Manager. The Purchasing Manager shall serve as the compliance officer for the city and is authorized to develop and issue procedures for the administration of this section.”

## **EQUAL OPPORTUNITY REQUIREMENTS (continued)**

### Interpretations

In order to more readily determine compliance with BCC 4.28.143, the following interpretations are provided:

Requirement 1. When a contractor needs to recruit, they must notify minority and women's organizations, schools and training institutions. Such "notification" can be in the form of an advertisement in newspapers or trade journals of general circulation in the metropolitan Seattle area.

When the contractor hires through a union hiring hall, the contractor must be able to provide confirmation, upon request by the City, that the hiring hall has an equal opportunity policy.

Requirement 2. When a contractor intends to subcontract out any work they shall notify minority and women contractors for the subcontract work. The requirements to notify minority and women contractors of any bids can be satisfied by advertising in newspapers or trade journals that are of general circulation in the metropolitan Seattle area.

Requirement 3. If and when a contractor hires new employees or contracts with subcontractors, the contractor must alert such employees and subcontractors to the contractor's commitment as an equal opportunity employer, etc. This requirement may be complied with by posting a notice of equal opportunity commitment at the job shack, or by the time clock.

Requirement 4. If and when a contractor promotes or advances employees, the contractor must consider all eligible employees.

The City of Bellevue reserves the right to audit all contractors for compliance with the requirements set forth in BCC 4.28.143.

# AFFIDAVIT OF EQUAL OPPORTUNITY COMPLIANCE

\_\_\_\_\_ certifies that:

Vendor

1. If necessary to recruit additional employees, it has:
  - a. Notified relevant minority and women's organizations, or
  - b. Hired through a union hall with an equal opportunity policy.
2. It intends to use the following listed construction trades in the work under the contract:

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3. In sourcing subcontract work for trades listed above, it has notified in writing appropriate minority and women contractors of bids for subcontract work.
4. It will obtain from its subcontractors and submit upon request, an Affidavit of Equal Opportunity Compliance as required by these bid documents.
5. It has provided a written statement to all new employees or subcontractors indicating its commitment as an equal opportunity employer.
6. It has considered all eligible employees for promotion or advancement when promotion or advancement opportunities have existed.

By: \_\_\_\_\_

(authorized signature)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

