

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL  
FOR COST ANALYSIS OF ARCHITECTURE AND ENGINEERING**

**PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of contracting for securing cost analysis of the architecture and engineering services for the design and construction of the Performing Arts and Event Center. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**TIME SCHEDULE.**

The City will follow the following timetable:

Issue RFP	June 5, 2020
Deadline for Submittal of Proposals	June 26, 2020, by 5 p.m.
Preliminary Selection of Firm	July 8, 2020
Notify Firm Chosen	July 10, 2020

**INSTRUCTIONS TO PROPOSERS.**

All proposals should be sent by email to:

Sarah Bridgeford, Community Services Manager  
City of Federal Way  
(253) 835-2650  
sarah.bridgeford@cityoffederalway.com

All proposals must be emailed and clearly labeled. All proposals must be clearly labeled in the subject line. The label shall identify the contents as “RFP Cost Analysis of Architecture and Engineering.”

All proposals must be received by the Deadline for Submittal of Proposals detailed in II. Time Schedule, at which time they will be opened. Faxed, mailed, or telephone proposals will not be accepted.

**For a complete RFP packet, please visit our City of Federal Way Website [www.cityoffederalway.com/bids](http://www.cityoffederalway.com/bids)**