



SEATTLE COLLEGES

North · Central · South

Seattle Colleges SOLICITATION NO. 5009

PROJECT TITLE: Concept Vessel Design for Seattle Maritime Academy

Bidder's Proposal Due: 2:00 PM, Wednesday, June 25th, 2025

Email to jasmine.jackson2@seattlecolleges.edu

Bidder's Questions due: Any questions or requests for further information must be submitted in writing no later than 2:00PM on Monday, June 16th, 2025, to jasmine.jackson2@seattlecolleges.edu.

The Seattle Colleges, hereinafter referred to as the Purchaser, is soliciting proposals to develop a concept design for a new training vessel for the Seattle Maritime Academy (SMA). This vessel will serve as the primary training platform for SMA's programs for Able Seafarers and Qualified Members of the Engineering Department.

The new vessel is intended to replace SMA's current training vessel, *Maritime Instructor*, an 82-foot retired U.S. Coast Guard cutter built in 1962 and acquired by the Academy in the late 1990s. The new vessel should support SMA's mission and be viable as a long-term asset for at least the next 30 years.

Minimum Vessel Requirements

The vessel concept must meet the following criteria:

- Capable of transiting through the Hiram M. Chittenden (Ballard) Small Lock between the Ship Canal and Puget Sound.
- Suitable for overnight operations, with accommodating up to 18 students, plus faculty and crew.
- Operable by a two-person crew (captain and deckhand) for trips under 12 hours.

Scope of Work

The selected contractor will lead the Concept Design Process, consisting of three main tasks:

a. Task 1: Develop Vessel Requirements

- i. Beginning with a list of initial design objectives provided by SMA, the naval architecture firm (NAF) will conduct stakeholder meetings to capture various perspectives on the requirements for the vessel. At a minimum, meetings will be held with:
 - SMA Faculty
 - Current SMA students
 - SMA program alumni

- ii. Following these meetings, NAF will prepare and submit an initial **Preliminary Design Requirements Memo** summarizing input. As well as incorporate feedback from SMA staff, to produce a **Preliminary Design Requirements Document**, which will serve as the foundation for concept design.

b. Task 2: Develop Concept Design

- i. Using the approved design requirements, NAF will develop a comprehensive concept design.
- ii. NAF will participate in regular coordination meetings with SMA to ensure alignment with:
 - Vessel dimensions suitable for locks and moorage
 - U.S. Coast Guard regulations
 - Operational/lifecycle cost considerations
- iii. Deliver a design package detailed enough to support accurate budgeting, including:
 - General drawings
 - Key technical specifications
 - Optional features and cost-saving alternatives

c. Task 3: Renderings and Marketing Materials

- i. Develop high-quality visuals based on the final concept design for use in fundraising and future project phases.
- ii. Deliverables should include:
 - Layout schematics
 - 3D renderings of interior and exterior views
- iii. Highlight essential equipment used in SMA's programs, such as:
 - Cranes, propulsion systems, anchoring systems
 - A-frame, winches, rescue boat, gangway
 - Classroom space with seating for 18 students
- iv. Provide renderings of key compartments, including:
 - Bunkrooms for 18 students and 8 crew.
 - Engine room
 - Bosun's locker
 - Classroom, galley, mess, ADA accessible head
 - Bridge

Schedule & Budget

The period of performance of any contract awarded because of this solicitation is to be completed by **December 1st, 2025**, unless amended by mutual agreement.

It is anticipated that any contract awarded under this solicitation shall be in an amount not to exceed **\$71,250.00** (excluding applicable taxes). Extension or increase in contract value is at the sole discretion of the Purchaser.

Minimum Qualifications

To be eligible, respondents must:

1. Be licensed to do business in Washington State.
2. Demonstrate experience in naval architecture, vessel design, and maritime training environments.
3. Provide three (3) references from clients for whom similar services were performed within the last thirty-six (36) months.
4. Agree to Terms and Conditions for Personal Services available at:
<https://www.seattlecolleges.edu/doing-business-with-us/general-terms-and-conditions>.
5. Be willing to sign a Personal Services Contract, including General Terms and Conditions. Under no circumstances is the Respondent to submit its own standard contract terms and conditions in response to this solicitation. Respondents who do not meet the insurance requirements may request a waiver of coverage or limits of insurance in their submittal.

Respondents who do not meet these minimum qualifications shall be considered non-responsive, and their proposals will not be evaluated.

Proposal Requirements

Proposals must be brief but address the following:

1. **Experience and Staff Qualifications**
 - Overview of relevant past projects and team credentials.
2. **Project Work Plan and Schedule**
 - Describe your approach to completing the project.
 - Alternative schedules may be proposed to align with staff availability.
3. **Costs or Fees**
 - Provide a detailed breakdown of all proposed costs in U.S dollars, including staff time, subcontractor fees, and expenses.
 - Respondents are required to collect and pay Washington state sales and use taxes, as applicable.
 - Identify and break out OMWBE-certified or self-certified subcontractors, if applicable.
 - List any anticipated reimbursable expenses separately.

4. References

Include contact details for three (3) relevant business references.

Evaluation Criteria

Proposals will be evaluated based on the following criteria.

Evaluation Element	Possible Points
1. Experience and Staff	50
2. Work Plan and Schedule	30
3. Cost	20
Total:	100

Note: Cost proposals will be scored using the following formula: (Lowest Bid / Vendor's Bid) × 20.

Proposals will be evaluated by the Purchaser based on the response to the information requested above. All four (4) items must be addressed for the proposal to be considered responsive. The deadline for submission of responses is stated on page one of this Informal Solicitation. Late submissions will not be considered.

- **Proposals Due:** 2:00 PM (PT), Wednesday, June 25th, 2025
- **Submit via Email to:** jasmine.jackson2@seattlecolleges.edu

The Purchaser is not responsible for delays caused by any delivery service.

The Purchaser reserves the right to reject any or all proposals for any reason whatsoever, prior to the execution of a contract. This solicitation for Responses does not oblige the Purchaser to award a contract. The final selection, if any, will be the response, which in the opinion of the Purchaser best meets the requirements set forth in the solicitation and is in the best interest of the Purchaser.

The Purchaser is not obligated to select the lowest priced response. The Purchaser shall not be responsible for any costs associated with a Respondent's preparation of a response to this Solicitation.

Proposals submitted in response to this competitive procurement shall become the property of the Purchaser. All proposals received shall remain confidential to the fullest extent permissible by law until the contract, if any, resulting from this RFP is signed by the Contract Administrator, and the apparent successful Contractor.

Any information in the proposal that the Respondent desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, *must be clearly designated*. The information must be clearly identified and the particular exemption from disclosure upon which the Respondent is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right-hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Respondent has marked as "Proprietary Information," the Purchaser will notify the Respondent of the request and of the date that the records will be released to the requester unless the Respondent obtains a court order enjoining that disclosure. If the Respondent fails to obtain the court order enjoining disclosure, the Purchaser will release the requested information on the date specified. If a Respondent obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides nondisclosure, the Purchaser shall maintain the confidentiality of the Respondent's information per the court order.

Any protest of the selection process shall be resolved in accordance with the Purchaser's Protest Policy and Procedures, which can be obtained from the Procurement Coordinator. Protests after Notice to Award will be considered only after a debriefing conference; respondents have three (3) business days after Notice to Award to request a debriefing conference.