



**City of Tacoma**  
Finance Department

February 8, 2018

Mr. John Fowler  
James W. Fowler Co.  
P.O. Box 489  
Dallas, OR 97338

**VIA E-MAIL: [johnf@jwfowler.com](mailto:johnf@jwfowler.com)**

**SUBJECT:** Notice of Selection, Request for Proposals Specification No. ES17-0269F  
Jefferson and Hood Street Surface Water Interceptor

The City of Tacoma has concluded contract negotiations and intends to award a contract to your firm. A selection summary is provided with this final selection notification.

**Appeals to the C&A Board:**

As required by the City of Tacoma protest policy, the firms not recommended for award are being notified of the committee's decision and could elect to protest the selection by way of an appeals meeting before the Board of Contracts and Awards (C&A). Their deadline to notify this office of an intent to protest is **no later than 9:00 AM, Wednesday, February 14, 2018\***.

The City's protest procedures for RFPs and RFQs are limited to consideration of alleged defects relating to solicitation and/or evaluation processes. No protest will be accepted when based solely on a challenge to the City's exercise of discretion or judgment in selection of finalist(s) or in making a contract award recommendation.

If an appropriate protest is timely received, my office will notify you of the scheduled meeting before the Board of Contracts and Awards (C&A) and provide a copy of any written protest submission. As the chosen finalist, you may also attend this meeting. Our notification will include a specified deadline in which you may respond to this office with your intent to attend the meeting and provide any written response for consideration by the C&A Board. Please see the City of Tacoma protest policy for details. All protests and requests for C&A Board appeals are coordinated by the Purchasing Division.

**Further Appeals:**

If the C&A Board upholds the department's choice of finalists, the protesting party has until 12:00 noon of the second business day after the C&A Board meeting to request a quasi-judicial hearing before the City Council. To request a hearing, e-mail such request to the Purchasing Division at [PurchasingProtests@cityoftacoma.org](mailto:PurchasingProtests@cityoftacoma.org), attention C&A Board coordinator.\* A late response or no response shall constitute a waiver of these protest procedures.

Appeals to the City Council at quasi-judicial hearing are strictly limited in scope to issue(s) and documentation considered by the C&A Board.

**General:**

If you have questions regarding protest procedures or the C&A Board meeting, please call my assistant, Maria Camilon-Price, at 253-502-8622. City of Tacoma protest procedures (Purchasing Policy Manual, XVII, PROTESTS) are available at <http://www.cityoftacoma.org>.

Sincerely,

A handwritten signature in black ink that reads "Patsy Best". The signature is fluid and cursive, with the first name "Patsy" and last name "Best" clearly legible.

Patsy Best  
Procurement and Payables Division Manager

cc: Kristy Beardemphl, P.E., Project Manager  
Jessica Tonka, Senior Buyer, Finance/Purchasing  
City Clerk's Office

\* Instructions and deadlines in this letter supersede information that may appear in other City publications or web pages.