

REQUEST FOR QUALIFICATIONS
FOR CONSULTING ENGINEERING SERVICES
FOR THE
PORT OF WALLA WALLA'S
BURBANK BUSINESS PARK RESERVOIR IMPROVEMENTS



RFQ: PWW 2024-020R

Port of Walla Walla
310 A Street, Walla Walla, WA 99362
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May 11, 2024

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INTRODUCTION

Port of Walla Walla (hereinafter the "Port") is seeking the services of a qualified Consulting Civil Engineering Firm to provide engineering services for the Planning, Preliminary Engineering, Construction Engineering and Inspection Services, and Loan/Grant Administration for the Port's Burbank Business Park Reservoir Improvements (hereinafter the "Site"). The contract is anticipated to start on approximately July 1, 2024 and will cover a period of approximately two (2) years. The Port reserves the right to amend this contract for additional time if it is in the best interest of the Port.

1.0 RFQ Submittal and Closing Date

Two (2) printed copies and one digital copy of the RFQ must be submitted no later than Tuesday, June 4, 2024 @ 2:00 PM (PST). RFQs may not exceed 10 pages. Neither late nor faxed submittals will be accepted. Firms submitting RFQs, not in compliance with Section 4 will be considered non-responsive. RFQs must be addressed to the following:

Port of Walla Walla
Attn: Patrick H. Reay, Executive Director
310 A. Street, Walla Walla, WA 99362
509-525-3100 Ext. 102 pr@portwallawalla.com

2.0 Inquiries

2.1. Questions that arise prior to the RFQ deadline shall be addressed to:

Port of Walla Walla
Attn: Patrick H. Reay, Executive Director
310 A. Street, Walla Walla, WA 99362
509-525-3100 Ext. 102 pr@portwallawalla.com

2.2. Consultants may be directed to submit questions in writing to Patrick H. Reay no later than seven (7) days prior to the submittal date. Substantive questions and answers will be provided to all RFQ recipients.

Port of Walla Walla
Attn: Patrick H. Reay, Executive Director
310 A. Street, Walla Walla, WA 99362
509-525-3100 Ext. 102 pr@portwallawalla.com

3.0 General Statement of Work and Delivery Schedule

3.1. General Work Statement

This work involves the preparation of Burbank Business Park Reservoir Improvements for the Site. Enclosed as Attachment A-1 is the Project Area Site.

3.2. Consultant's Responsibilities

The scope of work to be performed by the Consultant for the Port will include engineering services relating to the Planning, Preliminary Engineering, Construction Engineering, and Loan/Grant Administration of the project. Services to be provided may include some of, but not limited to, the following:

- Assist the Port with the development and planning of the project.
- Prepare preliminary project costs.
- Assist the Port in the financial planning for the project including assistance with grant and loan applications, reimbursements, and others.
- Meet with the Port and representatives of local, state, and federal agencies as necessary.
- Attend public meetings with the Port and representatives of other agencies and interested parties.
- Stamp detailed drawings, specifications, and other contract documents by a Registered Professional Engineer to the Port and any other agencies from which approval must be obtained before advertisement for bids.
- Attend bid openings, tabulate bid proposals, analyze the bids, check bid forms and bonds, and assist the Port in negotiating and awarding the contracts.
- Meet with the Port and contractors in preconstruction conferences.
- Keep the Port informed concerning the progress of the work and attend meetings held by the Port, regulating agencies, and contractors as they relate to the project.
- Review shop and working drawings furnished by the contractor.
- Provide general review and inspection of the contractor's work as construction progresses.
- Review contractor's requests for progress payments and advise Port as to the extent of the work accomplished as of the date of the request.
- Prepare change orders.
- Assist, if necessary, with the preparation of environmental review records or impact statements.
- Assist in obtaining permits, applications, etc., as necessary for the work.
- Furnish consultations necessary to correct unforeseen project difficulties after Port accepts the work.
- Ensure compliance with applicable state and federal requirements and regulations specific to the project in accordance with funding sources. See Attachment III Federal and State Requirements (Not All Inclusive) and Attachment IV Disadvantaged Business Enterprise Requirements. Other known Loan requirement includes American Iron and Steel.
- Ensure that the person in charge of the project is a Washington Civil Professional Engineer (PE) and include their name and registration number.
- Provide and use all safety equipment including (but not limited to) hard hats, safety vests, and clothing required by applicable state and federal regulations.

Additional tasks may be identified and added to the project scope during contract development and/or project implementation.

4.0 RFQ Content Requirements

4.1. Submittal Requirements

Submittals shall include the following information: firm name; phone and e-mail address; names and resumes of Principal-in-Charge, Project Manager, and all Key Personnel who would be working on the project; the size of the firm and geographic service area. Submittals shall also include firm background, a summary of similar previous experience, qualifications of team leader and team members, methodology for communications with the Port and other project stakeholders, and appropriate references.

4.2. No Fee Schedule

Costs will not be evaluated as part of the selection process. Costs will be negotiated after a Proposer is selected. A Proposer selected for contract negotiations must be submitted within five (5) days of the Proposer's notification of selection.

4.3. Consultant's Capabilities/Experience/References Max. Score 25

Outline the firm's capabilities and experience with regard to the requested services. The response should address the following:

- Experience with similar projects. Provide references.
- Internal procedures and/or policies related to work quality and cost control.
- Management and organizational structure.
- Capability to perform the work for the duration of the contract.

4.4. Project Team Max. Score 25

Outline the firm's personnel who would work with the Port. The response should address the following:

- Extent of principal involvement.
- Names of key members who will be performing the work on this project and their responsibilities.
- Qualifications and relevant individual experience, including sub-consultants.
- Project manager's experience with similar projects and interdisciplinary teams.

4.5. Method of Approach Max. Score 25

Outline the firm's approach to working with the Port.

4.6. Understanding of Requested Services and Local Area Max. Score 25

Outline the firm's understanding of the requested services and local area. The response should address items such as experience and familiarity with local conditions that could affect project success.

5.0 Proposal Evaluation and Consultant Selection

5.1. Evaluation Process

Statements of Qualifications submitted on time will be reviewed against the Pass/Fail criteria. SOQs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria below and ranking. The outcome of the evaluations may, at the Port's sole discretion, result in (a) notice to a Proposer(s) of selection for tentative contract negotiation and possible award; or (b) further steps to gather more information for further evaluation. The selection process may be canceled if the Port determines it is in the public interest to do so.

5.2. Evaluation Criteria

Each proposal will be judged as a demonstration of the consultant's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

<u>Criteria</u>	<u>Maximum Score</u>
Consultant's Capabilities/Experience/References	25
Project Team	25
Method of Approach	25
Understanding of Requested Services and Local Area	<u>25</u>
Total Maximum Score	100

6.0 General Information

- 6.1.** The Port may require any clarification or change it needs to understand the selected consultant's project approach.
- 6.2.** The successful consultant must have Worker's Compensation Insurance covering work in Washington. The successful consultant must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.
- 6.3.** The Port reserves the right to reject any or all proposals and is not liable for any costs the consultant incurs while preparing, submitting, or presenting the proposal. The Port also reserves the right to waive minor irregularities in any proposal.
- 6.4.** The Port reserves the right to award any contract to the next most qualified firm if the selected firm does not execute the contract within ten (10) days after the final selection.
- 6.5.** The Port reserves the right to cancel this RFQ upon a good cause finding.
- 6.6.** The Port reserves the right to reject any proposed agreement or contract that does not conform to the specifications outlined in this RFQ and which is not approved by the Port Attorney.
- 6.7.** The Port will award a contract to the consultant whose proposal, in the opinion of the Port Executive Director and Port Staff, would be most advantageous to the Port.

- 6.8. The selected consultant will be required to assume responsibility for all services outlined in the RFQ, whether the consultant or a subconsultant produces them.
- 6.9. 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 RFQ becomes a public record upon submission to the Port, subject to mandatory disclosure upon request, unless the documents are exempted from public disclosure by a special provision of the law.
- 6.10. Port does not discriminate in the selection of service providers on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. The Port of Walla Walla is an EEO employer.

7.0 Selection Schedule

The following is the anticipated schedule for the project:

Item	Date
Issue RFQ	Saturday, May 11, 2024
1 st Publication – Walla Walla Union Bulletin	Saturday, May 11, 2024
2 nd Publication – Walla Walla Union Bulletin	Saturday, May 18, 2024
Submittal Due	Tuesday, June 4, 2024 @ 2:00 PM (PST)
Consultant selected and contract negotiations	June 5-12, 2024
Contract approved	June 27, 2024

The selected consultant will be invited to negotiate a contract with the Port. The Consultant shall not discriminate on the basis of race, color, religion, national origin, sex, age, disabilities, or veteran status in the performance of this contract. Port encourages disadvantaged business enterprise consultant firms to respond.

Attachment A-1

