

**PORT OF SOUTH WHIDBEY—PUBLIC WORKS  
INVITATIONS TO SUBMIT STATEMENT OF QUALIFICATIONS  
ON-CALL ENGINEERING SERVICES**

The Port of South Whidbey (“Port”), Freeland, Washington is accepting Statements of Qualifications (SOQs) from qualified engineering consulting firms (“Consultant”) to provide a variety of municipal services, in order to be considered for the Port’s Open-Order/On-Call Engineering Services Pool. These services are intended to complement and augment capabilities that are otherwise unavailable to the Port.

The following subjects are discussed in this Request for Qualifications (RFQ) to assist statement preparation.

- I. Background
- II. Scope of Services
- III. Required Insurance
- IV. Statement Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Submittal
- VII. Scoring & Contracting
- VIII. Invitation Timeline

**I. Background**

In order to provide timely and efficient design and construction of Port projects and complete private development review, Port staff needs to be periodically augmented. The Port of South Whidbey needs specialized expertise in the engineering fields, as described below in Section II, Scope of Work. The Port will select up to two firms and issue contract(s) based upon qualifications received for the services requested. Following successful negotiation of rates and fees, the Port will execute the initial contract(s) in the amounts of up to \$150,000 to meet ongoing needs of the Port for the services requested up through the contract period of performance; twelve (12) months from contract execution.

At the sole option of the Port, the contract may be extended as needed through contract amendments; however, no new task orders will be issues after thirty-six (36) months from the date of contract execution. The Port does not guarantee all disciplines of services will be used nor does the Port guarantee a specific volume of work under the contract(s) or guarantee a specific dollar amount to be contracted.

The Port will issue a request for proposal for each task order which will define the work being requested. The Consultant will be expected to meet with the Port to discuss new task orders being issued under this contract and then submit a fee proposal and schedule to the Project Manager. Task Orders issued under this contract may not in any case exceed \$150,000.

**II. Scope of Work**

The Consultant shall provide engineering services to the Port on an on-call basis for various Port projects. The quantity and duration of projects will depend on the Port’s requirements and needs for these services. The general scope of services needed by the Port typically fall into the following categories:

- Design, review, coordination, administration, and construction engineering and technical support of Public Works projects by consultant from their office.
- Supplemental review of private development by consultant at their office. (*Consultant will not review any private development project in which the consulting firm has provided services to the developer on that project.*)

The general engineering and technical areas of service required by the Port may include, but are not limited to:

- Civil
- Construction plans and specifications
- Construction support
- Cost estimating
- Environmental documentation
- Field investigations, surveying and mapping
- Geological/Geotechnical
- Site planning/permitting/development/plan review
- Structural
- Utility services and rates analysis
- Water/wastewater/storm water/drainage

### **III. Required Insurance**

1. Worker's Compensation insurance in accordance with the statutory coverage required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work.
2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. The Port has the right to negotiate increase of deductibles subject to acceptable financial information of the

policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the Port prior to cancellation.

In addition, the Port, its officers, employees, and volunteers shall be named as “Additional Insured” by all contractors and subcontractors and a “Waiver of Subrogation” shall be included in favor of the Port. The insurance shall be placed with insurers with a Best’s rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

#### **IV. Statement Format and Content**

In submitting the Statement of Qualifications, your firm acknowledges that the Port shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Commission action approving or disapproving any proposed agreement. The Port may accept or reject any proposal or proposed agreement without limitation. Nothing in this RFQ or in subsequent negotiations creates any vested rights in any person.

Statements that do not address the items listed in this section will be considered incomplete and will be deemed non-responsive by the Port.

1. Letter of Transmittal

2. Narrative

a. Brief resumes of the “Principal In-Charge” and the key technical personnel to be assigned to projects.

b. A description of the services available from your firm that would be used to support on-call service needs of the Port. Describe how your firm would use existing staff and services to meet the needs of the Port in support of planning, design, permitting, and construction of various Capital projects.

3. References. Provide names and telephone numbers of at least three references willing to attest to your firm’s ability to complete projects on time and within budget.

4. Identification of Business Organization. On the last page of the proposal, the proposer shall identify the business organization under which it operates (form provided in RFQ). Partnerships and joint ventures will list each member’s name, address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

**Important:** Statement of Qualification submittals shall not exceed a total of 10 (ten) pages. This number includes the Identification of Business Organization form. In addition, submissions shall not include any items, documents or enclosures not specifically requested above in Section IV – Statement Format and Content. This includes brochures, business cards, handouts, etc.

## V. Evaluation Criteria and Selection Process

The basis of award will be to the top firms receiving the most points based on the following criteria:

1. Qualifications of the consultant and firm. (MAXIMUM 25 POINTS AVAILABLE)
2. Past experience of the consulting firm related to on-call services. (MAXIMUM 15 POINTS AVAILABLE)
3. Past Performance/references. (MAXIMUM 10 POINTS AVAILABLE)

The Port hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

The Port is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the Port shall be in conformity with the Port's policy on non-discrimination.

## VI. Submittal

**Six (6) copies of the complete Statement of Qualifications are due to the Port of South Whidbey, Freeland, Washington, prior to 2:00 p.m. on Friday, October 5, 2018.**

Proposals may be hand-delivered, mailed, or delivered by courier. Facsimiles and emailed proposals **WILL NOT** be accepted, and considered non-responsive to this RFQ. Submissions including less than the requested number of copies will be deemed non-responsive and ineligible for further consideration during the selection process.

Submittal Mailing Address: Port of South Whidbey  
ATTN: Executive Director  
PO Box 872  
Freeland, WA 98249

Submittal Delivery Address: Port of South Whidbey  
ATTN: Executive Director  
1804 Scott Road, suite 101  
Freeland, WA 98249

Additional Contact Information for inquiries only:  
(360) 331-5494  
execdir@portofsouthwhidbey.com

All proposals must be clearly marked on the outside of the envelope: **“Port of South Whidbey ON-CALL ENGINEERING SERVICES POOL.”** The Port may consider

proposals that do not address the items listed in this section as non-responsive.

Inquiries regarding the RFQ can be directed to the Executive Director, at the address and phone number, or by email, noted above. ***Response to inquiries cannot be guaranteed unless received in writing prior to 2:00 p.m., Monday October 1, 2018.***

### **VII. Scoring and Contracting**

Evaluation of the statements will be performed by a committee of individuals to be selected by the Port. The submissions will be scored and ranked based on the selection committee's evaluation. In the event of close scoring, a shortlist interview may be performed. Interviews, if necessary, are tentatively scheduled for the week of ***October 22, 2018***. All selected firms will be contacted with specific information as to location and time of the interviews.

This procurement intended as a "Pool Contract." The firms with the highest cumulative scores will be invited to enter into contract negotiations; contracts must be executed within 30 days of offer (or other agreed to time frame, on a case by case basis), or negotiations will be terminated and the offer to contract will be rescinded. **The Port reserves the right to award the contract to the highest ranked firm(s) without further discussions. The Port reserves the right to reject all proposals received.**

Following the successful execution of an agreement, firms will be required to provide the Port copies of their current State of Washington business license, and Certificates of Insurance.

### **VIII. Invitation Timeline**

Issuance of Invitation:	SEPTEMBER 21, 2018
Last Day to Submit Questions:	OCTOBER 01, 2018
Statement of Qualifications Due:	OCTOBER 05, 2018
Short List of Qualified Consultants*:	OCTOBER 12, 2018
Interviews (if required)*:	OCTOBER 22, 2018
Final Selection(s)*:	OCTOBER 26, 2018
Execute Contract(s)*:	NOVEMBER 01, 2018

\*Dates with an asterisk are estimated dates and are for information purposes only.

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PROPOSAL

Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as:

- a corporation incorporated under the laws of the State of Washington
- an individual doing business as \_\_\_\_\_
- a partnership (identify all partners on a separate page, attached)
- a joint venture (identify all joint ventures on a separate page, attached)
- other (please specify)\_\_\_\_\_

\_\_\_\_\_  
Proposer or Company Name

\_\_\_\_\_  
State of Washington Business Lic #

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Tax ID #

\_\_\_\_\_  
Address of Proposer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name and Title (print)

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Email Address