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Freeland, WA 98249

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August 10, 2017

## **Request for Qualifications for Engineering Services**

### **Mukilteo Waterfront “Tank Farm” Potential Temporary Parking Lot**

Mukilteo, WA

#### **Project Information**

The Port of South Whidbey (Port) has a strong interest in identifying opportunities to provide overnight parking in Mukilteo. The Port District depends greatly on State Route 525 for transportation connections to the Seattle greater metropolitan area. This connection includes the Mukilteo-Clinton Ferry route, which experienced the highest volume of vehicle traffic of all of the state ferry routes in 2016. Very long vehicle ferry waits are now very common for this particular ferry trip.

Despite these issues, there is no publicly available parking for vehicles for longer than 4 hours in Mukilteo. The Port sees this as a very significant hindrance to our commuting workforce and to our visitors, both of which are incredibly significant contributors to our economy.

The Port has established and maintained working relationships with the City of Mukilteo and the Tulalip Tribes, and together we have identified a potential temporary parking solution with the “old tank farm” property, some of which is currently owned by the Tulalip Tribes. The goal is to develop a temporary parking lot on that property.

At this time, the Port is seeking qualifications from engineering firms to build upon currently existing conceptual drawings.

#### **Project Location**

Mukilteo Tank Farm, near the Mukilteo Ferry Terminal  
Mukilteo, WA 98275

#### **General Scope of Services**

At this time, the Port is looking for an engineer or engineering firm to build upon already existing concept drawings. The updated drawings should incorporate the latest stormwater management and drainage requirements and best management practices for these aspects.

In the future, the Port or other agency may continue with the design and engineering of the parking lot. Upon readiness for further design and engineering of the parking lot, activities may include:

- Topographic survey
- Geotechnical engineering

- Finalize parking lot design
- Drainage design of existing parking lots and expanded parking areas
- Landscaping and irrigation design
- Design of a parking management system
- Pavement design
- Structural design
- Analysis and circulation plans?
- Utility coordination, including parking lot lighting plan
- Development of Plans/Documents suitable for public bidding?
- Construction administration services?
- ADA
- Estimate of probable construction cost

### **General Engineering Firm and Submittal Requirements**

Engineering firms shall include the following in their response:

- Letter of Interest
- Company profile/brochure illustrating the capabilities of the firm necessary to complete project designs
- Resumes giving the experience and expertise of the principals and key professional members of the firm(s) that will be involved in the project, including their experience with similar projects and number of years with the firm
- State of Washington License: Engineering firms shall be licensed to practice in the State of Washington
- Office Location: Local office providing services shall be located within 100 driving miles of Mukilteo, Washington
- Insurance forms indicating the firm's ability to provide insurance in the following amounts:
  - Professional Liability Insurance – combined single limit of \$1,000,000, aggregate limit of \$2,000,000
  - General Liability Insurance – minimum limit of \$1,000,000; if aggregate, limit of \$2,000,000
- Relevant Experience – Identification of at least three (3) projects similar in scope and complexity within the last five (5) years

### **Selection Criteria**

The following Selection Criteria will be used to shortlist and select firms:

- Proximity of the consultants to the project site
- Qualifications and expertise of consultants relating to projects of similar scope and complexity
- Familiarity with State of Washington Public Works procedures
- Demonstrated interest
- Quality of consultant's service received by previous clients
- Key personnel experience relating to design for projects of this type and complexity
- Cost estimating skills related to design and planning projects

### **Selection Schedule**

August 9-21, 2017: Advertise RFQ

August 21, 2017: All proposals received

August 22, 2017: Port Commissioners meet: review proposals and create interview shortlist

August 28 – Sept 1, 2017: Interviews

September 1, 2017: Send notification of results to all firms

September 1 – Sept 8, 2017: Negotiate & Complete Agreement/Contract

September 12, 2017: Commissioner approval of Agreement/Contract

September 13, 2017: Planned Notice to Proceed

**Deadline for Response**

Please respond with a Letter of Interest with Qualifications, including a summary list of Consultant team members with applicable Qualifications and identification of the project lead. Six (6) hard copies should be received at the Port office no later than **4:00 p.m. on Monday, August 21, 2017**. *Please note the Port office address information as follows:*

MAILING ADDRESS

P.O. Box 872  
Freeland, WA 98249

SHIPPING/STREET ADDRESS

1804 Scott Road, Suite 101  
Freeland, WA 98249

We appreciate your consideration of this request, and look forward to your responses. If you have any questions, please feel free to call 360.331.5494 or e-mail [execdir@portofsouthwhidbey.com](mailto:execdir@portofsouthwhidbey.com).

Angi Mozer  
Executive Director