



PORT OF SOUTH WHIDBEY
On-Call Engineering Services Pool
Request for Qualifications

Submission Deadline:
Friday, April 25, 2025 2:00 p.m.

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 On-Call Engineering Services Pool. The Port anticipates a variety of public work projects at its existing facilities over the next three years. General information regarding Port facilities and operations can be viewed at the Port’s website, www.portofsouthwhidbey.com.

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, the Port of South Whidbey needs specialized expertise in the engineering fields, as described below in Section II, Scope of Work. The Port oversees many diverse properties including a marina, a fairgrounds, a paid parking lot, and various waterfront facilities.

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 issued 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 Services

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 categories of design, review, environmental documentation, coordination, administration, and construction engineering and technical support of Public Works projects.

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

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

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 \$2,000,000 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 covering Errors and Omissions of the Consultant in the amount of not less than \$2,000,000 per occurrence and \$2,000,000 aggregate.

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.

The Port requires that the SOQ be submitted in the format outlined in this section. The Port reserves the right to require additional information or materials after the proposals are submitted.

Format: Each SOQ is limited to ten (10) numbered pages (8 ½ by 11 inch) excluding the cover page, cover letter, and appendices. Cover page shall clearly identify the firm’s name. All pages shall be in portrait orientation with 1-inch margins. Font size shall be 11 point or larger. Submittals that do not follow this format may be rejected.

Cover letter shall include the name, title, email address, phone number, and address of the submitting’s team main contact.

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. Experience and qualifications of key personnel to be assigned to the contract. (MAXIMUM 25 POINTS AVAILABLE) Responses shall include, but not be limited to:

- An organizational chart demonstrating the relationships and hierarchy of the team. Identify individuals by name, position, discipline, and firm. Identify key backup personnel.

- Resumes of the key individuals are to be included as an appendix and are not included in the total page count. Resumes are to be limited to one single-sided, letter-size page. Resumes exceeding this limit will not be reviewed.

2. Firm's proven track record of quality performance and performance schedules (MAXIMUM 25 POINTS AVAILABLE)

3. Past experience of the consulting firm related to on-call services. (MAXIMUM 15 POINTS AVAILABLE)

4. Firm's responsiveness and capacity to perform (MAXIMUM 15 POINTS AVAILABLE)

5. References who can validate performance, including schedule and cost performance. (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, April 25, 2025. 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 April 21, 2025.*** Following this deadline, the Port will timely post on its website an Inquiry Summary that will include the cumulative questions submitted by proposers, with responses. All official clarifications or interpretations of the RFQ documents will be made in writing. Any information modifying the solicitation will be furnished in a formal, written addendum. Addenda will be posted to the Port’s website, with the Proposer responsible for monitoring the status of any changes.

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, shortlist interviews may be performed. Interviews, if necessary, are tentatively scheduled for the week of ***May 5, 2025***. 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:	APRIL 4, 2025
Last Day to Submit Questions:	APRIL 21, 2025
Statement of Qualifications Due:	APRIL 25, 2025
Interviews (if required):	MAY 5-9, 2025 (tentative dates)