



REQUEST FOR PROPOSALS

Comprehensive Scheme of Harbor Improvements

The Port of Woodland was formed in 1960 and is one of 75 Ports in the state of Washington. The Port has a variety of property that includes two industrial parks; a part of two Owner Association industrial parks, agricultural properties and Columbia River deep water marine zoned industrial totaling 8,000 feet of Columbia River accessible shore. The Port's industrial properties are within the City of Woodland limits, the Columbia River accessible deep water marine properties are within Cowlitz County and agricultural properties are within both the City and County. There are currently 3 FTE and 2 PT staff for the Port.

As per Washington State RCW, the Port is required under RCW 53.20.010 to adopt a Comprehensive Scheme of Harbor Improvements approximately every six years. The Port last completed a major update of the Comp Scheme in 2016 with annual updates completed through the annual budget process and as necessary with changes to the Port's business and operations plan. Through this major update of the Comp Scheme, the Port desires to have a significant public involvement process as well as a thorough analysis of the Port's future.

The Port is currently addressing internal operations and evaluating the Port's role in economic development based on the following objectives:

- To serve as a guide for the use and development of Port properties now and over the next twenty years described in the vision;
- To clearly identify business practices and opportunities to meet the Port's mission, goals, and objectives in a concise, sustainable and environmentally suitable manner;
- To create and define the policies that guide the Port's activities, property transactions, and investment decisions;
- To inform and educate customers, stakeholders, community partners, taxpayers, and the general public; and,
- To guide the Port's economic development and implementation strategies over the next six years.
- To develop short, medium and long term plans and implementation strategies to meet the mission and goals of the Port for job creation, recreation, and investments in the region's infrastructure, community, and workforce development.
- To address environmental and social equity within the Port district within industrial development and investments by the Port.

Ports are the only public agencies whose primary mission is to spur economic development, creating jobs and economic growth in diverse ways. The Port of Woodland is also dedicated to community development through recreation and tourism opportunities. The Port provides economic opportunities through industrial parks but seeks to move forward with marine via import/export. Investments should focus on industrial development, infrastructure development, import/export assistance, tourism, recreation and entrepreneurial development in small to mid-range manufacturing, distribution, and transport.

Questions regarding the Request for Proposals are due by December 3, 2021 by 12 P.M. All questions must be submitted via email to jkeene@portofwoodland.com and the questions and responses will be posted on December 7, 2021 at 3 P.M. to the Port of Woodland website at www.portofwoodland.com. All proposals are due to the Port office by December 17, 2021 by 12 P.M. Interested proposers must either submit one complete proposal via email to jkeene@portofwoodland.com or in person to the address below. Please review the schedule for the RFP process. No late submissions will be accepted.

Mail or In-Person:

Port of Woodland
1608 Guild Road
Woodland, WA 98674

SUBMISSION REQUIREMENTS:

Qualified bidders should include the following information as part of their proposal:

1. Last three Comprehensive Scheme of Harbor Improvement (or like planning documents) including entities' name, address, and direct contact on project, budget, and a link to the final document.
2. A clear articulation of your public involvement.
3. Three professional recommendations including names, address, business name, phone number and email address.
4. A complete list of all employees that would be working on the Comprehensive Scheme including their title, expertise and elements of the project. Any substitutions of staff will require Port's notification and verification. Any substitutions made in staff without authorization from the Port may lead to non-payment of hours of staff.
5. A timeline spreadsheet with a breakdown of general task, specific tasks, public involvement meetings, commission meetings/workshops, and deliverables.
6. Submissions are limited to 20 pages total including any exhibits, references, and attachments.

SCOPE OF WORK:

The following elements will be required within the proposal. Proposers are welcome to provide additional details and suggestions in their proposal based on prior experience and successful planning efforts. The Scope includes requirements based on RCW code as well as information requested by the Commission and staff.

1. History of Port
2. Accomplishments of the Port

3. Governance and role of the Port
4. Port's vision, mission, and branding of the Port
5. Existing Conditions
 - a. Land and building inventory
 - b. Funding mechanisms, debt, income, ROI
 - c. Regional demographics including housing, economic development, education, jobs/industry, and land use
 - d. Updated business and operations plan for the Port with the range of lease, lease to own and sale of developed properties for industrial lands and lease only for marine facilities.
6. Analysis
 - a. Regional demand assessment
 - b. Supply chain links to regional Ports and connectivity to the Port of Woodland
 - c. Financial opportunities and tools including ROI, regular tax revenue, debt services, and grants/loans
 - d. Future port growth potential use of Port land including industry preferences (ideal, acceptable and non-use)
 - e. Infrastructure development and maintenance
 - f. Real estate development and redevelopment including GIS mapping of land use, utilities, existing infrastructure, transportation and zoning
7. Strategic Plan and Implementation
 - a. Six-year strategic plan to include:
 - i. Identify any master plans required
 - ii. Identify budget requirements and estimates for projects, CIP, and plans
 - iii. Identify timeline required for each item
 - iv. Identify implementation strategies
 - v. Spreadsheet of elements of the strategic plan for easy reference for community, commission and staff to be updated through annual budget process
 - b. Twenty-year Capital Acquisition, Improvement and Investment Plan:
 - i. Capital Inventory Plan: Identify equipment needs, estimates and funding
 - ii. Capital Community Development Project/ Investment: Identify community projects and plans including real estate, master planning, process, budget and timeline
 - iii. Capital Maintenance Plan: Identify large scale property improvements including roofing, landscaping, pavement/parking, electrical, HVAC, painting, etc. over \$5,000 per project.
8. Environmental and Social equity
 - a. Environmental equity and policy
 1. Data analysis on environmental standards local, state and national
 2. Environmental policies that include Commission resolutions on industrial development on marine properties. Review impacts to projects on Capital list.
 - b. Social equity and policy
 1. Data analysis of Port district social disparities evaluating education, race, gender, income and any other qualifiers that may identify underserved and unserved populations. Review impacts with projects and planning efforts on Capital list.

2. Development of policies that target underserved and unserved populations through positive improvements in access, investments, job creation, public involvement and engagement.

RFP Proposal Process

RFP Process open	October 25, 2021
RFP Questions due	December 3, 2021 by 12 P.M.
RFP Response on-line	December 7, 2021 by 3 P.M.
RFP Proposals due	December 17, 2021 by 12 P.M.
RFP Proposals opened and reviewed for completeness	January 4, 2022
Proposals provided to selection committee for scoring and, if necessary, interview to Commission notification	January 7, 2022
Interviews with Port Commission- public meeting	February 3, 2022 at 9 AM
Selection of successful proposer- public meeting	February 17, 2022 <i>*The Commission may table the selection for any unforeseen reason and may require a special meeting that will be advertised publicly.</i>