



# Port of Woodland

## REQUEST FOR QUALIFICATIONS

**Architectural and Engineering (A&E) Services for Rose Way Industrial Park Building #1 (15,000 SF)  
Proposals due November 8, 2021 by 12 PM**

### NOTICE

The Port of Woodland is requesting Qualifications (RFQ) from qualified individuals and or firms for the design, engineering and construction management of the second building of the Rose Way Industrial Park that in total will have six buildings. The Port anticipates funding resources from Washington State CERB for the A& E services and building construction.

### SUBMISSION OF PROPOSAL

To receive consideration, responses must be submitted in accordance with the following instructions:

1. All response submittals shall be sealed and delivered to the:  
Port of Woodland Executive Director  
1608 Guild Road  
Woodland, WA 98674  
Or via email at [jkeene@portofwoodland.com](mailto:jkeene@portofwoodland.com) subject: "RFQ Rose Way Industrial Park Building";  
and
2. Submit one copy of the response along with one thumb drive with proposal and all supporting information by 12 PM and November 8, 2021; and
3. The envelope must be clearly marked "RFQ Rose Way Industrial Park Building"; and
4. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions; and
5. The Port reserves the right to reject any and all responses, and has the right at its sole discretion, to accept the submittal it considers most favorable to the Port's interest and the right to waive minor irregularities in procedures.

## **INSTRUCTIONS TO SUBMITTERS**

### **I. INTRODUCTION AND BACKGROUND**

The Port of Woodland is soliciting qualifications (RFQ) from qualified individuals and or firms for services that will design, engineering and construction management of Building #1 on plan set per the schedule requirements. Design, engineering and construction management of Building #2 has already been awarded. The fee for basic services will be a fixed cost for the project.

### **II. SCOPE OF SERVICES**

The Scope of Work will include, but not limited to, the following to provide the Port with a “turn-key” project upon completion. Full architectural services will include the following:

- Building design and engineering including surveys, soil investigations for load capacity, and providing as-built drawings.
- Landscaping design and engineering and providing as-built for construction bid.
- Building Permitting and applications as required.
- Prepare preliminary and final building cost estimates.
- Prepare all documents for construction bid advertisement to Port and funders for review, amend and revise as needed.
- Work with the Port in advertising of construction bid, bid opening, award documents, required reference, debarment, bond and all other applicable conditions to the state and federal funders for recommendation to the Port Commission for Construction Award.
- Construction management including supervising of:
  - Extension of utilities from phase 1 construction and connection to the building
  - Completion of parking lot and docks
  - Managing construction of building through entirety.
  - Inspections, reviews, punch list and other reviews of on-going construction process including construction meetings.

### **III. PROPOSAL REQUIREMENTS**

Each proposal should include the following:

#### **A. Cover Letter**

All proposals must include a cover letter to the attention of Jennifer Wray-Keene, Executive Director signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to the project.

#### **B. Experience**

Specialized experience and technical competence of proposer and their team in similar project scope. Identify recent experience and expertise with similar type of project including:

1. Design and construction management of steel building project manufacturing and industrial types of uses;
2. Design Bid Build experience with a project of similar size, use and complexity (this option may be exercised at the owners discretion);

3. Experience with various permitting agencies;
4. A and E services must meet the appropriate standards or guides developed by such professional organizations as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE) and/or the American Institute of Architects (AIA) may be used where the selected individual and or firm does not have standard contract documents.

A list of memberships in professional organizations, special training, licenses and experience shall be included in the submittal. The Contractor must be licensed in WA state.

C. Project Team

Describe the proposed project team. Who will be the key contacts and leaders of the team and discuss who will interact with the District. Please provide resumes of all key personnel who will conduct any work on this Project. Please provide the proposed staffing or total number of persons you plan to have available to assist with regard to this proposal.

D. References

A professional profile of the Contractor including a list of at least three references from public entities the Contractor has provided similar services to. Include the scope of work, budget, timeline and change order report.

E. Project Schedule

A project timeline will be provided with a breakdown of specific milestones (site evaluations, preliminary design, final design, permitting, construction management).

IV. EVALUATION PROCESS

A. Project Approach ~ 40%

Evaluations will be performed to determine proposer understanding of the work to be performed, understanding and commitment to the timeline, overall approach to the project, potential for completing the work as specified in the Scope of Services. Award will be made to the proposer whose conformance to the RFQ is considered most advantageous to the District, considering the Evaluation Criteria in this section.

B. Personnel Proposals, Project Organization and Experience ~ 10%

Proposals will be evaluated considering the proposer's technical and analytical experience, proposals, and the availability of personnel who are proposed to work on the project that include their resumes'.

C. Relevant Past and Present Performance Criteria ~ 35%

Assessment of the proposer's past and present performance will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer

satisfaction, cost control and timeliness will be evaluated.

D. Capacity to Perform Work ~ 15%

The applicant's capacity to perform work in the prescribed time frame considering the applicant's team current and planned workload. Describe the applicant's ability to provide the technical disciplines and services required to cover the work required by the project.

V. GENERAL INFORMATION

A. Selection Process

Additional information, interviews and or presentations may be required at the option of the District. In no event shall the District or its Board, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

B. Compliance with Rules

Proposers responding to this RFQ must follow its procedures and requirements. Failure to comply with any portion of this RFQ may result with the rejection of your Proposal.

C. Proposal Withdrawal

Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing a written request for the withdrawal to the District Manager. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new proposal as long as it's prior to the close date.

D. Appeals

Proposers who wish to appeal a disqualification of their proposal or the award of contract may submit the appeal in writing to the District Manager's Office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, or otherwise, is not subject to appeal.

E. Ownership of Documents

Any material submitted by a proposer shall become the property of the District. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

F. Public Record

All Proposers and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all Proposers and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

G. Confidentiality of Information

All information and data furnished to the proposer by the District and all other documents to

which the proposer's employees have access during the preparation and submittal shall be treated as confidential to the District. Any oral or written disclosure to unauthorized individuals is prohibited.