

Port of Woodland

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 owns 425 acres of property that includes three 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 2.5 FTE staff for the Port. The Port has 18 businesses on Port properties that employs approximately 300 people.

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 1998 with Strategic Plans completed in 2005 and 2009 as well as several resolutions amending the Comp Scheme throughout the years. 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 the Port's mission, goals, and objectives in a concise, sustainable and environmentally suitable manner;
- To define the Port's existing facilities, and the general character, types of facilities, and proposed improvements envisioned in support of the Port's economic development mission including preferred industries and unacceptable uses;
- 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.

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 June 9, 2015 by 12 P.M. All questions must be submitted via email to jkeene@portofwoodland.com and the questions and responses will be posted on June 9, 2015 at 3 P.M. to the Port of Woodland website at www.portofwoodland.com. The Port will open the RFP process June 1 and all proposals are due to the Port office by June 19, 2015 by 12 P.M. Interested proposers must submit 6 hard copies to the Port office via mail or in person. Please review the schedule for the RFP process.

Mail:

Port of Woodland
PO Box 87
Woodland, WA 98674

In Person (M-F 8 A.M. - 5 P.M.):

Port of Woodland Office
115 Davidson Avenue
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, salary and compensation, 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 General Task Spreadsheet with a breakdown of general task, specific tasks, timeline, budget and specific employees per task hours for each task.
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 policies
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
6. Analysis

- a. Regional demand assessment
 - b. Supply chain links to regional Ports
 - 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. Capital Improvement and Investment Plan:
 - i. Identify equipment needs, estimates and funding
 - ii. Identify community projects and plans including real estate, master planning, process, budget and timeline
 - iii. Identify large scale property improvements including roofing, landscaping, pavement/parking, electrical, HVAC, painting, etc. over \$5,000 per project
 - c. Policy development required including updating of personnel manual

RFP Proposal Process

RFP Process open	June 1, 2015
RFP Questions due	June 9, 2015 by 12 P.M.
RFP Response on-line	June 9, 2015 by 3 P.M.
RFP Proposals due	June 19, 2015 by 12 P.M.
RFP Proposals opened and reviewed for completeness	June 22, 2015
Proposals provided to selection committee for scoring and selection of top 3 for interview	June 29, 2015
Interviews with Port Commission- public meeting	July 14, 2015 3:30 P.M.
Selection of successful proposer- public meeting	July 14, 2015* <i>*The Commission may table the selection for any unforeseen reason and may require a special meeting that will be advertised publically.</i>