

PORT OF PORT TOWNSEND

Request for Qualifications (RFQ) for Environmental Permitting On-Call Services 2025-2027

The Port of Port Townsend (Port) is requesting a Statement of Qualifications (SOQ) from qualified consultants interested in provided on-call environmental permitting services for the Capital Projects & Engineering division of the Port on an as needed basis. The selected firm(s) will provide task order-based environmental permitting services on a variety of in and out-of-water projects by coordinating approvals and permit application processes with local, state, and federal agencies, including but not limited to:

- United States Army Corps of Engineers (USACE)
- Washington State Department of Fish and Wildlife (WDFW)
- Washington State Department of Ecology (DOE)
- Federal Emergency Management Agency (FEMA)
- National Marine Fisheries Services (NMFS)
- National Oceanic Atmospheric Administration (NOAA)
- Department of Historic Preservation (DAHP)
- Jefferson County
- City of Port Townsend

The Port of Port Townsend reserves the right to retain the selected firm at the Port's sole discretion. To ensure availability of staff to perform needed tasks that are time sensitive, the Port may select two qualified firms to provide support during calendar year 2025. The Port reserves the right to amend the calendar year 2025 agreement to include up to two (2) additional years (2026 and 2027).

Submittal of Statements of Qualifications

Statements of Qualifications (SOQ) submitted in response to this RFQ must include the following information:

- Consultant firm name, phone number(s), postal address, email address(es)
- Cover letter (max. 1 single-sided 8.5x11 page)
- Resume of project manager/Port main point of contact (max. 1 single-sided 8.5x11 page)
- Description of your firm's strategies for obtaining permits to support in-water construction. Include example projects. (max. 2 single-sided 8.5x11 pages)
- Description of your firm's experience working with federal agencies such as FAA, MARAD, FEMA, EDA and local government agencies such as cities and counties. Include example projects (max. 2 single-sided 8.5x11 pages)
- Description of your firm's experience ensuring permit compliance during construction. Include example project solutions offered a solution to resolve a compliance concern. (max. 1 single-sided 8.5x11 page).

Please submit an electronic copy of your SOQ in Adobe.pdf format to: Natalie Toews, Port Project Administrator, at publicworks@portofpt.com no later than 2:00 PM on Monday, December 23, 2024.

If there are any questions with respect to this Request for Qualifications, please contact the Capital Projects & Engineering Team at publicworks@portofpt.com; P.O. Box 1180, Port Townsend, WA, 98368; or by phone at 360-385-0656 ext. 112.

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria:

- 1) Experience of project manager.
- 2) Demonstration of knowledge of obtaining permits for challenging in-water and upland projects.
- 3) Relevant experience working with other agencies on in-water and upland projects.
- 4) Relevant experience with permit compliance during construction.

The Port of Port Townsend may choose to interview the highest ranking firms following evaluation of the SOQs.

Americans with Disabilities Act Information

The Port of Port Townsend in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) commits to nondiscrimination on the basis of disability in all of its programs and activities. The material can be made available in an alternate format by emailing publicworks@portoftpt.com or calling 360-385-0656.

Title VI Statement

The Port of Port Townsend, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in 49 CFR Part 26 will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

Disadvantaged Business Enterprises

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Port of Port Townsend to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

Limitations

The provisions of this solicitation may be altered in any of its terms by the Port of Port Townsend. No part of this solicitation is to be considered as part of a consultant contract, nor is any provision contained herein to be binding on the Port of Port Townsend unless expressly included by reference or adoption in a subsequent written agreement executed by both the Port of Port Townsend and the consulting firm.

If there are any changes in the Request for Qualifications, or should it be determined that additional information exists which is substantively beyond the scope of the information provided herein, and that this information will be of value in preparation of a response to this Request, the changes or additional information will be posted and made available on the Port of Port Townsend's website. Firms are responsible for checking for Request for Qualifications updates.

Publication dates: 12/2/2024, 12/9/2024, 12/11/2024