

PORT OF PORT TOWNSEND **Request for Qualifications (RFQ) for** **Herb Beck Marina Boat Launch Replacement Project**

The Port of Port Townsend (Port) is requesting a Statement of Qualifications (SOQs) from qualified engineering firms interested in providing engineering services for the Herb Beck Marina Boat Launch Replacement Project.

The Herb Beck Marina has been a long-standing hub of the greater Quilcene region and southeast Jefferson County for public boating access to the Hood Canal and water-related recreational activities. It is a community gathering place and a cultural hub for the local community. The facility itself requires critical repairs and upgrades to provide safe and accessible services to future generations.

A marina conditions assessment and concept design is available for review on the Port's website. The key design elements identified in the preliminary assessment and conceptual design are:

- Reconstruction of the boat ramp, including necessary breakwater modifications
- ADA-compliant access wedge and handling float
- Remodel existing restroom facilities to be ADA-compliant
- Improve existing parking facilities
- Site landscaping and stormwater management improvements



The engineering firm retained for this project will be expected to:

- Prepare final design and contract documents for solicitation of competitive bids for construction.
- Engage with the community and project partners to inform and communicate project progress and significant design changes.
- Other professional services including but is not limited to engineering dredging design, breakwater repair, stormwater management, permitting assistance, bid support, and construction support.

The Port anticipates receiving a Boating Facility Program Grant from the Washington State Recreation and Conservation Office to support the final design and construction phase of this project. The Port of Port Townsend reserves the right to retain the selected firm at the Port's sole discretion.

Submittal of Statement of Qualifications

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

- Consultant or firm name, phone numbers, postal, and email addresses.
- Identification of project team including prime and key subconsultants (surveyor(s), environmental/permitting, geotechnical) (max. 2 single-sided 8.5"x11" pages).
- Résumés of key personnel (max. 5 single-sided 8.5"x11" pages).
- List of past projects with a brief description and reference contact information for each (max. 5 single-sided 8.5"x11" pages).
- A one-page cover letter (optional).

Please submit an electronic copy of your SOQ in Adobe.pdf format to: Joanna Sanders, Port Administrative Assistant, at joanna@portofpt.com no later than 2:00 PM on July 12, 2023. Please also submit five (5) printed copies of your SOQ post marked no later than July 12, 2023, mailed to Port of Port Townsend, c/o Joanna Sanders, PO Box 1180, Port Townsend, WA, 98368, or hand-delivered to 2701 Jefferson St. in Port Townsend. Hand-delivered SOQs must be received by 4:00 PM. Submittals will not be accepted after the identified times and dates.

If there are any questions with respect to this Request for Qualifications, please contact Dave Nakagawara, Capital Projects Engineer at dnakagawara@portofpt.com; PO Box 1180, Port Townsend, WA, 98368; or by phone at 360.385.0656.

Evaluation Criteria

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

- 1) Qualifications (Expertise/Capacity of Firm(s), including any subconsultants);
- 2) Key personnel, including point of contact for task orders and any sub-consultants;

- 3) Relevant project professional engineering experience, specifically contract experience with port districts, municipalities or other government entities;
- 4) Relevant experience with boat launch design, marina dredging, breakwater repair and marina upland facility improvements.

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 commits to nondiscrimination on the basis of disability in all of its programs and activities. This material can be made available in an alternate format by emailing Joanna Sanders at joanna@portofpt.com or by calling (360) 385-0656.

Title VI Statement

The Port of Port Townsend in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC §2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in 49 CFR Part 26 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, national origin, or sex in consideration for an award.

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 Townsends website. Firms are responsible for checking for Request for Qualification updates.

Publication dates (June 12, June 14, June 19, June 26, 2023)