

PORT OF PORT TOWNSEND
(Updated 2/14/23, Revision 1)
Request for Qualifications (RFQ) for
Coastal Engineering – On-Call Services 2023

The Port of Port Townsend is requesting a Statement of Qualifications (SOQs) from qualified engineering firms interested in providing on-call coastal engineering services during calendar year 2023. The Port operates properties throughout East Jefferson County, including the Point Hudson Marina & RV Park, Boat Haven Marina, the Port Townsend Boatyard, Jefferson County International Airport, Herb Beck Marina, Union Wharf & City Dock and various boat launches. The selected firm will provide task order based engineering services on a variety of projects including but not limited to: condition assessments of over water structures, bulkheads, breakwaters, preliminary design and cost estimating for various projects, support for funding requests for various projects and other engineering tasks as requested.

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 2023. The Port reserves the ability to amend the calendar year 2023 agreement to include up to two (2) additional years (2024 and 2025).

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 ~~prime consultant project team including prime and key subconsultants~~ (max. 2 single-sided 8.5x11 pages).
- Résumés of key personnel (max. 5 single-sided 8.5x11 pages).
- List of past projects with a brief description and reference contact information for each (max. 5 single-sided 8.5x11 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 February 24, 2023. Please also submit five (5) printed copies of your SOQ post marked no later than February 24, 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 Matt Klontz, Director of Capital Projects at matt@portofpt.com; PO 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) 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 supporting port infrastructure including but not limited to docks, floats, wharves, breakwaters, bulkheads, piers, boatyards, etc.

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@portoftpt.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 (February 6, February 9, February 13, February 16, and February 20, 2023)