

Open RFQs (Request for Qualifications)

NOTICE TO CONSULTANTS

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES FOR SIMS WAY GATEWAY PLAN IMPLEMENTATION & BOAT YARD EXPANSION

Port of Port Townsend, Jefferson County, Washington
STATEMENT DUE: March 31, 2022

This Request for Qualifications (RFQ) seeks a qualified consultant to provide professional services public engagement, concept plan development and plans, specifications and estimate for the Sims Way Gateway Plan Implementation & Boat Yard Expansion (project). The project lead will be the Port of Port Townsend (Port) but includes close coordination with the City of Port Townsend (City) and Jefferson County Public Utility District No. 1 (PUD) as partner agencies.

The Port of Port Townsend reserves the right to amend the terms of this RFQ, to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

Scope

The project is intended to address safety and reliability issues with PUD's power transmission lines feeding Port Townsend, implement the City's Gateway Development Plan and expand the Boat Haven boat yard to the Port's property line including electrical distribution, constructing a pedestrian walkway on the south side of Sims Way, replanting trees and landscaping on the Sims Way corridor, and fencing the boat yard with an aesthetically pleasing design.

The project is envisioned to be developed in several phases. The first phase will center on public outreach. Working with a group of citizen stakeholders who represent a cross-section of the community and working with the City Park, Recreation, Trees & Trails Advisory Board, the consultant will facilitate the development of a vision for the future corridor centered on ecological benefit, environmental stewardship, and sustainable transportation.

The second phase of the project entails surveying, permitting, and the development of contract plans, specifications, and estimate for construction.

For more information, please see the project web page

at <https://cityofpt.us/publicworks/project/sims-gateway-and-boat-yard-expansion-project>

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 (max. 2 single-sided 8.5×11 pages).
- Résumés of key personnel (max. 5 single-sided 8.5×11 pages)
- List of past projects with a brief description and reference contact information for each (max. 5 single-sided 8.5×11 pages)
- A one-page cover letter (optional)

Please submit an electronic copy of your SOQ in Adobe.pdf format no later than 2:00 PM on March 31, 2022 to:

Karen Erickson, Port Executive Assistant
karen@portofpt.com

Please also submit five (5) printed copies of your SOQ post marked no later than March 31, 2022, mailed to or hand-delivered to:

Matt Klontz, Director of Capital Projects/Port Engineer
c/o Karen Erickson
PO Box 1180, 2701 Jefferson Street
Port Townsend, WA, 98368.

Hand delivered SOQs must be received by 4:00 PM, March 31, 2022. 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 360-685-0656 ext 112, or matt@portofpt.com.

Evaluation Criteria

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

- Qualifications (Expertise/Capacity of Firm(s), including any subconsultants);
- Key personnel, including point of contact for task orders and any sub-consultants;
- Relevant project professional engineering experience, specifically contract experience with municipalities or other government entities;
- Relevant project outreach experience, specifically ecological and environmental centered experience;
- Relevant project landscaping architecture experience including arboriculture, and specifically signature transportation corridor experience.

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 Karen Erickson at karen@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 of Qualification updates.

Publication dates (March 4, March 7, March 14, 2022)