

**PORT OF PEND OREILLE
REQUEST FOR QUALIFICATIONS FOR
2024 ON CALL CIVIL ENGINEERING SERVICES**

The Port of Pend Oreille (“Port”) is soliciting Statements of Qualifications for qualified Civil Engineering Firms to provide comprehensive civil engineering and consultant services to the Port. The RFQ intends to create a list of qualified firms from which a final consulting firm will be chosen. (Subject to the requirements of RCW 39.80.040). This agreement will be for 36 months in duration, with the option of a 36-month extension. (Subject to the requirements of RCW 39.80.040). The Port will consider Firms which can provide general civil engineering services in the following areas:

1. Civil Engineering-This may include, but is not limited to the following Scope of Services:

a. Conduct Surveys and Assessments:

- i. Perform thorough surveys of existing railroad trackage including main line and sidings and spur tracks, railroad bridges, railroad signals, and transportation system needs (ingress/egress) in Pend Oreille County.
- ii. Conduct condition assessments to identify areas requiring improvement or rehabilitation. For railroad assessments, improvements, and rehabilitation these must comply with Federal Railroad Administration rules and regulations.
- iii. Collect data on traffic flow, usage patterns, and environmental considerations.
- iv. Provide Traffic Studies and counts.

b. Preliminary Design:

- i. Develop preliminary design concepts for road, rail trackage, and bridge improvements, considering factors such as traffic volume, safety, and accessibility.
- ii. Incorporate innovative and sustainable design practices to enhance the resilience and longevity of infrastructure.

c. Public Input and Stakeholder Engagement:

- i. Facilitate public meetings to gather input from local communities and stakeholders as may be required or necessary.
- ii. Incorporate feedback into the design process to address community concerns and preferences.
- iii. Collaborate with relevant agencies, local authorities, and community groups to ensure a comprehensive understanding of project needs.

d. Detailed Design and Engineering:

- i. Prepare detailed engineering plans and specifications for road and bridge improvements.
- ii. Address elements such as geometric design, pavement structure, drainage, and safety features.
- iii. Utilize advanced engineering software and technology for accurate and efficient design.

e. Multi-Modal Considerations:

- i. Evaluate and integrate multi-modal transportation elements, such as pedestrian pathways, bike lanes, and public transit facilities.
- ii. Design roadways that accommodate various modes of transportation to promote safety and accessibility for all users.

- f. **Bridge Design and Rehabilitation:**
 - i. Develop detailed designs for new bridges or the rehabilitation of existing structures.
 - ii. Consider factors like load capacity, seismic resilience, and environmental impact.
 - iii. Comply with state-of-the-art bridge design standards and regulations, including Federal Railroad Administration requirements.

- g. **Environmental Compliance:**
 - i. Ensure compliance with all applicable local, state, and federal regulations related to environmental impact.
 - ii. Address concerns such as wetland preservation, wildlife habitats, and erosion control in the design process.
 - iii. Integrate sustainable practices to minimize the ecological footprint of infrastructure improvements.

- h. **Regulatory Compliance:**
 - i. Navigate the regulatory landscape to secure necessary permits for construction and operation.
 - ii. Ensure adherence to local, state, and federal regulations governing road and bridge construction.
 - iii. Work closely with regulatory agencies to obtain approvals in a timely manner.

- i. **Cost Estimation:**
 - i. Develop accurate cost estimates for the proposed improvements, including construction, materials, and associated costs.
 - ii. Provide detailed breakdowns of cost components to facilitate transparent budgeting and financial planning.

- j. **Construction Support:**
 - i. Assist in the preparation of construction bid documents.
 - ii. Provide support during the bidding process and address inquiries from potential contractors.
 - iii. Collaborate with construction teams to ensure the implementation of designs aligns with the approved plans.
 - iv. The selected firm is expected to demonstrate expertise in creating sustainable, community-focused infrastructure improvements that adhere to the highest standards of safety, functionality, and regulatory compliance.

- k. **Stormwater Management:**
 - i. Prepare hydrology reports and recommendations.
 - ii. Assess existing stormwater infrastructure.
 - iii. Design and implement stormwater management solutions.
 - iv. Ensure compliance with environmental regulations.

- l. **Site Development:**
 - i. Assist in the planning and design of public facilities and buildings.
Provide site layout, grading, utility, and drainage plans.

- m. **Construction Oversight:**

Provide construction inspection, administration, and oversight services.

Ensure projects are completed in accordance with approved plans and specifications.
Prepare record and as-built drawings Conduct project close-out.

n. **Permitting Assistance:**

Assist in obtaining necessary permits for projects.
Coordinate with regulatory agencies to streamline the permitting process.

o. **Public Engagement and Communication:**

Facilitate public meetings and outreach efforts.
Communicate project updates to stakeholders and the community.

p. **Grant Writing, working in conjunction with the Port's Grant Writer:**

Conduct grant research.
Prepare grant applications with supplemental reports and exhibits.

q. **Plan Check:**

Conduct plan check review of submitted projects.
Prepare written comments.
Conduct peer review of Port projects.

The Port reserves the right to amend terms of this "Request for Qualifications" (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.

The Port's Executive Director or their designee will contact the selected Firm when a civil engineering need arises. The selected Firm shall develop a written project scope for negotiation with the Port for these needs on an individual basis.

Either party may request a review of services or associated fees on an annual basis, the time of such review shall be determined during the initial negotiation phase of this contract.

The Port does not guarantee that any or all of the sample services listed above will be used nor is this intended to be a fully encompassing list of potentially needed services. Each potential project is subject to the availability of funds.

Request for Qualifications (RFQ) Submittal

Submittals shall include the following information:

- 1) Firm's Statement Of Experience And Professional Qualifications;
- 2) Firm's Performance On Past Projects/Services;
- 3) Firm's Capacity To Undertake The Project/Service And Accomplish In The Requested Time Frames;
- 4) Project/Service Approach;
- 5) Familiarity With WSDOT/FHWA/FRA Standards
- 6) Client References.
- 7) Firm Name, Phone And Fax Numbers, UBI Number, And Email Address

Submittals shall be limited to 20 pages.

Please submit TWO (s) copies, non-spiral bound, of your Statement of Qualifications to:

Port of Pend Oreille
Kelly J. Driver, Executive Director
1981 Black Road
Usk, WA. 99180

E-mail faxed or other electronic submittals will not be accepted.

Submittals are due by 12:00 noon, September 13, 2024. Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to Kelly J. Driver, Executive Director, Port of Pend Oreille, 509-445-1090 or via email to: kellyd@povarr.com.

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria (100 Points possible):

- 1) The Firm's Statement of Experience and Professional Qualifications Relevant to the RFQ: **15 Points**
 - a. Provide a summary of the Company's statement of professional qualifications.
 - b. Provide resumes giving the experience and expertise of the professional engineers, project managers, and other key staff members that will be involved in the Port's project/service, including their experience with similar projects, the number of years with the firm, and the number of years in their areas of expertise.

- 2) Firm's Performance on Past Projects/Services relevant to the RFQ: **15 Points**
 - a. Provide at least three (3) similar projects and/or services your company has been awarded. List the projects/services in order of priority, with the most relevant project/service listed first. Provide the following information for each contract:
 - 1) Firm's name and address;
 - 2) Contact person name, phone number, and email address;
 - 3) A brief overview of the work and a short description of the services;
 - 4) The service dates performed under the contract; and
 - 5) Firm's name and representative who served as the day-to-day liaison during the project/service period, and their contact information.

- 3) The Firm's Capacity to Undertake the Project/Service and accomplish in the Requested Time Frame: **30 Points**
 - a. Provide a statement on the availability and commitment of your Firm and its principal(s), assigned project managers, and project team to undertake the Project/Service

- 4) Project/Service Approach: **20 Points**
 - a. Describe how the Firm's approach will meet the needs in a comprehensive professional civil engineering service contract, with an emphasis on the ability to perform the required services. Describe the methods used in the performance of the civil engineering task.

- 5) Familiarity with WSDOT/FHWA/FRA standards, **10 Points**
 - a. Present examples of projects that have required WSDOT/FHWA/FRA standards.

6) Client References/Local Government Clients **10 Points**

- a. Provide at least three (3) client references of similar work for other government agencies, with an emphasis of local government level clients. The Port reserves the right to contact listed clients at any time during the Request for Proposal Process.

Evaluations will be conducted, and the top (3) three scoring firms will be contacted for interviews. Upon completion of interviews, the Port of Pend Oreille Board of Commissioners shall select the firm most qualified to provide civil engineering services to the Port. The successful firm will enter into a consulting contract for a term of 36 months, with the option of a 36-month extension. (Subject to the requirements of RCW 39.80.040).

The following is the anticipated schedule for this RFQ:

Issue RFQ	August 13, 2024
Submittals due	September 13, 2024 by 12:00pm
Port evaluation and interview selection notification	September 24, 2024
Interviews	October 8, 2024
Cost negotiation complete and contract execution	October 31, 2024

Americans with Disabilities Act (ADA) Information

The Port of Pend Oreille, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities.

Title VI Statement

The Port of Pend Oreille, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.