

PORT OF KENNEWICK

Request for Qualifications

**Planning, Environmental and Consulting Services for
Port Comprehensive Plan**

The Port of Kennewick (öPortö) is in the process of evaluating the most effective use of the Port's properties in and around Kennewick, Washington.

General Background

The Port, in existence since 1915 in Benton County, owns and operates public facilities, including Vista Field Airport, Clover Island Marina, and industrial sites at Finley, Oak Street, Plymouth, Spaulding, Twin Tracks, West Richland and Vista Field. The Port wishes to update its current comprehensive or master plan (sometimes referred to as a öcomprehensive scheme of harbor improvementsö or, Overall Scheme of Development). See RCW 53.20.010; RCW 14.08.030; and, RCW 14.08.090(C).

The Port anticipates the preparation of a new Port Comprehensive Plan. The selected consultant may be required to include analysis of economic and/or beneficial impacts of the alternatives identified in the plan(s).

RFQ Submission Requirements

The Port is seeking those with expertise in planning, environmental and consulting services related to Port properties, including the development and/or redevelopment of port-related properties. The Port will retain the professional services of a qualified consulting firm, or combination of firms, to assist the Port with its Comprehensive Plan Update.

Scope of Services

The solicited scope of services includes, but is not limited to, the following tasks:

- Preparation of an updated Port Comprehensive Plan/Overall Scheme of Development to guide the current and future use and development of all Port properties and facilities.
- Community outreach and conducting of public meetings/hearings.

Qualifications

The RFQ proposal should include detailed information regarding the consultant's interest and qualifications. To be considered to perform the services requested by this RFQ, a firm or group must submit a proposal demonstrating the following:

1. Current relevant experience with community and/or facility comprehensive and/or master plans, design, and development and/or redevelopment of public service properties.
2. A track record in working with governmental agencies on projects of this type. Please provide a list of relevant projects, including client contact names, titles, and phone numbers.
3. The proposed staffing plan for the project, including qualifications and job classifications. Resumes of key personnel must also be submitted.
4. Relationship between entities if the proposal includes work performed by someone outside the principal firm. A firm may submit qualifications for one, or any combination of services. The Port may select multiple consultants to perform services.

Agreement Format and Insurance Requirements

The selected firm or group must be prepared to comply with the Port's standard contract terms and insurance requirements. Insurance requirements may vary according to the project and scope of services.

Proposed Compensation

This request and solicitation is for a Statement of Interest and Qualifications. A cost proposal is not requested at this time. Final compensation will be determined through negotiations with the selected firm(s) on specific project

The Port has established a preliminary budget for the work of not to exceed \$40,000.

Proposal Submission

1. Proposals: Four (4) copies must be received no later than **5:00 p.m. on April 12, 2010**, and should be submitted to:

Larry Peterson, Port Planning Director
Port of Kennewick
350 Clover Island Drive, Suite 200
Kennewick, WA 99336

Proposals received after that time will be returned unopened. Proposals must be received by, not postmarked by, the final filing date and time. Telephone or facsimile submittals will not be accepted.

2. Proposals shall be brief and concise, containing no more than 20 pages of material (excluding front and rear cover). Submittals in excess of 20 pages shall be considered non-responsive.
3. Proposals shall include the following:
 - a. Cover Letter: One page cover letter which includes the mailing and e-mail addresses and telephone and fax number of the person(s) to be used for contact and who is authorized to represent the firm or group.
 - b. Table of Contents: An index of material included in the proposal.
 - c. Statement of Interest: A statement of interest describing interest in item(s) selected from tasks outlined in the "Scope of Services" subsection above.
 - d. Statement of Qualifications: A statement of the firm's or group's qualifications covering the items listed in the "Qualifications" subsection above.
 - e. Management and Staff: Describe the organizational structure that is proposed to implement the project, including support staff, and any subcontractors. Include resumes of key project personnel.
 - f. Workload Management: Outlined workload management techniques that will allow ongoing assessments of current workloads.
4. All questions regarding this solicitation and the projects enumerated herein should be directed in writing to:

Larry Peterson, Port Planning Director
Port of Kennewick
350 Clover Island Drive, Suite 200
Kennewick, WA 99336

lpeterson@portofkennewick.org
5. Any costs incurred by the respondents in the preparation of any information or material submitted in response to the RFQ shall be borne solely by the respondents.
6. Proposals will be subject to disclosure under the Washington State Public Records Act. However, any information within a proposal that is claimed to be proprietary or a trade secret may be marked as "confidential." Prior to disclosure of information identified as confidential, the Port will give to the proposer reasonable notice and opportunity to seek a court order to preclude such disclosure.

SELECTION PROCESS

Proposals received prior to the deadline will be screened and evaluated through the following process:

1. PROCESS

a. **Long List.** The Executive Director (Executive Director shall mean the Executive Director, or his designee) screens the proposals to determine whether they are responsive to the RFQ. Following that screening, the Executive Director creates a "long list" of firms having the apparent ability to perform the work. The Executive Director will then reduce the list to 3 firms appearing to better address the RFQ, and this list, the "short list," is forwarded to the Selection Committee.

b. **Short List Interviews.** The Selection Committee interviews the 3 firms and makes recommendations to the full Port Commission regarding firm qualifications. Firms may be contacted for additional information. The Committee may make a recommendation as to the firm which should be selected.

c. **Selection.** The Port Commission shall select the firm in a Port Commission meeting, with or without physical presence and presentations by the firms. The process shall include a call for public comment. Once selected, the Executive Director shall negotiate the contract with the selected firm and shall oversee performance of the work.

2. SELECTION COMMITTEE

The Selection Committee will be appointed by the Port President, subject to confirmation by the Board of Port Commissioners. Committee members are expected to include one Port of Kennewick staff member; one representative from each of the following jurisdictions:

cities of Kennewick, Richland, West Richland, Benton City and Benton County; and a community member.

3. SELECTION CRITERIA

The criteria for selection will be considered in the following order of importance:

- a. Understanding of the project(s).
- b. Recent experience with similar projects.
- c. Interest in the solicitation.
- d. References.
- e. Ability to meet schedules and keep work within the allocated budget.
- f. Qualifications of the project manager and consultants assigned to the project.
- g. Familiarity with the project(s) and location.
- h. Consultant team.
- i. Current workload.

The Port reserves the right to reject any and/or all proposals, and to waive or decline to waive irregularities in any submittal.

4. TENTATIVE SCHEDULE

- | | |
|--|-------------------|
| ▪ Distribution of Request for Proposals begins | March 1, 2010 |
| ▪ Final Date for Submitting Written Requests for Clarification/Information | March 15, 2010 |
| ▪ Last Date for Posting Addenda to Port Website | March 22, 2010 |
| ▪ Proposals Due | April 12, 2010 |
| ▪ Long List | April 26, 2020 |
| ▪ Short list | May 3, 2010 |
| ▪ Interviews | May 17-21, 2010 |
| ▪ Board Approval (Tentative) | June 8, 2010 |
| ▪ Contract Signed | June 14, 2010 |
| ▪ Contract Completed. | December 31, 2010 |