



**Port of Chelan County  
On-Call Engineering Services  
Request for Qualifications  
January 30, 2019**

The Port of Chelan County is soliciting Statements of Qualifications from qualified firms to provide general engineering design and related consulting services for future Port projects for a two-year period, from April 1, 2019 to March 30, 2021, with an optional one year extension. Firms must demonstrate successful experience in consultation and design of commercial, multi-purpose, or industrial facilities and public works projects.

**Project Description:**

Engineering services will not be exclusive to the selected engineering firm; the Port reserves the right to select other firms for specific projects. Services rendered by the engineer will include but not be limited to the following:

- A. Airport related engineering matters
- B. Civil Engineering - Streets, Storm Drainage, Water, and Sewer
- C. Construction Management
- D. Consulting/Professional Services
- E. Drafting Services
- F. Electrical Engineering
- G. Environmental Services
- H. Environmental Site Assessment
- I. Geotechnical Engineering
- J. Historic Resource Analysis and Preservation
- K. Hydrogeologist
- L. Materials Testing
- M. Mechanical Engineering
- N. Pavement Analysis
- O. SEPA/EIS Analysis
- P. Structural Engineering
- Q. Surveying, Mapping, Photogrametry, and GIS
- R. Value Added Engineering

A more detailed scope of services, along with fees, will be negotiated with the selected firm. Construction management services, including on-site inspection, are an important element of the scope of services. The firm may be required to be available for project related, on-site work on relatively short notice. Travel expenses are only reimbursable within the greater Chelan and Douglas county region.



## **RFQ SUBMITTAL INSTRUCTIONS:**

### **Submittal Deadline and Delivery Location:**

All responses shall be made in writing (responses by fax or email will not be accepted). Sealed responses (one original and four copies) will be received by the Facilities and Property Development Manager, Stacie de Mestre of the Port of Chelan County, Washington up to the hour of **2:00 p.m., Wednesday, February 20, 2019.** Responses delivered later will not be accepted. The Port of Chelan County is not responsible for delays in delivery. All responses to this request shall be addressed to:

**Port of Chelan County  
ATTN: Stacie de Mestre  
RE: RFQ – On-Call Engineering Services  
238 Olds Station Road, Suite A  
Wenatchee, WA 98801**

### **Statement of Qualifications Requirements:**

The Statement of Qualifications submittal shall be a maximum of 20 pages (not including the cover page) and shall include the following:

- Letter of interest
- Identification and resumes of personnel who may be directly involved in potential projects
- Experience of the engineering firm with commercial, multi-purpose, and industrial buildings
- Examples of recognition for design excellence, if any
- Description of firm's project management philosophy
- Examples of proven track record of accuracy in project cost estimating
- Description of firm's capacity to take on multi-faceted projects
- Experience in the management of public works contract, including bidding requirements, in publicly funded projects in the state of Washington
- Owner or client contacts from recent similar contract services

### **List of In-House Disciplines and Consultants:**

Please indicate disciplines provided by in-house staffing. Provide a list of subcontracted consultant firms and their specific disciplines. Firms outside the Chelan County area must commit to utilizing local subcontractors for work performed.

## **SELECTION PROCESS AND CRITERIA:**

The selection of an on-call engineering firm for the Port of Chelan County will be a two-step process:

1. A panel comprised of Port staff will review submitted materials and develop a short list of engineering firms to interview. All submitting firms will be notified of the short listing.
2. Final interviews will be scheduled with the short-listed firms who will be invited to present their approach to serving the needs of the Port of Chelan County for engineering services.



The Selection/Interview Committee will examine all items submitted. The committee may request clarifications or other information during the interview to enable the members to better understand their capabilities of the engineering firm. The Committee will make a final selection and provide a briefing to the Port Commission.

The Port of Chelan County encourages the utilization of Minority Business Enterprises and Women's Business Enterprises in consultant services.

The selected firm will be required to execute the Port's standard contract form. Any consultant submitting a SOQ in response to this notice verifies that they have reviewed the contract language, insurance requirements, and indemnification requirements and agrees to execute a contract in this form. No modifications to these documents will be considered.

**ESTIMATED TIME SCHEDULE:**

Statement of Qualifications due February 20, 2019 at 2:00 PM

Short list determination February 22, 2019

Interviews February 26-27, 2019

Contract Award March 6, 2019

Interested parties are responsible for monitoring the website for any information concerning the RFQ and any addenda issued on the Port of Chelan County's website [www.portofchelancounty.com](http://www.portofchelancounty.com)

Questions regarding this Request for Qualifications should be directed to Stacie de Mestre, Facilities and Property Development Manager, at (509) 663-5159 or via email at [Stacie@ccpd.com](mailto:Stacie@ccpd.com)