

REQUEST FOR QUALIFICATIONS

FOR CONSULTING SERVICES FOR A TECHNICAL UPDATE TO THE 2007 BOTANICAL AND WILDLIFE RESOURCE REPORT FOR THE WALLULA GAP BUSINESS PARK, WALLA WALLA COUNTY, WA



Bid Project: PWW 2023-002E

Port of Walla Walla
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February 16, 2023

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INTRODUCTION

Port of Walla Walla (hereinafter the "Port") is seeking services from qualified consulting firms to provide a technical update to the Port's existing 2007 Botanical and Wildlife Resource Report (hereinafter the "2007 BWR Report") for the Port's Wallula Gap Business Park (hereinafter the "Site") that was prepared by Smayda Environmental Associates, Inc. The 2007 BWR Report summarized the existing wildlife and botanical resources on the Site. The contract is anticipated to start on April 1, 2023 and will cover a period of three (3) months with the final technical update report completed by June 30, 2023. The Port reserves the right to amend this contract for additional time if it is in the best interest of the Port.

Below is a link to the 2007 BWR Report that can be downloaded for review.

PWW- 2007 Biological Resources Report.FINAL-WGBP.pdf

1.0 RFQ Submittal and Closing Date

Two (2) printed copies and one digital copy of the RFQ must be submitted no later than March 7, 2023 @ 2:00 PM (PST). RFQs may not exceed 10 pages. Neither late nor faxed submittals will be accepted. Firms submitting RFQs, not in compliance with Section 4 will be considered non-responsive. RFQs must be addressed to the following:

Port of Walla Walla
Attn: Patrick H. Reay, Executive Director
310 A. Street, Walla Walla, WA 99362
509-525-3100 Ext. 102 pr@portwallawalla.com

2.0 Inquiries

2.1. Questions that arise prior to the RFQ deadline shall be addressed to:

Port of Walla Walla
Attn: Patrick H. Reay, Executive Director
310 A. Street, Walla Walla, WA 99362
509-525-3100 Ext. 102 pr@portwallawalla.com

2.2. Consultants may be directed to submit questions in writing to Patrick H. Reay (Section 2.1) no later than seven (7) days prior to the submittal date. Substantive questions and answers will be provided, and posted on the Port's website at:

<https://www.portwallawalla.com/doing-business/request-for-proposals>

3.0 General Statement of Work and Delivery Schedule

3.1. General Work Statement

This work involves the preparation of a technical update report to the 2007 BWR Report for the Site. Enclosed as Attachment A-1 is the Project Area Site.

3.2. Consultant's Responsibilities

The scope of work to be performed by the Consultant will include some of, but not limited to, the following:

- Review and thoroughly understand the 2007 BWR Report for the Site.
- Prior to conducting any field surveys of the Site, review current information from federal, state and local agencies to investigate occurrence of any new or deleted special status species.
- Review current information from federal agencies to investigate occurrence of any new or deleted special status species defined as those federally listed as endangered or threatened, candidates for federal listing, and federal species of concern.
- Review current information from Washington State agencies to investigate occurrence of any new or deleted special status species defined as threatened, endangered, sensitive, candidate and review status (plant) and other species and habitats with special management status from the U.S. Fish and Wildlife Service (USFWS), Washington Department of Fish and Wildlife (WDFW), Washington Department of Natural Resources Natural Heritage Program (WNHP), and Walla Walla County Weed Control Board (Walla Walla County NWCB).
- Conduct field surveys of the Site to investigate any new special status species.
- Prepare and submit the technical update report to the Port by June 30, 2023.

4.0 RFQ Content Requirements

4.1. Submittal Requirements

Submittals shall include the following information: firm name; phone and e-mail address; names and resumes of Principal-in-Charge, Project Manager, and all Key Personnel who would be working on the project; the size of the firm and geographic service area. Submittals shall also include firm background, a summary of similar previous experience, qualifications of team leader and team members, methodology for communications with the Port and other project stakeholders, and appropriate references.

4.2. No Fee Schedule

Costs will not be evaluated as part of the selection process. Costs will be negotiated after a Proposer is selected. A Proposer selected for contract negotiations must be submitted within five (5) days of the Proposer's notification of selection.

- 4.3. Consultant's Capabilities/Experience/References Max. Score 25**
Outline the firm's capabilities and experience with regard to the requested services. The response should address the following:
- Experience with similar projects. Provide references.
 - Internal procedures and/or policies related to work quality and cost control.
 - Management and organizational structure.
 - Capability to perform the work for the duration of the contract.
- 4.4. Project Team Max. Score 25**
Outline the firm's personnel who would work with the Port. The response should address the following:
- Extent of principal involvement.
 - Names of key members who will be performing the work on this project and their responsibilities.
 - Qualifications and relevant individual experience, including sub-consultants.
 - Project manager's experience with similar projects and interdisciplinary teams.
- 4.5. Method of Approach Max. Score 25**
Outline the firm's approach to working with the Port.
- 4.6. Understanding of Requested Services and Local Area Max. Score 25**
Outline the firm's understanding of the requested services and local area. The response should address items such as experience and familiarity with local conditions that could affect project success.

5.0 Proposal Evaluation and Consultant Selection

- 5.1. Evaluation Process**
Statements of Qualifications submitted on time will be reviewed against the Pass/Fail criteria. SOQs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria below and ranking. The outcome of the evaluations may, at the Port's sole discretion, result in (a) notice to a Proposer(s) of selection for tentative contract negotiation and possible award; or (b) further steps to gather more information for further evaluation. The selection process may be canceled if the Port determines it is in the public interest to do so.

- 5.2. Evaluation Criteria**
Each proposal will be judged as a demonstration of the consultant's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

<u>Criteria</u>	<u>Maximum Score</u>
Consultant's Capabilities/Experience/References	25
Project Team	25
Method of Approach	25
Understanding of Requested Services and Local Area	<u>25</u>
Total Maximum Score	100

6.0 General Information

- 6.1.** The Port may require any clarification or change it needs to understand the selected consultant's project approach.
- 6.2.** The successful consultant must have Worker's Compensation Insurance covering work in Washington. The successful consultant must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.
- 6.3.** The Port reserves the right to reject any or all proposals and is not liable for any costs the consultant incurs while preparing, submitting, or presenting the proposal. The Port also reserves the right to waive minor irregularities in any proposal.
- 6.4.** The Port reserves the right to award any contract to the next most qualified firm if the selected firm does not execute the contract within ten (10) days after the final selection.
- 6.5.** The Port reserves the right to cancel this RFQ upon a good cause finding.
- 6.6.** The Port reserves the right to reject any proposed agreement or contract that does not conform to the specifications outlined in this RFQ and which is not approved by the Port Attorney.
- 6.7.** The Port will award a contract to the consultant whose proposal, in the opinion of the Port Executive Director and Port Staff, would be most advantageous to the Port.
- 6.8.** The selected consultant will be required to assume responsibility for all services outlined in the RFQ, whether the consultant or a subconsultant produces them.
- 6.9.** Under Washington State law, the documents (including, but not limited to, written printed, graphic, electronic, photographic, or voice mail materials and/or transcriptions, recordings, or reproductions thereof) submitted in response to this RFQ becomes a public record upon submission to the Port, subject to mandatory disclosure upon request, unless the documents are exempted from public disclosure by a special provision of the law.
- 6.10.** Port does not discriminate in the selection of service providers on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. The Port of Walla Walla is an EEO employer.

7.0 Selection Schedule

The following is the anticipated schedule for the project:

<u>Item</u>	<u>Date</u>
Issue RFQ	February 16, 2023
Submittal Due	March 7, 2023 @ 2:00 PM (PST)
Consultant selected and contract negotiations	March 13-17, 2023
Contract approved	March 23, 2023

The selected consultant will be invited to negotiate a contract with the Port. The Consultant shall not discriminate on the basis of race, color, religion, national origin, sex, age, disabilities, or veteran status in the performance of this contract. Port encourages disadvantaged business enterprise consultant firms to respond.

Attachment A-1

