

Request for Qualifications
Description of Services
Project Title

Purpose

The Port of Olympia (Port) is soliciting proposals from qualified individuals or firms with expertise in **description of services** for the _____ **project** (Project) in Olympia, Washington.

Background

Federal Grant Projects

These projects are federally funded grant projects that include federal reporting procedures.

This effort will be funded by grant funds received from the _____. The content of this RFQ does not necessarily reflect the position or policy of the _____ and no endorsement should be inferred. The agreement with the selected Consultant will incorporate applicable federal terms of grant award.

Security

This project contains data classified as Sensitive Security Information, and the Consultant, Consultant's personnel and all sub-consultants will be required to acknowledge and conform to Port of Olympia Security procedures and non-disclosure agreements.

Scope of Work

Services to be provided include

Preliminary Schedule Milestones:

Issuance of RFQ	
Qualification packets due	
Interviews (if required)	Week of (tentative)
Selection of Consultant	(tentative)
Consultant Cost Proposals Due	(tentative)
Port Commission Action on Contract	(If Required) (tentative)
Execute Contract	(tentative)

Port Representative

Name	Title	Phone	Email
	Project Manager		

Selection Criteria

Submittals will be evaluated and ranked based on the following:

1. Professional Qualifications: Technical expertise and competence in engineering services, including education, registration and years of experience of individuals who will be assigned to these projects.
2. Key personnel experience, accuracy, availability and demonstrated ability to work together.
3. Firm's experience in estimating probable construction costs accurately and completing the work on schedule.
4. Firm's knowledge of contracting procedures and requirements.
5. The firm's ability to undertake the work immediately and dedicate the necessary personnel and resources to meet the anticipated work schedule.
6. Past performance/references in meeting client objectives on schedule and within budget.
7. Claims: The firm's identification of any contract claims or terminations.
8. Terms and Conditions: The firm's identification of any objections and proposed alternate language to the Port's Standard Terms and Conditions.
9. Familiarity of the key personnel with the Port's facilities and operations.

Selection Process

The anticipated selection process is as follows:

1. A panel will review the qualifications submitted.
2. The panel may request additional information from one or all Consultants.
3. Interviews may be scheduled with one or more Consultants.
4. The selected Consultant will be invited to enter into contract negotiations with the Port.

5. Should the Port and the selected firm (s) not reach a mutual agreement, the Port will terminate negotiations and move to the next qualified firm and proceed with negotiations.

Submittal Content

Interested firms are requested to submit qualifications and experience in the conduct of similar work as per the selection criteria. Submittals are limited to ____ numbered pages, not counting the cover page or the SF 330. The pages shall be 8.5 inches by 11.0 inches except that drawings or tables may be submitted on pages not exceeding 11.0 inches by 17.0 inches. All documentation shall be 100% recyclable, no plastic binding or cover. As a minimum, the submission shall include

1. A written expression of interest and availability of the proposed Project Team and its key personnel.
2. Firm name, phone and fax numbers of all consultants on the team.
3. Name of Principal-in-Charge and Project Manager; subconsultants; number of employees in each firm proposed to provide services.
4. Detailed resumes for the individuals proposed for the project team, to include each individual team member's relevant past experience.
5. A list and description of at least three clients for when the firm has comparable work during the last three years. A contact name, a recent telephone number and brief description of the comparable work. Only projects completed by members of the project team will be considered.
6. Examples of the Consultant's team's estimates of probable construction costs generated during the design process versus the actual construction costs for similar projects.
7. A discussion of the firm's ability to incorporate energy efficient and environmentally friendly concepts in the design.
8. A description of any claim submitted by the firm to any client, or submitted by any client against the firm, within the past three years related to the professional services provided by the firm or its key personnel. For purpose of this request, "claim" means a sum of money in dispute in excess of 10% of the firm's fee for the services provided.
9. Identification of any objection and proposed alternate language to the Port's standard Terms and Conditions

Please submit six (6) bound copies or an electronic copy in Adobe Acrobat PDF format. If electronic copies are submitted, it is the Consultant's responsibility to verify the receipt of the submittal. Submittal must be received on or before the specified time and date below.

All submittals are due by **4:00 p.m.**, _____, addressed to:

Port of Olympia
Attention: DEPARTMENT DIRECTOR
915 Washington St NE
Olympia WA 98501-6931

Transportation Worker Identification Credential (TWIC)

TWIC is a credentialing program managed by the Department of Homeland Security (DHS), through the United States Coast Guard and the Transportation Security Administration. All credentialed merchant mariners and individuals who will need unescorted access to secure areas of a maritime regulated facility or vessel must obtain a TWIC. For more information on TWIC visit www.tsa.gov/twic,

Equal Employment Opportunity and Training

It is the policy of the Port to ensure that applicants are employed and are treated during employment, without regard to their race, religion, sex, color, national origin, or disability. Such action shall include the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, preapprenticeship, and/or on-the-job training.

The Port of Olympia encourages disadvantaged, minority, and women owned consultant firms to apply.

Disclosure

All information submitted shall become the property of the Port and is subject to the public disclosure laws of the state of Washington. The potential Consultants should identify any portions of the information submitted that the Consultant deems exempt from the public disclosure requirements.