

**Port of Grays Harbor  
REQUEST FOR QUALIFICATIONS  
Consultant Services for  
WESTPORT MARINA MODERNIZATION PROJECT PHASE 1**

**PUBLICATION DATES:** Seattle Daily Journal of Commerce: 7/25/2023, 7/27/2023

The Daily World: 7/25/2023, 7/27/2023

**SUBMITTAL DEADLINE:** 3:00 PM on Tuesday, August 15, 2023

**NUMBER OF COPIES:** One electronic copy (PDF by email)

**SUBMIT TO:** Kris Koski, Port Engineer – [kkoski@portgrays.org](mailto:kkoski@portgrays.org)

**REQUEST FOR QUALIFICATIONS:** The Port of Grays Harbor (the “Port”) is soliciting statements of qualifications (“SOQs”) from qualified firms to provide professional engineering and other professional services (“Services”) for the Westport Marina Modernization Project Phase 1 (the “Project”). The full request for qualifications (“RFQ”) including submittal requirements, scoring criteria, and other relevant Project information is available at <https://www.portofgraysharbor.com/rfqrfp-opportunities>. SOQs shall be received by the Port no later than the listed submittal deadline. It is the responsibility of firms to ensure that SOQs are received by the Port on time.

**SUBMITTAL REQUIREMENTS:** SOQs shall include the following parts.

1. **Cover Letter** (one 8.5x11 page maximum)
2. **SOQ Body** (ten 8.5x11 pages maximum)
  - Project Understanding – Describe your understanding of the area, the need for the project, and the goals of this scope of work.
  - Project Team – List the project team members that will be working on this project, including subconsultants (if any). Indicate each individual’s availability and what each person’s active role will be.
  - Experience – Describe the experience of your firm in performing this type of work, including the team members that will be working on the project and any subconsultants.
  - Project Approach – Outline and describe how you intend to manage the project and work with the Port.
  - References (minimum three—provide email and phone number for each)
3. **Resumes** (limit one 8.5x11 page per individual, no total page limit)

**APPLICABLE LAWS, REGULATIONS AND COMPLIANCE:** The selection of the firm will be made pursuant to the provisions of chapter 39.80 RCW entitled “Contracts for Architectural and Engineering Services.” In addition, the Project is funded through a Community Project Funding grant through the Department of Housing and Urban Development (“HUD”). The selected firm will be required to comply with applicable provisions of the Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards found at 2 CFR Part 200 (the “Uniform Grant Rules”). These rules are promulgated by the Office of Management and Budget (“OMB”). Without limiting the foregoing, interested firms should review §§200.317, 318, 319, and 321. The selected consultant will be required to comply with the Uniform Grant Rules and reasonably cooperate with the Port in its compliance with the Uniform Grant Rules. The Port reserves the right to reject any subconsultants that are not in compliance with the Uniform Grant Rules. It is noted that the selected consultant will be required to take affirmative steps to, the extend subconsultants are used, recruit minority businesses (MBE), women’s owned

business enterprises (WBE), and labor surplus area firms as the terms are defined in the Uniform Grant Rules.

**SCORING AND FIRM SELECTION:** SOQs will be reviewed and scored by a project team consisting of Port staff including the General Manager of Westport Marina; the Director of Health, Safety, and Environment; and the Port Engineer. The three highest-scoring firms will be selected for interviews and discussions, and then the firm deemed to be the most highly qualified to provide the services required for the project shall be selected therefrom.

**Scoring Criteria:** Project Understanding 20 points; Project Team & Experience 25 points; MBE/WBE/Veteran Firm Participation 5 points; Project Approach 30 points; References 10 points; Resumes 10 points.

**PROJECT DESCRIPTION:** The Project will provide for the replacement and rehabilitation of floats at the Westport Marina in accordance with Phase 1 of the Westport Marina Modernization Plan. The Westport Marina Modernization Plan and other relevant Project info can be found at <https://www.portofgraysharbor.com/rfqrfp-opportunities>. The Project is anticipated to be phased based on funding availability, with initial phases including:

- Phase 1 Preliminary Design & Engineering (funded through HUD grant)
- Phase 1A Design and Construction (partially funded through RCO grant)

**SCOPE OF SERVICES:** The selected consultant will provide engineering and other services as needed to complete the project tasks. Specific services are anticipated to include:

- Project Management & Administration
- Professional Surveying & Data Collection
- Environmental, Archeological, & Permitting Services
- Engineering and Design Services
- Preparation of Plans, Specifications, & Estimates
- Bidding & Construction Support Services

**PRELIMINARY SCHEDULE:**

- SOQ Reviews and Interviews 8/15/23-8/24/23
- Consultant Selection and Contract Negotiation 8/25/23-9/5/23
- Begin Scope of Services 9/12/23

**TITLE VI NOTICE TO PUBLIC:** It is the Port's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities.

**MINORITY BUSINESS, WOMEN'S BUSINESS ENTERPRISES, LABOR SURPLUS AREA, AND VETERAN**

**OWNED FIRMS:** The Port encourages minority businesses, women's business enterprises, labor surplus area firms, and veteran-owned firms to apply or to team with another firm.

**AMERICANS WITH DISABILITIES ACT INFORMATION:** The consultant will be held to the Port's ADA language. The Port in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act commits to nondiscrimination based on disability in all its programs and activities. This

invitation can be made available in alternate format by contacting the listed project contact by email or by calling collect.

**SUBSEQUENT PHASING:** The consultant may be retained for subsequent phases of the Project depending upon the consultant's satisfactory performance and upon negotiation of an agreement for subsequent phases. Subsequent phases may include design, permitting, data collection, soil analysis, environmental analysis, project management, public outreach, financing, construction management, inspection, and any other phase of the planning and construction for the Project.

*Contact: Kris Koski, Port Engineer | 360-533-9545 | [kkoski@portgrays.org](mailto:kkoski@portgrays.org)*

*Port of Grays Harbor | PO Box 660 | Aberdeen, WA 98520-0038 | [portofgraysharbor.com](http://portofgraysharbor.com)*