

Request for Qualifications No. 2012-1008
Stormwater Conveyance and Treatment Design and Engineering
Port of Olympia Marine Terminal

Purpose

The Port of Olympia (Port) is soliciting Statements of Qualifications (SOQs) from qualified individuals or firms with proven expertise in the design and engineering of stormwater conveyance and treatment systems for the Port of Olympia's Marine Terminal Industrial Stormwater Compliance Project (the "Project") in Olympia, Washington.

Background

The Port of Olympia's Marine Terminal is comprised of 65 acres of paved surfaces. The Marine Terminal includes a customs-bonded warehouse, marine cargo loading equipment, while the majority of the Marine Terminal is used for log handling and storage operations conducted by two Port tenants. The Port is a permittee under the Industrial Stormwater General Permit ("ISGP") for stormwater draining from approximately 51 of the Marine Terminal's 65 acres. The majority of the 51 acres are used for log storage and handling. One of the Port's tenants (Holbrook) is also a permittee under the ISGP for stormwater discharges from the remaining 14 acres of the Terminal.

The Marine Terminal stormwater ultimately discharges into Budd Inlet through four main outfalls that drain four basins on the Terminal (basins A, B, C and I). The Port's permit covers the stormwater that drains from basins A, B and I. Holbrook's permit covers stormwater discharging from basin C.

The Port's permit requires the Port to implement treatment that is designed to achieve benchmark values for chemical oxygen demand (COD) and turbidity. The Port must develop a basis of design and engineering report for the treatment system in 2012 and has until fall 2014 to implement the identified treatment alternative. To date, the Port has completed an evaluation of its existing stormwater conveyance system, has developed a conceptual evaluation for stormwater treatment, and has conducted a pilot test of treatment media. The Port is now seeking a qualified firm to assist in designing and engineering a conveyance and treatment system for the industrial stormwater on its Marine Terminal.

Scope of Work

Services to be provided include:

- *Project Management* – including, but not limited to, regular status reports and coordination with relevant Port staff.
- *AKART or Other Appropriate Analysis* – pursuant to the ISGP and governing laws and regulations, an analysis of treatment alternatives and the economic reasonableness of identified technologies. This will include, but not be limited to, the Identification and screening of treatment technologies including, if necessary and appropriate, pilot testing.
- *Development of an Engineering Report* – including, but not limited to, proposed conveyance and treatment for Marine Terminal stormwater, the sound engineering

justification for the proposed conveyance and treatment systems (Basis of Design), a timetable for design and construction, and statements regarding compliance with applicable laws.

- *Design of Conveyance and Treatment System for Marine Terminal Industrial Stormwater* – including, but not limited to, 30, 60, 90 and 100 percent design documents, assistance with bid documents, and assistance with cost estimates.

Preliminary Schedule Milestones:

Issuance of RFQ	January 27, 2012
Qualification packets due	February 17, 2012
Interviews (if required)	Week of February 20, 2012
Selection of Consultant	February 27, 2012 (tentative)
Consultant Cost Proposals Due	March 7 , 2012 (tentative)
Port Commission Action on Contract	March 12, 2012 (tentative)
Execute Contract	March 13, 2012 (tentative)

Port Representative

Name	Title	Phone	Email
Alex Smith	Project Manager	360-528-8020	alexs@portolympia.com

Questions regarding this RFQ must be submitted in writing to the above-named Port Representative VIA EMAIL ONLY. Questions must be received by 4:00 p.m., Friday, February 10, 2012. Questions received after this date may not be answered.

Selection Criteria

Submittals will be evaluated and ranked based on the following:

1. Professional Qualifications: Technical expertise and competence in the requested 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 in the area of stormwater conveyance and treatment.
3. Firm’s experience in design, engineering and estimating probable construction costs accurately and completing the work on schedule.
4. The firm’s ability to undertake the work immediately and dedicate the necessary personnel and resources to meet the anticipated work schedule.
5. Past performance/references in meeting client objectives on schedule and within budget.

6. 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 20 numbered pages. 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 A/E 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. Identification of any objection and proposed alternate language to the Port's standard Terms and Conditions.

Please submit four (4) 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., February 17, 2012**, addressed to:

Port of Olympia
Attention: Alexandra Smith
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.

Terms and Conditions

The Port reserves the right to reject any and all Statements of Qualifications and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the Port to pay any costs incurred by respondents in the preparation and submission of documents. This solicitation does not obligate the Port to accept or contract for any expressed or implied services.

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.