

**PORT OF BENTON
REQUEST FOR QUALIFICATIONS**

1,341-acre Storm Water Study

SUBMITTALS DUE: March 5th, 2020, 3:00 p.m., EXACTLY, Pacific Local Time

Public notice is hereby given that the Port of Benton, Washington has issued the above solicitation to perform a Storm Water Study for the Port of Benton/City of Richland's 1,341 Acre Industrial Development.

For questions, contact the Port of Benton's contract Port Engineer, Roger Wright, P.E., at 509-375-3565 or roger@rgwenterprises.com.

The Port of Benton in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color national origin, or sex in consideration for an award.

For Project Overview, please go to portofbenton.com; Business, Bid Opportunities

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SECTION 1 PROJECT OVERVIEW

1.1 Intent

The purpose of this Request for Statement of Qualifications is to solicit responses from interested consultants to perform a **Storm Water Study of the 1,341 acre Industrial Development**.

1.2 Background

A. The Port of Benton and City of Richland recently received 1,341 acres from the Department of Energy. The property is located north west of the intersection of Horn Rapids Road and Stevens Drive in north Richland, Washington. The property consists of undeveloped land surrounded by already developed industrial property. A small portion of the site was previously used for some industrial purposes, some used for previous agricultural or homestead use, and there are still a few environmental monitoring sites. There are no existing buildings on the site, nor any impervious areas.

However, due to the potential of impacting ground water coming from the Hanford site, a portion of the site has deed restrictions that prohibit the point discharge of storm water. The Purpose of this project is to perform a study of the potential storm water issues from the proposed development and determine how to collect and handle storm water from future impermeable areas.

B. The Port of Benton is an economic development agency and currently operates 2 airports, a Columbia River dock facility, 44 buildings, holds approximately 2,000 acres, and owns an Industrial Railroad track leased out to a Short Line Railroad. The Port has an annual budget of almost \$8M. Richland is a full-service city composed of ten departments, with a budget of \$305 million. The City provides citizens with general government, public safety, public works, planning and community development, housing programs, as well as parks and recreational programs. The City operates an electric distribution utility, water and waste water utilities, solid waste landfill-collection system, public library, and administers the consolidated regional emergency management (911) dispatch center.

C. The Port and City both invest funds and resources in developing land and buildings for the purposes of generating economic development. The purpose of the 1,341-acre Industrial Development is to provide land and utilities to encourage private development of buildings and infrastructure projects that require large (150 acres or larger) industrial sites.

D. **The City is soliciting a consulting engineering firm to provide a Storm Water study of the 1,341 acre Industrial Development.** See attached scope of work and map of the site.

1.3 Consultant Experience

A. The City is seeking a consultant or consultant team with experience in:

1. Large scale storm water studies, specifically dealing with industrial properties.
2. Grading design. A clear understanding of the potential and future grading of the site will be important.
3. Experience with, and knowledge of the design of large-scale storm water facilities including retention/detention ponds, pump stations and potentially treatment systems.
4. Knowledge of the local construction standards and costs.
5. Preferable experience would be previous storm water projects within the City of Richland.

1.4 RFQ Solicitation Schedule

Tentative Schedule	
Task	Date
RFQ Issued	February 16, 2020
RFQ Pre-Submittal Meeting (if applicable)	None Scheduled
RFQ Due Date	March 5, 2020, 3:00 PM Pacific Local Time
*Evaluation and Selection	March 10, 2020
*Interviews / Presentations, if required	TBD
*Estimated Date of Intent to Award	March 11, 2020
*Estimated Date of Notice to Proceed	March 16, 2020
*Target Date for Completion of all Work	July, 2020

NOTE: Dates preceded by an asterisk (*) are estimated dates. Estimated dates are for information only.

END OF SECTION

SECTION 2 SCOPE OF WORK

2.1 Project Description

The scope of work for this project includes, but is not limited to, the following:

- A. Review of the Department of Energy deed restrictions to determine how they affect the 1,341-acre development. Possibly engage with the Department of Energy to determine if some of the deed restriction could be removed/revised.
- B. Provide a conceptual plan of how the site could develop. Work with the owner agency representatives to develop a conceptual idea of the types and sizes of the individual developments.
- C. Perform a storm water analysis to determine the general sizing of a regional collection/retention system based on the proposed development and the existing topography.
- D. Identify critical areas based on best available data.
- E. Identify possible retention areas.
- F. Identify general routing and sizing of a proposed collection system.
- G. Identify lift station locations if needed.
- H. Prepare cost estimates to implement an overall storm water system for the development.
- I. Prepare a conceptual storm water improvement plan showing general routing and sizing of the system.
- J. Prepare general details of the storm water system.
- K. Provide report with executive summary and present report to Owner.

2.2 Owner Provided Services / Resources

For this project, the Port/City will provide the following:

- A. AutoCAD drawing of existing topography and utilities. The current topography is general for the site.
- B. Provide existing master plans for other public infrastructure for the site.
- C. Project oversight and direction.

2.3 Suggested Improvements

When preparing the submittal, responders are encouraged to suggest improvements to the scope of work that would provide the City with a successful outcome of the project.

2.4 Funding and Cost

It is anticipated that the contract compensation will be on a time and materials basis with a not to exceed maximum amount of \$100,000. The project is funded with a combination of State Comprehensive Economic Revitalization Board funding, Port of Benton Funds and City of Richland funds. The Port of Benton is the lead on the project from a funding standpoint and will be the contracting agency.

END OF SECTION

SECTION 3 EVALUATION AND SELECTION PROCESS

3.1 Evaluation Criteria

Submittals will be evaluated using the following criteria:

Evaluation Criteria	
Category	Maximum Points
Organization and Completeness of Submittal Response	10
Project Approach and Schedule a. Work Plan b. Methodology	15
Firm's Experience a. Firm's Relevant Experience b. Assigned Project Team c. Technical Skills	50
Similar Projects/References a. Past Performance	25
Maximum Written Points	100
Interview / Presentations, if needed	N/A
Total Maximum Points	N/A

3.2 Determining Selection

- A. Qualifications will be the basis from which interested individuals or firms will be selected for interviews. The Port and City will evaluate submittals using the criteria set forth in this RFQ.
- B. The Port and City reserves the right to request any additional information needed for clarification from any responder for evaluation purposes.
- C. After completion of the evaluations, the Evaluation Team will determine the most qualified individual or firm based on all materials and information presented. As the lead agency, the Port will then begin negotiations for an agreement with the selected individual or firm.
- D. If the Port is unable to reach an agreement with the most qualified individual or firm, the Port may terminate negotiations and enter into negotiations with the next most qualified individual or firm, or the Port may refrain from contracting with any respondent.
- E. Once the Port reaches an agreement that the Port and City finds acceptable, the Port will issue an intent to award notification.
- F. The Port shall have no obligation until a contract is executed between a Responder and the Port. The Port reserves the right to not award a contract if doing so is in the best interest of the Port or City.
- G. No cost chargeable to the proposed contract may be incurred before a fully executed contract.

3.3 Responsible Consultant Criteria

The Port shall consider only responsible Consultants. Responsible Consultants are those that have, in the sole judgment of the Port, the financial ability, experience, resources, skills, capability, reliability and integrity necessary to perform the requirements of the contract. The Port may also consider references, financial stability, and any other information available to the Port. Firms with an owner convicted within the past ten years of a crime that impugns honesty or integrity, or with unsatisfied tax or judgment liens, are ineligible to participate and shall not submit.

3.4 Questions

All questions relating to this RFQ document must be in writing. Any interpretations, clarifications, or changes will be made in the form of written addenda issued by the Port of Benton. Any oral communications will not be authoritative and will not be binding on the Port.

3.5 Agreement/Contract

The Port of Benton intends to use and issue an agreement for the services requested herein.

END OF SECTION

SECTION 4 SUBMITTAL REQUIREMENTS

4.1 Organization of Submittal

The following list details the appropriate submittal format. Responders should organize their submittal into the following sections:

- A. *Executive Summary* (Limit 4 pages)
 - 1. Introduction of your organization
 - 2. Include the key elements of the Responder's expertise, products/services offered and an overview of the consultant team. All information should tie back to the knowledge and experience of the consultant firm.
 - 3. Indicate the address and telephone number of the respondent's office located nearest to Richland, Washington, and the office from which the Project will be managed.
- B. *Project Approach and Schedule* (Limit 10 pages, excluding resumes)
 - 1. **Work Plan:** Describe the proposed sequence of specific tasks to accomplish this Project. Indicate all key deliverables and their contents. Include a list of information required or tasks to be completed by Port of City staff. Identify any pitfalls or hurdles that may be foreseen with each task.
 - 2. **Methodology:** This section should clearly describe the methodology or methodologies planned to provide the specific tasks described in the Work Plan. Include project management tracking tools and communication plans.
 - 3. **Team Organization:** Provide an organizational chart showing all proposed team member roles and responsibilities, including any subcontractors/sub-consultants. Identify the Responder's Project Lead Consultant/Project Manager. Include a resume (two (2) pages maximum) for each Project Team member. The City is seeking a well-balanced team featuring:
 - i. Breadth of expertise sufficient to accommodate Project needs.
 - ii. Appropriate mix of senior, mid-level, and junior staff to maximize value.
 - iii. Organizational capacity to take on workload necessary for Project success.
 - 4. **Project Schedule:** Provide a schedule for completing each task in the Scope of Work and proposed Work Plan. The schedule should demonstrate the proposed team's ability to perform the work requested within an established budget and schedule. Project schedule should include deadlines and milestones meeting project deliverables and identify potential risks that may impact the schedule with recommendations for the mitigation and/or elimination of such risks.
 - 5. Include a list of similar projects.
 - 6. List any other information which may be helpful in determining your knowledge and experience for this service.
- C. *Related Project Experience / References* (Limit 5 pages)
 - 1. Describe recent, within the last five (5) years, directly related experience with road and utility design. Local past experience is highly desired. Include the following:
 - i. Name of the client, address, email, telephone number and name of the project manager.
 - ii. Date(s) of the service, description of the work performed.
 - iii. Original time schedule and completed time schedule.
 - 2. Provide at least three (3) references. For each of the references provide the following:
 - i. Company Name
 - ii. Contact name and title, address, email and phone number
 - iii. Description of services provided
 - iv. Timeframe of services provided

3. The Port reserves the right to contact any organization or individuals provided by the Responder or obtained by the Port.

4.2 Electronic Submittal

- A. Submittals may be submitted in hard copy (printed form) electronically.
- B. Electronic submittals shall be limited to the documents specified in the RFQ document and shall not include additional brochures, booklets or other sales material that are not specifically requested in the RFQ.
- C. If submitted in hard copy, please send to:

Mr. Stuart Dezember, Director of Finance
Port of Benton
3250 Port of Benton Blvd
Richland, WA 99354

If submitted in email, please send to:

Ms. Sheri Collins
Port of Benton
509-375-3060
collins@portofbenton.com

END OF SECTION