

**REQUEST FOR QUALIFICATION FOR  
ENGINEERING SERVICES FOR  
SR 240 RAIL CROSSING AND SIGNAL REPLACEMENT  
PORT OF BENTON**

**I. INVITATION**

The Port of Benton (POB) as owners of the Port of Benton Industrial Railroad Track, are requesting statements of qualifications and experience from consulting firms qualified and experienced in the field of railroad track engineering.

It is the intent of this RFQ to have interested railroad engineering firms provide a statement of qualifications and experiences for railroad consulting and engineering services and its ability to assist with replacement of the SR 240 railroad crossing and signal. The planned scope of work includes planning, design, and construction management.

**II. POTENTIAL RAILROAD PROJECTS AND TASKS**

Contemplated projects under this contract may include any of the following projects that may be funded, in part with State of Washington grant funds.

The Port has received a National Highway Freight Program grant in the amount of \$865,000. Consultant may have to incorporate items within construction documents to meet the requirements of the NHFP grant and the WSDOT LAG manual.

**III. SCOPE OF WORK**

Scope of project includes but is not limited to the following:

1. Surveying of existing signal. Signal was recently damaged in a vehicle accident
2. Preliminary engineering drawings with proposed traffic control plans for WSDOT review. Initial plan is to request a full closure of SR 240 for a single weekend, from Noon Thursday to 6:00 am Monday morning. Railroad track will be closed at the approximately same time as roadway. Consultant will need to participate in the coordination of the traffic control plan with WSDOT.
3. Final design, plans, contract, and construction documents.
4. Assistance with bidding and answering questions with proposed bidders.
5. Construction Administration and Management.
6. Preparation of Record Drawings.

7. Proposed schedule – Project is to be ready for Advertisement for bid no later than April 7, 2023 with construction planned for May – July, 2023.

## **VI. CONFLICT OF INTEREST AND GOOD FAITH**

Respondents must declare among their team any business entity or individual who is associated with or is in any way likely to create conflict of interest or a perception of conflict of interest.

The Respondent declares that its submittal is in good faith and will disclose to the best of its knowledge, whether there are any circumstances whereby any member of Commission or any employee of the Port would gain any pecuniary interest, direct or indirect.

The Respondent declares that it has not and will not participate in any collusive scheme with any entity or person in developing this RFQ.

If a Respondent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the Port could arrive at a different conclusion, the Respondent should fully disclose the circumstances to the Port at the earliest possible date, and request that the Port provide an advance interpretation as to whether the relationship or association will be likely to create a conflict of interest or a perception of conflict of interest.

Failure to comply with the provision may result in disqualification of your proposal from the RFQ process or, if the Port becomes aware of the breach of this provision after the detailed proposal has been requested, disqualification from the further processes.

## **VII. CONFIDENTIALITY AND PRIVACY**

Information provided to a Respondent by the Port or acquired by the Respondent by way of further inquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Port. The Respondent shall not make any statement of fact or opinion regarding any aspect of the RFQ and any subsequent proposal to the media or any member of the public without prior written authorization of the Port.

Respondent shall be advised that the Port is subject to freedom of information laws, such as the Washington State Public Records Act and that the Respondent will be expected to comply with the obligation imposed by the Port.

To the extent permitted, the Port shall treat all submissions as confidential. However, the Respondent is advised that any information contained in any submission may be released

if required by the Port policy or procedures, by other authorities having jurisdiction, or by law, such as RCW 42.56, as determined by the Port in its sole, good faith determination,

All Proposals submitted to the Port will be kept in confidence with the Port administration for the sole purposes of evaluating and developing the best possible strategic option for the Port. Submitted Proposals will become the property of the Port. The Port will have the right to make copies of the Proposal for its internal review process and to provide such copies to the staff, legal, technical, and financial advisors, and representatives. The Port is held to RCW 42.30, the Open Public Meetings Act, and may be required by law to disclose certain items within a public session.

All information will become and remain the property of the Port; none will be returned. If the proposal contains any proprietary or trade secret information, said information must be indicated as such.

### **VIII. INSURANCE AND INDEMINIFICATION REQUIREMENTS**

Respondent shall at all times during the term of this agreement carry, maintain, and keep in full force and effect a policy or policies of Comprehensive General Liability with minimum limits of One Million Dollars (\$2,000,000) for each occurrence, combined single limit against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by Respondent.

Respondent agrees to maintain in force at all times during the performance of work under the agreement worker's compensation insurances as required by law.

Respondent shall require each of its sub-consultants or sub-contractors to maintain insurance coverage which meets all the requirements of the agreement.

Respondent agrees that if it does not keep the aforementioned insurance in full force and effect, the Port may either immediately terminate the agreement or, if insurance is available at a reasonable cost, the Port may take out the necessary insurance and pay, at Respondent's expense, the premium thereon.

### **IX. CONTENTS OF STATEMENT OF QUALIFICATIONS**

Respondents interested in the provision of railroad engineering services to accomplish the proposed projects should limit their Statement of Qualification to no more than ten (10) pages, exclusive of cover letters or letters of transmittal containing introductory language only.

- A. Format: The Statement of Qualifications should include:
- A cover letter.

- A narrative statement detailing the Respondent's understanding of the requirements of the Port and the capability to perform all or most aspects of the engineering projects and tasks contemplated.
- A general description of the Respondent's firm, including company organizational structure, size of company, recent experience in comparable railroad projects, and experience with projects funded by WSDOT under the LAG manual.
- Identification of those key individuals who will be involved in the contemplated projects and their qualifications, background, experience and specific responsibilities.
- A representative list of previous clients and representative projects comparable to the proposed planning and/or engineering projects listed above (include contact person, railroad, brief project description(s), and phone numbers.
- Demonstrate capability to meet schedules/deadlines, without delay, cost escalations or overruns, and claims.

B. Delivery: The Port invites firms to submit Statement of Qualifications to perform the above described services. Interested firms should submit: one (1) electronic copy in PDF format on electronic media no later than 4:00 p.m. on Thursday December 8, 2022, to:

Sheri Collins  
 PORT OF BENTON  
 3250 PORT OF BENTON BLVD.  
 RICHLAND, WA 99354  
 509-375-3060  
 scollins@portofbenton.com

C. All questions must be submitted no later than Monday December 5<sup>th</sup> at 4:00 pm. **All questions should be submitted by email to scollins@portofbenton.com.**

D. Proposals must contain the name, address and daytime telephone number for contact person to whom additional selection process requests should be communicated. Follow up interviews with selected firms may occur.

E. Following the selection process the proposal for the selected Respondent shall be made available for public review, except for items that Respondent has requested, in writing to remain confidential under applicable law.

## X. SELECTION PROCESS

The selection process will be in strict accordance with the WSDOT LAG manual. Fees will be negotiated for the project based on LAG requirements. **Cost or fee information is not to be submitted with this proposal.**

## **XI. SELECTION CRITERIA**

### **A. Selection Criteria:**

- The firm's location, overall railroads experience and qualification, experience and expertise in providing consulting, planning/project development, engineering services specific to Railroad crossings and signals.
- Demonstrated ability to communicate with the Port and key personnel assigned to the railroad before during, and after a project. Experience working with UP and BNSF is also desirable.
- Capability and willingness to perform all aspects of this project.
- Demonstrate capability to meet schedules and manage projects, administer and manage budgets, provide accurate engineering estimates, provide accurate contractual and legal documentation and provide all documentation including accurate financials per WSDOT.
- Reputation, professional integrity, competence and quality of work on previous projects (based upon feedback from past customers).
- Familiarity with the Port and project location, local construction conditions and codes, and WSDOT policies and procedures.
- Interest shown, responsiveness and completeness of information requested in the RFQ.

B. A short list may be developed from submittals received. Respondents on the short list may be asked to attend an interview prior to final selection being made.

C. A schedule of fees will be negotiated with the selected consultant for the services to be performed under WSDOT LAG manual requirements.

D. It is the intent of the Port to enter into a contact with the most qualified firm. The consulting firm most qualified to perform engineering services for the contemplated project will be selected.

E. The contract issued to the successful consultant is subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulation 49 CFR Part 26 (Disadvantaged Business Participation). DBE firms are encouraged to participate.