

**Port of Benton: Request for Qualifications
for Professional Real Estate Development for Business Strategy
Based Upon Market, Current Business and Customer Data for Port owned property located in
north Richland, within the Port's Technology & Business Campus.**

The Port of Benton is hereby advertising in accordance with all local and Washington State Laws (RCW 39.80.030) for the selection of a Professional Real Estate Consultant/Firm.

I. Project & Tasks

The purpose of this request is to have the contractor(s) assess and gather information inputs from a variety of sources, including key community stakeholders; determine land uses, gather market, business and customer data to develop trend analysis and recommend various options/concept development and courses of action future land development opportunities of port owned property located in north Richland. All of this information will be provided in a report along with recommendation on branding along with target demographic profiles to be used to by the Port. Experience with Innovation HUBS, Universities and University/Port Districts is preferred.

II. 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.

III. 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.

VI. 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 occurrence (1,000,000) and two million aggregate (\$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.

VII. CONTENTS OF STATEMENT OF QUALIFICATIONS

Respondents interested in 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 project and tasks contemplated.
- A general description of the Respondent's firm, including company organizational structure, size of company, recent experience in comparable real estate projects, and experience with projects within innovation hubs or the like.
- 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 real estate, branding and data analysis listed able (include contact person,, 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 able described services. **Interested firms should submit: one (1) electronic copy in PDF format on electric media no later than 2:00 p.m. on Thursday May 30th**, 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, May 27th 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.

VIII. SELECTION PROCESS

. Cost or fee information is not to be submitted with this proposal.

IX. SELECTION CRITERIA

A. Selection Criteria:

- The firm's location, overall experience and qualification, experience and expertise in providing consulting, planning/project development, data/analytic services specific to Business Strategy.
- Demonstrated ability to communicate with the Port and key personnel assigned to the development before during, and after a project. Experience working with Ports, Universities, National Labs and Innovation HUBS/District 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.
- 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, zoning and codes.
- 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

D. It is the intent of the Port to enter into a contract with the most qualified firm. The consulting firm most qualified to perform 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.



- F. Consultants are also required to comply with ADA and Civil Rights requirements by the Port of Benton.

- G. The (Local Agency), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.