



**REQUEST FOR QUALIFICATIONS**  
**Engineering and Architectural Services for Predesign**  
**Assessment of 2579 Stevens Drive Railroad Building**



**Issued by Port of Benton | 3250 Port of Benton Blvd. | Richland, WA 99354**

SOQ Issued	Tuesday, March 25, 2025
RFQ Site Walk	Thursday, April 10, 2025 at (1:00 PM PST)
SOQ Submittal Date	Monday, April 21, 2025 (11:00 AM PST)
Contract Negotiations, Award, Execution	April – May 2025
Begin Contract Work	Upon Signed Contract

*All questions and proposals should be submitted to **procurement@portofbenton.com**. Please use the project name as the subject title of the email for the RFQ.*



## **1. INTRODUCTION/SCOPE OF SERVICES**

### **1.1 PURPOSE AND OBJECTIVES**

The Port of Benton is seeking Letters of Interest and Statements of Qualifications (SOQs) from qualified engineering or architectural firms to support the Port's vision for modernizing its 2579 Stevens Drive railroad multi-tenant building. The building, constructed in the 1950s to support World War II plutonium production at Hanford, was transferred to the Port in 1998. Since it was first constructed, it has only undergone minor lighting upgrades and emergency repairs. The building features tilt-up concrete walls, a wood roof, steel-braced beams, and non-bearing masonry partitions. The main office area has a concrete foundation, wood roof framing, and steel beam construction. Most interior utility lines are exposed, and the original electrical, fire, air, water, and sewer systems remain in place.

The Port intends to select a consultant based on qualifications and past performance. The Port's engineering and development team will be responsible for reviewing the submitted SOQs and selecting the most qualified consultant.

### **1.2 PORT BACKGROUND**

The Port of Benton was established in 1958 as a special purpose district under the Revised Code of Washington (RCW) 53. It was chartered to "promote industrial development and transportation, including general aviation, in Benton County."

The Port was created following the transfer of ownership of Richland from the federal government to the citizens. Previously, Richland was the property of the federal government as part of a World War II secret mission called the Manhattan Project.

The 290-acre property originally designated as the Port's District was known as Camp Hanford. The land was transferred from the federal government to the Port in 1959. Today, that property is known as the Technology and Business Campus (TBC) in Richland.

The Port of Benton was designated as a Nuclear Port in 1965 by the U.S. Coast Guard and is one of only a handful of ports in the nation authorized to handle radioactive materials.

The Port is committed to developing local businesses, recruiting industrial and commercial companies, collaborating with partners to create economic prosperity in the region, and maintaining multi-modal transportation networks. The Port has a diverse economic-development focus, ranging from agribusiness and transportation to high-tech research and development, as well as manufacturing.

To learn more about the Port of Benton, visit [www.portofbenton.com](http://www.portofbenton.com)



### **1.3 SCOPE OF SERVICES**

The scope of services includes assessments, reports, cost estimates, and conceptual layout designs to support the Port in applying for U.S. Economic Development Administration (EDA) and Community Economic Revitalization Board (CERB) funding. This RFQ and scope of services exclude complete building design work. In addition to reports aligned with funding opportunities, the goal is to develop a retrofit and modernization plan that ensures the building meets safety, environmental, and energy standards, with a focus on upgrading structural integrity, mechanical and electrical systems, interior layout, and code compliance. The consultant must have the expertise and capability to provide the following services, including but not limited to:

**1. Structural Assessment:**

- a. Conduct a comprehensive structural assessment of the building, including the foundation, walls, roof, and framing.

**2. Mechanical, Electrical, and Plumbing (MEP) Systems:**

- a. Review and assess the building's mechanical, electrical, and plumbing systems (HVAC, electrical, plumbing) for compliance with local and state regulations.

**3. Safety and Code Compliance:**

- a. Review the building's compliance with all local, state, and federal safety codes, including but not limited to fire, and electrical safety requirements.

**4. Building Envelope Improvements:**

- a. Evaluate the building's exterior, including walls, windows, roll-up doors and roofing systems.

**5. Interior Layout and Space Planning:**

- a. Assess the current interior layout for functionality, accessibility, and code compliance.
- b. Develop recommendations for reconfiguring the space to meet modern functionality standards, including accessibility requirements under the Americans with Disabilities Act (ADA).
- c. Providing conceptual plans for interior improvements and reconfiguration.

**6. Grant / Loan Support:**

- a. The Port is working to apply for grants and loans through CERB and EDA to support the design and construction of the building. The tasks outlined in the scope of services are intended to align with the reports and assessments needed to support the Port's funding applications. Additionally, the deliverables are designed to provide a feasibility package for the next phase, streamlining the future design process and reducing costs.



#### **1.4 ALTERNATIVE APPROACH**

Based on their expertise and experience, the Consultant may propose an alternative approach to the scope of services during the negotiation process. While an alternative approach is not required at the time of qualification submission, the Consultant is encouraged to highlight successful projects that utilize a different approach. This provision is intended to provide flexibility in the proposal process.

#### **1.5 DELIVERABLES**

The final deliverables will include, but are not limited to, a structural assessment, building audit of utilities, safety and code compliance report, energy efficiency assessment, building envelope options, interior layout planning, cost estimates, and grant support.

### **2. GENERAL INFORMATION FOR CONSULTANTS**

#### **2.1 RFQ COORDINATOR**

The RFQ Coordinator ([procurement@portofbenton.com](mailto:procurement@portofbenton.com)) is the sole point of contact for this procurement. All communication between the Consultant and the Port must be directed to the RFQ Coordinator.

#### **2.2 SUBMISSION OF PROPOSALS**

SOQs must be received by the Port no later than 11:00 AM, PST, Monday April 21, 2025. The SOQs are to be sent electronically to the RFQ Coordinator at the e-mail address noted.

#### **2.3 ANTICIPATED SOLICITATION SCHEDULE**

SOQ Issued	Tuesday, March 25, 2025
RFQ Site Walk	Thursday, April 10, 2025 at (1:00 PM PST)
SOQ Submittal Date	Monday, April 21, 2025 (11:00 AM PST)
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#### **RFQ Site Walk:**

**Where:** 2579 Stevens Drive, Richland, WA 99354 (meet at the north end of the building)

**When:** Thursday, April 10th, 2025, at 1:00 PM PST



Interested consultants are not required to attend the site walk to submit an SOQ for this RFQ. The walkdown is intended to provide a high-level overview of the Port's request and give interested firms a better understanding of the Port's vision.

## **2.4 REVISIONS TO THE RFQ**

Any modifications, clarifications, or additional information related to this RFQ will be communicated through official addendums. These addendums will be posted on the Ports website at **[portofbenton.com/business-with-us/#bids](http://portofbenton.com/business-with-us/#bids)**

Please note that consultants who wish to submit a Statement of Qualifications (SOQ) are not required to acknowledge the receipt of any addendums for their submission to be considered.

All questions regarding this RFQ must be submitted to **[procurement@portofbenton.com](mailto:procurement@portofbenton.com)**, with the title of the RFQ used as the subject of the email. Responses to these questions will be compiled and distributed as an official Q&A document, which will be posted on the Ports website under the RFQ.

## **2.5 PORT OF BENTON GENERAL TERMS AND CONDITIONS**

The apparent successful Consultant will be expected to accept and enter into a Port of Benton CONTRACT AGREEMENT. In no event is a consultant to submit its own standard contract terms and conditions in response to this solicitation. The Port will review requested exceptions and accept or reject the same at its sole discretion.

The successful Consultant shall comply with all local, state, and federal requirements.

## **2.6 COSTS TO PROPOSE / NO OBLIGATION TO CONTRACT**

The Port will not reimburse Consultant for any costs involved in the preparation and submission of responses to this RFQ or in the preparation for and attendance at subsequent interviews.

Furthermore, this RFQ does not obligate the port to accept or contract for any expressed or implied services.

## **2.7 REJECTION OF PROPOSALS**

The Port reserves the right at its sole discretion to reject any and all proposals received without penalty and not issue an AGREEMENT as a result of this RFQ.





### **3. PROPOSAL SUBMITTAL AND EVALUATION PROCESS**

#### **3.1 REQUEST FOR PROPOSAL FORMAT**

SOQs should present information in a straightforward and concise manner while ensuring complete and detailed descriptions of the Vendor (to include the prime, key team members, and major sub-consultants) and the team's ability to meet the requirements and provide the requested services of this RFQ. Emphasis will be on the completeness of the content. The written SOQs should be prepared in the same sequential order as outlined below.

SOQs are limited to 20 numbered pages (8 ½ by 11 inches), excluding the cover letter and all appendices. The font size must be 10 point or larger. SOQs that do not adhere to this format may be rejected. Submittals should be limited to 15 MB in total size, or an external file-sharing link may be provided to the RFQ Coordinator for downloading. However, it is the submitter's responsibility to ensure the RFQ Coordinator has access to all files and that they are available prior to the RFQ deadline.

The cover letter shall include the RFQ Title in the subject line, as well as the name, title, email address, phone number, and current address of the submitting team. The cover letter shall include the following information (even if the answer is None):

- Describe any claim submitted by any client against the prime firm within the past two (2) years related to the professional services provided by the firm or its key personnel. For the purposes of this request, a claim means a sum of money in dispute in excess of 10% of the firm's fee for the services provided.
- Any real or perceived conflicts of interest for team members, inclusive of the prime, sub-consultants, and key team members.
- A statement indicating acceptance of the Port Terms and Conditions and acknowledgment of any addenda issued.

#### **3.2 CONFLICT OF INTEREST**

Please provide disclosure of any conflicts or potential conflicts of interest that may in any way influence or impact the ability to perform the services defined in this solicitation.



### 3.3 EVALUATION METHODOLOGY AND CRITERIA

The following criteria will be used to evaluate and rank the applicants.

Qualification and Experience	Maximum Points Allowed
Experience and Qualification	40
Project Understanding and Approach	40
Presentation, Organization and Clarity of SOQ	20
<b>TOTAL</b>	<b>100</b>

### 3.4 ADDITIONAL RFQ TERMS AND CONDITIONS.

- The Port of Benton reserves the right to request clarification of information submitted and to request additional information from any firm.
- The Port of Benton reserves the right to award any contract to the next most qualified consultant if an agreement is not reached.
- The contract resulting from the acceptance of a proposal by the Port shall be in a form supplied or approved by the Port and shall reflect the specifications in this SOQ. The Port reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this SOQ, and/or is not approved by the Port Attorney and Executive Director.
- The Port reserves the right to cancel or to reissue the RFQ in whole or in part, prior to execution of an AGREEMENT.

## CONSULTING CONTRACT

PORT OF BENTON – \_\_\_\_\_

**THIS CONTRACT** is entered into by and between THE PORT OF BENTON a municipal corporation of the State of Washington, hereafter the “Port” and \_\_\_\_\_ a Washington **limited liability company**, hereafter “Consultant”. The parties agree as follows:

**PROJECT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**SERVICES:** The Consultant will provide the services specified in its proposal to the Port. (Attachment A). The Consultant represents that all persons performing services on this Contract on behalf of the Consultant are properly trained and are competent and knowledgeable with regard to the services to be provided to the Port.

**ADDITIONAL SERVICES:** If additional services are required by the Port, the Consultant will provide the Port with a not to exceed amount for the cost of providing the services to the Port. The parties may mutually agree upon other additional services to be performed by the Consultant and the amount to be paid to the Consultant for the services. All such additional work shall be ordered by a written amendment from the Port and the Port shall not be responsible for payment for any additional services which are not supported by a written amendment.

**DATA RIGHTS:** The Consultant agrees that the Port will own all of the data which the Consultant receives or develops as a result of the services to be provided under this Contract, including, but not limited to computer files, maps, drawings, notebooks, filed legal documents and correspondence. All such data shall be provided to the Port upon request. The Port agrees the Consultant may have non-exclusive, royalty-free license to use the Port’s data for the purpose of this Agreement. Upon expiration or termination of this Agreement, the Consultant shall return all data to the Port.

**PERIOD:** This contract shall commence on the date it is executed by the parties and shall continue until \_\_\_\_\_, **2025**. The Port may terminate the Contract at any time by providing written notice of termination to the Consultant. Upon receipt of the written notice of termination, the Consultant shall cease all services under this contract, except to the extent any additional work is necessary to preserve or protect the data which the Consultant has developed for the Port to the date of termination. Upon termination of this contract, the Consultant will deliver the entire work product to the Port together with its final invoice for services to the date of termination.



**COMPENSATION:** The Consultant shall charge for its services on a time and material basis, based upon the charges attached hereto as **Attachment A**. The total compensation payable to the Consultant under this contract shall **not exceed** \_\_\_\_\_ (thousand, etc) including expenses and cost incurred by the Consultant. Any increases in the fee shall be made by a written amendment issued by the Port.

**PAYMENT:** The Port shall make payment to the Consultant within (30) days after the date the Port receives a valid, properly completed invoice.

**INDEPENDENT CONTRACTOR:** In the performance of the services under this contract, the Consultant shall be considered an independent contractor and shall be solely responsible for the performance of the services. The Port shall have no responsibility to pay employee benefits, social security, workers compensation, unemployment insurance, or to withhold income taxes. The Consultant shall be responsible for the payment of all employment related benefits for itself and any of its employees.

**HOLD HARMLESS:** The Consultant shall hold the Port harmless from all liability penalties, cost, losses, damages, expense, causes of action, claims, attorney fees or judgments arising from or in any way connected to the Consultant's negligent performance or failure to perform under this Contract. In the event a claim is made against the Port for any matters which are covered by this hold harmless agreement, the Consultant shall defend against any such claim, and the Consultant shall reimburse the Port for any costs or expense, including attorney fees which the Port may incur in defending against the claim. This hold harmless agreement shall apply to any act or omission, willful misconduct, or negligence, whether passive or active, on the part of the Consultant.

**INSURANCE:** The Consultant shall provide the Port with certificates of insurance for professional liability insurance policy with limits of coverage of at least \$1,000,000 and a general public liability insurance policy with limits of coverage of at least \$1,000,000 in the aggregate. Consultant agrees that it is responsible for any and all of its deductibles.

**ASSIGNMENT:** The consultant shall not subcontract any of the work to be performed under this contract and may not assign all or any portion of the rights under this contract without first obtaining the prior written consent of the Port.

**TAXES:** The consultant shall be responsible for the payment of all taxes, including any employment taxes, payable by the Consultant, its employees, or subcontractors. The Consultant shall to the extent of its professional standard of care, meet all requirements of any statute, rule or regulation, applicable to the work to be performed under this Contract. The Consultant shall save and hold the Port harmless from any liability for the payment of any taxes or deductions payable by the Consultant or the compliance with any law, rule or regulation.

**COMPLETE:** The agreement and the attachments constitute the entire agreement between the parties with regard to work to be performed, any amendments, addenda or additions to this contract shall be in writing and shall be signed by the parties to this agreement.

**APPLICABLE LAW/DEFAULT:** This agreement shall be interpreted and enforced according to the laws of the State of Washington and the venue of any action to enforce this agreement shall be in Benton County, Washington. In the event either party to this agreement must file suit to enforce any of the provisions of this agreement, the prevailing party shall be entitled to recover all costs and expenses incurred in such action, including reasonable attorney fees. The existence of a dispute shall not relieve the Consultant of its obligation to provide services under this agreement. In the event one party believes the other party to be in default, notice of the alleged default shall be provided pursuant to the "Notices" provision below, and the party alleged to be in default shall have fourteen (14) days to cure the alleged default prior to the complaining party bringing suit or requesting arbitration

**ARBITRATION:** In the event of a dispute between the parties arising from the contract or either party's performance under the contract, either party may request arbitration of the dispute by a neutral arbitrator. The party requesting arbitration shall provide written notice to the other party of demand for arbitration. The parties shall attempt to agree upon arbitrator to hear the dispute. If the parties are unable to agree upon an arbitrator within fifteen days after the demand for arbitration is served upon the other party, then either party may apply to the Presiding Judge for the Benton County Superior Court for the appointment of an arbitrator. The arbitration shall proceed according to the Rules for Mandatory Arbitration for the Benton County Superior Court.

**NOTICES:** Any notices which are required to be sent by one party to the other may be either personally delivered or sent by United State Postal Services to the party at the following addresses:

If to the Port:

Port of Benton  
3250 Port of Benton Blvd.,  
Richland, Washington 99354  
Attn: Diahann Howard

If to the Consultant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_

**BINDING EFFECT:** This agreement shall be binding upon the parties hereto, and subject to the provisions restricting assignment, upon the successors and assigns.

**DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.**

**PORT OF BENTON**

\_\_\_\_\_  
Diahann Howard, PPM®  
Executive Director

\_\_\_\_\_  
Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_