



REQUEST FOR QUALIFICATIONS

WATERFRONT DRIVE PLANNING & ENGINEERING SERVICES



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

SOQ Issued	Wednesday, March 12, 2025
SOQ Submittal Date	Thursday, March 27, 2025 (3:00 P.M. PST)
Contract Negotiations, Award, Execution	March – May 2025
Begin Contract Work	Upon Signed Contract

Submit all questions and proposals to procurement@portofbenton.com. Use the project name for the title of the email.



1. INTRODUCTION/SCOPE OF SERVICES

1.1 PURPOSE AND OBJECTIVES

The Port of Benton (Port) is seeking Letters of Interest and Statements of Qualifications (SOQs) from qualified professional engineering firms interested in providing planning and engineering services for 40 acres of riverfront property located east of Richardson Drive and a 4.5-acre lot located west of Richardson Drive. The scope of services is expected to include a cultural and historical assessment, site feasibility study (utilities), conceptual site plan, and evaluation of the permitting process from design to site development. The scope of services is further defined in section 1.3 of this RFQ.

The Port intends to select a consultant based on qualifications, past performance, the ability to perform the required work, and the capacity to complete the project within the specified timeframe. The Port's engineering and development team will be responsible for reviewing and selecting the most qualified consultant based on the submitted SOQs.

1.2 PORT BACKGROUND

Port of Benton was established in 1958 as a special purpose district under the Revised Code of Washington (RCW) 53. We were 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 U.S. Army Corps of Engineers 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 property that was originally designated as the Port's District was 290 acres known as Camp Hanford. The land was transferred from the U.S. Army Corps of Engineers to the Port in 1959. Today, that property is known as the Technology and Business Campus in Richland.

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, transportation, high tech research and development to manufacturing.

To learn more about the Port of Benton, visit www.portofbenton.com.



1.3 SCOPE OF SERVICES

The Port of Benton is requesting feasibility, planning, and engineering services for two parcels of land. The first site consists of 40 acres, located between Richardson Road and the Columbia River (Parcel #s: 123081000001009, 123081000001008). The second site is a 4.5-acre property located west of Richardson Road (Parcel #123081000003000). The selected consultant will be expected to provide the following services, including, but not limited to:

1. **Cultural Assessment:** Evaluate and assess cultural and historical considerations related to the site, including historical, social, and environmental factors. Provide a mitigation process for any identified cultural or historical impacts.
2. **Site Feasibility Study:** Assess the potential for site development, including evaluating land use, environmental conditions, topography, accessibility, zoning requirements, utilities, and permitting needs.
3. **Concept Site Plan:** Develop a conceptual layout for the site, considering land usage, zoning, infrastructure, and development options.
4. **Utility Layout:** Provide utility planning, including assessing current utilities and proposing necessary infrastructure for future development.
5. **Permitting:** Identify and outline the required permits for site development, including local, state, and federal requirements, and provide guidance on the permitting process. This would also include permits and reports related to shoreline development.
6. **Stakeholder Outreach:** Engage with relevant stakeholders, including Port staff, the City of Richland, the Corps of Engineers, Tribes, DOE, TRIDEC, and other key parties to identify concerns, permitting processes, and mitigation pathways.

The final deliverables will include but are not limited to, a cultural and historical assessment report, a site feasibility study, a conceptual site layout, utility planning, permitting requirements or completed permits, and actionable recommendations to guide future development.

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 cultural assessment report, site feasibility study, conceptual site layout, utility planning, permitting requirements, and actionable recommendations to guide future development.

2. GENERAL INFORMATION FOR CONSULTANTS

2.1 RFQ COORDINATOR

The RFQ Coordinator (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 3:00 P.M. PST, March 27, 2025. The SOQs are to be sent electronically to the RFQ Coordinator at the e-mail address noted.

2.3 ANTICIPATED SOLICITATION SCHEDULE

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2.4 REVISIONS TO THE RFQ

In the event it becomes necessary to revise any part of this RFQ, or if questions arise, an addendum will be published through the Port's website, at portofbenton.com/bids. Questions arising from this RFQ request will be documented and answered in written form and made available on the Port's website.

The Port reserves the right to cancel or to reissue the RFQ in whole or in part, prior to execution of an AGREEMENT.

2.5 ADDENDUM ACKNOWLEDGEMENT

The Consultant must acknowledge receipt of any addenda to the solicitation. Failure to acknowledge receipt of Addenda MAY render the proposal non-responsive and therefore void.



2.6 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 and its Personal Services General Terms and Conditions. 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.

2.7 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.

2.8 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, and 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, 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 Point allowed
Experience and Qualification	40
Project Understanding and Approach	40
Presentation, Organization and Clarity of SOQ	20
TOTAL	100

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 firm 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 of Benton shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the SOQ.