



REQUEST FOR QUALIFICATIONS
Architectural and Engineering Services for New
Building at 2501 Stevens Drive



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

RFQ Issued	Tuesday January 27, 2026
RFQ Site Walk	Tuesday February 3, 2026, at (1:00 PM PST)
SOP Submittal Date	Thursday February 19, 2026, at (2:00 PM PST)
Contract Negotiations, Award, Execution	February – March 2026
Begin Contract Work	Commission Approved 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.*



INTRODUCTION/SCOPE OF SERVICES

PURPOSE AND OBJECTIVES

The Port of Benton is seeking Submission of Qualifications from qualified engineering or architectural firms to provide Permit Ready Building Design, Permit Application Support, Selection of a General Contractor, and Project Management of a new office building located at 2501 Stevens Drive Richland WA.

Primary Objectives:

Design a single-story office building and site work to meet the agreed upon intended needs of the Port. The entire project must comply with current WSEC and all local building code requirements.

- Apply for and assist with all permitting for the designed project.
- Run a fair, transparent, and defensible bidding process.
- Provide project management to project completion.

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



SCOPE OF SERVICES

Project: Design a New 7,000 sq. ft. Office Building and site improvements

Location: 2501 Stevens Drive Richland, Washington

Energy Compliance: Washington State Energy Code (WSEC)

Procurement: Open Competitive Bidding

Project Management: ensure compliance with project design requirements.

Building Requirements

1. **Use & Occupancy:** Business office occupancy. Determine occupant loads and any accessory-use impacts.
2. **Space Program:** Offices, open work areas, conference rooms, break room, restrooms, IT/low-voltage room, electrical/mechanical rooms, storage, janitor, lobby/reception, core/egress.
3. **Performance Criteria:** Accessibility, acoustics, energy performance per WSEC, durability, daylighting, and indoor environmental quality.
4. **Budget Targets:** Establish construction budget range and soft costs (design fees, permits, utility connection fees, testing/inspection).
5. **Schedule Milestones:** Design phases, permit submittal and review cycles, bidding, award/NTP, construction duration.
6. **Zoning & Land Use:** Setbacks, building height, FAR/lot coverage, parking minimums, landscaping, signage, screening.
7. **Energy Compliance:** Washington State Energy Code (WSEC)
8. **Fire Access:** Hydrants, fire lanes, FDC location, apparatus access, water flow requirements.
9. **Utilities & Stormwater:** Capacity checks, service locations and availability, stormwater management strategy (LID, detention/retention, conveyance).
10. **Existing Conditions:** Boundary/topographic survey coordination, geotechnical report, utility records, and any existing easements or encumbrances.
11. **Permit-Ready Plans & Submittals:** Sealed architectural, structural, civil, MEP/FP drawings. Specifications (CSI), energy compliance (e.g., COMcheck), calcs, special inspections list. Site plan review package, stormwater report (if required). Prepare and submit permit applications (building, mechanical, electrical, plumbing, fire, civil/site). Upload digital plans per AHJ platform; provide paper sets if needed. Respond to Plan Review Comments: Track RFI/RFC log, issue addenda/revisions, coordinate with all disciplines. Application forms, fee worksheets, and digital uploads per AHJ. Response to AHJ comments and resubmittals to approval.



12. Grant / Loan Support: The Port has received preliminary approval of grants and loans through CERB, Benton County .09 funding, Port Funds 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.

13. Project Management: Schedule management: Baseline and updates per phase. Budget tracking: Design hours, reimbursables, construction estimate. Risk register: Updated monthly. Communication plan: Weekly syncs, decision logs, action registers. RACI matrix: Roles for Owner, Architect, Engineers, GC, AHJ.

14. Fee Structure: Fixed fee per phase (SD/DD/CD) tied to deliverables and milestones Hourly/Not-to-Exceed for permitting response cycles and bidding administration. Reimbursables: Printing, courier, AHJ fees, travel (if needed). Optional CA: Monthly retainer or hourly with NTE.

DELIVERABLES

The final deliverables will include, but are not limited to, Permit-ready drawings, specifications and site plan, complete submittals to Authorities Having Jurisdiction (AHJ), successfully managed competitive bidding to select a qualified General Contractor (GC). Project Management through completion.

GENERAL INFORMATION FOR CONSULTANTS

RFP 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.

SUBMISSION OF PROPOSALS

SOQs must be received by the Port no later than 2:00 PM. PST, February 19, 2026. The SOQs are to be sent electronically to the RFQ Coordinator at the e-mail address noted.



ANTICIPATED PROJECT SCHEDULE

RFQ Issued	Tuesday, January 27, 2025
RFQ Site Walk	Tuesday, February 3, 2026, at (1:00 PM PST)
SOQ Submittal Date	Thursday February 19, 2026, at (2:00 PM PST)
Contract Negotiations, Award, Execution	February – March 2026
Commission Approval	February 25, 2026
Begin Contract Work	Upon Commission Approved Contract
Final Design Approval	May 13, 2026
RFP for Construction Issued	May 15, 2026
General Contractor Contract Approval	June 30, 2026
Commission Approval of GC Contract	July 8, 2026

RFQ Site Walk:

Where: 2501 Stevens Drive, Richland, WA 99354 (meet in the gravel parking area at the corner of Smart Park and Stevens Drive)

When: Thursday, February 3, 2026, at 1:00 PM PST

Interested consultants are not required to attend the site walk to submit a proposal for this RFP. 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.

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.

Please note that consultants who wish to submit a proposal are not required to acknowledge receipt of any addendums for their submission to be considered.

All questions regarding this RFQ must be submitted to 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.



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.

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.

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.

PROPOSAL SUBMITTAL AND EVALUATION PROCESS

REQUEST FOR PROPOSAL FORMAT

Proposals 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 by this RFQ. Emphasis will be on the completeness of the content. The written Proposals should be prepared in the same sequential order as outlined below.

Proposals 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. Proposals 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.
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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
TOTAL	100

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 RFQ. The Port reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, 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.



- This procurement and the resulting contract will be subject to 2 CFR part 200, including 2 CFR 200.320(b)(2)(iv) (qualifications-based selection for A/E), certification regarding debarment/suspension, and other applicable federal provisions. The Port will incorporate required federal clauses in the final agreement.
- The inclusion of Minority-Owned, Woman-Owned, Veteran-Owned and Small Business Enterprises is strongly encouraged.