

**Request for Professional Services (RFPS)  
Port of Friday Harbor  
P.O. Box 889  
Friday Harbor, WA 98250**

**Facility Site ID 42226979  
1293 Turn Point Road  
Friday Harbor, WA 98250**

Contact:	Todd Nicholson, Executive Director
Email Address:	<a href="mailto:toddn@portfridayharbor.org">toddn@portfridayharbor.org</a>
Phone:	(360) 378-2688
Submittal Date	<b>January 10, 2020 @ 3:00 PM (PST)</b>

**Please submit all correspondence and statement of qualifications via e-mail  
directly to the procurement contact listed above and include  
Facility Site ID 42226979 in the subject line.**

**Port of Friday Harbor  
Request for Professional Services (RFPS)  
Facility ID 42226979**

The Port of Friday Harbor (Port) is soliciting Statements of Qualifications (SOQs) from qualified firms interested in providing professional environmental, engineering, and related consulting services related to the investigation and remediation of hazardous substances in soil, groundwater, and/or marine sediments.

**Project Description**

The project objective is to complete a Remedial Investigation, a Feasibility Study, a Draft Cleanup Action Plan, remediation support, and other activities at 1293 Turn Point Road. The project also may include assisting Port counsel in recovering investigation and cleanup costs from PLPs.

The subject property is on San Juan Island. The Site includes roughly 5 acres of property and is a combination of uplands, intertidal, and subtidal land in Friday Harbor Bay. The Port purchased the property in 2018. Prior to purchase, the primary use of the property had been as a shipyard, first to construct ships and later for ship repair.

Contamination of soil, groundwater, and marine sediments at the property has been documented in a number of investigative reports. Historical contaminants of concern include tributyltin (TBT), polychlorinated biphenyls (PCBs), dioxins/furans, phthalates, organic chemicals, pesticides, polycyclic aromatic hydrocarbons (PAHs), and metals. The property is listed on the Washington State Department of Ecology's Confirmed and Suspected Contaminated Sites database under Facility ID 42226979 with a Hazard Ranking of 1.

The Port is negotiating an Agreed Order (AO) under the Model Toxics Control Act (MTCA) with the Department of Ecology to address contamination at the property for future redevelopment. The Agreed Order is expected to include a Remedial Investigation (RI), Feasibility Study (FS), and Draft Cleanup Action Plan (DCAP) and the target effective date of the AO is January 2020.

The Port anticipates awarding one contract in accordance with the selection criteria set forth herein. The contract for this effort will be separated into discrete phases over an estimated time period of approximately 24 to 36 months

The Port's Standard Contract Template, which includes the Port's Standard Terms and Conditions and Reimbursable Guidelines are a requirement for this contract.

### **Scope of Services**

The Port plans to authorize the project work in phases. Currently anticipated phases and the associated services include the following (the needed services in each phase may vary depending on the results of prior phases and Ecology requirements, and some phases may be authorized out of the sequence shown below):

#### **Phase I: RI/FS and DCAP**

1a. Review the existing data compilation report, site conceptual model, data gap description, and recommended approach for resolving data gaps.

1b. Implementing a RI and FS, including developing associated work plans and documenting the results, in accordance with the AO and MTCA.

1c. Developing a DCAP describing the preferred cleanup actions to address remaining contamination that requires remediation.

#### **Phase 2: Cleanup Actions**

2a. Developing drawings, specifications, and cost estimates for cleanup construction work.

2b. Supporting the permitting processes by identifying each permit needed, initiating the necessary process and negotiating with regulatory agencies until each permit is obtained.

2c. Providing bidding support including attending scheduled pre-bid meetings, responding to written bidder questions and developing addenda.

2d. Reviewing and commenting on work products completed by others.

2e. Providing construction management support by responding to Contractor generated requests for information (RFI), reviewing product, technical and data submittals, attending weekly progress meetings, reviewing change order proposals, construction schedules, project correspondence, field investigations as requested and providing final documentation.

#### **Phase 3: Cost Recovery Support**

Assisting the Port and Port counsel in recovering cleanup action costs under MTCA. This assistance may include estimating costs and benefits for a range of technical options for remediation and redevelopment and writing opinions as technical experts.

#### **Additional Services:**

All phases of the project will include meetings with the Port and Department of Ecology and technical support for internal Port meetings.

The project may also include further legal or litigation support prior to, or after completion, of Phase 3.

**Deliverables:**

Currently anticipated deliverables include the following (the needed deliverables in each phase may vary depending on the results of prior phases and the requirements of Ecology and may include deliverables identified as the project progresses). All deliverables are to be prepared as working drafts for Port review, then drafts for Ecology review, and then finalized, with review comments addressed at each revision stage:

**Phase I: RI/FS and DCAP**

Detailed work plan(s).

Remedial Investigation Report.

Feasibility Study Report.

Draft Cleanup Action Plan.

Investigation data in electronic format acceptable for uploading to Ecology's EIM System; data uploading.

**Phase 2: Cleanup Actions**

Conceptual level cost estimate related to implementation of the final Cleanup Action Plan.

Permit application package(s) or backup documents, as needed, for cleanup actions

All or part of cleanup action bid and construction packages, including drawings adhering to the Port CAD/GIS Standards, CSI Master Format 2004 specifications and cost estimates.  
(Conceptual, 30%, 60%, 90% and Final Bidding Documents)

**Phase 4: Cost Recovery Support**

Technical opinions for litigation, if needed.

**SOQ Elements & Evaluation Criteria:**

Submittal should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the Firm's/Team's abilities to meet the requirements of this RFPS. Emphasis will be on completeness of content. The written SOQ should be prepared in the sequential order as outlined below.

Resumes are to be limited to one single-sided, letter- size page. Resumes exceeding this limit will not be reviewed.

SOQs are to address, and will be evaluated upon, the following criteria:

### **Initial Evaluation Phase Qualifications & Experience- 30 PTS**

Identify the proposed team (include working titles, degrees, certificates and licenses) and demonstrate the team's experience in performing the requested services and describe how the team meets or exceeds the required qualifications, including, at a minimum, the following:

Present the experience, technical competence and other qualifications of the proposed key team members, their project specific roles and responsibilities, and overall organization of the project team. Note experience and expertise in performing work of similar scope and complexity in the Pacific Northwest region. Confirm that proposed key team members will be available and able to complete the Scope of Services in the anticipated time frame.

Include a list of recent (in the last three years) contracts/projects, including points of contact, contact information (phone and email), and a brief description of project services performed/results provided by the proposed key team members that are relevant to the items listed in the Scope of Services. Only contracts and projects completed by key team members of the project team will be considered.

Include a project organization chart that identifies the proposed team. Describe any claim submitted by any client against the firm within the past two years related to the professional services provided by the firm or its key personnel. For 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.

### **Project Approach- 50 PTS**

Clearly outline the team's recommended approach and methodology for:

**Accomplishing the Scope of Services:** Clearly describe recommendations for approach and implementation that are relevant to the Scope of Services, site characteristics, and future use plans. Describe experience or recommendations that would provide for a more efficient and/or value-added project. Such recommendations together with the anticipated benefit(s) and risk(s) should be clearly described.

**Schedule:** Describe approach and recommendations for completing the Scope of Services within pre-established timeframes, and for responding to rapid turn-around requirements that inevitably arise under work of this kind.

**Coordination & Communication:** Identify approach and recommendations for communications and coordination within the project team, and between the team, the Port's project manager, agency staff, and other stakeholders.

### **Quality and Completeness of the SOQ- 20 PTS**

SOQs will be evaluated on the following criteria:  
Accuracy and completeness of information presented.

### **Final Evaluation Phase (if applicable)**

#### **References- 30 PTS**

Reference checks may be performed to assess the proposed team's overall performance and success of previous, similar work and to validate information contained in the SOQ.

#### **Interviews (as requested by the Port)- 50 PTS**

If an award is not made based on the written submittals alone, interviews will be conducted with the top-ranked Proposers. Failure to participate in the interview process will result in the Proposer's disqualification from further consideration.

### **Instructions for Proposers**

#### **Procurement Process Solicitation Timeline:**

- Issuance of RFPS December 16, 2019
- SOQs due January 10, 2019 @ 3:00 PM (PST)

#### **Vendor Obligation**

Port of Friday Harbor Requests for Bids, Requests for Proposals and Requests for Qualifications can be accessed on the Port's website <https://www.portfridayharbor.org/about-the-port/forms-documents/> under **DOING BUSINESS WITH THE PORT** section.

#### **Communication / Inquires**

Proposers who, relative to this scope of services, contact any individuals or Commission members representing the Port, other than the Procurement Representative listed on the RFP may be disqualified from consideration.

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to Todd Nicholson, [toddn@portfridayharbor.org](mailto:toddn@portfridayharbor.org).

#### **Pre-Proposal Conference**

The Port will not conduct a pre-proposal conference for this procurement. To obtain answers to any questions or for further clarifications, submit all questions as noted above.

#### **Addenda**

The Port may make changes to this Solicitation. Oral or other interpretations, clarifications or submittal instructions will be without legal effect. Any information modifying a solicitation will be furnished in a formal, written addendum. If at any time, the Port changes, revises, deletes, increases, or otherwise modifies the Solicitation, the Port will issue a written Addendum to the Solicitation. Addenda will be posted to the Port's web site and conveyed to those potential

submitters who have requested to be placed on the Holders List.

### **Submittal Process**

SOQs must be received via email on or before the date and time outlined on the front page of this RFPS. Send your electronic submittal to:

[toddn@portfridayharbor.org](mailto:toddn@portfridayharbor.org)

Please submit one electronic copy in Adobe Acrobat PDF format, including all appendices. It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided upon request.

**\*Late SOQs will not be accepted by the Port. SOQs received after the stated date and time will not be reviewed and shall be deemed non-responsive.**

### **Evaluation and Award Process**

An evaluation team will review the SOQs and evaluate all responses received based upon the criteria listed herein. The Port may request clarifications or additional information, if needed. A selection may be made based on the SOQ's and initial evaluation criteria alone or the firms determined to be most qualified through the initial evaluation phase will be invited in for interviews and the final determination for short listed firms will be based on reference checks and interviews.

The Port intends to select the Proposer who represents the most qualified team to the Port and begin the negotiation and award process based on the evaluated scores.

The selected Consultant will be invited to enter into contract negotiations with the Port. Should the Port and the selected firm(s) not reach a mutual agreement, the Port will terminate negotiations and move to the next highest ranked firm and proceed with negotiations.

The Port reserves the right to accept or reject any or all information in its entirety or in part and to waive informalities and minor irregularities and to contract as the best interest of the Port may require. The Port reserves the right to reject any or all SOQs submitted as non-responsive or non-responsible.

### **General Information**

News releases pertaining to this RFPS, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the Port.

### **Costs Borne by Proposers**

All costs incurred in the preparation of a SOQ and participation in this RFPS and negotiation process shall be borne by the proposing firms.

### **Public Disclosure**

SOQs submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by anyone requesting the document under a Public Records Request following the conclusion of the evaluation,

negotiation, and award process. This process is concluded when a signed contract is executed between the Port and the selected Consultant.

If a firm considers any portion of its response to be protected under the law, the firm shall clearly identify each such portion with words such as "CONFIDENTIAL", "PROPRIETARY" or "BUSINESS SECRET" on each page for which the protection is sought. If a request is made for disclosure of such portion, the Port will notify the firm of the request and allow the vendor not less than ten (10) days to seek a protective order from the Courts or other appropriate remedy and/or waive the claimed confidentiality. Unless such protective order is obtained and provided to the Port by the stated deadline, the Port will release the requested portions of the response. By submitting a response, the vendor assents to the procedure outlined in this paragraph and shall have no claim against the Port on account of actions taken under such procedures.