

**NORTHWEST SEAPORT ALLIANCE
REQUEST FOR PROPOSALS
NO. PA000000015**

Terminal 7 Infrastructure Improvements

Issued by
Port of Tacoma
One Sitcum Plaza
P.O. Box 1837
Tacoma, WA 98401-1837

RFQ INFORMATION	
Contact:	Jerry Clardy, Procurement
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Phone:	(253) 888-4751
Submittal Date	November 19th, 2024
Questions Due Date	November 1st, 2024

SUBMIT ALL QUESTIONS AND PROPOSALS VIA THE PROCUREMENT PORTAL. (LINK LOCATED ON THE LEFT SIDE OF THE PROCUREMENT WEB PAGE)

Northwest Seaport Alliance
Request for Qualifications (RFQ) CONTRACT NO PA000000015
Terminal 7 Infrastructure Improvements

A. PURPOSE

The Northwest Seaport Alliance (NWSA) is soliciting Statements of Qualifications (**SOQ**) from firms interested in providing engineering design (including plans, specifications, and cost estimating), permitting, bidding and construction support services for the repairing and improving the existing infrastructure at Terminal 7. The period of performance of the contract is **Five (5)** years from the execution of the contract, with options for renewal at the sole discretion of the NWSA.

The successful respondent may be precluded from competing for, or participating in, subsequent contracts that are the direct result of or primarily generated by, the work performed under the contract resulting from this procurement.

B. BACKGROUND

Formed in 2015, The Northwest Seaport Alliance is a marine cargo operating partnership of the ports of Tacoma and Seattle. The NWSA is the fourth-largest container gateway in North America. To learn more about the NWSA, visit www.nwseaportalliance.com.

PROJECT SPECIFIC BACKGROUND

TERMINAL 7 DESCRIPTION

Terminal 7 is regularly used to support vessel loading and unloading operations for containerized cargo, break-bulk cargo, autos, military equipment deployments, and roll-on/ roll-off cargo. It is located on the east side of the Sitcum Waterway and consists of four berths: A, B, C, and D designated in alphabetical order from south to north measuring approximately 2,700 feet long. Except for the 900-foot-long Berth D, each berth is approximately 600 feet in length, see Figure 1.

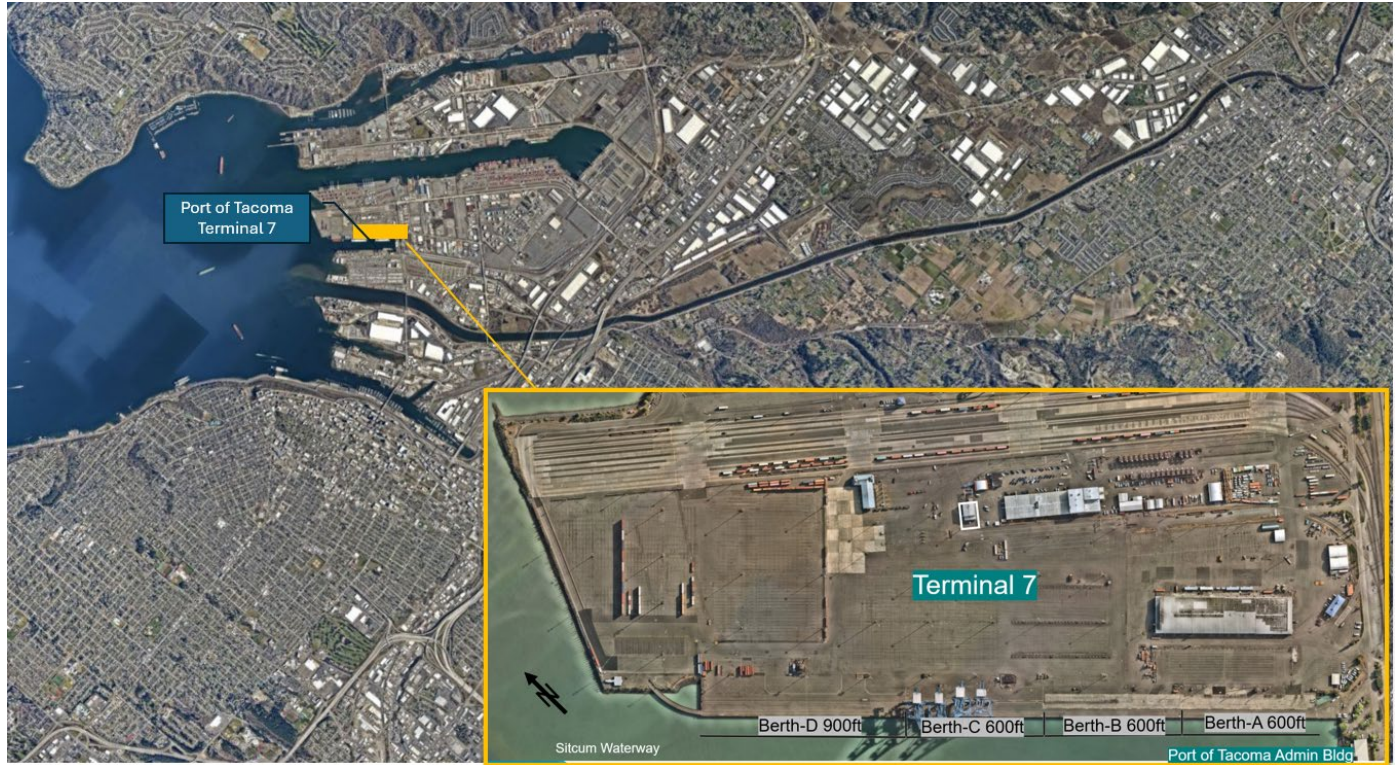


Figure 1: Terminal 7

BERTH A

Originally constructed in 1960 as an all-timber structure, Berth A is now composed of an outboard concrete wharf and an inboard timber apron. Together, the concrete/timber wharf is 105 feet wide by 600 feet long. The concrete portion of Berth A is composed of precast concrete piles, concrete pile caps perpendicular to the face of the wharf, and prestressed/precast concrete deck panels. The precast/prestressed deck panels have an asphalt overlay and are ballasted the full width of the concrete portion. In 1963, a fire below deck engulfed the entire underside of the timber apron and burned the exterior surface (roughly an inch) of the pile caps and the deck soffit, in the process, burning consumed most of the creosote treatment of the members, leaving them more susceptible to decay and difficult to inspect.

BERTH B

Like Berth A, Berth B was originally constructed in 1960, and the outboard portion was later rebuilt with concrete. The structural framing of Berth B is essentially of the same construction as Berth A (105 feet wide by 600 feet long). The same 1963 fire that burned Berth A also burned the entire underside of the Berth B timber apron.

BERTH C

Originally constructed in 1966, Berth C is 136 feet wide by 604 feet long. The timber

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

apron is 63 feet wide with timber piles. The deck is made up of laminated timber and overlaid with concrete slab that provides the running surface. The concrete portion of Berth C is 63 feet wide and framed similarly to Berths A and B.

BERTH D

Originally constructed in 1974, Berth D is constructed with precast/prestressed concrete deck panels spanning between cast-in-place concrete pile caps and is supported by precast/prestressed concrete piles. The precast/prestressed deck panels have an asphalt overlay and are ballasted the full width of the wharf.

In addition, Terminal 7 includes buildings, uplands, and other infrastructure that support wharf operations.

ANTICIPATED REPAIRS AND UPGRADES

The anticipated waterside and upland repairs and /or improvements at Terminal 7 include but are limited to,

1. Wharf fender system repairs
2. Mooring fixture repairs and / or upgrades
3. Installation of new mooring bollards
4. Terminal high mast light fixture replacement (LED)
5. Wharf watermain and sewer line replacement
6. Building electrical, plumbing, HVAC, roofing, and cladding repairs
7. Cap repairs.

The NWSA's Standard Terms and Conditions are included with the Sample Professional Services Agreement (Attachment B) to this RFQ. By submitting a SOQ, the Proposer represents that it has carefully read and agrees to be bound by the NWSA's Standard Terms and Conditions. Identify during the question submittal and response period, any sections you consider onerous, clarify why you consider these sections onerous, propose alternative language and describe why it is in the NWSA's best interests to adopt the alternative language.

SOQs submitted with altered or conditioned Terms and Conditions without prior written agreement from the NWSA will be considered non-responsive and not considered for evaluation.

Proposers submit SOQs understanding all contract terms and conditions are mandatory. Response submittal is agreement to the Contract without exception. The NWSA reserves the right to negotiate changes to submitted SOQs and to change the NWSA's otherwise mandatory Contract form during negotiations. If the Proposer is awarded a contract and refuses to sign the attached Contract form, the NWSA may reject the Proposer from this and future solicitations for the same work. Under no circumstances shall Proposer submit its own boilerplate of terms and conditions.

C. SCOPE OF SERVICES

The overall Engineering Consultant scope of services will include but are not limited to assisting the NWSA in developing the scope and level of improvements required to make adequate repairs to the wharf infrastructure so the wharf can continue to support the current business. Once the extent of needed repairs/improvements has been determined, the consultant will develop the project design including plans, specifications, cost estimates, schedule, support obtain permits, support during the bidding process, and construction. The selected consultant will be expected to include structural and civil capabilities in their team qualifications (subconsultants or organizational).

Determining Scope Stage

The Consultant will review the existing Terminal 7 condition assessment reports, inspect parts of the wharf identified as critical and in need of immediate repair, then develop best repair solution that allows the NWSA to maintain its current operations at the Terminal.

Design Stage

The Consultant's scope of services during the design stage will include but are not limited to completing field investigations as necessary; project coordination, refining the project schedule and cost estimates; and preparing draft and final bid documents, including construction drawings and CSI MasterFormat specifications (BSD SpecLink-E).

Bidding Stage

The Consultant will be expected to provide support services during bidding including review and responses to questions, preparation of addendums, and attending the pre-bid meeting.

Construction Stage

During construction the Consultant will provide support services including but not limited to RFIs, submittal and change order proposal reviews and responses, cost estimating, issue resolutions, site observations, inspection services, administrative support and preparation of record drawings.

Grant Application Support

The NWSA anticipates applying for grants to support with project costs. The grants might be federal, state, agency or military grants. The consultant will help the NWSA with the grants engineering reports and applications as needed.

D. DELIVERABLES

Scope Determination:

- The Consultant will help the NWSA determine which components of the terminal need immediate repair to maintain and improve current NWSA operations. Areas of the wharf that that need a detailed survey / review to determine required repairs will be included but are not limited to, the pile caps, the fender system,

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

the water line, mooring bollards buildings, and security improvements. In addition, the consultant will determine what other infrastructure repairs and improvements are required.

Preliminary design documents consisting of:

- Field/site investigation reports
- Basis of design report, including refined scope, schedule, and budget

Grant Support:

- The consultant will provide engineering reports and other scope, schedule and budget information needed to accompany grant application that the NWSA may apply for. The grants may be City, State or Federal grants.
- The consultant will provide any required scope, schedule, and budget information needed during the grant performance period for awarded grants.

Detailed design and bid documents consisting of:

- Permit documents required for any federal permitting process required to support a grant
- Permit document package for City of Tacoma.
- Supporting electrical power system analysis.
- Project schedule that accounts for project design, permitting, bidding and construction, including updates reflecting schedule revisions:
- Construction drawings, technical specifications, and cost estimates at the 30%, 60%, 90% and 100% completion levels. Data will be delivered in a format that can be imported into the NWSA's Enterprise GIS system. Object table templates will be provided by the NWSA.
- Issued for Bid drawings and technical specifications.

Bid and Construction Support Services to include:

- RFI responses, submittal responses, and cost estimates.
- Record drawings prepared from Contractor's redlined as-built plans. Data will be delivered in a format that can be imported into the NWSA's Enterprise GIS system. Object table templates will be provided by the NWSA.
- Any other professional support or management required to meet the project's goals and intent.

E. QUALIFICATIONS

The successful consultant team will be expected to demonstrate proficiency in inspection, assessment and design of waterfront marine facilities. The consultant will also need to be able to provide services and develop deliverables described in Section C and Section D, respectively.

F. SOQ ELEMENTS & EVALUATION CRITERIA

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 completeness of content. The written SOQs should be prepared in the same sequential order as outlined below.

SOQs are limited to 10 numbered pages (8 ½ by 11 inch) **excluding** the cover letter and all appendices. All pages shall be in portrait orientation with 1-inch (1") margins. Font size shall be 10 point or larger. SOQs that do not follow this format may be rejected. Submittals need to be limited to **9 MB** in total size.

The cover letter shall include the RFQ Number & Title in the subject line, and the Name, Title, Email Address, Phone Number, and current Address of the submitting team. SOQ's that do not follow this format may be rejected. 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 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 NWSA Terms and Conditions and acknowledgement of any addenda issued.

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

INITIAL EVALUATION PHASE Add/Remove items as needed

1. Qualifications & Experience.....50 PTS

- a) Identify the proposed team (to include working titles, degrees, certificates and licenses), demonstrate the team's experience in performing the requested services and describe how the team meets or exceeds the required qualifications. **(10 PTS)**
- Resumes of the key individuals may be included as an appendix and are not included in the total page count. Resumes are to be limited to one (1) single-sided, letter-size page. Resumes exceeding this limit will not be reviewed.
 - Provide an organizational chart demonstrating the relationships and hierarchy of the team described above and availability to support this project. Identify individuals by name, position, discipline and firm. Identify key back up personnel.
- b) The NWSA will evaluate the experience, technical competence, and qualifications of the key personnel identified, their project specific roles and responsibilities, and overall

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

organization of the project team. Emphasis will be placed on experience and expertise in performing work of similar scope and complexity. **(20 PTS)**

- c) Capacity to perform the work (including any specialized services) within the time constraints identified, considering the firm's current and planned workload. **(10 PTS)**
- d) Include a list of three (3) recent contracts/projects in the last five (5) years, to include a point of contact, contact information (phone and email), and brief description, for services relevant to the items listed in the Scope of Services as performed by the key personnel. Only projects completed by key members of the project team will be considered. **(10 PTS)**

2. Project Approach Narrative.....50 PTS

SOQs should clearly outline the team's recommended approach and methodology for:

- a) Accomplishing the Scope of Services. Clearly describe the approaches and methods that will be used to accomplish the tasks required in the Scope of Services. Include a summary of innovative ideas and suggestions for enhancing the scope of services. **(10 PTS)**
 - Project Management: Describe how the team will manage and coordinate the necessary disciplines required to accomplish the services requested.
 - Describe the team's experience responding to and overall management of on-call/ task order services and describe the firm's approach for responding to the Port's request(s) for services.
- b) Provide approach for scheduling and sequencing of individual task orders and for providing simultaneous services on multiple task orders and facilitating efficient and consistent progress on each task order. **(20 PTS)**
 - Approach for managing multiple task budgets and approach for ensuring cumulative task budgets do not exceed the overall contract amount.
 - General information for supporting the NWSA with an overall approach to architectural services at the Port.
- c) Coordination & Communication. Provide a plan for communications and coordination between the Project Team, the Port's Project Manager, and the various Stakeholders. **(10 PTS)**
- d) Quality Control (**QC**) and Quality Assurance (**QA**) program for the requested services. **(5 PTS)**
- e) What risks beyond your control do you see in providing this service, and how would you mitigate them? **(5 PTS)**

FINAL EVALUATION PHASE (if applicable)

1. Oral Presentations (if requested) **60 or 100 PTS**

Oral Presentations will be conducted with the top-ranked SOQ. Failure to participate in the process will result in the Vendor's disqualification from further consideration. Oral Presentations will be conducted by online video meeting.

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2. References (if requested) Pass/Fail

Reference checks may be performed on the selected firm, if based directly on the SOQ's received, or on shortlisted firms if Oral Presentations are being requested. The NWSA may evaluate the reference checks to assess the proposed Vendor's overall performance and success of previous, similar work. Reference checks may also be utilized to validate information contained in the SOQ.

LIST OF ATTACHMENTS:

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING (ATTACHED TO RFQ)

**ATTACHMENT B –PROFESSIONAL SERVICES CONTRACT TEMPLATE &
TERMS AND CONDITIONS (ATTACHED TO RFQ)**

ATTACHMENT C – FEDERAL – GRANT – PURCHASES FLOW DOWN

PROCUREMENT PROCESS

SOLICITATION TIMELINE:

Issuance of RFQ	OCTOBER 17, 2024
*Last Day to Submit Questions	OCTOBER 25, 2024 2:00 PM PST
*Proposal packets due	NOVEMBER 19, 2024 2:00 PM PST
Review/Shortlist	NOVEMBER 22, 2024
*Oral Presentations (if required) *	NOVEMBER 23, 2024
*Final Selection	DECEMBER 2, 2024
*Execute Contract	DECEMBER 6, 2024

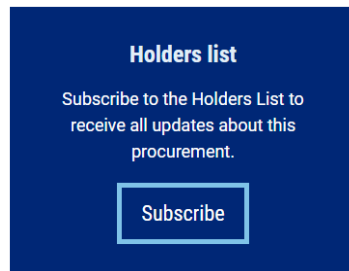
*Dates are tentative and may be subject to change.

All status updates on the above solicitation timeline will be announced on the [POT/NWSA]'s website for this solicitation.

VENDOR OBLIGATION

The Northwest Seaport Alliance (**NWSA**) and Port of Tacoma's (**POT**) Invitation to Bid, Request for Proposals and Request for Qualifications can be accessed on the POT's website, www.portoftacoma.com under 'Business -> Contracting -> Procurement.'

When viewing the details page for this procurement on the POT's Website firms have the option of subscribing to the Holder's List.



By subscribing to the Holder's List, firms will automatically be notified when new documents or changes relating to this procurement occur.

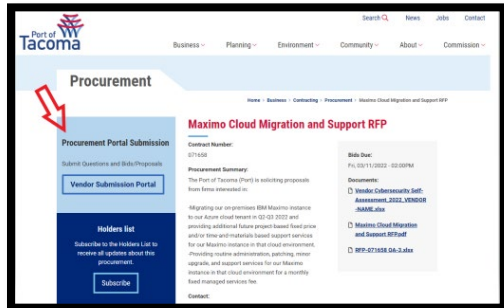
***Only those who have subscribed to the Holder's List will receive notifications throughout the procurement process, up until a firm is selected.**

COMMUNICATION / INQUIRES

All communications is to be sent through the submission portal.

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

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to the Procurement Department via the Procurement Portal (Portal link is accessible via this specific procurements website. See left side of page.).



Proposers who may have questions about provisions of these documents are to submit their questions by the date listed on the solicitation. The POT will respond to all written questions submitted by this deadline, and responses will be posted on the corresponding procurements website.

ADDENDA

The POT 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 POT changes, revises, deletes, increases, or otherwise modifies the Solicitation, the POT will issue a written Addendum to the Solicitation. Addenda will be posted to the POT's web site and conveyed to those potential submitters who have requested to be placed on the Holder's List.

SUBMITTAL PROCESS

Electronic Submittal:

Proposals must be received via the procurement portal on or before the date and time outlined on the front page of this proposal.

Procurement Submission Portal Instructions:

Navigate to this procurements web page (referencing the number and name) via the following link [Procurement | Port of Tacoma](#). While on the procurements page, click on the 'Procurement Submission Portal' link (located on the lefthand side of the page).

Full instructions on how to utilize the submission portal can be found on the POT's website, www.portoftacoma.com under 'Business -> Contracting -> Procurement'. See bold red heading above the bid search box "Bid and Question Submittal Instructions", to access the thorough instructions in PDF format.

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

Please submit proposal, including all separate attachments and compensation in separate Adobe Acrobat PDF format. Submittals need to be limited to **9 MB in total size**. **It is the Consultant's responsibility to verify the receipt of the submittal. Electronic verification will be provided.**

***Late proposals will not be accepted by the POT. Proposals received after the stated date and time will not be reviewed and shall be deemed non-responsive.**

All proposals submitted shall be valid and binding on the submitting firm for a period of ninety (90) days following the submittal deadline and for any extension of time granted by the submitting firm.

EVALUATION AND AWARD PROCESS

An evaluation team, using the point method of award, will review each proposal and evaluate all responses received based upon the criteria listed herein. The POT may request clarifications or additional information, if needed. After the evaluation team individually scores each proposal, the scores are tallied, and the firms are ranked based on the scores.

A selection may be made based on the proposals and initial evaluation criteria alone. Alternatively, the evaluation team may create a short list of the top ranked firms and invite the short-listed firms in for interview and/or check references. Scores for reference checks and interviews will be tallied and added to the short-listed firm's initial evaluation scores. Final selection will be based on the accumulative score.

The POT intends to select the Proposer who represents the best value to the POT.

The POT 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 POT may require. The POT reserves the right to reject any or all Proposals submitted as non-responsive or non-responsible.

PROCEDURE WHEN ONLY ONE PROPOSAL IS RECEIVED

In the event that a single responsive proposal is received, the Proposer shall provide any additional data required by the POT to analyze the proposal. The POT reserves the right to reject such proposals for any reason.

GENERAL INFORMATION

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

COSTS BORNE BY PROPOSERS

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

PROTEST PROCESS

A Bidder protesting for any reason the Bidding Documents, a Bidding procedure, the POT's objection to a Bidder or a person or entity proposed by the Bidder, including but not limited to a finding of non-Responsibility, the Award of the Contract or any other aspect arising from or relating in any way to the Bidding shall cause a written protest to be filed with the POT within two (2) business days of the event giving rise to the protest. (Intermediate Saturdays, Sundays, and legal holidays are not counted as business days.)

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The written protest shall include the name of the protesting Bidder, the bid solicitation number and title under which the protest is submitted, a detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, evidence that the apparent low bidder has been given notice of the protest, and the specific relief requested. The written protest shall be sent by email to procurement@portoftacoma.com.

Consideration. Upon receipt of the written protest, the POT will consider the protest. The POT may, within three (3) business days of the POT's receipt of the protest, provide any other affected Bidder(s) the opportunity to respond in writing to the protest. If the protest is not resolved by mutual agreement of the protesting Bidder and the POT, the Contracts Director of the POT or his or her designee will review the issues and promptly furnish a final and binding written decision to the protesting Bidder and any other affected Bidder(s) within six (6) business days of the POT's receipt of the protest. (If more than one (1) protest is filed, the POT's decision will be provided within three (3), but no more than six (6) business days of the POT's receipt of the last protest.) If no reply is received from the POT during the six (6) business-day period, the protest will be deemed rejected.

Waiver. Failure to comply with these protest procedures will render a protest waived. **Condition Precedent.** Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

SMALL BUSINESS AND DISADVANTAGED BUSINESS OPPORTUNITIES

The Port of Tacoma encourages participation in all its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (**OMWBE**). Participation may be either on a direct basis in response to this solicitation/invitation or as a subcontractor to a Bidder/Proposer. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids/submittals, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids/submittals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. The selected firm will be required to show evidence of outreach.

PUBLIC DISCLOSURE

Proposals submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by appointment by anyone requesting to do so following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the POT and the selected Consultant.

If a firm considers any portion of its response to be protected under the law, the vendor shall clearly identify each such portion with words such as **CONFIDENTIAL**, **PROPRIETARY** or **TRADE SECRET** on each page for which the protection is sought. If a request is made for disclosure of such portion, the POT will notify the vendor 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

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

protective order is obtained and provided to the POT by the stated deadline, the POT will release the requested portions of the proposal. By submitting a response, the vendor assents to the procedure outlined in this paragraph and shall have no claim against the POT on account of actions taken under such procedure.

ATTACHMENT B – PROFESSIONAL SERVICES CONTRACT TEMPLATE & TERMS AND
CONDITIONS

PROFESSIONAL SERVICES AGREEMENT NO. [CONTRACTNO]

TITLE: [TITLE]

Consultant: [VENDOR], [VENDORADD]

CONTRACT OWNER: [PM] **PROJECT NO./G/L NO.:** [PROJECTNO]/[G/L]

THIS AGREEMENT is made and entered into by and between the [ENTITY] (*hereinafter referred to as the **[POT/NWSA]***) and [VENDOR] (*hereinafter referred to as the **Consultant***) for the furnishing of [DESCRIPTION] (hereinafter referred to as the **Project**).

The Port and Consultant mutually agree as follows:

SCOPE OF WORK

[SOW]

DELIVERABLES

[DELIVERABLES]

COMPENSATION

[AMOUNT]

TERM

The term of the Agreement shall be from the date of execution through...

AGREED

This agreement is expressly conditioned upon the Terms and Conditions attached ...

[ENTITY]

[VENDOR]

By

By

[CM
[CMTITLE]

Date

[VENDORSIGN]
[VENDORTITLE]

Date

**ATTACHMENT B – PROFESSIONAL SERVICES CONTRACT TEMPLATE & TERMS AND
CONDITIONS**