



May 9, 2016

TO: HOLDERS LIST

**SUBJECT: WATER QUALITY PROGRAM ON-CALL SERVICES
CONTRACT NO. 070329**

ADDENDUM NUMBER ONE

This addendum is issued to add, remove, clarify and amend the following:

REQUEST FOR QUALIFICATIONS - 070329

DELETE and **REPLACE** RFQ 070329 in its entirety with the attached Addendum No. 01 RFQ for Water Quality Program On-Call Services. All other attachments remain as originally issued.

Issued by: Port of Tacoma



PORT OF TACOMA
REQUEST FOR QUALIFICATIONS
No. 070329

Water Quality Program On-Call Services

Issued by:

Port of Tacoma
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P.O. Box 1837
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RFQ INFORMATION	
Contact:	Jana Prince, Procurement
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Submittal Date	MAY 18, 2016 @ 2:00 PM
Document Location	http://portoftacoma.com/contracts/procurement/070329/water-quality-program-call-services

PLEASE SUBMIT ALL CORRESPONDENCE AND STATEMENT OF QUALIFICATIONS VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE AND INCLUDE 'WATER QUALITY PROGRAM ON-CALL SERVICES' IN THE SUBJECT LINE

PORT OF TACOMA
Request for Qualifications (RFQ) #070329
Water Quality Program On-call Services

The [Port of Tacoma](#) (Port) is soliciting Statements of Qualifications (SOQs) from firms interested in providing professional consulting services to assist in supporting the Water Quality Program for the South Harbor (Port of Tacoma) and [The Northwest Seaport Alliance](#) (NWSA), which includes services to be performed at both South Harbor and North Harbor (Port of Seattle).

This RFQ is being issued to solicit qualifications for three (3) distinct Categories of Services, as described under 'Scope of Services' - Section B.

A. CONTRACT DESCRIPTION

The Port will select one or more teams per scope category (defined in B. Scope of Services) based on the qualifications received. Following successful negotiation of rates, fees, and terms, the Port will award not-to-exceed contracts for initial amounts of \$150,000 each. The contract amount may be increased to meet the Port's projected service needs during the term of the contract.

The Port does not guarantee all disciplines or services will be used nor does the Port guarantee a specific volume of work under the contract(s).

The contract period of performance will extend for 36 months from the date of contract execution. At the sole option of the Port, the contract may be extended until all task orders executed within the first 36 months are completed to the acceptance of the Port, however long that time period may be.

The following documents are attached to the RFQ:

Attachment A – Instructions for Proposing

Attachment B – Sample Professional Services Agreement

Attachment C – Standard Terms and Conditions

Attachment D – Project Terms and Conditions

Attachment E – On-Call Terms and Conditions

Attachment F – Sample Rate Sheet

*By submitting a Statement of Qualifications (SOQ), the Proposer represents that it has carefully read all attachments. Proposers shall identify all concerns and any proposed revisions to the Agreement language, terms, or conditions shall be identified in writing at the time of submittal.

B. SCOPE OF SERVICES

Services to be provided under this contract are listed under the following THREE CATEGORIES which will be contracted separately. Teams shall clearly state in the cover letter which category (A. Scope of Services for Industrial Stormwater Compliance and Permit Support OR B. Scope of Services for the Stormwater Working Group OR C. Phase I Municipal Stormwater Permit Support) the team is submitting qualifications for. **Teams interested in providing services for Category A, Category B AND Category C scopes of services must submit THREE separate Statements of Qualifications to be considered for all categories.**

Category A – Industrial Stormwater Compliance and Permit Support

The primary focus of this contract is to provide support services for the Industrial Stormwater General Permit associated with several facilities. Tasks will include but are not limited to:

- Stormwater Pollution Prevention Plan (SWPPP) Updates: Support the Port is updating ISGP SWPPPs.
- Engineering Reports: Develop and review engineering reports to support Level 3 corrective actions.
- Annual Reports: Compile data and support the development of draft and final annual reports for the ISGP permitted facilities.
- Monitoring/Sample Collection: Conduct stormwater sampling activities.
- Alternative Analyzes and Cost Estimating: Develop alternative analyzes for various compliance options for the Ports ISGPs, including conceptual design and cost estimating for treatment BMPs.
- Source Evaluation and Control Strategies: Conduct source evaluations and provide recommendations for control.
- Pilot Study Support: Develop sampling plans and provide oversight for pilot projects
- Tenant Outreach Program Support: Conduct site visits, document conditions and make recommendations.
- Data Collection/Mapping: Collect data needed to develop stormwater management related maps.
- Other ISGP related tasks: to include services such as data gap analysis in preparation for a compliance audit, preparation or response to external audits, training, and other documentation or recordkeeping needed.

Deliverables will be specifically defined in each issued task order executed under this contract. Deliverables may include, but are not limited to:

- Draft and final updated SWPPPs, Engineering Reports, Annual reports and other reports as needed.
- Sampling and inspections forms

- Draft and final Source Evaluation technical memorandums
- Draft and final sampling plans

Category B – Stormwater Working Group

The primary focus of this contract is to provide support services for the Stormwater Working Group (SWG) which will consist of a North and South Harbor elements. North Harbor is located in Seattle, South Harbor is in Tacoma. The SWG will provide opportunities to NWSA tenants, customers and other stakeholders to stay informed about stormwater issues; provide an opportunity to network and discuss successes and lessons learned. Tasks will include but are not limited to:

- Stormwater Program Work Plans: Assist in developing program work plans.
- SWG Educational Handouts: Develop educational materials specific to stormwater and maritime industries.
- SWG Meeting Materials: Develop agendas and presentations that will be shared at quarterly meetings.
- Frequently Asked Questions (FAQ): Develop and update stormwater-specific FAQ documents for distribution.
- Stormwater Technical Memos: Develop stormwater technical memorandums.
- Stakeholder Survey Assistance: Compile stakeholder survey information.

Deliverables will be specifically defined in each issued task order executed under this contract. Deliverables may include, but are not limited to:

- Work Plans
- Educational materials
- Presentations
- Technical memos

Category C – Phase I Municipal Stormwater Permit Support

The primary focus of this contract is to provide support services for the Phase I Municipal Stormwater General Permit associated with several facilities. Tasks will include but are not limited to:

- Illicit Discharge Detection and Elimination: Conduct field inspection of outfalls.
- GIS Support: Mapping facility infrastructure and field verification of mapped facilities.
- Construction Stormwater: Review SWPPPs and conduct field activities.
- Post-construction Stormwater Management: Update Stormwater Management Guidance Manual, review BMPs and recommend new.
- Operations and Maintenance (O & M): Update O & M Manual, conduct QA/QC inspections of maintenance activities.

- SWPPP development and updates: SWPPPs associated with Port of Tacoma properties that have not been issued their own operating permit.
- Source Control: Conduct Source Control inspections on MS4 properties.
- Administrative: training support, annual report support and other required documentation.

Deliverables will be specifically defined in each issued task order executed under this contract. Deliverables may include, but are not limited to:

- Completed inspection forms and photo documentation
- SWPPPs
- Permit required manuals

C. QUALIFICATION ELEMENTS & EVALUATION CRITERIA:

Submittals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the proposing team (to include the key team members including prime and major subconsultants who will be providing the requested services) and the team's ability to meet the requirements of this RFQ. Emphasis will be on technical competence and completeness of content. The written SOQ should be prepared in the sequential order as outlined below.

Each SOQ is limited to 12 numbered (single-sided) pages (8 ½ by 11 inch) excluding the cover page (limited to one single-sided page), cover letter (limited to 2 single-sided pages) and appendices. All pages shall be in portrait orientation with 1 inch margins. Font size shall be 11 point or larger. If charts and/or graphs are utilized, text must be no smaller than 9 point font. The SOQ shall be submitted as an Adobe Reader compatible (PDF) file. Submittals that do not follow this format may be rejected.

Cover letter shall include the firm submitting and the name, title, email address, phone number and address of the submitting's team main contact and include the following information:

- **RFQ Scope Category (A or B or C) submitting the Qualifications packet for.**
- Describe any claim submitted by any client against the prime 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.
- Any real or perceived conflicts of interests, inclusive of the prime, subconsultants and key staff members.

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

1. Experience, Qualifications, & Past Performance.....45 PTS

Proposal Elements:

In a narrative, identify the team (to include working titles, degrees, certificates and licenses), describe the roles and responsibility of each team member, and why each team member is critical to the success of the overall contract. Describe the team's experience and capacity for providing the services being requested. Describe how team members meet or exceed the preferred experience being requested in this RFQ.

- Provide an organizational chart demonstrating the relationships and hierarchy of the team described above. Identify individuals by name, position, discipline and firm. Identify key back up personnel.
- Resumes of the team members may be included as an appendix. Resumes are to be limited to one single-sided, letter-size page for each team member. Resumes exceeding this limit will not be reviewed. The resume is supplemental information and is in addition to the information requested in the SOQ.
- Include a list of, at a minimum, five (5) recent contracts/projects in the last ten 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 team members. For project references that were not contracted by a firm or the proposal team, identify the firm that was contracted to complete the project, the applicable team members with experience on the reference project, and what the applicable team member's role for the reference project was for the referenced project. Only projects completed by team members of the project team will be considered. Supplemental project information may be included as part of the appendix.

The Port will evaluate:

- The team's capacity and ability to provide the Port with the required services detailed in the Scope of Services. Proposers shall be able to demonstrate a thorough understanding of the Port's needs and the services to be provided in order to fully staff, manage and complete the work.
- The experience, technical competence, and qualifications of the team, including each member's specific role and responsibility proposed for this project and their past experience and expertise in the areas for which they are proposed.

2. Project Approach Narrative.....45 PTS

Proposal Elements:

Clearly describe the team's general approach, methodology and goals for accomplishing the various services outlined in Scope Category A or B or C, as appropriate. Approach should include information on:

- ~~General Describe the team's proposed approach information for supporting the Port and/or the NWSA with the scope of services as outlined above, including innovative approaches that the team could assist the Port / NWSA through the transition of the Port and the NWSA., SEPA/NEPA and environmental permitting compliance, environmental review and permitting compliance. Include innovative approaches the Team has implemented with success to managed costs and schedules in the permitting process.~~
- Project Management: Describe how the team will manage and coordinate the necessary disciplines required to accomplish the services requested.
- Communication Plan: Project communication for each task between the team, the Port's project manager and various stakeholders on a given Task Order and for the on-call contract.
- QC/QA: Quality Control and Quality Assurance program for the requested services.

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 for services.

- Provide approach for scheduling and sequencing of individual task orders and for providing simultaneous services on multiple task orders and facilitating efficient progress on each task order.
- Approach for managing multiple task budgets and approach for ensuring cumulative task budgets do not exceed the overall contract amount.

The Port will evaluate:

The project team's approach for providing the requested services and for providing efficient management of the on-call contract.

3. Accuracy and Completeness of the SOQ..... 10 PTS

SOQs will be evaluated on the following criteria:

- Formatting, layout, and adherence to the RFQ requirements.
- Spelling and grammatical accuracy.
- Legibility of figures and chart information.
- Coherent and logical flow of written responses.

FINAL EVALUATION PHASE (if applicable)

4. References.....50 PTS

Reference checks will be requested from the project list provided under 1. Experience, Qualifications, & Past Performance. Reference checks may be performed on the apparent selected team, if based directly on the SOQs received or on shortlisted teams if interviews are being requested. The Port will evaluate the reference checks to assess the team's overall performance and success of previous, similar work. Reference checks will also be utilized to validate information contained in the SOQ.

5. Interviews (as requested by the Port).....50 PTS

If an award is not made based on the written evaluations 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. Specific information regarding the interview will be sent to short-listed teams.

ATTACHMENTS:

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