



REQUEST FOR QUALIFICATIONS

No. 071188

ON-CALL MECHANICAL and ELECTRICAL ENGINEERING SERVICES 2020

Issued by
Port of Tacoma
One Sitcum Plaza
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RFQ INFORMATION	
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Submittal Date	November 14, 2019@2:00PM (PST)

PLEASE SUBMIT ALL CORRESPONDENCE AND STATEMENT OF QUALIFICATIONS VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE AND INCLUDE IN THE SUBJECT LINE: **"ON-CALL ELECTRICAL AND MECHANICAL ENGINEERING SERVICES 2020"**

PORT OF TACOMA
Request for Qualifications For
On-Call Electrical & Mechanical Engineering Services 2020
RFQ No. 071188

The Port of Tacoma (Port) and the Northwest Seaport (NWSA) are soliciting Statements of Qualifications (SOQ) from firms interested in providing electrical and mechanical engineering services on an on-call basis. The Port will be the contracting agency for this contract and work under this contract may support either the Port and the NWSA, at either the South Harbor or North Harbor.

The Port anticipates the need for electrical and mechanical engineering services to further define the scope of improvement projects, develop a project implementation plan, and prepare construction bid documents for proposed projects. The work will include, but not be limited to, preliminary engineering, programming, sequencing, phasing, budgeting, scheduling, quality assurance/quality control, design, and construction support.

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

A. ON-CALL CONTRACTING

The Port will issue a request for a proposal for each task order which will define the work being requested. Before the Consultant may begin work, a fee proposal and schedule must be submitted to and approved by the Project Manager identified. The Contracts Department will issue each approved task order to the consultant which will outline a defined scope, deliverables, schedule and proposal amount. Reference the On-Call Supplementary Conditions section of Attachment B.

The Port will select and issue one or more (up to three) contract(s) based upon qualifications received. Upon successful negotiation of rates and fees, the Port will award initial contract(s) in the amount of up to \$600,000; at the Port's sole option, contract amounts may be increased to meet ongoing needs of the Port and NWSA.

Tasks may be performed on federally funded work and the selected consultant(s) will be subjected to any federal terms and conditions for and federal forms as required for that specific task order. Other grant reimbursement task orders may also be issued, and all requirements will be negotiated at the time of task order negotiation and execution.

The contract period of performance for work issued under this contract will be two years from the date of contract execution. Following the initial 2-year term, the contract may be extended for two additional one-year terms. Additionally, the contract shall be extended to cover any on-going and identified work in progress although no new work will be assigned under these contracts at that time.

The Port's Standard Professional Services Contract, including Port Standard and Project Terms and Conditions, and On-Call Supplementary Conditions is included in this RFQ. By submitting a Statement of Qualifications (SOQ), the Proposer represents that it has carefully read the Port's Standard and Project Terms and Conditions and On-Call Supplementary Conditions.

Proposers shall identify all concerns and propose alternate wording changes to these documents at the time of submittal.

B. SCOPE OF SERVICES

The selected firm will provide electrical and mechanical services for multiple Port projects. The quantity and duration of projects will depend on the Port's requirements and needs for these services. Projects may include elements that require the services of a multi-discipline team, including, but not limited to, security and communication service systems. The work will include electrical and mechanical related engineering services for buildings and/or Port Facilities, including but not limited to the following:

- Project planning and definition
- Feasibility Studies and Life Cycle Cost Analysis
- Design development
 - Project scheduling
 - Permitting support
 - Preparation of drawings and specifications (60%, 90% and final)
 - Cost estimates (60%, 90% and final)
- Bidding support
 - Responding to bidder questions
 - Attending pre-bid and bid opening meetings
 - Low bidder evaluations
- Construction support and closeout
 - Construction inspection and consultation
 - Contractor submittal review
 - Contractor change order proposal review and independent estimate
 - Record drawing production from contractor provided redlines
- Other services may include, but are not limited to, the following:
 - Construction Management of small projects
 - Constructability reviews
 - Peer design reviews
 - Field/site investigations
 - Commissioning
 - System evaluation and analysis
 - Attend meetings as requested by the Port

C. DELIVERABLES:

Potential deliverables generally include, but are not limited to, the following:

- Studies, reports and recommendations
- Project progress reports
- Permit packages and support documentation
- Project cost estimates, schedules, drawings and specifications

- Bidding documents, addenda and bidder evaluation
- Meeting minutes
- Construction estimates
- Field Inspection Reports
- All other deliverables as described on individual task orders

D. SOQ ELEMENTS & EVALUATION CRITERIA:

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

SOQs are limited to 8 numbered pages (8 ½ by 11 inch) **excluding** the cover letter and appendices. All pages shall be in portrait orientation with 1-inch margins. Font size shall be 11 point or larger. SOQs that do not follow this format will not be reviewed.

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

INITIAL EVALUATION PHASE

1. Experience, Qualifications, & Past Performance_____55 PTS

Proposal Elements:

Identify the proposed 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.

- Provide an organizational chart demonstrating the relationships and hierarchy of the project team members described above. Identify individuals by name, position, discipline and firm. Identify key back up personnel.
- Resumes of the key individuals are to be included as an appendix and are not included in the total page count. Resumes are to be limited to one single-sided, letter-size page. Resumes exceeding this limit will not be reviewed.

Describe the project team's experience and capacity for providing the requested services.

- Include a list of, at a minimum, five (5) recent contracts/projects in the last five 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 team members. Only projects completed by key members of the project team will be considered.

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.

The Port will evaluate:

- The team's capacity and ability to provide the Port with the required services detailed in the Scope of Work. Submitters shall be able to demonstrate a thorough understanding of the Port's needs and the Scope of Work to be provided in order to fully staff, manage and complete the work.
- The experience, technical competence, and qualifications of the project team members, 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 recommended approach and methodology for accomplishing the various services outlined in the Scope of Services section.

- Coordination, Scheduling & Communication: Provide a plan for communications, scheduling and coordination between the project team, the Port's project manager and various stakeholders.
- Quality Control and Quality Assurance (QCQA) program for design 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 multiple task orders.
- Approach for managing multiple task budgets to ensure cumulative task budgets do not exceed the overall contract amount.

FINAL EVALUATION PHASE (if applicable)

3. 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 vendor, if based directly on the SOQs received or on shortlisted firms if interviews are being requested. The Port will evaluate the reference checks to assess the proposed team's overall performance and success of previous, similar work. Reference checks will also be utilized to validate information contained in the SOQ.

4. Interviews (as requested by the Port)_____100 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.

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

ATTACHMENT B – PORT'S PROFESSIONAL SERVICES CONTRACT TEMPLATE