



## **REQUEST FOR QUALIFICATIONS No. 071130**

### **Habitat Mitigation Professional Services**

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

<b>RFQ INFORMATION</b>	
Contact:	Heather Shadko, Procurement
Email Addresses:	procurement@portoftacoma.com
Phone:	253-428-8697
Submittal Date	<b>JUNE 7, 2019 @ 2:00 PM</b>

PLEASE SUBMIT ALL CORRESPONDENCE AND STATEMENT OF QUALIFICATIONS VIA E-MAIL DIRECTLY TO THE PROCUREMENT CONTACT LISTED ABOVE AND INCLUDE IN THE SUBJECT LINE: **HABITAT MITIGATION PROFESSIONAL SERVICES'**

**PORT OF TACOMA**  
**Request for Qualifications For**  
**HABITAT MITIGATION PROFESSIONAL SERVICES**  
**RFQ Number 071130**

The Port of Tacoma (Port) is soliciting Statements of Qualifications (SOQ) from highly qualified teams interested in providing professional consulting services to assist the Port with planning, permitting, design, and construction services to develop habitat mitigation site(s). The Port is planning three habitat mitigation projects located at Port Parcel's 14, 75, and 129. The habitat mitigation projects may include emergent/mudflat, scrub-shrub, and/or forested wetland (estuarine, riverine, and/or palustrine) restoration, wetland buffers, floodplain improvements, and fish bearing stream restoration/relocation.

Through this SOQ solicitation, the Port may select up to three teams to conduct the professional consulting services for one or more of the projects. Although this SOQ is for the full range of professional consulting services, each project will begin with planning and preliminary design and each project may be advanced to a different level of completion requiring different levels of professional consulting services. The Port does not guarantee all disciplines of services will be used nor does the Port guarantee a specific volume of work under the contract(s). The Proposer shall state in their SOQ if the Proposer wants to be excluded from consideration for any of the three projects.

**A. CONTRACTING DESCRIPTION**

The Port will select the most qualified teams (team(s) includes all key members whether from the prime consultant firm or subconsultants for all necessary project services) and enter into negotiations with the intent of issuing up to three (3) professional service contracts based upon the information provided herein.

The contract period of performance will be 60 months from contract execution.

The following documents are attached to this RFQ:

Attachment A – Submittal Form

Attachment B – Professional Service Agreement

Attachment C – Sample Rate Sheet

Attachment D – Vicinity Map

\* By submitting a Statement of Qualifications (SOQ), the Proposer represents that it has carefully read all attachments. Any exceptions to the Terms and Conditions in the Draft Professional Service Agreement shall be included in the appendix of the SOQ and shall reflect how the Port of Tacoma would benefit by the exception.

## **B. BACKGROUND OF PROJECT SITES**

### **Parcel 14 (Lower Wapato Creek Habitat Site)**

Location: 1131 E Alexander Avenue, Tacoma, WA (Pierce County Parcel No. 0320013145)

Existing Conditions:

Approximately 20 ac of undeveloped land consisting of trees and invasive vegetation. Historically used for agriculture and as an upland dredge/sediment disposal location. Wapato Creek was historically ditched and channelized along Alexander Avenue and 12<sup>th</sup> Street East. Wapato Creek is categorized as a fish-bearing stream; however, the Services state that there is no ESA-listed salmonid use or presence in Wapato Creek.

Potential Future Conditions:

Re-meandered creek with fish habitat, replaced 12<sup>th</sup> Street creek culvert, and restored emergent, scrub-shrub, and forested wetlands with an estuarine/tidal mudflat.

Existing Information:

Planning, permitting, and design was originally initiated in 2012 and project was put on hold after approximately 60-90% design. A SEPA Determination of Non-significance (DNS) dated January 3, 2013 was issued by the Port of Tacoma. A Hydraulic Project Approval (HPA) was received from WDFW and a Critical Areas Development Permit was received from the City of Tacoma; however, both will be expired soon. Additional project information includes cultural resource assessments, wetland delineation, soil and geotech investigations, groundwater and creek water level investigations, draft Advance Mitigation Plan, JARPA/permit applications, and draft design drawings.

Mitigation Use:

Most of the project may be used as concurrent mitigation for filling approximately 4.5 ac of Category III wetlands with any remaining credit to be documented and used as advance mitigation credit for the Port.

Schedule:

Anticipate initiating planning, design, and permitting in early July 2019 upon contract execution. Anticipate bidding of Grading and Fill project including all site development items and site stabilization measures in Spring of 2020 with a Substantial Completion date in the Fall of 2020. Anticipate bidding of Site Landscaping and Maintenance project in the Spring of 2021 with an anticipated Substantial Completion date of September 2024.

### **Parcel 75 (Canyon-Clear Creek Confluence Habitat Site)**

Location:

4121 Pioneer Way E, Tacoma, WA (Pierce County Parcel No. 0320133050)

#### Existing Conditions:

Approximately 6 ac of undeveloped land consisting of trees, invasive vegetation, and likely wetlands. Clear Creek and/or Canyon Creek were likely historically ditched and channelized along Pioneer Way E. Clear Creek is classified as a Type F2 stream and has documented presence of ESA and non-ESA salmonids.

#### Potential Future Conditions:

Re-meandered creek with fish habitat, and restored floodplain emergent, scrub-shrub, and/or forested wetlands and wetland buffers. Design and construction will likely be conducted by Pierce County with review by the project team.

#### Existing Information:

The Port does not have any specific information for Parcel 75. The project is within Pierce County's Clear Creek Flooding Project (<https://www.co.pierce.wa.us/3321/Clear-Creek-Flooding>), Pierce County's Clear Creek Habitat Restoration Project (<https://www.co.pierce.wa.us/6275/Clear-Creek-Habitat-Restoration>), and is upstream of the Port's Upper Clear Creek Mitigation Site/Bank and other Clear Creek habitat restoration sites (<https://www.portoftacoma.com/community/environment/habitat>).

The project will be primarily conducting baseline studies, wetland delineation, and concurrent/advance mitigation planning. The project may also include permitting support and review of Pierce County's design and construction. The project will likely be designed and constructed by Pierce County; however, this SOQ includes these services should they be needed by the Port.

#### Mitigation Use:

Most of the project may be used as concurrent mitigation for filling approximately 4.5 ac of Category III wetlands with the remaining mitigation requirement coming from Parcel 14. Alternatively, depending on agency negotiations, the project may be developed as an advance mitigation site for the Port.

#### Schedule:

Upon contract execution in early July 2019, anticipate initiating primarily planning, baseline studies, and mitigation planning/permitting and potential third-party review of Pierce County's design, permitting, and construction/maintenance. Anticipate Pierce County beginning construction in Spring of 2021.

### **Parcel 129 (Upper Clear Creek Mitigation Site – Phase II)**

#### Location:

3604 40<sup>th</sup> Avenue E, Tacoma, WA (Pierce County Parcel No. 0320132103). Immediately adjacent to the southeast corner of the Port's Upper Clear Creek Mitigation/Bank Site.

#### Existing Conditions:

Approximately 10 ac farm site consisting of two houses, barn, large shed, outbuildings, trees, agricultural fields, and likely wetlands and remnant historical Clear Creek channel. Clear Creek Mitigation site was historically ditched and channelized along the railroad tracks near Pioneer Way E to the west of the project site and meandered back onto the Upper Clear Creek site in 2015. Clear Creek is classified as a Type F2 stream and has documented presence of ESA and non-ESA salmonids.

#### Potential Future Conditions:

Depending on Port needs and negotiations with permitting agencies and/or the Upper Clear Creek Mitigation Bank Interagency Review Team (IRT), the project would be designed as a riverine Category I forested wetland with or without fish habitat (i.e., stream channels, off-channel habitat). Restored floodplain emergent, scrub-shrub, and/or forested wetlands and wetland buffers with or without fish habitat. The project would generate wetland credits with or without fish credits depending on the design.

#### Existing Information:

The Port conducted a Phase I Environmental Site Assessment in 2018 for the purchase of the property. The project is within Pierce County's Clear Creek Flooding Project (<https://www.co.pierce.wa.us/3321/Clear-Creek-Flooding>) and is adjacent to the Port's Upper Clear Creek Mitigation Site/Bank and other Clear Creek habitat restoration sites (<https://www.portoftacoma.com/community/environment/habitat>).

#### Mitigation Use:

Initially, this project will develop a preliminary design (~30%) and baseline studies to be used as a contingency plan to Parcel 14 in the event Parcel 14 is not constructed. If Parcel 14 and/or Parcel 75 are used for the concurrent mitigation, then this preliminary design would be used to develop a future advance mitigation site or for an expansion of the Port's mitigation bank.

#### Schedule:

Anticipate executing professional services contract in early July 2019 to initially perform planning, baseline studies, mitigation planning, and preliminary design (~30%) to create a basis of design report. The schedule for final design and construction will be determined at a later date and is dependent on future mitigation needs of the Port, development schedules, and if other habitat projects are successfully permitted.

### **C. SCOPE OF WORK**

The scope of work for the professional consulting services shall include:

- Licensed surveyor to provide topographic surveys and other survey support
- Produce design and construction documents
- Produce civil and landscape architectural drawings to include full irrigation design

- Provide bid documents to include full CSI technical specifications and support for CSI specification divisions 0 and 1 utilizing the Port's specification system BSD Speclink
- Project cost estimates and review packages at various stages of design (30, 60, 90 and final)
- Permitting and environmental assistance and support (see below for further details)
- Provide bidding support
- Provide construction management support including on-site inspection services
- Utilization of the Port's Project Management software "eBuilder" at all levels of design, bidding and construction support
- Miscellaneous other work associated with the planning, permitting, design, bidding, and construction of the site, including meetings as necessary and providing project schedule(s)

Permitting and environmental assistance and support services shall include:

- SEPA/NEPA studies, analyses, and documentation
- Joint Aquatic Resources Permit Applications (JARPAs) in support of:
  - US Army Corps of Engineers Section 404 and Section 10 permits
  - Clean Water Act Section 401 water quality certifications and coastal zone management act consistency
  - Hydraulic Project Approvals (HPA)
  - Endangered Species Act compliance
  - Biological assessments or evaluations
  - Shoreline substantial development permits
  - Floodplains, floodways, and other critical areas
  - Wetland, aquatic, fish habitat, and critical areas permits including, habitat evaluation, NOAA's habitat equivalency analysis (HEA), delineation, and mitigation measures/plans for concurrent, advance, or bank mitigation.
- Geologic, hydrogeologic, hydrologic, hydraulic, and geotechnical evaluation and modelling
- Site and material characterization (site assessment, soil or water quality investigation including analytical characterization and soil fertility investigation and evaluation, waste material characterization, etc.)
- Hazardous building materials survey and support
- Air emissions estimates and modeling and other support
- Historic, archeological, and cultural preservation including surveys, plans, reports, negotiation support, on-site monitoring and inadvertent discovery support
- Stormwater analysis, engineering, and support
- Permitting, mitigation, and agency coordination/negotiation support.
- Outreach planning and assistance to inform and engage stakeholders in appropriate steps of the permitting and environmental review process
- Additional other miscellaneous permitting and environmental support tasks generally associated SEPA and NEPA processes and environmental permit application requirements

## **D. INSTRUCTIONS TO PROPOSERS & EVALUATION CRITERIA:**

### **PROCUREMENT PROCESS**

#### **SOLICITATION TIMELINE:**

Issuance of RFQ	May 21, 2019
Last Day to Submit Questions	June 4, 2019
<b>SOQs due</b>	<b>June 7, 2019</b>
Short List Consultants*	June 18, 2019
Interviews (if required)*	July 2, 2019
Final Selection*	July 8, 2019
Execute Contract*	July 16, 2019

\*Dates with an asterisk are estimated dates and are for information purposes only.

All status updates on the above solicitation timeline will be announced on the Port's [website for this solicitation](#).

### **COMMUNICATION / INQUIRES**

Port of Tacoma Requests for Bids, Requests for Proposals and Requests for Qualifications can be accessed on the Port's website, [www.portoftacoma.com](http://www.portoftacoma.com) under 'Contracts'; Procurement and then finding RFQ Number (071130) and RFQ Title (Habitat Mitigation Professional Services).

When viewing the details page for this procurement on the Port's Website firms have the option of subscribing to the Holders List. Detailed instructions for subscribing to the Holder's List for Port of Tacoma Procurements are available [here](#).

By subscribing to the Holders List, firms will automatically be notified when new documents or changes relating to this procurement occurs.

Proposers who, relative to this solicitation, contact any individuals, Commission members or Managing Members representing the Port or NWSA, other than the Procurement Representative listed on the RFQ may be disqualified from consideration.

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to Procurement at [procurement@portoftacoma.com](mailto:procurement@portoftacoma.com) (**Solicitation Name** in subject line).

Proposers who may have questions about provisions of these documents are to email their questions by the date listed above. The Port will respond to all written questions submitted by this deadline.

## 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. Addenda will be posted to the Port's web site and conveyed to those potential submitters who have subscribed to the Holders List.

It is the Proposer's responsibility to obtain and acknowledge all addenda by signing and returning the form included in this solicitation as Submittal Form 1, Receipt of Addenda.

Failure to acknowledge Addenda may result in the SOQ being declared non-responsive.

## SUBMITTAL PROCESS

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

[procurement@portoftacoma.com](mailto:procurement@portoftacoma.com).

Name of Firm, RFQ Title (Subject Line)

Please submit one electronic copy in Adobe Acrobat PDF format, including all appendices. Submittals need to be limited to **9 MB in total email size**. 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 in the RFQ. 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 may be invited in for interviews and the final determination for short listed firms will be based on reference checks and/or interviews.

The Port intends to select the proposed Team(s) which represents the most qualified team(s) to the Port and begin the negotiation and award process based on the evaluated scores.

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

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 Port.



## **COSTS BORNE BY PROPOSERS**

All costs incurred in the preparation of a SOQ and participation in this RFQ 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 procedure.

Submittals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the proposing team (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 listed in this RFQ. Attention will be paid to technical competence and completeness of content. The written SOQ shall be prepared in the same sequential order of SOQ criteria outlined below.

SOQs must not exceed **8 numbered pages** (8 ½ by 11 inch) **excluding** the cover page, cover letter and requested 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. Use of color is not prohibited but note that SOQs are often reproduced for review in black and white.

The cover letter shall include the RFQ Title and Number; Name, Title, Email Address, Phone Number and Addresses of the Proposing’s team main contact and include the following information:

- Descriptions of all claims submitted by any client against the prime within the past two years related to the professional services provided by the prime (inclusive of the prime and sub-consultants) or their key personnel. For this purpose, “claim” means a sum of money in dispute in excess of 10% of the prime’s fee for the services provided;
- Any real or perceived conflicts of interests for team members, inclusive of the prime, sub-consultants and key team members.

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

**1. Firm Experience and History.....25 PTS**

Specialized experience and technical competence of the firms comprising the team, considering the type of services required. Past record of performance on contracts with other government agencies or public bodies and with private industry, including such factors as control of costs, quality of work, ability to meet schedules and cooperation and communication with the owner. Recent experience of the firm and successful completion of Work of a similar type and complexity will be a material consideration.

**Submittal Requirements**

1. Brief résumé of the Submitter firm, including but not limited to: home and branch office information; date established; former name(s); type of ownership or legal structure; general description of services provided and type of clients served; personnel.
2. Description of recent projects or Work for which the Submitter firm (or firm's team) provided services to illustrate the firm's ability to perform the requirements of this Contract. SOQs should include but are not limited to:
  - Work name and location
  - Role of the firm (prime, subconsultant, joint venture, etc.)
  - Client (Owner) name, Owner's project manager or primary contact, physical address, phone number and email address.
  - Name, address, phone number and email address of firm's project manager.
  - Brief description of the Work (including description of the services provided by the firm; total cost of project; completion date; etc.).

**2. Knowledge and Experience of Key Individuals .....50 PTS**

Specialized experience and technical competence of the key individuals and support staff that will provide the requested services, including but not limited to the proposed project manager, major subconsultants, and key staff in each firm.

Key individual's knowledge of and experience with problems, conditions, or circumstances applicable to specific location of this project, including, but not limited to:

- Characteristics of the Puget Sound environment that are unique to this project;
- Applicable laws, ordinances, codes, regulations, and permits the interpretations thereof needed to perform the project;
- Any indigenous geographical, geo-technical, or other substantive technical issues that will likely be encountered in this project.

Knowledge, recent experience and expertise of these key individuals with projects of similar type and complexity will be a material consideration.

### **Submittal Requirements**

1. Brief résumés for each of the key individuals and/or support staff who will provide the requested services. (Full, one-page résumés may also be attached to the Appendix.)
2. A representative list of past or current projects performed by the key individuals who will provide the requested services. SOQs shall include information about the project manager, major subconsultants, and key staff. SOQs shall include but are not limited to:
  - Project name and location
  - Role of the individual (prime or subconsultant)
  - Client (Owner) name, Project Manager or primary contact, physical address, phone number and email address
  - Name, address, and phone number of prime consultant's project manager
  - Brief description of the Work (including description of the services provided by the firm; (total cost of project; completion date; etc.)
  - Brief description of key personnel's knowledge of and experience with problems, conditions or circumstances applicable to specific location of this project, including, but not limited to:
    - Characteristics of the Puget Sound environment that are unique to this project;
    - Applicable laws, ordinances, codes, regulations, and permits the interpretations thereof needed to perform the project;
    - Any indigenous geographical, geo-technical, or other substantive technical issues that will likely be encountered in this project.

### **3. Capacity and Project Organization.....25 PTS**

The Submitter will be required to demonstrate the firm's capacity and experience to provide the Port of Tacoma and the Northwest Seaport Alliance with the required services. This should be demonstrated through the firm's understanding of the Scope of Work to be provided in order to manage and complete the work.

### **Submittal Requirements**

Provide information demonstrating the team's:

1. Capacity to perform the Work (including any specialized services) within the time limitations, considering the firm's current and planned workload;
2. Clearly demonstrate the firm's capability to support the technical requirements as identified in the Scope of Work.

3. Availability and accessibility (key personnel and support staff identified in criteria 2); Provide and organizational chart of your firm and include the respective roles that each employee will provide for the team.
4. Prime is required to identify in their Proposal what specific Task(s) they would perform, as well as what Task(s) their Subconsultants would perform.
5. Ability to coordinate the work quickly and efficiently with the Port of Tacoma and the Northwest Seaport Alliance personnel considering:
  - The team's organizational structure.
  - Reporting relationship between individual team members.
  - The physical location of the office from which the work will be performed.

**FINAL EVALUATION PHASE (if applicable)**

**4. Interviews (as requested by the Port).....50 PTS**

If an award is not made based on the written evaluations and references alone, interviews may be conducted with the top-ranked teams. Failure to participate in the interview process will result in the team's disqualification from further consideration. The Port will inform top-ranked teams invited for an interview of the interview schedule, agenda and criteria for scoring to time of invitations. Note: Verbal changes to a team's written SOQ will not be allowed or accepted.

**END OF RFQ**

## Firm's Legal Name: \_\_\_\_\_

Principal To Contact/Title: \_\_\_\_\_

Business Email: \_\_\_\_\_

Former Firm Name(S) Year Established

](If Any)

Other Offices of the Firm, (If Any)



☐ Sole Proprietorship

☐ Corporation

☐ Joint Venture

☐ Parent Company

☐ Partnership☐ Other (specify): \_\_\_\_\_

1. State Of Incorporation: \_\_\_\_\_

2. DUNS #:

3. State of Washington Unified Business Identifier #:

4. Federal Tax Identification #:

5. If applicable, acknowledge Addendum(a) by specifying Addendum(a) number in spaces provided :

The Submitter certifies that the information presented in this Statement of Qualifications is true to the best of his/her knowledge:

Submitter: \_\_\_\_\_  
(Type or Print Company Name)

By: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Title)

Print Name: \_\_\_\_\_

Request for Qualifications No. 071130  
Project Title: Habitat Mitigation Professional Services



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