



PORT OF ANACORTES
2012 On-Call Consultant Services Roster
Request for Qualifications
Chapter 39.80 RCW and Chapter 53.19 RCW

The Port of Anacortes is currently requesting Statements of Qualifications for the following categories of professional services (Chapter 39.80 RCW) and personal services (Chapter 53.19 RCW):

Professional Services (Chapter 39.80 RCW): The Port of Anacortes anticipates a variety of public work projects at its existing facilities. These projects include, but are not limited to, (i) infrastructure, civil improvement, and environmental projects at all Port of Anacortes facilities. The Port of Anacortes Upcoming Projects List is available for review at the Port of Anacortes web site at www.portofanacortes.com. The Upcoming Project List is updated from time to time as new projects are scheduled.

1. Structural Engineering and Design
2. Civil Engineering and Design
3. Electrical Engineering and Design
4. Mechanical Engineering and Design
5. Autocad / GIS Support
6. Architecture and Design
7. Landscape Architecture
8. Geotechnical / Soils
9. Construction and Property Surveying
10. Hydrographic Surveying
11. Environmental Investigation / Remediation / Compliance

Personal Services (Chapter 53.19 RCW)

12. Environmental Review and SEPA Support
13. Habitat Biologist
14. Graphic Design
15. Aerial Photography / Mapping
16. Traffic and Transportation Analysis
17. Economic Analysis / Forecast Assistance
18. Employee Classification and Compensation Study
19. Noise, Air, and/or Water Quality Analysis
20. Comprehensive and Community Planning
21. Public Involvement / Community Outreach
22. Real Estate Advisory Services
23. Real Estate Appraisals
24. Materials Testing
25. Marketing / Advertising / Public Relations

26. Archeology Study and Evaluation
27. Accounting Services
28. Property Management
29. Information Technology Services

The purpose of this solicitation is to provide an annual update to our list of qualified consultants who may meet the requirements of the Port for providing consulting services related to port-wide projects. A Statement of Qualifications shall be kept on file for a period of one year.

The Port shall contract for on-call consulting services, on an as-needed basis, as follows: Individual Task Orders shall be issued under a basic professional or personal service contract, depending on the project and activities that the Port requests the consulting firm to perform.

Professional Services: Pursuant to Chapter 39.80 RCW, the Port will select the most qualified consultant for each project from the list of qualified consultants. Prior to execution of a Task Order, the Port and the consulting firm shall agree upon the scope and price to perform the services. Tasks shall either be contracted on a Time and Materials Completion basis or a Firm Fixed Price basis.

Personal Services: Pursuant to Chapter 53.19 RCW, the Port will select the most qualified firm or candidate for each project from the list of qualified consultants. Prior to execution of a Task Order, the Port and the consulting firm shall agree upon the scope and price to perform the services. Tasks shall either be contracted on a Time and Materials Completion basis or a Firm Fixed Price basis.

The Port reserves the right (i) to make multiple awards for on-call services in each of the categories of expertise, (ii) to consider price in selecting the most qualified personal service consultant (iii) to advertise at any time for additional Statements of Qualifications for any or all of the categories (iv) to advertise for Statements of Qualifications for a particular project (v) to select a consultant as the sole source for personal services in compliance with law and (vi) to amend this process at any time. No firm or consultant submitting a Statement of Qualifications shall have any right or claim against the Port of Anacortes resulting from such submission.

To view a copy of the Port's Professional Services Contract and Personal Services Contract, and for general information regarding Port facilities and operations, please visit our website at www.portofanacortes.com.

Responses should address the following evaluation criteria:

1. Experience of key personnel to be assigned to the contract
2. Firm's proven ability to provide innovative, cost-effective solutions
3. Firm's proven track record of quality performance and performance schedules
4. Firm's responsiveness and capacity to perform
5. References who can validate performance, including schedule and cost performance

Statements of Qualifications should include a cover letter clearly identifying the firm' s specific areas of expertise. Proposals containing pertinent data to assist the selection committee in evaluating the firm's qualifications must not exceed a total of six (6) double-sided pages. Electronic SOQ' s are also acceptable.

For each project, the Port staff will evaluate the Statement of Qualifications on file and select the consultant that can best satisfy the above criteria. In some instances, Port staff may elect to conduct interviews of closely scored consultants prior to making a selection.

Three (3) copies of the Statement of Qualifications must be received before **5 p.m. on Tuesday, February 7, 2012**. Mail, deliver, or email qualifications to:

Port of Anacortes
First and Commercial Avenue
PO Box 297
Anacortes, WA 98221
(360) 293-3134
ATTN: Teri Switalski, Engineering Office Manager
teri@portofanacortes.com

NOTE If your firm is currently listed on the Port of Anacortes 2010-2013 On-call Consultant Roster, please **DO NOT** submit a new SOQ. This is simply a yearly update to the current roster.

The Port of Anacortes is an equal opportunity employer and does not unlawfully discriminate based on any protected classes. Expenses in preparation of submittals to this solicitation, presentations, and other incidental activities are solely the responsibility of the respondent. The Port reserves the right to refuse any and all proposals.