



PORT OF ANACORTES
2021 On-Call Consultant Services Roster
Request for Qualifications
Chapter 39.80 RCW (Architectural & Engineering)

The Port of Anacortes is currently requesting Statements of Qualifications for the following categories of professional services (Chapter 39.80 RCW) (Architectural & Engineering):

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

The Port of Anacortes anticipates a variety of public work projects at its existing facilities. These projects include, but are not limited to infrastructure, civil improvement, and environmental projects at all Port of Anacortes facilities.

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 one year period. The Port shall contract for on-call consulting services on an as-needed basis by issuing individual Task Orders under a basic professional services agreement.

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.

The Port reserves the right (i) to make multiple awards for on-call services in each of the categories of expertise, (ii) to advertise at any time for additional Statements of Qualifications for any or all of the categories, (iii) to advertise for Statements of Qualifications for a particular project, and (iv) 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 Agreement for Professional Services, 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

Firms submitting Statements of Qualifications should **clearly identify the specific categories (listed above) of their expertise**. Firms previously selected and listed on the roster in 2019 and 2020 will remain on the roster through 2021 and need not submit a new proposal, unless requesting to be considered under a different professional services category than that previously selected. Statements of Qualifications containing pertinent data to assist the selection committee in evaluating the firm's qualifications must not exceed a total of 12 pages (including cover letter).

For each project, 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.

Proposals must be received before **4:00 p.m. on Wednesday, January 27, 2021**. Electronic delivery is *preferred* and should be emailed to: proposals@portofanacortes.com. Proposals may also be mailed to:

Port of Anacortes
100 Commercial Avenue
Anacortes, WA 98221
ATTN: Becky Darden, Contracts Administrator

The Port reserves the right to modify or cancel this Request for Qualifications at any time, and to reject any and or all proposals. Furthermore, this Request for Qualifications does not obligate the Port to accept or contract for any expressed or implied services.

Consultants may withdraw a Statement of Qualifications which has been submitted at any time up to the closing date and time. To accomplish this, a written request signed by an authorized representative of the consultant must be submitted to the Port of Anacortes. After withdrawing a previously submitted Statement of Qualifications, the consultant may submit another Statement of Qualifications at any time up to the Request for Qualifications closing date and time.

The Port of Anacortes shall not be liable for any costs incurred in the submittal preparation, printing, interview, or negotiation process. Consultants should be aware that any records they submit to the Port may be public records under the Washington Public Records Act (RCW 42.56).

The Port of Anacortes is an equal opportunity employer; women and minority-owned firms and veteran-owned firms are encouraged to apply.