



**PORT OF ANACORTES**  
**2021 On-Call Consultant Services Roster**  
**Request for Qualifications**  
**Chapter 53.19 RCW (Personal Services)**

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

1. Environmental Review and SEPA Support
2. Habitat Biologist
3. Graphic Design
4. Aerial Photography / Mapping
5. Traffic and Transportation Analysis
6. Economic Analysis / Forecast Assistance
7. Human Resources Services
8. Noise, Air, and/or Water Quality Analysis
9. Comprehensive and Community Planning
10. Public Involvement / Community Outreach
11. Real Estate Advisory Services
12. Real Estate Appraisals
13. Materials Testing
14. Marketing / Advertising / Public Relations
15. Archaeology Study and Evaluation
16. Accounting / Financial Services
17. Property Management
18. Information Technology Services, including WIFI and Communications
19. Security Consulting Services
20. Grant Writing
21. Capital Project Management

The Port of Anacortes anticipates a variety of projects that may require the professional or technical expertise of a consultant to accomplish, including public work projects at its existing 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 personal services agreement.

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 Personal Services Agreement and 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 Agreement for Personal Services, and for general information regarding Port facilities and operations, please visit our website at [www.portofanacortes.com](http://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 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 personal services category than that previously listed. 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](mailto: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.