

**Port of Clarkston**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Project: Feasibility Study and Pre-Development Site Planning**  
**Multi-Tenant Incubator at Turning Pointe Business Park**

**RESPONSES DUE by 11:00 a.m. PDT Monday, January 11, 2016**

**GENERAL INFORMATION**

**PROJECT**

The Port of Clarkston wishes to determine the economic feasibility of a multi-tenant incubator building of up to 10,000 sq. ft. in size to be located at the Port of Clarkston's Turning Pointe Business Park within Asotin County. In addition, if the project is determined feasible, the Port looks to the consultant group to assist with pre-development site planning for incorporation of sustainable elements, up to and including architectural and engineering services.

Information pertaining to this project can be found at: <http://portofclarkston.com/index.php?page=rfp-s-rfq-s>.

**CONTACT INFORMATION**

All questions concerning this project or statement of interest shall be directed **IN WRITING** to Wanda Keefer, Manager, Port of Clarkston via: a) e-mail at [wanda@portofclarkston.com](mailto:wanda@portofclarkston.com), or b) surface mail at Port of Clarkston, 849 Port Way, Clarkston, WA 99403, or c) FAX at (509) 758-1746.

No questions will be accepted by telephone.

The deadline for receipt of project specific questions is 11:00 a.m. PDT, Monday, *December 28, 2015*.

All project specific questions, along with the answers to those questions, will be posted to the Port's website (<http://portofclarkston.com/index.php?page=rfp-s-rfq-s>) by 2:00 p.m. PDT, *December 29, 2015*. This service is provided so all consultants can have equal access, and consistent information is provided to all.

**INFORMATIONAL MEETING** - An optional informational, pre-response meeting will be held at 3 p.m. Tuesday, December 22 at the Port of Clarkston office, 849 Port Way, Clarkston, WA 99403. Call-in or in-person participation is encouraged to assure adequate understanding of the project before submissions are due. To participate in this meeting by phone, call (712) 775-7031, access code: 796442.

**INTERVIEWS** - Phone and/or live interviews may be conducted with firms based on responses to the Request for Qualifications at the discretion of the Evaluation Committee.

**SELECTION** - It is the intent of the Port to make a final decision on selection within one (1) month of the date of submission.

**CONTRACT PERIOD** - It is anticipated that the contract period will be for one year.

**FUNDING** - This planning project is funded with assistance from the Washington Community Economic Revitalization Board. A total budget of \$64,000 is expected to cover all items described in the scope of work.

## **PREPARATION INSTRUCTIONS**

**Responses must conform to the following instructions. Any non-conforming response may be rejected at the sole discretion of the Port.**

One copy of the response must be received by 11:00 a.m. PDT on **Monday, January 11, 2016**. The Port will accept responses by mail, surface delivery, hand-delivered, delivery service, sent by fax OR electronically. The response shall be submitted in the format as outlined. Any response not following the correct format will be rejected. The maximum length of the submittal shall be eight (8) pages, excluding the introductory letter, cover page and resumes. Except as otherwise noted, pages shall be 8-1/2 x 11 inches and single sided. Type style shall be not more than six lines per vertical inch and not smaller than 11 point. The response shall be bound with a single staple placed in the upper left hand corner.

Responses must include reference to the project name (Port of Clarkston Multi-Tenant Incubator Building—Feasibility Study & Pre-Development Planning), and the consultant's name and address clearly indicated. Responses must be in the possession of the Port on or prior to the above noted time and date, and at the location indicated below. Late responses will not be considered.

Responses shall be sent to:

**MAIL OR SURFACE DELIVERY:**

Wanda Keefer, Manager  
Port of Clarkston  
849 Port Way  
Clarkston, WA 99402

OR Electronically:  
OR by Fax:

wanda@portofclarkston.com  
509-758-1746

### **INTRODUCTORY LETTER**

The introductory letter should introduce the Consultant Team's submittal, identify the Project Manager, list a contact telephone number, and contain a statement confirming the commitment of the key personnel for the team identified in the submittal to meet the Port's quality and schedule expectations. Please list each Sub-consultant, outline their work tasks, and provide contact information.

### **RESPONSE CONTENT**

It is essential that the consultant provide an adequate staff of experienced personnel or sub-consultants capable of and devoted to the successful accomplishment of work to be performed under this request for qualifications. The specific individuals or sub-consultants listed in the response, including Project Manager, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of the Port. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the response.

The following criteria apply to both the Consultant and each sub-consultant. When specific responses are requested concerning experience, references, equipment, personnel, and quality control, provide responses for both the Consultant and each sub-consultant.

1. **Introduction:** (Complete for each consultant and sub-consultant, if applicable): Introduce the consulting team, giving location and history and describe how the consulting team is organized to develop this type of project. Discuss relevant experience. List verifiable professional references with a contact person and phone number for each of the following: project manager and key professionals (economic specialist, engineer, architect, etc.) included on the team. If all of the proposed team is with one firm, fewer references are likely needed.

2. **Project Manager:** Identify a project manager who will be responsible for the quality and timeliness of the consultant's work and for ensuring that adequate personnel and other resources are available for this project. Provide a brief summary of education, experience, and qualifications pertaining to the management of this project. If applicable, include professional registration(s).
3. **Key Personnel and Resources Available:** Identify the proposed key professionals and describe each person's roles and duties relative to this project, and list the amount of time they are expected to be working on this project. Provide a brief summary of experiences and qualifications, including professional registration (if applicable) for each person identified. Submit an organizational chart of the personnel with their roles and office locations. If the team consists of individuals from different organizations, please explain how they have worked effectively together in the past and how coordination will occur for this project.
4. **Project Understanding/Approach:** Provide a written narrative demonstrating knowledge of methodology, policies and procedures for accomplishing this type of project as outlined in the scope of work, based on experience with similar projects. Discuss relevant experience. Please provide a detailed scope of work relating to the team's approach on this project. Identify potential issues that may be encountered and proposed resolutions. Explain how detailed costs will be developed for each alternative and which professional's skills will be tapped in creating cost schedules.
5. **Project Control:** Describe the consultant's timeline for completion, its communication plan, and its procedures for scope changes, schedule, cost and quality control. This should include a description of the consultant's control measures regarding management of the sub-consultant's project related work.

**DBE PARTICIPATION** - Women, minority, and veteran-owned businesses are encouraged to respond. The Port of Clarkston is an Equal Opportunity and Affirmative Action Employer.

**ADA/CIVIL RIGHTS** - Consultants will be held to ADA and Civil Rights language for the employing agency.

## **SCOPE OF WORK**

The Port of Clarkston proposes to have a consultant or team of consultants provide services that will involve work in three parts:

Part 1: An economic impact feasibility study for a multi-tenant incubator building;

Part 2: If the project is determined feasible, a marketing strategy containing action elements linked to timelines as well as identification of parties responsible for implementation; and,

Part 3: If the project is determined feasible, pre-development site planning and design documents to include layout on parcel in Turning Pointe, materials recommendations and design documents for construction; also includes recommendation on sustainable elements to be included in the construction.

Parts 1 & 2 need to incorporate the CERB feasibility study required elements described in Appendix A.

Note on the contract: Since Parts 2 and 3 are dependent upon the results of Part 1, the Port expects to create a phased contract, in negotiation with the selected firm.

## **GENERAL TERMS**

This Request for Qualifications does not commit the Port to enter into an agreement or to pay any costs incurred in the preparation of this response or in subsequent negotiations.

## **RESERVATION OF RIGHTS BY THE PORT**

The issuance of this RFQ does not constitute an assurance by the Port that any contract will actually be entered into by the Port and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all responses
- Reissue the Request for Qualifications
- Invite additional respondents to the RFQ
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFQ and cancel this request with or without the substitution of another RFQ
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this RFQ, each respondent agrees that any finding by the Port of any fact in dispute as to this request for qualifications or the responses thereto shall be final and conclusive except as provided herein.

## **CONFLICT OF INTEREST**

By the submission of a response to this RFQ, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

## **EEO REQUIREMENTS**

Respondent, by submission of a response, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

## **PROPRIETARY MATERIAL**

The Port assumes no liability for disclosure of proprietary material submitted by respondents. Responses to this request for qualifications shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

## **EVALUATION CRITERIA**

Firms will be evaluated based on: 1) Key personnel on consulting team, including right mix of economic expertise, project management, architectural and engineering; 2) Team experience with similar projects; 3) Approach to project; 4) Familiarity with the region; and 5) Past performance/references.

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the responses received in accordance with the evaluation criteria listed above. It is the responsibility of the Consultant to ensure that it complies with this RFQ and provides the information requested. If the Consultant fails to provide any information requested in this RFQ, such failure may result in either a lowered evaluation score of the response or disqualification of the respondent.

## Planning Study Minimum Requirements

The planning study must contain the following **minimum requirements**:

- a. A product market analysis linked to economic development.
- b. A market strategy containing action elements linked to timelines.
- c. Identification of targeted industries.
- d. Identification of the group responsible for implementing the marketing strategy. Describe the group's capacity to complete the responsibility.
- e. The site's appropriateness by addressing, at minimum, appropriate zoning, affect to the state or local transportation system, environmental restrictions, cultural resource review, and the site's overall adequacy to support the anticipated development upon project completion.
- f. A location analysis of other adequately served vacant industrial land.
- g. Total funding for the public facilities improvements is secured or will be secured within a given time frame.
- h. An analysis of how the project will assist local economic diversification efforts.
- i. Indicate the specific issues that will be addressed.
- j. List one or more economic outcomes that you expect from the proposed CERB project.
- k. Describe the specific, quantifiable measures of the outcome(s) that will indicate success. Describe in measurable terms what you expect to be able to show as progress toward the outcome for each year before the whole outcome has been achieved.
- l. Describe what data you will collect to determine whether the outcome is being achieved.
- m. Describe the data collection procedure including when data will be collected, from whom and by whom.
- n. The estimated median hourly wage of the jobs created when development occurs.
- o. If the project is determined to be feasible, the following information must be provided within the final report:
  1. Total estimated jobs created (in FTEs).
  2. Describe benefits offered to employees.
  3. Describe the median hourly wage of the new jobs in relation to the median hourly county wage.
  4. The county three-year unemployment rate in relation to the state rate.
  5. County population change in the last five years.
  6. The estimated jobs created represent what percentage of the county's labor force.
  7. The estimated jobs created represent what percentage of the county's unemployed workers.
  8. Estimated new annual state and local revenue generated by the private business.
  9. Estimated private investment generated by project.