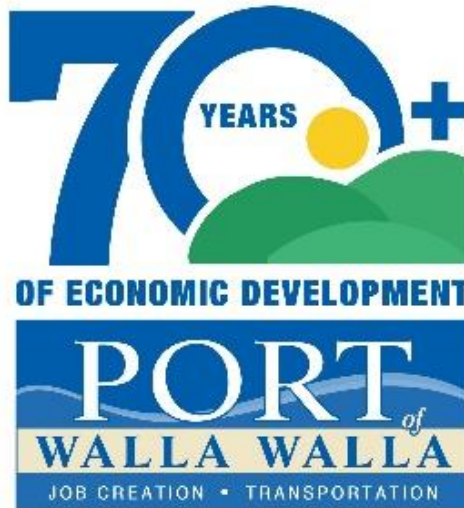


REQUEST FOR QUALIFICATIONS

FOR CONSULTING ENGINEERING SERVICES FOR THE PORT OF WALLA WALLA'S WALLULA GAP BUSINESS PARK



RFQ: PWW 2026-010E

Road, Process Water, Wastewater Infrastructure Improvements - Wallula Gap Business Park

Port of Walla Walla
45 Terminal Loop Road, Suite 210
Walla Walla, WA 99362 509-525-3100
www.portwallawalla.com

February 24, 2026

TABLE OF CONTENTS

Section 1.0	RFQ Submittal and Closing Date
Section 2.0	Inquiries
Section 3.0	General Work Statement and Delivery Schedule
Section 4.0	RFQ Contents
Section 5.0	Proposal Evaluation and Consultant Selection
Section 6.0	General Information
Section 7.0	Selection Schedule
Attachment A-1	Site Map

INTRODUCTION

The Port of Walla Walla (“Port”) is seeking Statements of Qualifications (SOQs) from qualified consulting firms to provide professional engineering services for the design of roadway, water, and industrial wastewater infrastructure improvements at the Port’s Wallula Gap Business Park, located near Wallula, WA. Services will include preliminary and final design, preparation of construction documents, cost estimating, and coordination with applicable agencies and utility providers. This project is funded by the Port’s 2026 Capital Fund.

The selected consultant(s) will provide professional engineering services for the design of roadway, water, and industrial wastewater infrastructure improvements to support site development. Services will include preliminary and final design, preparation of construction documents, and coordination with applicable agencies and utility providers. Following evaluation of qualifications, the Port reserves the right to determine the final scope and contract structure and this may include awarding services to a single firm for all disciplines or awarding separate contracts by discipline or project component, as deemed to be in the best interest of the Port.

The Port anticipates the contract will commence on or about March 24, 2026, with project completion target subject to refinement based on final project scheduling. The Port reserves the right to amend the contract duration, scope of work, or structure as necessary to meet project needs and comply with applicable funding requirements.

1.0 RFQ SUBMITTAL AND CLOSING DATE

Submittals must include two (2) printed copies and one digital copy (PDF format), submitted no later than Tuesday, March 10, 2026 at 2:00 PM (PDT). SOQs must be no longer than 12 pages. Late, faxed, or emailed submissions will not be accepted.

Submittals must be clearly marked:0

Port of Walla Walla

Attn: Jay Hester, Economic Development Director

45 Terminal Loop Road, Suite 210, Walla Walla, WA 99362, 509-525-3100 x105

jayhester@portwallawalla.com

2.0 INQUIRIES

2.1 Inquiries

All inquiries should be directed in writing to:

Port of Walla Walla

Attn: Jay Hester, Economic Development Director

45 Terminal Loop Road, Suite 210, Walla Walla, WA 99362, 509-525-3100 x105

jayhester@portwallawalla.com

All questions must be received at least seven (7) calendar days prior to the submittal deadline. Responses will be provided to all recipients of this RFQ.

3.0 GENERAL WORK STATEMENT AND DELIVERY SCHEDULE

3.1 General Work Statement

This project is funded by the Port's General Fund and will result in the preparation of engineering design documents to support construction of infrastructure improvements. The selected consultant will provide professional engineering services for the design of the following systems:

- Water infrastructure
- Industrial wastewater infrastructure
- Roadway access improvements

Services shall include preliminary and final design, engineering calculations, preparation of plans, specifications, and cost estimates (PS&E), permitting support, and coordination with applicable agencies and utility providers, as required to advance the project toward construction readiness.

3.2 Consultant Responsibilities

Consultant services shall include:

- Verification of existing conditions and review of available survey, geotechnical, and utility information;
- Final engineering design of roadway improvements, including grading, drainage, paving, traffic control, and related appurtenances;
- Final engineering design of water and industrial wastewater infrastructure, including system extensions, connections, pump stations (if applicable), and associated facilities;
- Preparation of 30%, 60%, 90%, and 100% construction documents suitable for public bidding;
- Preparation of technical specifications and engineer's opinion of probable construction cost at each design milestone;
- Coordination with applicable agencies, utility providers, and permitting authorities to obtain required approvals;
- Assistance to the Port during the bidding phase, including responses to requests for information, preparation of addenda, and bid evaluation support; and
- Construction phase engineering services, including review of submittals and shop drawings, responses to contractor RFIs, site visits as appropriate, review of pay applications, support during construction meetings, and preparation of record drawings.

Additional tasks may be included during contract development.

4.0 RFQ CONTENT REQUIREMENTS

4.1 Submittal Requirements for each Statement of Qualifications (SOQ) must include:

Firm name, contact information, Project Manager and key personnel resumes, Description of similar work and references, Approach to project delivery and communication, Knowledge of regional infrastructure and logistics environment.

4.2 No Fee Schedule Costs

Costs will not be evaluated as part of the selection process. Costs will be negotiated after.

4.3 Consultant's Capabilities/Experience/References Max. Score 25

Outline the firm's capabilities and experience with regard to the requested services. The response should address the following:

- Experience with similar projects. Provide references.
- Internal procedures and/or policies related to work quality and cost control.
- Management and organizational structure.
- Capability to perform the work for the duration of the contract.

4.4 Project Team Max. Score 25

Outline The firm's personnel who would work with the Port. The response should address the following:

- Extent of principal involvement.
- Names of key members who will be performing the work on this project and their responsibilities.
- Qualifications and relevant individual experience, including sub-consultants.
- Project manager's experience with similar projects and interdisciplinary teams.

4.5 Method of Approach Max. Score 25

Outline the firm's approach to working with the Port.

4.6 Understanding of Requested Services and Local Area Max. Score 25

Outline the firm's understanding of the requested services and local area. The response should address items such as experience and familiarity with local conditions that could affect project success.

5.0 PROPOSAL EVALUATION AND CONSULTANT SELECTION

5.1 Evaluation Process

Statements of Qualifications submitted on time will be reviewed against the Pass/Fail criteria. SOQs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria below and ranking. The outcome of the evaluations may, at the Port’s sole discretion, result in (a) notice to a Proposer(s) of selection for tentative contract negotiation and possible award; or (b) further steps to gather more information for further evaluation. The selection process may be canceled if the Port determines it is in the public interest to do so.

5.2 Evaluation Criteria

Each proposal will be judged as a demonstration of the consultant's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

<u>Criteria</u>	
Relevant Firm Experience and References	25 points
Project Team Qualifications	25 points
Approach to Scope and Coordination	25 points
Understanding of Local Infrastructure & Conditions	25 points

6.0 GENERAL INFORMATION

6.1 Insurance Requirements

Selected firm must maintain workers compensation and professional liability insurance.

6.2 Discretion

The Port reserves the right to:

- Reject any or all proposals
- Waive minor irregularities
- Amend RFQ schedule or scope
- Cancel this solicitation for good cause

6.3 Public Disclosure

All materials submitted will become public record subject to Washington State law unless clearly exempted.

6.4 EEO and Non-Discrimination

The Port of Walla Walla is an equal opportunity employer and encourages participation from minority, women, veteran, and disadvantaged business enterprises.

7.0 SELECTION SCHEDULE

Issue RFQ: February 24, 2026

SOQs Due: March 10, 2026

Selection/Negotiation: March 11-17, 2026

Contract Award: March 24, 2026

For questions or additional project information, contact: Jay Hester Economic Development Director Port of Walla Walla jayhester@portwallawalla.com 509-525-3100 x105

Attachment A-1:

Port of Walla Walla - Wallula Gap Business Park, Wallula, WA



- Wallula Gap Business Park is zoned Industrial Agriculture Heavy & Mixed
- Site is adjacent to U.S. Highway 12; adjacent to a dual access rail spur (UPRR & BNSF); 12 miles from the Tri-Cities, WA MSA (315K population); and Interstate I-82 and US-395. TransCanada GTN 42" & 36" Natural Gas Transmission Line. Cascade Natural Gas 12" high-pressure gas line with excess capacity. 6.2 million gallons per day municipal potable, process, and fire suppression water system. Two (2) low-cost electrical providers.
- Formal site due diligence completed including survey maps, utility information, archaeological, geotechnical, biological, and environmental reports. <http://wgbp.portwallawalla.com>