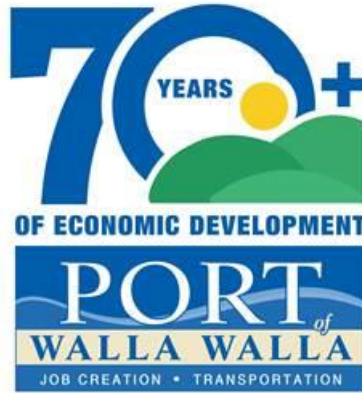


REQUEST FOR QUALIFICATIONS
FOR CONSULTING ENGINEERING SERVICES
FOR THE
PORT OF WALLA WALLA'S
WALLULA GAP BUSINESS PARK



RFQ: PWW 2026-050E

Port of Walla Walla
45 Terminal Loop Road, Suite 210, Walla Walla, WA 99362
509-525-3100
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Aug 11, 2026

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INTRODUCTION

Port of Walla Walla (hereinafter the "Port") is seeking services from of a qualified Consulting Civil Engineering Firm from the Port's 2026 Professional Services Roster to provide surveying, mapping, civil engineering, and related professional services for the design and development of a transportation container stackyard at the Port's Wallula Gap Business Park (hereinafter the "Site"). The Project will include, but not be limited to, construction of a transportation container storage and stacking area on the northwest side of the Dodd Road Industrial Park property. Services may include demolition planning, topographic surveying and mapping, site grading design for approximately 3.98 acres, fencing design, subgrade preparation, gravel or concrete paving design, minor water line revisions for valve protection, and the removal or relocation of a fire hydrant necessary to accommodate the stackyard improvements. The contract is anticipated to start on September 11, 2026, and will cover a period of two (2) months, with the final product completed by October 30, 2026. The Port reserves the right to amend this contract for additional time if it is in the best interest of the Port.

1.0 RFQ Submittal and Closing Date

Two (2) printed copies and one digital copy of the RFQ must be submitted no later than August 21, 2026 @ 2:00 PM (PST). RFQs may not exceed 10 pages. Neither late nor faxed submittals will be accepted. Firms submitting RFQs, not in compliance with Section 4 will be considered non-responsive. RFQs must be addressed to the following:

Port of Walla Walla
Attn: Jay Hester, Economic Development Director
45 Terminal Loop, Suite 210, Walla Walla, WA 99362
509-525-3100 Ext. 105 jayhester@portwallawalla.com

2.0 Inquiries

2.1. Questions that arise prior to the RFQ deadline shall be addressed to:

Port of Walla Walla
Attn: Jay Hester, Economic Development Director
45 Terminal Loop Road, Suite 210, Walla Walla, WA 99362
509-525-3100 Ext. 105 jayhester@portwallawalla.com

2.2. Consultants may be directed to submit questions in writing to Jay Hester no later than seven (7) days prior to the submittal date. Substantive questions and answers will be provided to all RFQ recipients.

Port of Walla Walla
Attn: Jay Hester, Economic Development Director
45 Terminal Loop Road, Suite 210, Walla Walla, WA 99362
509-525-3100 Ext. 105 jayhester@portwallawalla.com

3.0 General Statement of Work and Delivery Schedule

3.1. General Work Statement

This work involves providing surveying, engineering, and design services for the development of a transportation container storage and stacking yard at the Port's Wallula Gap Business Park. The Project includes demolition, site grading, paving, fencing, minor water system modifications, and relocation of a fire hydrant as necessary to support the proposed improvements. Enclosed as Attachment A-1 is the Project Area Site.

3.2. Consultant's Responsibilities

The scope of work to be performed by the Consultant for the Port will include engineering services for:

- Topographic Surveying
- Mapping
- Parcel Subdivision
- Preliminary Design/Geotech Work for Internal Roadway System

Additional tasks may be identified and added to the project scope during contract development and/or project implementation.

4.0 RFQ Content Requirements

4.1. Submittal Requirements

Submittals shall include the following information: firm name; phone and e-mail address; names and resumes of Principal-in-Charge, Project Manager, and all Key Personnel who would be working on the project; the size of the firm and geographic service area. Submittals shall also include firm background, a summary of similar previous experience, qualifications of team leader and team members, methodology for communications with the Port and other project stakeholders, and appropriate references.

4.2. No Fee Schedule

Costs will not be evaluated as part of the selection process. Costs will be negotiated after a Proposer is selected. A Proposer selected for contract negotiations must be submitted within five (5) days of the Proposer's notification of selection.

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>	<u>Maximum Score</u>
Consultant's Capabilities/Experience/References	25
Project Team	25
Method of Approach	25
Understanding of Requested Services and Local Area	<u>25</u>
Total Maximum Score	100

6.0 General Information

- 6.1.** The Port may require any clarification or change it needs to understand the selected consultant's project approach.

- 6.2.** The successful consultant must have Worker's Compensation Insurance covering work in Washington. The successful consultant must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.
- 6.3.** The Port reserves the right to reject any or all proposals and is not liable for any costs the consultant incurs while preparing, submitting, or presenting the proposal. The Port also reserves the right to waive minor irregularities in any proposal.
- 6.4.** The Port reserves the right to award any contract to the next most qualified firm if the selected firm does not execute the contract within ten (10) days after the final selection.
- 6.5.** The Port reserves the right to cancel this RFQ upon a good cause finding.
- 6.6.** The Port reserves the right to reject any proposed agreement or contract that does not conform to the specifications outlined in this RFQ and which is not approved by the Port Attorney.
- 6.7.** The Port will award a contract to the consultant whose proposal, in the opinion of the Port Executive Director and Port Staff, would be most advantageous to the Port.
- 6.8.** The selected consultant will be required to assume responsibility for all services outlined in the RFQ, whether the consultant or a subconsultant produces them.
- 6.9.** Under Washington State law, the documents (including, but not limited to, written printed, graphic, electronic, photographic, or voice mail materials and/or transcriptions, recordings, or reproductions thereof) submitted in response to this RFQ becomes a public record upon submission to the Port, subject to mandatory disclosure upon request, unless the documents are exempted from public disclosure by a special provision of the law.
- 6.10.** Port does not discriminate in the selection of service providers on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. The Port of Walla Walla is an EEO employer.

7.0 Selection Schedule

The following is the anticipated schedule for the project:

<u>Item</u>	<u>Date</u>
Issue RFQ	August 11, 2026
Submittal Due	August 21, 2026 @ 2:00 PM (PST)
Consultant selected and contract negotiations	August 24-28, 2026
Contract approved	September 10, 2026

The selected consultant will be invited to negotiate a contract with the Port. The Consultant shall not discriminate on the basis of race, color, religion, national origin, sex, age, disabilities, or veteran status in the performance of this contract. Port encourages disadvantaged business enterprise consultant firms to respond.

Attachment A-1



