

The Port District #10 “Port of Moses Lake” solicits interest from qualified firms with expertise in utility maintenance support services for their various utility systems including, industrial wastewater treatment and disposal, domestic water and wastewater, and fire protection systems. This agreement will be for approximately TWO YEARS in duration with the option for the Port District to extend it for need or as additional time and money is granted.

The Port of Moses Lake reserves the right to amend terms of this “Request for Qualifications” (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses. Firms must meet a minimum set of qualifications in order to be considered for evaluation pursuant to RCW 39.80.

Project Description

Qualified firms will also be tasked with performing construction supervision when the Ports utility system are modified. As part of the support services, the qualified firm will be required to catalog all the Port infrastructure and prepare operating and maintenance manuals detailing the operation of all the Port wet utility systems. The catalog will include age, operational status, and replacement timelines. The firm will also be responsible for setting up and implementing an O&M regiment.

The chosen firm will demonstrate:

1. A staffed office located within 20 miles of the Port of Moses Lake such that a short response timeline is guaranteed.
2. A professional engineer licensed in the State of Washington on staff and located within 20 miles of the Port of Moses Lake for on call consultation and inspection work.
3. Have a qualified Department of Health water system Satellite Management Agency team member.
4. Have a Washington State Contractors license with an underground certification as a team member.
5. Have a Washington State Department of Ecology Wastewater Treatment Plant Operator #1 on Staff.
6. Have familiarity with the Port of Moses Lakes utility systems and adjacent City of Moses Lake utility systems along with familiarity with the City of Moses Lake’s utility rules and regulations.

The Port of Moses Lake reserves the right to retain the services of the successful firm(s) for any subsequent work associated with this request. Additionally, the Port of Moses Lake reserves the right to retain the services of the successful firm(s) for any subsequent phases in regard to funded work requests.

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria, based on a 100 point system:

1. Qualification of Proposed Project Manager/Project Team – 20 pts
2. Demonstrated ability to respond to emergency situations – 15 pts
3. Approach to project/project familiarity with Port utility systems – 30 pts
4. Familiarity with local agencies of jurisdictions – 15 pts
5. Past Performance/References – 20 pts

Other information your firm wishes to present is welcome. At your discretion, you may insert additional information into the RFQ where you deem appropriate. DO NOT INCLUDE marketing materials, brochures, etc.

Submittal

The respondent shall list on the cover sheet the following information of the consultant: Firm name, address, phone number, e-mail and contact person. The title of the submittal shall be: REQUEST FOR QUALIFICATIONS (RFQ) : Utility Services.

Submittals shall be a single bound volume limited to 15 double sided pages, exclusive of covers, section dividers or appendices. Please organize the RFQ in the following format:

1. Project Understanding
2. Project Approach
3. Proposed Team
4. Resumes
5. References

Submit four (4) copies of the RFQ to the Port of Moses Lake, c/o Kim DeTrollo, Interim Executive Director, 7810 Andrews St NE, Ste 200, Moses Lake, WA 98837.

The RFQ submittal deadline is 2:00 pm on Thursday, March 28st, 2024.

Questions pertaining to this Request for Qualifications (RFQ) must be communicated in writing and be received via email by March 21, 2024 before 5:00 pm. Questions must be sent to the email address below.

Kim Detrollo, Interim Executive Director - krdetrollo@portofmoseslake.com

The District reserves the right to: 1) make a selection based on its sole judgement of the overall best qualified firm in the areas of expertise desired; 2) modify the scope of work as provided herein; or 3) to reject all qualified applicants.

Title VI Statement

The Port of Moses Lake, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

Washington Public Records Act

The Port District is subject to the disclosure obligations of the Washington Public Records Act of RCW 42.56. The Consultant expressly acknowledges and agrees that its proposal and any information Consultant submits with its proposal is subject to public disclosure pursuant to the Public Records Act or other applicable law and the District may disclose Consultant’s proposal and/or accompanying information at its sole discretion in accordance with its obligations under applicable law.

Dates of publication in the COLUMBIA BASIN HERALD: 03/15/2024 and 03/22/2024