

**PORT OF KINGSTON**  
**Request for Qualifications**  
**For**  
**Architectural/Engineering (A/E) Services**

**I. Project Description**

The Port of Kingston (Port) is requesting interested firms to submit their qualifications for architectural and engineering services to write RFP documents that can be issued statewide for the construction of Washington Boulevard Park meeting Port of Kingston requirements, complying with the State of Washington Recreation and Conservation Office grant agreement and Design Standards for the Community of Kingston.

**II. Background**

Washington Boulevard Park is on 0.35 acres adjacent to the Kingston ferry terminal. Improvements include a picnic shelter, viewing platform, entry plaza, open lawn areas, play areas, picnic tables, benches and landscaping. In 2014, the Port undertook a public outreach effort that culminated in the selection of a concept design for the park. The Port has received a grant from the State of Washington Recreation and Conservation Office based on the concept design.

**III. Preliminary Scope of Work**

This project includes design and construction documentation, permitting assistance, and (future) construction oversight assistance.

Design Phase – The consultant team will develop plans, specifications, and RFP document as necessary for the project. It is anticipated that civil engineering, electrical engineering, geotechnical engineering, structural engineering, landscape architecture, and surveying services will be needed for the design of the park. The consultant team will assist the Port with obtaining permits and approvals as needed.

Construction Phase – The consultant team will provide construction support services in the construction phase. The consultant team will serve in an advisory role for construction administration and provide support services including: attending meetings on site as needed, field observation, sub-contracting materials testing and special inspection services, submittal review, requests for information, and other work.

A more detailed final scope of work, project timeline and budget will be developed with the selected consultant firm.

#### **IV. Proposal Content**

The submittal shall be limited to ten (10) pages excluding resumes of key personnel. Resumes should be limited to two pages for each individual.

1. Cover letter
2. Firm experience – Include sub-consultants where used. Describe capability to perform the work including recent park development design experience. Include client contact information for key projects listed.
3. Key personnel – Identify the Project Manager professional qualifications, experience and availability for the proposed work; and knowledge of Washington state procurement laws and recommended policies and procedures. Include an organizational chart identifying all key personnel necessary to accomplish this project. Include resumes in appendix.

#### **V. Proposal Deadline**

Three copies of Statement of Qualifications must be received by 4:00 pm, March 10, 2016, at the following address:

Port of Kingston  
P.O. Box 559 (25864 Washington Blvd.)  
Kingston, WA 98346  
Attention: Ray Carpenter

#### **VI. Selection**

Submittals will be ranked on qualifications and the Port of Kingston may choose to interview the top ranked firms. However, at its discretion, the Port may dispense with interviews and select a firm to perform the work.

The selection of the firm to perform the work will be done by the Port Commissioners. After the deadline for receipt of qualifications, the Commissioners will review the qualifications and may select one firm to negotiate a contract based upon the mutually-understood, general scope of work.

In the event the Port and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract, or if the selected consultant is unable to perform the work for any reason, the Port of Kingston reserves the right to negotiate with or award a contract to other consultants sequentially ranked by the Commissioners behind the selected consultant.

#### **VII. Additional Information**

**No price or fee schedule shall be submitted.** Price and fee information will be presented and addressed during contract negotiation after the selection of the most qualified firm.

For questions concerning this request send an email to [RayC@portofkingston.org](mailto:RayC@portofkingston.org).

Ray Carpenter  
**Supervisor**