PORT of Port Angeles

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES

PORT ANGELES BOAT YARD MULTI-USER BUILDING DESIGN

Issued by
Port of Port Angeles
338 W. First Street
Port Angeles, WA 98362

RFQ INFORMATION	
Contact:	Jenna Riley, Procurement Manager, Port of Port Angeles
Email Address:	jennar@portofpa.com
Phone:	(360) 417-3423
Submittal Date:	**Friday, December 19, 2025 @ 5:00 PM PST**

PLEASE SUBMIT ALL CORRESPONDENCE AND STATEMENTS OF QUALIFICATIONS (SOQs) VIA E-MAIL DIRECTLY TO THE CONTACT LISTED ABOVE AND INCLUDE 'POPA PABY MULTI-USER BLDG DESIGN RFQ' IN THE SUBJECT LINE

A. PURPOSE

The Port of Port Angeles (Port) is soliciting Statements of Qualifications (SOQ) from firms qualified and interested in providing architectural and engineering for the development of a 20,000 square foot (sf) structural steel industrial building at the Port Angeles Boat Yard (PABY). This is a qualification-based procurement of architectural and engineering professional services, and the most qualified consultant will be selected, subject to the negotiation of fair and reasonable compensation.

The selected consultant will work with the Port's Engineering Department to design and prepare bid documents and permit applications for a 20,000 sf Multi-User Building at the PABY. The Port is requesting qualifications that include the full spectrum of anticipated disciplines, including architecture, structural, electrical, mechanical, civil, project permitting, and construction administration.

Minority Business Enterprises, Small Business Enterprises, and Women Business Enterprises are encouraged to submit proposals. Prior to contract execution for this work, the Port will verify that the selected consultant is not debarred through the System for Award Management (www.SAM.gov) or the Washington State Department of Labor & Industries (L&I). The Port's Standard Agreement for Professional Services (Attachment A) is included.

B. BACKGROUND

The Port of Port Angeles is 80 miles northwest of Seattle on the Strait of Juan de Fuca. It is a multifaceted enterprise that operates, manages, and makes capital investments in four business lines: Marine Facilities, Marinas, Airports, and Industrial Properties.

The Port Angeles Boat Haven (PABH) and the adjacent Port Angeles Boat Yard (PABY) serve as a regional hub for vessel fabrication and repair. The PABH features a haul-out pier and 70-ton Travelift that performs over 200 vessel lifts per year; many of these vessels are then serviced at the PABY. Together, the PABH and PABY support multiple small marine trades businesses and independent

tradespeople who are focused on servicing recreational, commercial fishing, and Tribal fishing fleet vessels.

PROJECT SPECIFIC BACKGROUND

The Port has engaged multiple small and medium-sized marine trades businesses and identified the need for a new covered work facility in the PABY. The multi-user building will be used for boat retrofit, repair, maintenance, and construction. It is anticipated that boats would be hauled to the building by a 70- to 75-ton mobile boat hoist or self-propelled transporter.

Based on preliminary discussions with marine trades businesses, the Port has planned for a 20,000 square foot (sf) building that will be comprised of four 5,000 sf bays. One 5,000 sf bay will be designed and constructed with proper systems to accommodate spray painting and vessel blasting activities.

C. SCOPE OF SERVICES

The scope of work will include the design and development of the proposed multi-user building. The successful consultant and the Port will further refine the scope of work and schedule during the contract negotiation process.

1. **Multi-User Building (20,000 sf) – Design and Construction**
    a. **Stakeholder Interviews –** Develop a questionnaire and lead individual meetings with potential building users. The Port will host meetings at its Administration office. Common user inputs will be incorporated into the design.
    b. **Conceptual Design –** Consultant will develop architectural renderings and floor plans for review and approval prior to proceeding into detail design.
    c. **Design -** Consultant will be responsible for developing plans, specifications, technical manuals, bid drawings and construction cost estimates for the Port's preferred Multi-User Marine Trades Building layout. The selected consultant will provide necessary documentation required to meet current City of Port Angeles building code standards and work with the Port and potential building tenants to finalize the preferred building layout.
    d. **Permitting –** Consultant will provide permit assistance to obtain all permits and approvals required for this building development. These permits and approvals may include the Olympic Region Clean Air Agency (ORCAA) approval, SEPA checklist, City Shoreline Permit, City Building Permit, and WA Ecology Construction Stormwater Permit.
    e. **Bidding Support –** Consultant will provide pre-bid assistance, be responsible for meeting with prospective bidders, and provide bid addendums as may be required. Once bids are accepted for construction, the selected consultant will assist the Port in bid review and selection of the successful bidder.
    f. **Construction Support –** Consultant will provide construction support for the duration of the project, including review of all submittals and shop drawings, responses to requests for information, and review of pay estimates and change order proposals.

D. SOQ ELEMENTS & EVALUATION CRITERIA

SOQs should present information straightforwardly and concisely while ensuring complete and detailed descriptions of the firm's (to include the prime, key team members, and significant sub-consultants) ability to meet the requirements and provide the required services of this RFQ. Emphasis will be on the completeness of the content. The written SOQs should be prepared in sequential order as outlined below.

1. **Qualifications and Experience (50 possible points)**
    a. Briefly describe your firm's previous experience in planning, preliminary design/engineering, and permitting services for Architectural & Engineering services for industrial waterfront development and building design. For each project listed, the information should include:
        i. Name and location of the facility and the date the work was completed.
        ii. Name and telephone number of the manager or staff person your firm worked with on the project.
        iii. Name of your project manager and pertinent project team members.
        iv. Brief description of the work performed.
        v. Total final combined design and construction dollar amount of the work performed and whether the project was completed within the original budget.
    b. Provide the names of your members and those of any proposed sub-consultants who would be involved in this project. Include the following information:
        i. Individual's proposed role in the project.
        ii. A resume or brief description of the individual's previous experience related to their role in this project.
        iii. For any proposed sub-consultants, indicate if your firm has worked with the sub-consultant on previous projects. The Port of Port Angeles encourages consultants to use qualified local sub-consultants and labor force when possible.
2. **Description of Approach (40 points possible)**
    a. Provide a proposed work plan and how that plan will be accomplished. Highlight issues you feel will be relevant and strengths your organization has to deal with those issues.
3. **Demonstrate Capability to Perform Services (10 Points)**
    a. List references that would attest to the expertise of the company and the assigned personnel.
    b. Provide an estimated timeline to complete the project.

Review and Selection
Consultant selection will be in accordance with 40 U.S.C. Chapter 11, "Brooks Act," and Chapter 39.80 RCW, and based on the evaluation and scoring of the qualifications, where the most qualified competitor is selected (highest points) unless it is deemed necessary by the Port to conduct interviews of closely scored consultants. If conducted, interviews will be evaluated and scored up to an additional 25 points and added to the evaluation points listed above. The consultant determined best qualified (highest points score) to perform the work will be recommended to the Port's governing board for acceptance, subject to the successful negotiation of a contract for professional services.

Submittal Process
Direct all inquiries on this Request for Qualifications to Jenna Riley at 360-417-3423 or jennar@portofpa.com.

The Statements of Qualifications (SOQ) shall be submitted as a PDF via email, **with the Subject: POPA PABY MULTI-USER BLDG DESIGN RFQ, to Jenna Riley at jennar@portofpa.com** no later than **5 PM PST, December 19, 2025**. SOQs shall not exceed ten (10) pages, including attachments.

The Port reserves the right to reject any SOQs submitted. This RFQ and the firm's response, including all promises, warranties, commitments, and representations made in the successful SOQ (as accepted by the Port), shall be binding and incorporated by reference in the contract with the Consultant. The Port will not be liable for any costs incurred by the Consultant in the preparation and presentation of SOQs or proposals submitted in response to this RFQ. The selected firm will be required to execute the Port's Standard Agreement for Professional Services (attached).

Solicitation Timeline

Issuance of RFQ	November 19, 2025
SOQs due	**December 19, 2025 @ 5:00 PM (PST)**
Short List of Consultants*	December 29, 2025
Interviews (if required)*	January 5, 2026
Final Selection*	January 9, 2026
Execute Contact*	January 13, 2026**

*Dates are tentative
**Dependent on the Port's Governing Body's Approval

Attachments
Attachment A – Sample Professional Services Agreement
Attachment B – Overall Site Plan
Attachment C – 75 MT Travelift General Arrangement Drawings

ATTACHMENT A – SAMPLE PROFESSIONAL SERVICE AGREEMENT

TERMS AND CONDITIONS

In consideration of the mutual covenants, obligations, and compensation to be paid by the Port to Consultant, it is agreed that:

1. RELATIONSHIP OF THE PARTIES

Consultant, its subconsultants and employees, is an independent Contractor. Nothing contained herein shall be deemed to create a relationship of employer and employee or of principal and agent.

2. CONFLICTS OF INTEREST

Consultant warrants that it has no direct or indirect economic interest which conflicts in any manner with its performance of the services required under this Agreement. Consultant warrants that it has not retained any person to solicit this Agreement and has not agreed to pay such person any compensation or other consideration contingent upon the execution of this Agreement.

3. COMPLIANCE WITH LAWS

Consultant agrees to comply with all local, state, tribal and federal laws and regulations applicable to the services, including registration and taxes, permitting regulations and those regarding employee safety, the work place environment, and employment eligibility verifications as required by the Immigration and Naturalization Service. Consultant shall obtain all licenses and permits required to complete the scope of work as defined.

The Port shall furnish Consultant with the information required by the Hazard Communication standard for materials preexisting on the project site. Consultant will ensure that this information is made available to the Consultant's personnel and subconsultants, and incorporated into the contract documents as appropriate.

4. SUSPENSION AND DEBARMENT

By signing this agreement, the Consultant verifies that it has not been suspended or debarred from working on federally funded projects.

5. RECORDS AND OTHER TANGIBLES

Until the expiration of six years after the term of this Agreement, Consultant agrees to maintain accurate records of all work done in providing services specified by the Agreement and following Consultant's receipt of final payment therefore to deliver such records to the Port upon termination of the Agreement or otherwise as requested by the Port.

6. OWNERSHIP OF WORK

The services to be performed by Consultant shall be deemed instruments of service for purposes of the copyright laws of the United States. The Port has ownership rights to the work products prepared by the Consultant in performing these services. Consultant shall not be responsible for changes made in the work products by anyone other than the Consultant. Consultant shall have free right to retain, copy and use any tangible materials or information produced but only for its own internal purposes. Use of documents or other materials prepared under this Agreement for promotional purposes shall require the Port's prior consent.

7. DISCLOSURE

All information developed by the Consultant and all information made available to the Consultant by the Port, and all analyses or opinions reached by the Consultant shall be confidential and shall not be disclosed by the Consultant without the written consent of the Port except to the extent required by law or legal process.

8. DELIVERABLES

Unless otherwise specified in the Scope of Work, Consultant shall provide draft deliverables to the Port for review prior to preparation of final deliverables. Delivery of materials produced shall consist both of the tangible materials and any and all computer files used in the creation of the tangible product in the original format in which it was created and a PDF format or other format specified by the Port.

9. COMPENSATION

As full compensation for the performance of its obligations of this Agreement and the services to be provided, the Port shall pay Consultant as specified in the Agreement. Compensation for vehicle usage will be paid at the current Internal Revenue Service allowable mileage reimbursement rate based on road mileage distance between Consultant's office and project location. Consultant's expenses will be reimbursed at cost. Hourly rates shall include all of Consultant's routine administration and overhead expenses, including all equipment, software, tools and supplies reasonably required to perform the scope of services. The Port will not separately reimburse Consultant for routine overhead expenses or administration including but not limited to:

A. Computer hardware or software usage
B. Digital camera or recording equipment
C. Communications - including phone, internet, fax, postage and courier
D. Routine reproduction except for documents produced by outside vendor
E. Small tools and expendables.
F. Federal, state or local taxes
G. Safety training and equipment
H. Time devoted to Agreement negotiation, invoicing or dispute resolution.

10. PAYMENT SCHEDULE

Consultant shall submit detailed numbered invoices showing description of work items being invoiced, work order number, title of project, total authorized, total current invoice, balance of authorization, individual's names and titles, hours, hourly rate and all authorized expenses itemized, with backup, by the 10th of the month to be paid by the end of the current month, unless other terms are agreed to by the parties.

11. COSTS AND DISBURSEMENTS

Consultant shall pay all costs and disbursements required for the performance of its services under this Agreement.

12. INDEMNITY

For all claims arising from the performance of the Consultant's professional services Consultant and its subconsultants agree to indemnify and hold harmless the Port of Port Angeles, its appointed and elective officers and its employees from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind and nature, including attorney fees and costs, by reason of any and all claims and demands on it, its officers and employees, to the extent arising from the negligent acts, errors or omissions by the Consultant in the performance of the Consultant's professional services.

13. INSURANCE

Prior to commencement of services under this Agreement and if required below, Consultant shall procure and maintain one or more lines of insurance coverage to be kept in force for the life of this Agreement. If required, insurance shall be procured from insurance carriers with a current A.M. Best's rating of no less than "A VI". Consultant shall submit to the Port a Certificate of Insurance which shows that it has obtained the required coverage(s). Coverage shall not lapse or be terminated without written notification to the Port, delivered electronically or by mail, not less than thirty (30) days prior to any such lapse or termination. Consultant agrees to notify the Port of any material change of coverage or reduction in limits. Except for professional liability, the Port shall be named as an additional insured **o**n all policies on ISO Form CG 20 10 Form B.

This Agreement ☐ [**Does**] ☐ [**Does not**] require commercial general liability insurance. If neither box is checked, commercial general liability insurance is required. If required, the following will apply:
Consultant shall procure and maintain during the life of this Agreement commercial general liability coverage on occurrence form CG0001 or equivalent with limits of $1,000,000 per occurrence and $2,000,000 aggregate;

This Agreement ☐ [**Does**] ☐ [**Does not**] require automobile liability insurance. If neither box is checked, automobile liability insurance will be required.
Consultant shall procure and maintain during the life of this Agreement automobile liability insurance covering owned, non-owned and hired vehicles of $1,000,000 combined single limit per accident. Sole proprietors may provide coverage on a Personal Auto Policy in lieu of a Commercial Auto coverage form.

This Agreement ☐ [**Does**] ☐ [**Does not**] require Professional Liability insurance coverage. If neither box is checked, the Agreement does require this coverage.
Consultant shall procure and maintain during the life of this Agreement professional liability insurance of $1,000,000 per claim and in the aggregate. Insurance shall have a retroactive date before the date of commencement of services and shall remain in effect for the term of this Agreement plus three years.

14. FORCE MAJURE

Neither the Port nor the Consultant shall hold the other party responsible for damages or delay in performance caused by acts of god, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.

15. STANDARD OF CARE

Consultant shall perform its work to conform to generally accepted professional standards. Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion and coordination of all deliverables prepared under this Agreement Consultant shall, without additional compensation, correct or revise any errors or omissions in such deliverables. The Port's approval of deliverables shall not relieve Consultant of responsibility for the adequacy or accuracy thereof. The Consultant shall remain liable for damages and costs incurred by the Port to the extent arising from the Consultant's errors, omissions or negligent performance of services furnished under this Agreement.

SAMPLE

16. COMPETITIVE SPECIFICATION

This Agreement ☐ [**Does**] ☐ [**Does not**] require development of plans or specifications. If required, the following paragraph shall apply:

Consultant shall provide for the maximum use of materials, equipment, construction methods and products that are readily available through competitive procurement, or through standard or proven production techniques.
Consultant shall not produce a design or specification which would be restrictive or written in a manner as to contain proprietary requirements other than those based on performance, unless such requirements are necessary to demonstrate a specific outcome or to provide for necessary interchangeability of parts and equipment. Consultant shall justify in writing the use of any sole source. Where brand names are identified, they shall be followed by the salient product performance characteristics and the words "or approved equal" so that comparable quality or utility may be determined.

17. TIME

Time is of the essence in the performance by the Consultant of the services required by this Agreement. The Consultant shall complete its services within the milestones set forth in the project schedule. The Consultant shall also address issues which may result in completion beyond the established schedule or budget.

18. ASSIGNABILITY

Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the Agreement to any party without prior written consent of the Port.

19. TERM OF THIS AGREEMENT

The effective dates of this Agreement are as specified. This Agreement may be terminated by the Port for cause when the Port deems continuation to be detrimental to its interests or for failure of the consultant to perform the services specified in the Agreement. The Port may terminate this Agreement at any time for government convenience in which case it shall provide notice to the Consultant and reimburse the

Consultant for its costs and fees incurred prior to the notice of termination. The provisions and warranties contained in this Agreement that by their sense and context are intended to survive the completion of performance or termination of this Agreement shall so survive. All indemnities provided in this Agreement shall survive the expiration or any earlier termination of this Agreement.

20. DISPUTES

If a dispute arises relating to this Agreement and cannot be settled through direct discussions, the parties agree to endeavor to settle the dispute through a mediation firm acceptable to both parties, the cost of which shall be divided equally. The Port reserves the right to join any dispute under this Agreement with any other claim in litigation or other dispute resolution forum, and the Consultant agrees to such joinder, so that all disputes related to the project may be consolidated and resolved in one forum. Venue for any litigation shall be the Clallam County Superior Court of the state of Washington and the prevailing party shall be entitled to recover its costs and reasonable attorney fees.

21. EXTENT OF AGREEMENT

This Agreement represents the entire and integrated understanding between the Port and Consultant and may be amended only by written instrument signed by both the Port and Consultant.

22. ORDER OF PRECEDENCE

The provisions of this Agreement are complimentary and shall be interpreted to give effect to all of its provisions. Any inconsistency in this Agreement shall be resolved in the following order of precedence:

A. Professional Services Agreement including Terms and Conditions, as modified by the latest amendment.
B. Exhibit A, Scope of Work, as modified by the latest amendment.
C. Exhibit B, Schedule of Fees, as modified by the latest amendment.
D. Remaining attachments to the Professional Services Agreement:

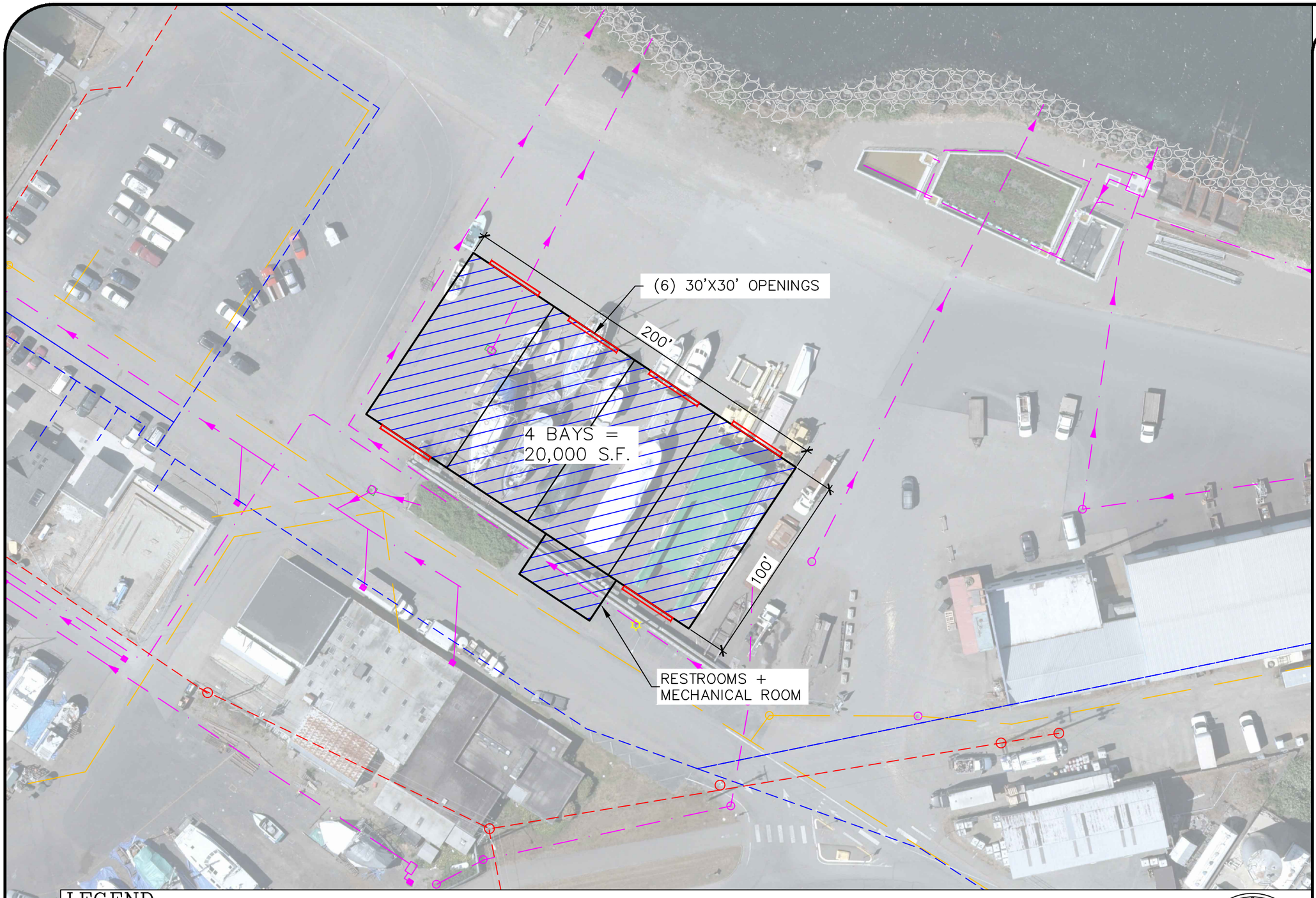
AGREED

This agreement is expressly conditioned upon the Terms and Conditions and any Attachments attached and by reference incorporated herein. Consultant acknowledges reading this Agreement, understands it and agrees to be bound by its Terms and Conditions.

PORT OF PORT ANGELES	**<<CONSULTANT LEGAL NAME>>**
By: _____	By: _____
Paul Jarkiewicz	
Title: Executive Director	Title: <<Enter Title if Known>>
Date: _____	Date: _____

SAMPLE

Attachment B - Multi-User Building Site Plan



LEGEND

EX. STORMWATER

EX. WATER

EX. PRIMARY POWER

EX. SEWER

Scale: 1" = 50'

0 50' 100' 150'

SHEET TITLE
OVERALL SITE PLAN

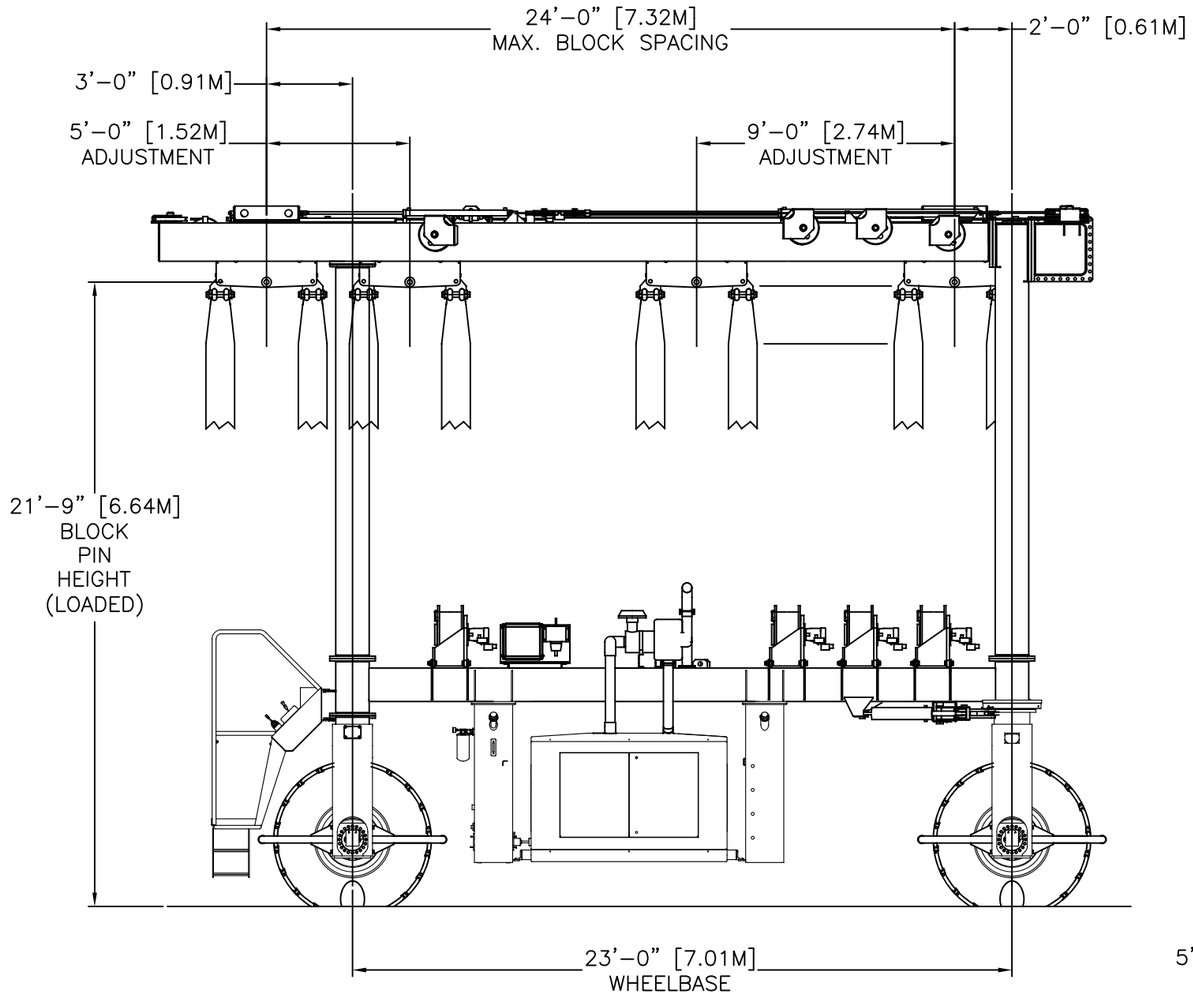
PROJECT TITLE AND ADDRESS
MARINE TRADES
MULIT-USER BLDG
830 BOAT HAVEN DRIVE
PORT ANGELES, WA 98362

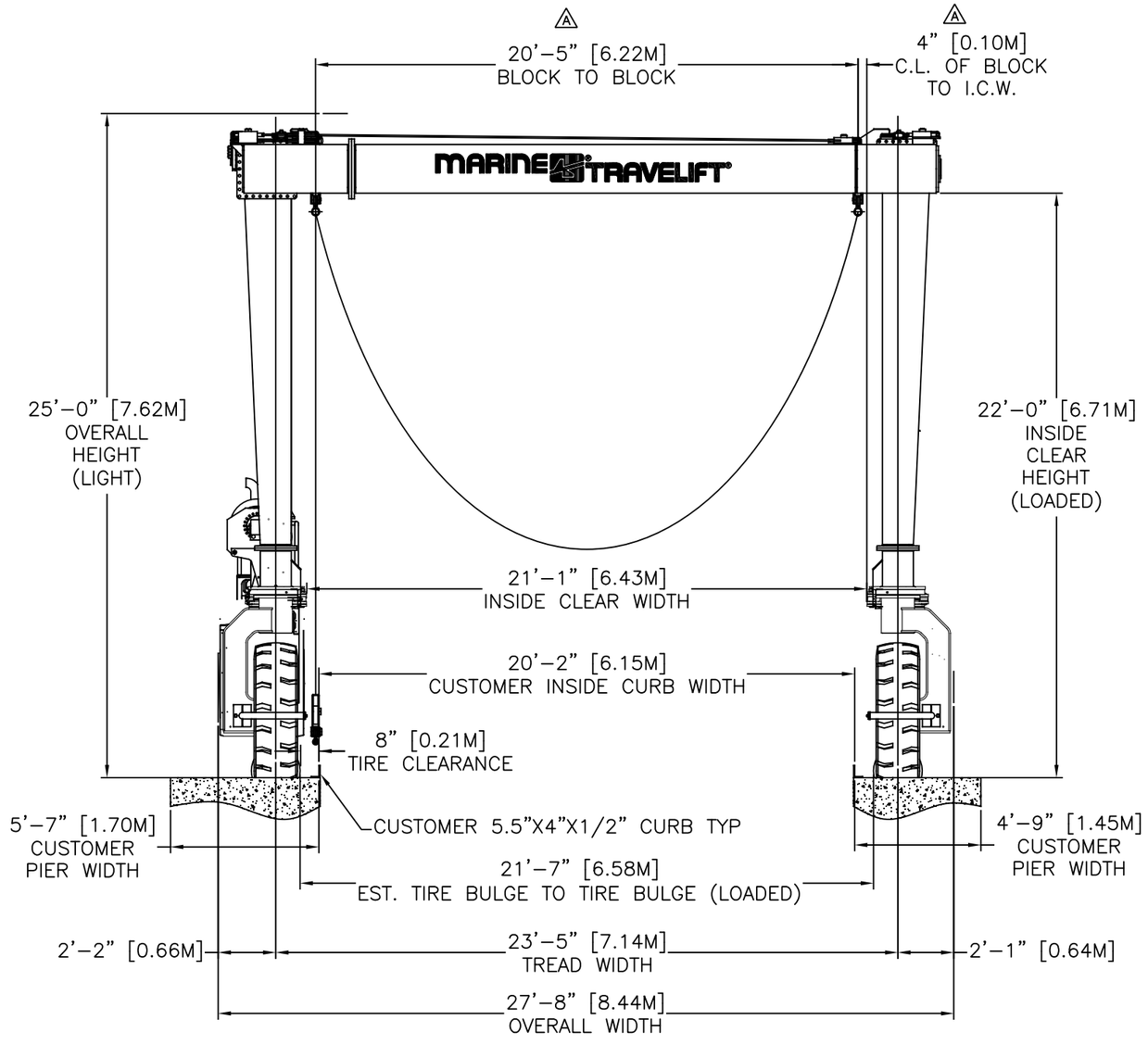
NO.	REVISION / ISSUE	DATE

PORT
OF PORT ANGELES
338 WEST FIRST STREET
P.O. BOX 1350
PORT ANGELES, WA 98362

PROJECT #	SHEET
####	C1.1
DATE 9/22/2025	
SCALE (FS) 1" = 50'	

Attachment C - 75MT Travelift





RECOMMENDED OPTIONS SHOWN:
1. WIRELESS REMOTE CONTROL
2. 2–SPEED HOISTS

NOTES:
1. SHOWN WITH 18.00–25 INDUSTRIAL TIRES AND SLEW BEARINGS
2. SHOWN WITH (4) 12" X 34' NYLON 2–PLY SLING SETS WITH QUICK DISCONNECTS, KEEL PADS AND CHINE PADS
3. TIRE CLEARANCE IS GREATER THAN RECOMMENDED WHICH MAY RESULT IN INTERFERENCE WHEN TRYING TO LOWER THE SLING BLOCKS PAST THE PIERS
4. FOR RECOMMENDED PIER INFORMATION CONSULT OUR LAUNCHING PIERS DATA SHEET

PRELIMINARY

CUSTOMER SIGNATURE | PRINTED NAME | DATE

DEALER SIGNATURE | PRINTED NAME | DATE

THIS DOCUMENT MAY CONTAIN CONFIDENTIAL, PRIVILEGED OR PROPRIETARY INFORMATION AND IS INTENDED SOLEY FOR THE USE OF THE INDIVIDUAL, GROUP OR ENTITY TO WHOM IT IS ADDRESSED AND MUST NOT BE SHARED WITH THIRD PARTIES WITHOUT THE WRITTEN CONSENT OF MARINE TRAVELIFT INC. THE CONTENT OF THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT REPRESENT A CONTRACT OR ENGAGEMENT OF ANY SORT. IF YOU ARE NOT THE INTENDED RECIPIENT YOU ARE NOTIFIED THAT DISCLOSING, COPYING, DISTRIBUTING OR TAKING ANY ACTION IN RELIANCE ON THE CONTENTS OF THIS INFORMATION IS STRICTLY PROHIBITED.

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PROJECT NUMBER	126–0313
MODEL	TRAVELIFT – 75BFMII
TYPE	GENERAL ARRANGEMENT
ORDER NUMBER	Z–9635

LATEST REVISION DESCRIPTION: 20'–5" BLOCK TO BLOCK WAS 20'–11"; 4" CL OF BLOCK TO ICW WAS 1"

ALL DIMENSIONS ARE NOMINAL

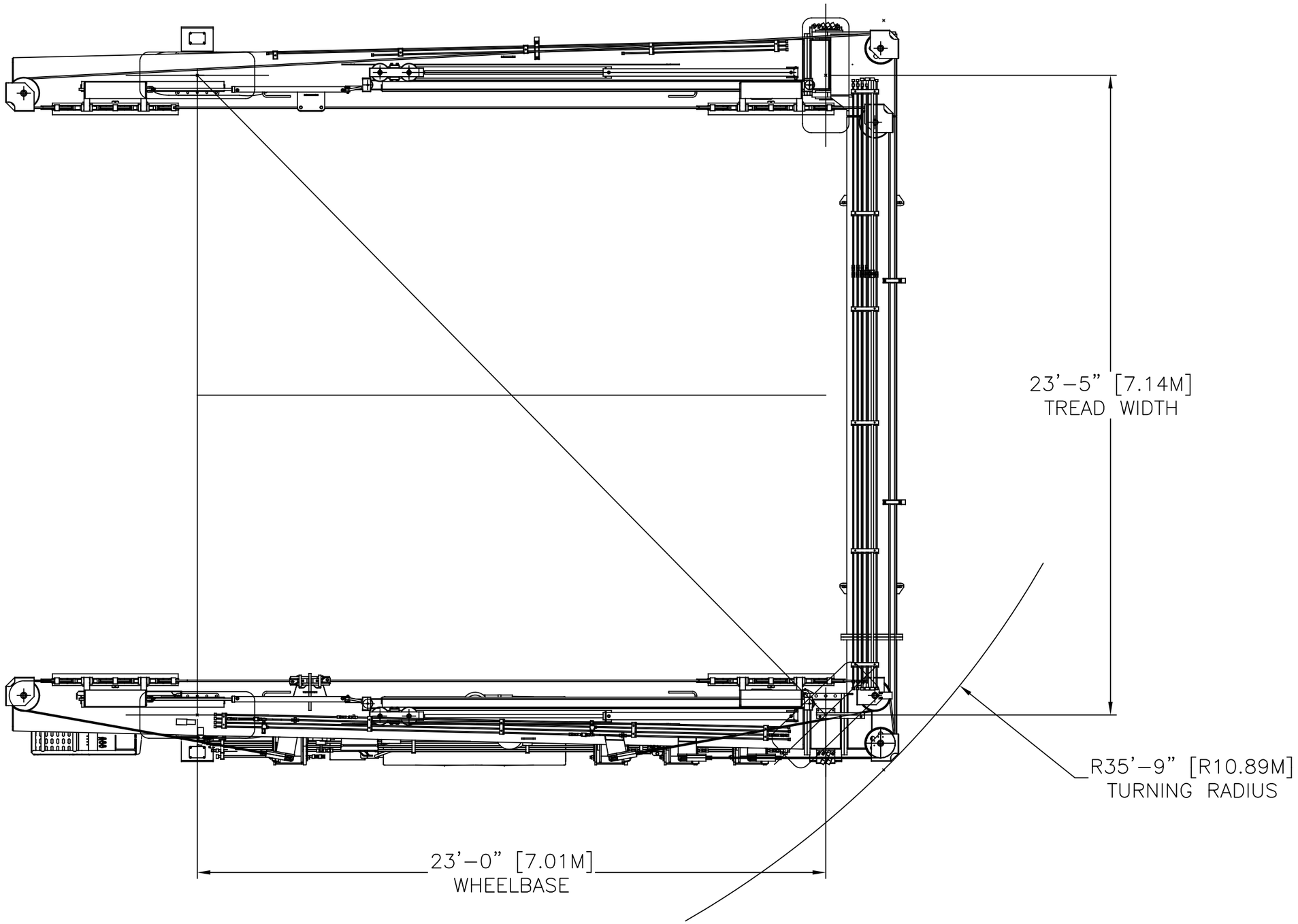
	NAME	DATE
DRAWN	TWK	3/21/2017
REVISED	TWK	4/19/2017
APPROVED	JW	4/19/2017

SIZE: B

MARINE TRAVELIFT SHUTTLELIFT
49 EAST YEW STREET STURGEON BAY, WI 54235

DESCRIPTION: CRACKER BOY BOAT WORKS (RB)

SCALE	SHEET	DRAWING NUMBER
NS	1 OF 2	1403850Q A



TWO–WHEEL FRONT 90° STEERING MODE

PRELIMINARY

ALL DIMENSIONS ARE NOMINAL THIS DOCUMENT AND THE INFORMATION CONTAINED HEREIN IS THE PROPERTY OF MARINE TRAVELIFT INC. AND SHALL NOT BE DISCLOSED OR USED BY A RECIPIENT EXCEPT AS SPECIFICALLY AUTHORIZED BY MARINE TRAVELIFT INC.	SIZE B	MARINE TRAVELIFT SHUTTLELIFT 49 EAST YEW STREET STURGEON BAY, WI 54235
	DESCRIPTION: CRACKER BOY BOAT WORKS (RB)	
	SCALE: NS / SHEET: 2 OF 2	DRAWING NUMBER: 1403850Q A