

# **PORT OF COUPEVILLE**

P.O. Box 128, Greenbank, WA 98253

## **Request for Qualifications**

To: Prospective Consultants **Date:** January 17, 2017  
From: Jan-Marc Jouas, Interim Executive Director  
Re: Request for Qualifications for Consultant Services for Preparation of Port Comprehensive Scheme and Strategic Plan

**Submittals due at Port of Coupeville Office no later than 5:00 p.m., Friday, February 3, 2017**

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The Board of Commissioners of the Port District of Coupeville is seeking qualifications from professional planning consultants in order to select a firm to prepare the Comprehensive Scheme of Harbor Improvements and the Strategic Plan for the Port for 2017-2027. Community participation in the development of the Comprehensive Scheme and Strategic Plan is required.

### **Background**

The Port of Coupeville was established in 1967 on Whidbey Island in the Puget Sound. It is a small Port district in the center of the island, extending roughly from the town of Coupeville to Freeland. There are approximately 14,000 residents in the three districts that comprise the overall Port district. The Port of Coupeville Board of Commissioners is comprised of three elected (or appointed) commissioners, one from each district within the Port district. In addition to the three Commissioners, Port personnel include an Executive Director, Harbormaster, Facilities Maintenance Manager, Administrative Assistant, Caretaker, and Dock Hands. The Port operates two historic facilities: the Coupeville Wharf, erected in 1906, and the Greenbank Farm, a 1904 dairy farm and former loganberry vineyard acquired by the Port in 1997. The Port leases retail, office, and storage space to merchants at the Wharf and Farm. Rental income from these leases and an annual county tax levy are the primary sources of revenue to the Port, whose current mission is “to exercise the powers authorized by Washington State law to sustain and enhance the economic and environmental health of the Port District through activities consistent with its values.”

The Revised Code of Washington (RCW) requires port districts to adopt a Comprehensive Scheme of Harbor Improvement (Comp Scheme) before any expenditure is made on projects. RCW 53.20.010 defines the legal requirements of a Port District in regard to the

adoption of the comprehensive scheme. In December 2016, the Port Commissioners determined that the current Comprehensive Plan for 2007-2026 requires replacement. In addition, the Port has not previously developed a separate Strategic Plan. The desired completion date of this project is July 31<sup>st</sup>, 2017.

## **Scope of Services**

The solicited scope of services includes, but is not limited to, the following tasks:

- Preparation of a new Port Comprehensive Scheme of Harbor Improvements to guide the current and future use and development of Port properties and facilities. The Scheme should address current conditions, recommend investment projects, and propose policy initiatives.
- Preparation of a new Strategic Plan that will encompass a new vision for the Port, overarching goals, and supporting objectives. The vision, goals, and objectives will guide the Port's future actions, prioritization of resources and capital investments.
- Community outreach and conducting public meetings/hearings.

Following the Commission's selection of the preferred Consultant (Firm), the Commission and Consultant will reach agreement on a final scope of service and level of effort appropriate to produce the requested documents. The scope of service will also include preliminary meetings with the Commissioners and staff, development of a schedule and work plan, organization and facilitation of community input, and preparation of the final documents. The Consultant will, to the maximum extent feasible, utilize existing information, reports, and studies, along with standard guidelines and legal parameters. The Consultant will help the Port assemble a Citizen Advisory Committee that will work with the Commissioners and Port Staff to develop and draft the Comprehensive Scheme and Strategic Plan and all their components, as determined during the initial scoping.

## **Qualifications**

The RFQ proposal should include detailed information regarding the Consultant's interest and qualifications. To be considered to perform the services requested by this RFQ, a firm or group must submit a proposal demonstrating the following:

1. Experience in developing long-term comprehensive municipal plans, producing strategic plans, coordinating community involvement, and completing contracted work on schedule.

2. Current and past experience with government agencies on similar projects. Please provide a list of relevant projects, including client contact names, titles, and phone numbers.
3. The proposed staffing plan for the project, including qualifications and job classifications. Resumes of key personnel must also be submitted.
4. Relationship between entities if the proposal includes work performed by someone outside the principal firm.

### **Proposed Compensation**

Submitted statements of interest and qualifications should include an estimated cost proposal. Final compensation will be determined through negotiations with the selected firm.

### **Proposal Submission**

Four (4) copies of proposals must be received no later than 5:00 p.m. on February 3<sup>rd</sup>, 2017, and should be delivered to the following mailing address: Port of Coupeville Executive Director, PO Box 128, Greenbank, WA 98253. Courier deliveries should be sent to Port of Coupeville Executive Director, 765 Wonn Road Suite E, Greenbank, WA, 98253. Email or facsimile submittals will not be accepted.

Proposals shall include the following as a minimum:

1. Cover Letter: One page cover letter which includes the mailing and addresses and telephone and fax number of the person(s) to be used for contact and who is authorized to represent the firm or group.
2. Statement of Interest: A statement of interest describing interest in item(s) selected from tasks outlined in the Scope of Services subsection above.
3. Statement of Qualifications: A statement of the firm's or group's qualifications covering the items listed in the Qualifications subsection above.

Questions regarding this RFQ should be directed to:

Jan-Marc Jouas  
Executive Director, Port of Coupeville  
executivedirector@portofcoupeville.org, 360-222-3151

Proposals will be subject to disclosure under the Washington State Public Records Act. Any information within a proposal that is claimed to be proprietary or a trade secret may be marked as confidential. Prior to disclosure of information identified as confidential, the Port will give to the proposer reasonable notice and opportunity to seek a court order to preclude such disclosure.

### **Selection Process**

Proposals received by the deadline will be screened and evaluated by the Executive Director to determine if they are responsive to the RFQ.

The Executive Director will reduce the list to 3-5 firms and present their respective proposals to the Port Commission at the February 8<sup>th</sup> 2017 regular meeting. The Port Commission may select up to three firms to interview with a panel designated by the Board President, or select one firm and direct the Executive Director to negotiate the contract with the selected firm and oversee performance of the work.

The Port reserves the right to reject any and/or all proposals, and to waive or decline to waive irregularities in any submittal.

### **Tentative Schedule**

Distribution of RFQ on/about January 17, 2017  
Proposals Due February 3, 2017  
Board selection of finalists February 8, 2017  
Interviews (if needed) February 15-17 2017  
Contract signed no later than March 8, 2017  
Contract completed July 31, 2017