

PORT OF COUPEVILLE REQUEST FOR PROPOSAL FOR ENGINEERING PLANS ON AN UPGRADED SEPTIC TANK DESIGN FOR THE HISTORIC COUPEVILLE WHARF

Background: The Port of Coupeville (Project Owner) Wharf Septic Project will design a larger updated septic system on the Historic Coupeville Wharf. The building sits over the waters of Penn Cove. The current septic tank is too small for the needs of the wharf. It sits under the stairs of the restaurant and has no ventilation. It rests open to the environment and exposed to freezing in winter. The current grease trap is in the employee restroom and is not effective. It needs to be relocated inside the restaurant and requires ventilation to be installed. (See Exhibit A)

Submission: Proposals will be received by the Port of Coupeville, located at 765 Wonn Road, Suite E, Jim Davis House, Greenbank, WA 98253, or by email to projectmanager@portofcoupeville.org, until 3 PM, November 2nd, 2023, for Professional Services for the Historic Wharf Updated Septic System Project.

For more information or for the Proposal documents please email projectmanager@portofcoupeville.org or call 360 222 3051. They are also located on our website www.portoc.org/projects.

Please identify proposals on the outside of the envelope or on the email subject line as: "PORT OF COUPEVILLE: HISTORIC WHARF UPGRADED SEPTIC SYSTEM PLAN PROPOSAL"

Statement of Need (Scope): This Request for Proposals (RFP) is intended to solicit proposals from professional engineers to supply the Project Owner with a plan for the project. The services expected to be delivered as part of this procurement must include but are not limited to:

Create plans to include:

1. Adding Heat trace
2. New septic tank and ventilation
3. Grease trap relocated and ventilated.

Proposals will be evaluated on the following criteria:

- Key staff qualifications/experience
- Quality of outline of project elements and proposed timeline for completion

- Ability to deliver the services as outlined in the statement of need
- An estimate of the total costs of the Project
- The proposed timeline

Proposal Elements: Proposals must include submission of the following information:

- Company profile, including qualifications (background, experience, applicable business licenses)
- Company experience in performing similar services
- References for previous similar services
- Other information demonstrating the firm's capabilities and qualifications to perform the anticipated services
- Outline of project elements and timeline for completion of each
- An estimate of the total costs of the Project

Contract: The Project Owner may negotiate a contract with the firm it determines the most qualified, but the Project Owner shall have no obligation to enter any such negotiations and, if it does so, the Project Owner reserves the right to terminate the negotiations without obligation and not execute a contract for the services.

Proposal Terms and Conditions: Proposals must be in writing and address each of the elements outlined in the Request for Proposal (RFP). Submittals should be delivered or mailed to 765 Wonn Rd, Suite E, Greenbank Farm, WA 98253 or emailed to projectmanager@portofcoupeville.org by 3 PM PST, **November 2, 2023**.

Proposals received after that date shall be considered subject to the acceptance of a prior received proposal. Faxed submissions will not be accepted. All submissions become the property of the Project Owner and will not be returned. All conditions contained in this RFP are considered accepted by the Proposer in any proposal submitted. The proposal pricing will remain in effect for at least ninety (90) days after the date of submission. Proposers shall submit signed proposals on company letterhead. Proposals by a partnership should be signed with the

partnership name by one of the members of the partnership or by an authorized representative, followed in either case by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice president, or person authorized to legally bind the corporation to a contract. By signing the Proposal, the signer acknowledges that they are authorized and duly bound to execute the document on behalf of the Proposer and that their signature is binding upon the Proposer. The Project Owner reserves the right to request clarification of information submitted, and to request additional information for any submission.

The Project Owner reserves the right to reject any and all proposals or to waive any irregularity.

Port of Coupeville is an equal opportunity and affirmative action employer. Small, Minority and women-owned firms are encouraged to submit proposals.

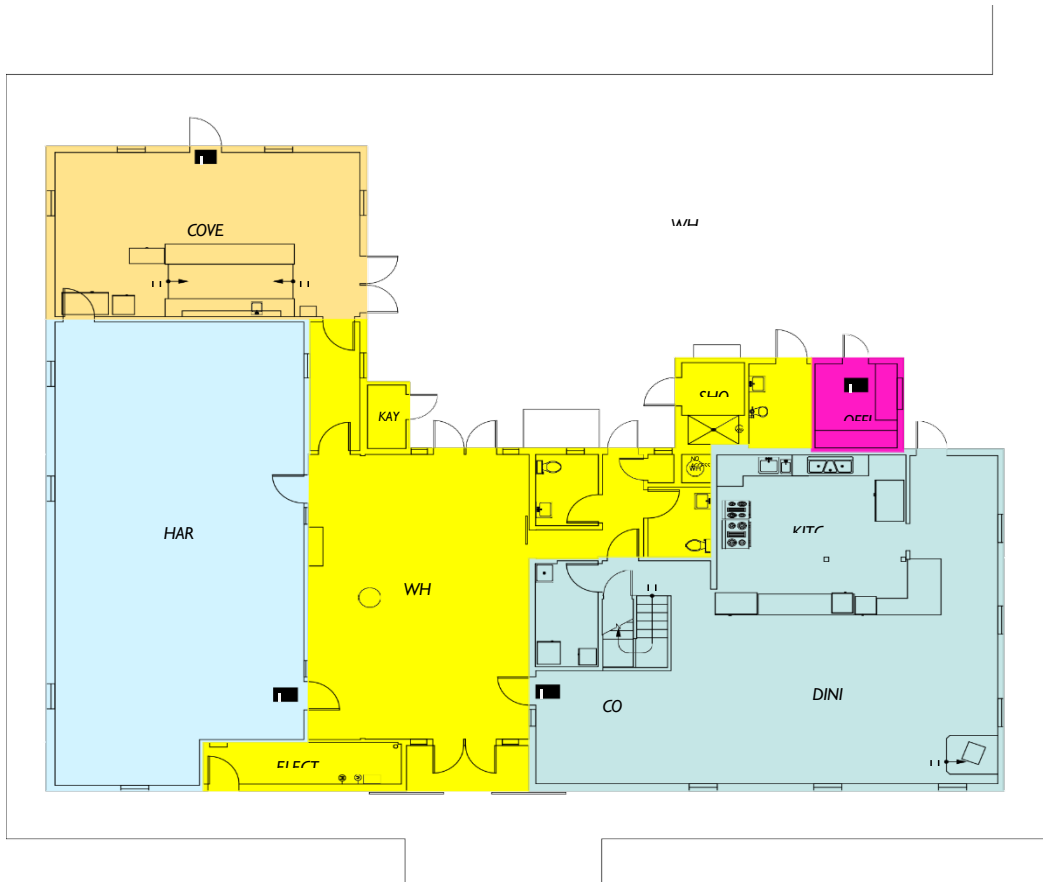
EXHIBIT A



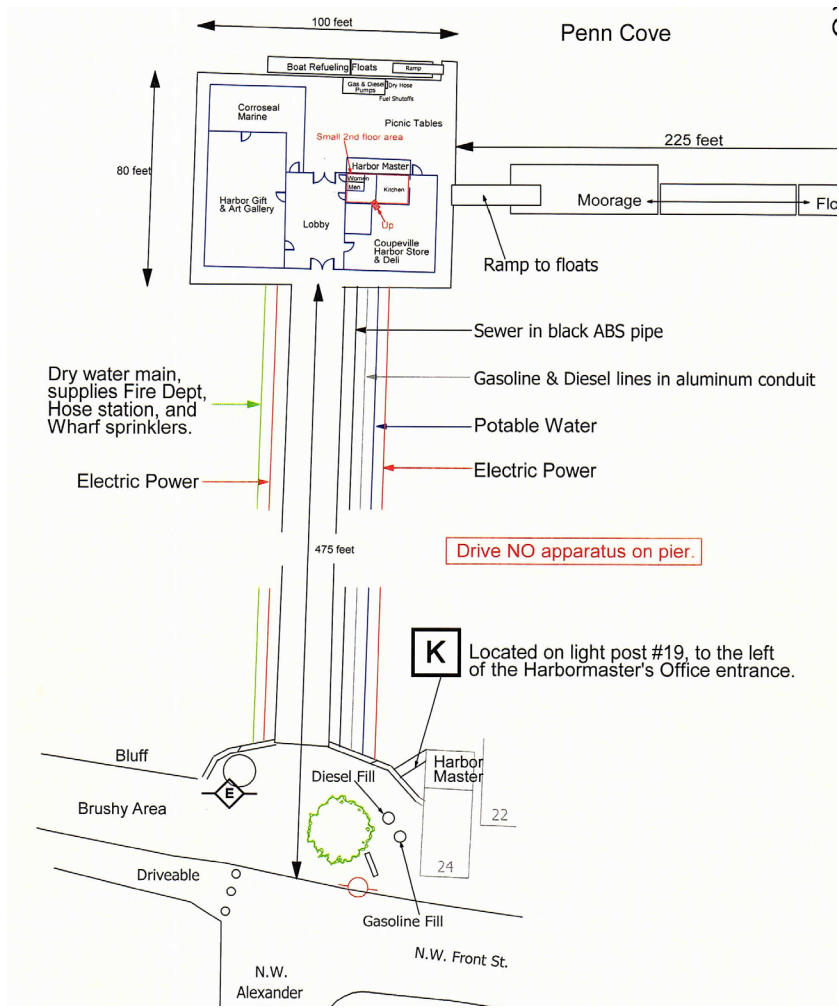
Current Septic Tank inside



Septic Tank from under the wharf



The Wharf holds two public restrooms, a shower for boaters, a restaurant, an employee restroom with a boater's toilet and sink that all lead to the septic tank. The boaters pump out is connected to the sewer line that runs down the causeway.



Water and Sewer lines along the causeway were replaced Winter of 2022.