



# PORT OF PASCO

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## PORT OF PASCO – MASTER PLAN NEW INDUSTRIAL PARK

### REQUEST FOR QUALIFICATIONS

The Port of Pasco seeks a firm or team (hereinafter ‘firm’) to assist the Port in design, engineering, permitting necessary to create a Master Plan for a new 300-acre industrial park in Pasco, Washington. The work may also include design, bidding and project management for the completion of infrastructure without further competition.

The Port seeks a qualified consulting firm to create a master plan for a new proposed 300-acre industrial park. A final Industrial Park master plan will constitute the final deliverable for the project. The successful candidate will work with the City of Pasco, Franklin County, Franklin PUD, Cascade Natural Gas, Williams Natural Gas, Bureau of Reclamation, State of Washington (WSDOT and potentially other agencies) and other regulators and utility providers as may be identified through a multi-step planning process that will include the following elements:

- A visioning process that will establish major plan objectives, goals and policies for the preparation of the master plan.
- Development of preliminary engineering and cost estimates for infrastructure to serve the industrial park to include roads, utilities, rail and other amenities as may be identified.
- An analysis of the likely build out of the industrial park over ten year intervals given likely adsorption rates of industrial land. This would include the development of a schedule and a phased build out plan.
- Analysis of the potential benefits of colocation with the Franklin PUD natural gas peaking plant.
- Prepare several build out scenarios (maps) showing build-out utilizing various lot sizes.
- Provide materials suitable for marketing the site to potential tenants.

Firms submitting a response to the RFQ will be asked at a minimum, to state their qualifications, understanding/experience relating to the project and offer their methodology for meeting the desired outcomes of the project. Firms should specifically outline their experience working on master planning for industrial development.

### SCHEDULE

RFQ Released	November 6, 2019
Pre-Submittal Site Visit	November 18, 2019 (depending on weather)
Cut off for Questions	December 3, 2019
<b>Submittals Due</b>	<b>December 5, 2019 (4:00 PM)</b>
Notify Short Listed Firms	December 16, 2019
Interviews	January 7, 2020 (depending on weather)
Notice of Preferred Candidate	January 8, 2020

Scope of Work/Schedule/Budget January 16, 2020  
Presentation to Commissioners January 23, 2020  
Contract Execution January 29, 2020

Questions may be submitted by e-mail to Tracy Friesz at [tfriesz@portofpasco.org](mailto:tfriesz@portofpasco.org) through the cut-off date. The Port will attempt to respond to all parties who have requested a copy of the RFQ, but it is the responsibility of the parties to ensure they have provided a primary point of contact and that the point of contact information provided is correct.

### DESIRED QUALIFICATIONS

- Knowledge and experience in the preparation of master plan development for heavy and light industrial parks.
- Knowledge and experience of applicable regulatory and legal requirements.
- Knowledge and experience in working with the various existing partners.
- Proven track record of customer service and responsiveness to clients in a high contact setting.
- Fostering partnerships between various organizations to support development.

### BACKGROUND

The Port of Pasco serves as a catalyst for economic development in the Tri-Cities region. The Port operates the Tri-Cities Airport and a portfolio of land and building space. The Port's real estate program is intended to stimulate private investment in the local economy, grow new economic activity, and create employment opportunities.

Pasco is part of a larger regional economy, the Tri-Cities metropolitan area. Pasco has about 73,000 residents. Pasco grew roughly twice as fast as the Tri-Cities Metropolitan Statistical Area (MSA) during the 1990s and 2000s, and roughly three to five times as fast as the state of Washington during the same period. Over half of Pasco's population is Hispanic/Latino compared to under a third of the Tri-Cities MSA's population and just over a tenth of Washington's population.

#### New Industrial Park

The Port recently acquired 300 acres of land north of the existing Pasco Processing Center. The maps shows the site location in north Pasco and there is a site survey attached as Attachment 1. MacKay and Sposito provided preliminary engineering as part of the due diligence process.

The land is currently in agricultural production, which shall continue through a lease between the Port of Pasco and Balcom & Moe, Inc. There is a process for removing portions of the property from the lease for industrial development.



The Port is seeking to replicate the success of the Pasco Processing Center, which is approximately one mile south of the subject site. The Pasco Processing Center was a collaborative project

between the Port of Pasco (land), City of Pasco (wastewater) and Franklin PUD (substation) that began in the early 1990's. The purpose of the Processing Center was to recruit food processors to Pasco for economic diversification. The new industrial park will serve a similar purpose but we feel that there may be other industry targets, including industries that may be drawn to the large supply of natural gas and/or power.

The property is well served by electrical transmission and natural gas. The site is adjacent to the BNSF mainline, and preliminary discussions indicate rail service is feasible. The site is currently not within Pasco's Urban Growth Boundary but is under consideration as part of Pasco's proposed UGA expansion.

**ATTACHMENTS (To Be Provided Upon Request)**

1. Site Map
2. Professional Services Agreement

**HOW TO SUBMIT**

Interested firms should submit the information electronically to the following address no later than 4:00 PM December 5, 2019.

Tracy Friesz  
Facilities Engineer  
Port of Pasco  
[tfriesz@portofpasco.org](mailto:tfriesz@portofpasco.org)

**Submittal Contents**

1. A cover letter explaining how your team's capabilities are best suited to assisting the Port of Pasco.
2. Samples of other successful projects.
3. Qualifications of firm principals that will be assigned to this project.
4. Provide names, phone numbers and contact people at three organizations for whom you have performed similar work.

**Submittal Evaluation**

The review panel will include the Executive Director, Director of Economic Development, and Facilities Engineer. Firms will be rated on qualifications (both engineering/design and fostering collaboration to support development), previous work experience, team members and the quality of the presentation of this information. Each element will be equally weighted. The panel will score independently and meet to determine top two or three candidates, who will be asked to an interview.

**Interview Presentation**

Firms/teams selected for interviews will be asked to present a brief synopsis of their qualifications and previous projects they have worked on. Further questions will be developed and provided prior to the interview. The interview panel will likely include the Executive Director, Director of Economic Development, and Facilities Engineer. Firms will be rated based on response to questions, qualifications to perform the work, previous work and overall presentation. Criteria will be equally weighted.

**Contract**

The winning firm will be expected to enter into a Professional Service Agreement with the Port of Pasco, the preliminary form of which is attached as Attachment 2. The contract will be a cost reimbursement with agreed maximum. The winning firm will be required to provide a breakdown of their fee.

**Addenda**

As the Port determines it is appropriate, it will issue addenda to this RFQ. Each firm shall provide the Port with contact information for receipt of such addenda. Any applicant who downloads the RFQ from [www.portofpasco.org](http://www.portofpasco.org) or otherwise obtains this document, must send an e-mail to [tfriesz@portofpasco.org](mailto:tfriesz@portofpasco.org) with the party's contact information in order to receive an addendum. The Port is not responsible for e-mail delivery failure for any reason. It shall be conclusively presumed that the applicant did, before submitting a Response to the RFQ read all addenda, posted decisions, and other items relevant to the qualifications. All addenda shall be acknowledged by the firm and returned to the Port with the submittal document.

**OPEN PUBLIC RECORDS ACT**

Documents submitted in response to this RFQ are subject to the Washington State Open Public Records Act, RCW 42.56. If the proposer believes that any information, data, process or other material in its proposal constitutes trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, then the proposer should mark those items as confidential or proprietary and provide a list of those items with specificity as to the page and paragraph and on what basis it believes the material is confidential or proprietary. The Port is not bound by the proposer's determination as to whether materials are subject to disclosure under the Public Records Act.

If the Port receives a request for such information marked as confidential, it will notify the firm that the information has been requested. The notice will provide that the information will be released in ten business days and then any applicable regulatory challenge to prevent the disclosure of the information will be the sole burden of the firm.

The firm agrees 1) to intervene in any lawsuit arising out of a request for its materials to protect and assert its claims of privilege against disclosure of such material; 2) that its failure to object or intervene and assert claims of privilege against disclosure in relation to its proprietary or confidential information results in waiver the same; 3) to release and defend, indemnify and save and hold harmless the Port, its officers, agents and employees, from any claim, damages, expense, loss or costs, including reasonable attorneys' fees, arising out of or in any way relating to requests for disclosure of material provided or produced in response to this RFQ.

**PROPOSAL PREPARATION, CONSULTANTS COSTS AND EXPENSES**

The Port is not liable for any costs or expenses arising out of preparation of the firm's submittal. If selected, the firm may not include any of these costs or expenses as part of its fee, rates, or charges for performing work under the Contract. Proposals should be prepared simply, economically, providing straightforward, concise description of proposer's ability to satisfy the requirements of the RFQ. Submittal of technical literature, display charts, or other supplemental materials are the responsibility and within the discretion of the proposer.

The successful firm will supply its own materials and will provide and pay for all labor, supervision of its employees and agents, travel, insurance, vehicles, materials, and tools necessary to provide services under the resulting contract.

The Port of Pasco reserves the right to reject any or all submittals, waive informalities, and make the award in the best interest of the Port. The Port reserves the right to contact a firm for clarifications of its proposal during the evaluation process. The successful firm should be prepared to accept this RFQ for incorporation into an AGREEMENT resulting from this RFQ. It is also understood that the proposal will become part of the official contract file.

**ATTACHMENT 1 SITE MAP (To be provided on RFQ page)**

## **ATTACHMENT 2 – Professional Services Agreement**

### **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between PORT OF PASCO, P. O. Box 769, 1110 Osprey Pointe Blvd, Suite 201, Pasco, Washington 99301, hereinafter referred to as the PORT, and \_\_\_\_\_, \_\_\_\_\_, Washington \_\_\_\_\_, hereinafter referred to as the CONSULTANT.

WHEREAS the PORT requires professional services, the scope of which is described in Exhibit A, which is attached hereto and incorporated herein, hereinafter referred to as the “PROJECT”.

NOW, THEREFORE, the PORT and CONSULTANT, in consideration of their mutual covenants herein, agree as set forth below.

#### **STANDARD TERMS AND CONDITIONS**

**SECTION 1. SERVICES AND FEE:** The CONSULTANT will provide the services described in Exhibit A, according to all the terms and conditions of this Agreement. The PORT will pay CONSULTANT on a billable-hours basis up to the amount described in Exhibit A, which is expressly understood as a not-to-exceed fee.

**SECTION 2. TERMS OF PAYMENT:** Payment for services specified herein will be due and payable thirty (30) days after receipt of invoice unless otherwise specified herein.

Any monies not paid when due under this Agreement shall bear a finance charge at the rate of one percent (1%) a month on the balance until paid.

**SECTION 3. TERMINATION:** This Agreement may be terminated by the PORT upon seven (7) days written notice without cause. CONSULTANT may terminate this Agreement upon seven (7) days written notice in the event of substantial failure by the PORT to perform in accordance with the terms hereof. In the event of termination without cause by the PORT, CONSULTANT shall be paid for services performed to the termination notice date plus reasonable termination expenses, but shall not be entitled to lost profits on uncompleted work.

**SECTION 4. JOB CONDITIONS:** The PORT shall give CONSULTANT free and unobstructed access at all times to the place where work is to be done.

**SECTION 5. DELAYS:** CONSULTANT shall not be responsible for delays or the inability to complete the services where occasioned by those items involving the actions or omissions of others.

**SECTION 6. EXTRAS:** If the PORT requests an alteration, modification or deviation from the original scope of work as described in Exhibit A (“Scope of Work”), the PORT agrees to pay the extra costs that occur. CONSULTANT shall identify and negotiate with the PORT any such changes in the Scope of Work prior to commencing work on said changes.

**SECTION 7. STANDARD OF PERFORMANCE:** The standard of care for all professional consulting and related services performed or furnished by CONSULTANT under this Agreement will be the care and skill ordinarily used by members of CONSULTANT’s profession practicing under the same or similar circumstances at the same time and in the same locality.

**SECTION 8. INSURANCE:** CONSULTANT agrees to procure and maintain, at its expense, Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damages, and Professional Liability Insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which CONSULTANT is legally liable. CONSULTANT shall name the PORT as an additional insured under the policies, and deliver to the PORT, prior to execution of the Agreement by the PORT and prior to commencing work, evidence that policies providing such coverage and limits of insurance are in full force and effect in a form acceptable to the Port. Thirty (30) days advance notice will be given in writing to the PORT prior to cancellation, termination or alteration of said policies of insurance.

**SECTION 9. INDEMNIFICATION/HOLD HARMLESS:** CONSULTANT shall defend, indemnify and hold the PORT, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the CONSULTANT in performance of this Agreement, except for injuries and damages caused by the sole negligence of the PORT. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the PORT, its officers, officials, employees, and volunteers, the CONSULTANT’s liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONSULTANT’s negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT’s waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**SECTION 10. OPINIONS OF PROBABLE COST:** Any opinions of probable project cost or probable construction cost provided by CONSULTANT are made on the basis of information available to CONSULTANT and on the basis of CONSULTANT’s experience and qualifications, and represents its judgment as an experienced and qualified consultant. However, since CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s’)

methods of determining prices, or over competitive bidding or market conditions, CONSULTANT does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost CONSULTANT prepares.

SECTION 11. DISPUTES: This Agreement shall be governed by and interpreted under the laws of the State of Washington. The parties agree that in the event it becomes necessary to enforce any of the terms and conditions of this Agreement that the form, venue and jurisdiction in that particular action shall be in Franklin County, Washington.

SECTION 12. OWNERSHIP OF DOCUMENTS: All drawings, plans, specifications, electronic data, electronic files, and other related documents prepared by CONSULTANT pursuant to this Agreement shall be the property of the PORT.

SECTION 13. AGREEMENT: This Agreement represents and incorporates the entire understanding of the parties hereto concerning the statement of work specified in Exhibit A, and each party acknowledges that there are no representations, covenants or understandings of any kind, manner or description whatsoever by either party to the other except as expressly set forth and hereinabove written.

SECTION 14. CONSULTANT: In performing services under this Agreement CONSULTANT shall operate as and have the status of an independent contractor and shall not act as or be an agent or employee of the PORT. For this reason, all of the CONSULTANT's activities will be at its own risk.

SECTION 15. NOTICES: Any notice required to be given under this Agreement shall be given by depositing in the U.S. Mail with certified postage prepaid to the address of the PORT or CONSULTANT, respectively, as set forth herein and shall be effective on the date of mailing as shown by the postmark or shall be given in writing served on an officer of the CONSULTANT or on the Executive Director of the PORT.

SECTION 16. ATTORNEY FEES: In the event of any dispute between the PORT and CONSULTANT arising out of or relating to this Agreement, the prevailing party shall be entitled, whether or not a suit, action, or arbitration proceeding is instituted, to recover all costs incurred in connection with the dispute, including without limitation reasonable attorneys' and expert witness fees, whether at trial, on appeal or denial of any petition for review, or in connection with enforcement of any judgment.

SECTION 17. SECRETS, CONFIDENTIAL INFORMATION: The Defend Trade Secrets Act provides that an individual may not be held criminally or civilly liable under any federal or state trade secret law for disclosure of a trade secret: (1) made in confidence to a government official, either directly or indirectly, or to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; and/or (2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. Additionally, an individual suing an employer for retaliation based on the reporting of a suspected violation of law may disclose a trade secret to his or her attorney and use the trade secret information in the court proceeding, so long as any

document containing the trade secret is filed under seal and the individual does not disclose the trade secret except pursuant to court order.

PORT:  
Port of Pasco

CONSULTANT:  
\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_