PORT OF PASCO
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Port of Pasco, Big Pasco Industrial Center
Warehouse Facility Condition Assessment

REQUEST FOR QUALIFICATIONS:

The Port of Pasco seeks a firm or team (hereinafter "firm") from experienced and qualified architectural and engineering firms to perform a comprehensive Facility Condition Assessment (FCA) of eight (8) warehouses located at the Big Pasco Industrial Center (BPIC). The core warehouse facilities consist of eight heavy-frame warehouses, each divided into four bays. Each bay measures 180 feet by 240 feet, providing substantial space for manufacturing, warehousing, packing, assembly, and distribution operations. The warehouses feature solid concrete floors capable of supporting forklifts or palletized loads up to 8,000 pounds per square foot, with end ramps for truck access and flexible configurations to meet tenant needs. The BPIC warehouses were originally constructed as part of a WWII-era logistics center, with some facilities dating back to the 1940s. The Port acquired the site in 1959 and has since modernized and repurposed the buildings for industrial use. BPIC is fully occupied, with recent reports indicating 99% of occupancy rates across its warehouses. The site serves a diverse mix of tenants, including manufacturers, logistics providers, food-grade processors, and distribution companies. All BPIC warehouses are tenant-occupied, which means that any facility assessment, maintenance, or capital project requires careful coordination with both Port staff and tenants to schedule access. Coordination is essential to minimize disruption to tenant operations and ensure safety. The Port typically works directly with tenants to arrange site visits, inspections, and project timelines, often requiring advance notice and flexibility to accommodate tenant schedules. The Port reserves the right to stagger the work over multiple years (2–3-year period).

These assessments will inform the Port's capital planning and maintenance strategies, providing a clear roadmap for the long-term viability of these critical assets.

The firm selected will conduct a thorough, on-site assessment of eight (8) warehouse buildings to evaluate the condition of key building systems. The assessment must include, but is not limited to, the following elements:

- **Mechanical Systems:** Evaluation of all mechanical systems.
- **Structural Integrity:** Assessment of foundations, framing, roof structures, walls, and all load-bearing elements.
- **Electrical Systems:** Review of all electrical service, distribution panels, wiring, and lighting systems.
- **Plumbing:** Identify and document all plumbing fixtures, piping, valves, water heaters, and related equipment**.** Verification that all plumbing systems meet current building codes, health regulations, and safety standards (including OSHA and local requirements).
- **HVAC and Heating:** Review of system performance, maintenance, energy efficiencies, age and condition, compliance and safety.

- **Ventilation Systems-** Specific focus on the condition and performance of ventilation systems. Review of system performance, maintenance, energy efficiencies, age and condition, compliance and safety.
- **Fire Suppression:** Inspection and evaluation of fire suppression systems, including sprinkler systems, alarms, and fire extinguishers to ensure compliance with current fire codes and NFPA standards.
- **Building Envelop:** Evaluation of the exterior walls, windows, doors, and other components that separate the interior of the building from the outside environment
- **Roofing:** Detailed assessment of the roofing membranes, flashing, drainage systems, and structural integrity.
- **Foundation:** Visual inspection and analysis of the building foundations and floor slabs for signs of distress, settlement, or other deficiencies.

Deliverables:
The final assessment report for each of the eight (8) warehouses must be submitted in both digital and hard-copy formats and must include:

- **Executive Summary:** A high-level overview of the findings for each building.
- **Detailed Assessment:** A comprehensive report for each building system outlined in the scope, including photographs, descriptions of deficiencies, and professional recommendations.
- **Priority List of Repairs:** A clear, prioritized list of all identified repairs and improvements, categorized as follows:
    - **Urgent Repairs:** Immediate hazards or critical issues that require action within six (6) months to ensure safety and prevent asset deterioration.
    - **Required Repairs:** Issues that are non-critical but necessary to maintain the building's function and prevent future failure.
    - **Recommended Repairs:** Suggested improvements or upgrades that enhance efficiency, prolong asset life, or reduce long-term maintenance costs.
- **Cost Estimates:** To ensure targeted and actionable budgeting, the Port will require a cost estimate sheet for each bay and each warehouse building at BPIC. These sheets must provide a clear, detailed breakdown of all identified repairs and improvements for each disciplinary element group listed such as mechanical, electrical, foundation, fire, roofing, plumbing, etc.) categorized by urgency and impact. This approach enables the Port to quickly identify and address worst-case scenarios, prioritize critical repairs, and allocate resources efficiently.
- Each cost estimate should include:
- Building/Bay Identification**:** Clearly label each sheet with the warehouse and bay number.
- Assessment Summary**:** Brief overview of the bay/building's condition.
- Repair Categories**:** List of all repairs and improvements, grouped as:
    - **Urgent Repairs:** Immediate hazards or critical issues requiring action within six months.
    - **Required Repairs:** Non-critical but necessary to maintain function and prevent future failure.
    - **Recommended Repairs:** Suggested upgrades to enhance efficiency or reduce long-term costs.
- Detailed Descriptions: For each item, include a description of the deficiency, location, and recommended action.
- Estimated Costs: Provide conceptual cost estimates for each repair, with subtotals by category/element group and a total for the bay and building.
- Photographic Documentation: Attach relevant photos to support findings.

- Priority Ranking: Assign a priority score or rank to each item, highlighting worst-case scenarios.
- Summary Table: Present all items in a table format for easy comparison across bays/buildings.

This level of detail will allow the finance department and commission to:

- Focus on the most critical needs first.
- Compare costs and risks across the entire facility.
- Make informed decisions about capital planning and maintenance scheduling.

PROCESS & TIMELINE:

The Port seeks a qualified firm or team to assist the Port with a comprehensive Facility Assessment of eight (8) warehouses at the Big Pasco Industrial Center.

Firms submitting a response to the RFQ will be asked at a minimum, to state their qualifications, understanding/experience relating to Facility Condition Assessments (FCA) project. Firms or teams should specifically outline their experience working on required tasks stated above. Submit 5 hard copies in person or by mail to the Port of Pasco Administrative Office, 1110 Osprey Pointe Ave., Suite 201, Pasco, WA 99301.

SCHEDULE

RFQ Released	December 15, 2025
Voluntary Site Visit	January 8, 2026
Cut off for Questions	January 13, 2026
Submittals Due	January 30, 2026
In-person Interviews	February 24-26, 2026
Notice of Preferred Candidate	February 27, 2026

Questions may be submitted by e-mail to Jaime Vera at Jvera@portofpasco.org until 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.

Copies of this RFQ may also be obtained at the Port of Pasco Administrative Office, 1110 Osprey Pointe Ave., Suite 201, Pasco, WA 99301, during the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday or from the website at www.portofpasco.org

DESIRED QUALIFICATIONS

- Knowledge of codes and standards like OSHA and NFPA.
- Ability to assess warehouse-specific systems (structure, HVAC, fire protection, etc.)
- Relevant licenses or certifications (PE, CFM, OSHA)
- Skilled in preparing clear condition reports and recommendations.
- Strong attention to detail and communication abilities.
- Proven track record of customer service and responsiveness to clients in a high contact setting.
- Ability to provide end product in a timely manner under short notice if required.

ATTACHMENTS TO RFQ

1. Professional Services Agreement

HOW TO SUBMIT

Interested firms should submit the information in person or by mail to the following address no later than 4:00 PM January 30, 2026. Please provide five (5) hard copies of the submittal for review.

Jaime Vera
Project Manager
Port of Pasco
1110 Osprey Pointe Ave, Suite 201
Pasco, WA 99301
jvera@portofpasco.org

Submittal Contents

1. Cover Letter: A brief letter introducing the firm and expressing interest in the project.
2. Project Approach: A detailed narrative outlining the firm's approach to completing the assessment, including methodology, a proposed timeline, and how they will manage coordination across multiple disciplines.
3. Team and Qualifications: Resumes and professional licenses for the proposed project team, including the Project Manager and lead professionals for each discipline (Structural, Mechanical, Electrical, etc.).
4. Minimum of three similar projects as work experience.
5. References**:** A list of three (3) professional references from clients for whom similar work has been performed.

Submittal Evaluation

The review panel will include the Deputy Executive Director, Properties Director, Facilities Manager, Economic Program Manager and Project Manager. Firms will be rated on submittal contents outlined above. Each element will be equally weighed. The panel will score independently and meet to determine top candidate. The committee reserves the right to call for in-person interviews for top 2 or 3 candidates. Interviews will be scored separately and combined with submittal evaluation scores for an overall total score.

Contract

The winning consultant will be expected to enter into a Professional Service Agreement with the Port of Pasco, the preliminary form of which is attached as Attachment 1. The winning firm will be required to provide a breakdown of their fee upon request. There will be an upfront contract amount not to exceed a dollar amount for a specific time to perform the Warehouse Facility Assessment requested by the Port.

Addenda

As the Port determines it is appropriate, it will issue addenda to this RFQ. Each consultant shall provide the Port with contact information for receipt of such addenda. Any applicant who downloads the RFQ from www.portofpasco.org or otherwise obtains this document, must send an e-mail to Jaime Vera at Jvera@portofpasco.org with the party's contact information in order to receive any 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 consultant 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 consultant 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 consultant's submittal. If selected, the consultant 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.

The successful consultant 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 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

Professional Services Agreement

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the _____day of _____, 202_, 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. TERM: The term of this agreement is from the date executed by both parties until __, 20__. This date may be extended by mutual agreement and amendment to this Agreement by the PORT and CONSULTANT.

SECTION 3. 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.

Payments under this Agreement shall not exceed _____dollars and no cents ($__). This not-to-exceed amount may be increased by mutual agreement and amendment to this Agreement by the PORT and CONSULTANT.

SECTION 4. 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 5. JOB CONDITIONS: The PORT shall give CONSULTANT free and unobstructed access at all times to the place where work is to be done.

SECTION 6. DELAYS: Services will be performed expeditiously as is consistent with professional skill and care and the orderly progress of the Project. Notwithstanding anything to the contrary contained herein, CONSULTANT shall not be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

SECTION 7. 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. Said changes will further follow the procedures provided in Section 1 of this Agreement.

SECTION 8. 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 9. 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 10. 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 11. 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 12. 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 13. 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 14. 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 15. 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 16. 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 17. 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 18. 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.

SECTION 19. DEBARMENT AND SUSPENSION: In performing services under this Agreement CONSULTANT certifies that neither it nor its principals, nor any subconsultants are presently debarred or suspended by any Federal or State department or agency from participation in this transaction.

PORT: Port of Pasco	CONSULTANT: _____
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____

EXHIBIT A

Scope of Work

Project Name;

Fill in Firm Name. will perform the following scope of work: All items as described in letter dated *Fill in date*, 202_ *Fill in scope letter description*. *Fill in firm name* will provide all items as proposed in this letter with its attachments.

Fill in firm name agrees to provide the services described in this exhibit for the stipulated fee of $____including Washington State Sales Tax.

Fill in firm name agrees to provide all items per scope of work within ___weeks following the receipt of this executed agreement and Notice to Proceed.

Client designates Stephen McFadden as Client's authorized representative to act in Client's behalf with respect to the services to be performed by *fill in firm name*.

This agreement is made under and shall be governed by and construed and enforced under the laws of the State of Washington.