Request for Qualifications – Professional A&E Services Contract

Grant County Port District No. 9 "The Port, Port" is requesting interested firms to submit qualifications for on-call professional engineering, survey and master planning consulting services. The Port will retain the services of an engineering consultant for a period of five (5) years to provide professional engineering, surveying, testing, grant preparation, administrative support, consulting, planning, and construction services, but not limited to, the following projects (or project components):

1. Multi-modal transportation infrastructure planning design, construction and maintenance.
2. Land Development projects within the Port District.
3. Design services for infrastructure & development of lands.
4. Aviation development and revenue support projects.
5. Environmental studies & compliance
6. Other miscellaneous engineering, surveying and planning services.

The scale, duration and number of projects are uncertain and may vary significantly during any given year.

QUALIFICATIONS

Please submit three (3) printed copies of qualifications no later than December 30, 2025. Late submission will not be accepted and it is the responsibility of the sender to confirm delivery. The Port will accept submissions in-person at the office from 7:00 am – 12:00 pm on December 30, 2025 only. The Port strongly encourages that proposals be either hand delivered or overnighted via FedEx or UPS. If overnighted, the physical address is to be used. If mailed, the PO Box is to be used.

Submittals should be clearly marked "On-Call Services" and be addressed to:

> Grant County Port District No. 9
> David Lanman, Executive Director
> 1990 Division Avenue E – Physical Address
> P.O. Box 1089 – Mailing Address
> Ephrata, WA 98823

Submittals will be evaluated by the below-listed criteria. Responses should be organized and identified in the same order, on 8-1/2" x 11" paper, limited to 20 page, single-sided maximum, including cover page.

1. Company's history, capability and past performance on all or most aspects of potential Port projects.

2. Demonstrated understanding and familiarity of the Port of Ephrata and work with Port District's.
3. Recent experience in capital projects comparable to the potential projects at the Port.
4. Key personnel's professional background and qualifications including the project team for possible projects. Include only those people which will be assigned to the projects at the Port District.

SELECTION

The selection of the firm to do the work will be made by Port Commissioners. After the deadline for receipt of qualifications, the Commissioners will review the qualifications. If deemed necessary by the Commissioners, firms may be invited for interviews. The final selection of the firm with which to negotiate a contract will be made by the Commissioners.

Grant County Port District No. 9 reserves the right, during the five (5) year contract period, to occasionally work with other firms of similar nature for projects requiring expertise that may be outside the selected firm's area of expertise and as deemed necessary by the Port.

ADDITIONAL INFORMATION

No cost or fee schedules shall be submitted. Fees for services will be presented during contract negotiations after the selection of the most qualified consultant. In the event that a contract cannot be awarded to the most qualified consultant, the Port Commission reserves the sole right to terminate this process, to not award a contract, and to cancel or modify this solicitation process at any time. In no event, with the Port or any of its respective agents or employees be liable for, or otherwise obligated to reimburse the costs incurred in preparation of this RFQ, or any related costs.

QUESTIONS REGARDING THIS RFQ

All questions must be provided no later than December 22, 2025. Please only direct all inquiries regarding this Request for Qualifications only to:

David Lanman, Executive Director
Grant County Port District No. 9
(509) 754-3508 – Office Main Line
(509) 750-8623 – Cell
director@portofephrata.gov