

## Request for Qualification

### Professional A&E & Planning Services Contract

Grant County Port District No. 9 (“The Port”) is requesting interested firms to submit qualifications for professional engineering, survey and master planning consulting services for the development of a Comprehensive Plan and Economic Development Strategic Plan. The Port will retain the services on an “as needed, when needed” basis to provide engineering, planning, surveying, testing, grant preparation, administrative support, consulting, planning, and construction services.

#### **QUALIFICATIONS**

Please submit three (3) printed copies of qualifications no later than March 13, 2026. 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 **7:00am – 12:00pm on March 13, 2026**, 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 P.O. 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 Port projects.
2. Demonstrated understanding and familiarity of the Port of Ephrata.
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 stated projects. Include only those people which will be assigned to the projects at the Port.

#### **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 contract period, to work with other firms of similar natures 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 negotiations after the selection of the most qualified consultant candidate(s). 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, will 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 March 5, 2026. Please direct all inquiries regarding this Request for Qualifications only to:

David Lanman, Executive Director

Grant County Port District No. 9

(509) 750-8623

[director@portofephra.gov](mailto:director@portofephra.gov)