



**REQUEST FOR QUALIFICATIONS
ENVIRONMENTAL REMEDIATION SERVICES
NORTHERN STATE MULTI SERVICE CENTER / FORMER NORTHERN STATE
HOSPITAL SITE - SEDRO-WOOLLEY, WA**

The Port of Skagit County (the Port) is seeking a qualified environmental services contractor firm to provide remediation services for the former Northern State Hospital property in Sedro-Woolley, Washington. Services are anticipated to include: environmental remedial investigation and feasibility study, finalization of a draft Analysis of Brownfields Cleanup Alternatives, cleanup action plan, cleanup engineering design and implementation, community outreach and related services. All work is required to comply with the Washington State Model Toxics Control Act and its implementing regulations, and with EPA requirements and regulations as applicable.

Background

The Port of Skagit is entering into an Agreed Order with the Washington State Department of Ecology (Ecology) for environmental remediation activities at the former Northern State Hospital property, identified by Ecology as the Northern State Multi Service Center Site and now known as the SWIFT Center (the Property). The draft Agreed Order is out for public comment through April 16, 2019. The draft Agreed Order requires the Port to complete a remedial investigation and feasibility study, two interim cleanup actions scheduled for 2019, and a draft cleanup action plan. The Port anticipates entering into a Consent Decree with Ecology for implementation of the cleanup action plan. The Port is working with Ecology to secure Remedial Action Grant funding for work to be completed pursuant to the Agreed Order.

The Port has applied to the US EPA Brownfields Cleanup program requesting \$395,000 in funding for cleanup of hazardous materials on the Property. If awarded, this grant will help to fund cleanup work identified as interim actions in the Agreed Order. The Port anticipates grant funding announcements will be made in late spring 2019.

In June 2018, the Port of Skagit took title to the approximately 225-acre Property – the site of the former Northern State Hospital which closed in 1973. There are currently six tenants on the Property including the Department of Labor, which operates a Job Corps program in the northern portion of the Property. The Port, City of Sedro-Woolley, and Skagit County are partnering on reuse of the property as the Sedro-Woolley Innovation for Tomorrow Center or SWIFT Center, a mixed use campus focused on technology and innovation.

Initial studies, including an Ecology-funded Preliminary Remedial Investigation / Feasibility Study and a US EPA-funded Brownfields Phase II Environmental Site Assessment, have

identified contamination in several areas of the Property. A US EPA-funded Draft Analysis of Brownfields Cleanup Alternatives has been prepared.

Scope of Work

The major elements of work which may be required to be performed by the environmental firm include the following:

- Project Management and Reporting
- Public Involvement
- Site investigation, including soil and groundwater sampling, analysis, and characterization including associated quality assurance and health and safety plans
- Preparation of a Remedial Investigation and Feasibility Study report
- Finalization of a Draft Analysis of Brownfields Cleanup Alternatives
- Preparation of a Cleanup Action Plan
- Development of cleanup engineering designs
- Development of a site management plan
- Preparation of bid documents
- Construction management and oversight
- Post-construction confirmation / compliance monitoring

The draft Agreed Order, including draft Scope of Work, for the Site may be found at: <https://fortress.wa.gov/ecy/gsp/Sitepage.aspx?csid=10048>. The Brownfields Hazardous Materials Cleanup Grant Application submitted to US EPA, including Scope of Work, and the draft Analysis of Brownfields Cleanup Alternatives may be found at: <http://www.portofskagit.com/skagit-advantage/swift-center/>.

Activities are dependent upon grant funding and in some instances may be phased with redevelopment of the property, therefore work will be conducted over the course of multiple years / funding cycles.

Qualifications / Selection Criteria

Submittals will be evaluated on the below-listed criteria. Submittals should be organized in the same order:

- Capability and experience to perform all or most aspects of the project.
- Recent successful experience in environmental remediation assessment and cleanup comparable to the proposed project. This item includes demonstrated ability to meet schedules or deadlines, and demonstrated past performance to complete projects without significant cost escalations.
 - Please provide a list of similar projects, for reference purposes, which have been completed by key personnel who will be assigned to this project.

- List the project manager's name and telephone number for each project identified.
- Key personnel who will be assigned to the project, and their qualifications. For any work that will be subcontracted to another firm, provide the subconsultant's firm name, key personnel assigned to the project, and their qualifications.
- Demonstrated ability and experience in facilitating and leading a public involvement process / program.
- Experience and qualifications of your firm in complying with Washington State Model Toxics Control Act regulations and grant requirements, and US EPA Brownfields Program, as well as coordinating with both regulatory agencies.
- Experience of your firm working on assessments and cleanups focused on redevelopment of brownfields properties.
- Project approach and overall quality of the submittal.

Submittals

Interested firms must submit three hard copies, plus one electronic memory drive, of their proposals to the address below, no later than 10 a.m. on May 15, 2019.

Submittals should be marked "Former Northern State Hospital Environmental Remediation Services RFQ" and must be addressed to:

Heather Rogerson
Port of Skagit
15400 Airport Drive
Burlington, WA 98233

Submittals must be hand delivered or sent via normal shipping methods only. Faxed or emailed proposals will not be accepted.

The Port desires submittals to be concise and address the specific content requirements. To facilitate review of all submittals, each submittal shall be:

- Typewritten with no smaller than 10 point font
- No more than 7 single-sided sheets, excluding front / back covers, cover letter, and dividers.

Evaluation of Submittals

A committee of Port of Skagit staff will select the firm to perform the work. After the deadline for receipt of submittals, the committee will review the qualifications and complete the evaluation matrix attached. The committee will select the highest ranking firm to negotiate a contract based upon a mutually-understood scope of work. If deemed necessary by the committee, at least two firms may be invited for interviews.

The Port reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked by the committee behind the selected consultant in the event that the Port and the selected consultant negotiate, but are unable to agree upon a detailed scope of work or cost of contract.

The Port of Skagit, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation. The Port of Skagit does not discriminate on the basis of race, color, or national origin, sex, age or disability. For purposes of this project the Port's designated Civil Rights Coordinator is Sara Young, Director of Facilities and Planning.

Reservation of Rights:

The Port reserves the right, if it deems such action to be in the best interest of the Port to reject any and all submittals or to waive any irregularities or informalities therein.

The Port reserves the right to extend the proposal submittal date if needed.

All changes and / or clarifications to the RFQ will be posted to the Port of Skagit website at www.portofskagit.com/skagit-advantage/swift-center, in the form of an addenda.

Proposal Inquires:

Any questions related to this Request for Qualifications must be directed to Jodee Peace, Port of Skagit Contracts Administrator, at jodee@portofskagit.com. Inquiries must be made in writing and submitted no later than 5 p.m. on April 29, 2019. Questions answered verbally shall be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

Additional Information:

No cost or fee schedules shall be submitted with your proposal. Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

Schedule:

The following schedule identified major milestones of the selection process and may be modified at the discretion of the Port.

April 15, 2019	RFQ Advertised
April 29, 2019	Deadline for Inquiries Regarding RFQ
May 15, 2019	RFQ Submittals Due at 10 a.m.
May 22, 2019	Successful Proposal Selected

EVALUATION FORM
FORMER NORTHERN STATE HOSPITAL ENVIRONMENTAL REMEDIATION SERVICES RFQ RESPONDENTS

INSTRUCTIONS FOR EVALUATORS:

For each criterion assign the firm a score between 0-10 and multiply the score by the weight then record the resulting weighted score. Add the weighted scores for all criteria to find the firm's total score.

Criteria	Weight (0-10)	Example <u>ABC Consult</u>	Firm _____	Firm _____	Firm _____	Firm _____
1. Capability and experience to perform all or most aspects of work.	3.0	Score = 8 Weighted Score = 24 (8 x 3.0 weight)				
2. Successful experience in comparable environmental remediation projects. Includes ability to meet schedules and budgets.	2.0	Score = 7 Weighted score = 14 (7 x 2.0 weight)				
3. Professional qualifications and background of key personnel to be assigned, including any subconsultants.	2.0	Score = 9 Weighted score = 18 (9 x 2.0 weight)				
5. Demonstrated ability and experience in leading public involvement process / program.	2.0	Score = 8 Weighted Score = 16 (8 x 2.0 weight)				
6. Experience and qualifications in complying with WA State MTCA and U.S. EPA regulations and grant requirements, and agency coordination.	3.0	Score = 8 Weighted Score = 24 (8 x 3.0 weight)				
7. Experience working on assessments and cleanups focused on redevelopment of brownfields properties.	2.0	Score = 8.5 Weighted Score = 17 (8.5 x 2.0 weight)				
9. Project approach and quality of submittal.	3.0	Score = 8 Weighted Score = 24 (8 x 3.0 weight)				
Total	170 Possible	137				

Evaluator Printed Name: _____ Evaluator Signature: _____ Date: _____