

PORT OF SKAMANIA COUNTY

Request for Qualifications

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Consultant Services for Cascades Business Park First Building Planning and Progressive Design-Build Procurement Support

Owner	Port of Skamania County
Project	Cascades Business Park - First Building Planning
Location	North Bonneville, Skamania County, Washington
Funding	CERB Planning Grant request: \$75,000; Port cash match: \$18,750; total planning project cost: \$93,750
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1. Invitation and Purpose

The Port of Skamania County (Port) invites Statements of Qualifications from qualified firms or consultant teams to provide planning, owner advisory, project definition, cost modeling, and procurement support services for the first building at Cascades Business Park in North Bonneville, Washington.

The Port intends to use the selected consultant team to complete the predevelopment work needed to advance the first building through a Progressive Design-Build delivery strategy. The anticipated work includes Owner Project Requirements, performance goals, building program, preliminary design criteria, site and utility assumptions, risk-informed cost framework, phasing and constructability considerations, evaluation of the project and proposed delivery strategy under Chapter 39.10 RCW, Washington State Project Review Committee (PRC) authorization support, and a recommended procurement strategy with draft RFQ/RFP materials for later design-builder selection.

The Port expects this planning effort to serve as the bridge between prior site readiness work and future implementation. The Port is seeking a practical, implementation-focused consultant team that can help define what the Port needs to procure, how to evaluate it, what risks should be addressed before procurement, and how to position the first building for PRC authorization, price validation, permitting, funding, and construction. The selected consultant will serve in an owner-side advisory role and will not be the future Progressive Design-Builder selected through the later, separate public procurement.

2. Project Background

Cascades Business Park is a 42-acre Industrial/Business Park site in North Bonneville. The site is uniquely positioned with utilities, fiber, Highway 14 visibility and access, regional connectivity, and location within an urban area in Skamania County and within the Columbia Gorge National Scenic Area.

The Port has identified Cascades Business Park as a rare, infrastructure-served employment site capable of supporting industrial, production, processing, business, and related employment-generating uses. The Port is now preparing to advance the first building in a manner that is flexible enough to respond to market demand, tenant requirements, operational needs, and phased development of the broader business park.

The Port received authorization to pursue CERB Planning Grant support for the project. The planning project has an estimated total cost of \$93,750, including a requested \$75,000 CERB Planning Grant and \$18,750 Port cash match. The grant application described a Tier 2 planning effort intended to support future CERB-eligible construction.

3. Anticipated Scope of Services

The final scope will be negotiated with the selected consultant, but the Port anticipates the following major work elements:

- **Project startup and coordination:** Confirm communication protocols, work plan, schedule, decision points, and information needs with Port staff and stakeholders.
- **Existing information review:** Review available site, utility, land use, access, environmental, development, and planning information relevant to the first building location.
- **Use and program confirmation:** Confirm intended building use, target size range, operational needs, flexibility requirements, performance goals, tenant adaptability, and probable site interface needs.

- **Owner Project Requirements:** Develop a concise Owner Project Requirements document addressing project purpose, required outcomes, performance objectives, utility assumptions, access/circulation needs, sustainability/resilience considerations, and Port decision criteria.
- **Preliminary concept and performance criteria:** Prepare concept-level information sufficient to support procurement without prematurely fixing detailed design solutions. The focus should be on performance, capacity, constraints, criteria, and decision-making rather than final design.
- **Cost and budget framework:** Develop a risk-informed cost model and budget framework that identifies major cost drivers, assumptions, allowances, escalation, contingencies, value/risk options, and probable funding gaps.
- **Phasing, constructability, and utilities:** Evaluate phasing, constructability, utility availability, stormwater/site work implications, access, future expansion, and integration with broader business park development.
- **Progressive Design-Build procurement and PRC strategy:** Evaluate the project and proposed delivery strategy for consistency with Chapter 39.10 RCW and applicable Washington State Project Review Committee (PRC) requirements. Recommend the approval pathway, procurement sequence, solicitation structure, qualifications, evaluation and selection criteria, short-listing/interview approach, price-related factors for the later design-builder procurement, open-book pricing/cost validation concepts, risk allocation, decision points, schedule, and draft RFQ/RFP framework.
- **Implementation and authorization recommendations:** Prepare actionable next steps for PRC authorization, design-builder procurement, price validation, permitting, funding coordination, and construction readiness. If project-specific PRC approval is required, assist the Port in preparing the PRC Design-Build Project Application, supporting documentation, and presentation/interview materials.

4. Anticipated Deliverables

- Project work plan and schedule, including meeting cadence and decision milestones.
- Existing conditions and information review summary.
- Owner Project Requirements and performance goals for the first building.
- Preliminary building program, target size assumptions, flexibility requirements, and site interface assumptions.
- Preliminary design criteria and procurement-ready concept information.
- Risk-informed cost model and budget framework, including major cost drivers and assumptions.
- Phasing, constructability, utility, and site development considerations memorandum.
- Recommended Progressive Design-Build procurement and PRC authorization strategy, including approval pathway and selection approach.
- RCW 39.10 / PRC compliance and approval-pathway memorandum.
- Draft PRC Design-Build Project Application and supporting materials, if project-specific approval is required.
- Draft RFQ/RFP framework for future design-builder solicitation, including recommended evaluation criteria, price-related factors, open-book pricing/cost validation approach, and risk allocation considerations.
- Draft implementation roadmap that positions the Port for PRC authorization, design-builder procurement, price validation, permitting, funding, and construction.
- Draft report and final report in editable and PDF formats.

5. Project Schedule

The Port anticipates the following schedule, subject to CERB contract timing, Port needs, and consultant negotiations:

Milestone	Target Date
RFQ issued	October 7 th 2026
Questions due	November 12 th 2026
Statements of Qualifications due	Open until filled
Interviews, if held	TBD
Consultant selected	November 2026
Consultant begins work	December 2026
Draft report	November 2027
Final report	May 2028
Consultant end work / project complete	June 2028

6. Qualifications Requested

The Port is seeking a consultant or consultant team with demonstrated experience in public-sector planning and implementation support for industrial/business park development and Washington alternative public works delivery. The team should include or make available personnel with demonstrated knowledge of Progressive Design-Build under Chapter 39.10 RCW and the Washington State Project Review Committee (PRC) process. If the lead consultant does not possess the required Washington Progressive Design-Build, Chapter 39.10 RCW, and/or PRC experience directly, the consultant shall include a qualified subconsultant or team member with demonstrated experience in those areas as part of its proposed team. The qualifications and relevant project experience of that individual or firm shall be included in the Statement of Qualifications. Teams may include owner advisory, architecture, engineering, construction advisory, cost estimating, procurement support, and related expertise.

- Public-sector project planning, implementation planning, and consultant coordination.
- Industrial, flex-industrial, business park, light manufacturing, production, processing, or employment-site development.
- Owner Project Requirements, performance-based project definition, and procurement-ready criteria development.
- Washington Progressive Design-Build and alternative public works delivery under Chapter 39.10 RCW, including owner-side procurement strategy and administration support.
- Demonstrated experience preparing or supporting Washington State PRC Design-Build project applications, presentations, or approval processes.
- Owner-side PDB procurement planning, including RFQ/RFP development, qualifications and evaluation criteria, short-listing/interviews, price-related factors, open-book pricing/cost validation, and risk allocation.
- Experience establishing owner project-team roles, management structure, decision processes, budget, schedule, and documentation necessary to support PRC review and later PDB administration.
- Cost modeling, budget development, risk registers, escalation, contingencies, constructability, and value/risk analysis.
- Site planning, civil/site interface, utilities, stormwater, access, phasing, and constructability considerations.

- Experience helping Washington public owners move from planning through PRC authorization, funding, procurement, permitting, and implementation, including preparation of PRC applications or comparable approval documentation.
- Clear communication, meeting facilitation, and preparation of concise decision-ready materials.

7. Submittal Requirements

Submittals should be concise, implementation-focused, and organized in the order shown below. The Port prefers a maximum of 20 pages, excluding cover, divider pages, resumes, and required forms. Submittals should be submitted electronically as one searchable PDF.

1. **Cover letter:** Identify the lead firm, primary contact, and commitment to perform the work within the anticipated schedule.
2. **Project understanding and approach:** Describe the team's understanding of the project and proposed approach to converting the grant scope into a usable owner-side planning, PRC authorization, procurement, and implementation package.
3. **Relevant experience:** Provide up to five relevant projects demonstrating experience with comparable public-sector planning, industrial/business development, owner advisory, cost modeling, Washington Progressive Design-Build, Chapter 39.10 RCW, PRC application/approval support, or design-build procurement support. Clearly identify the firm's role and the individuals proposed for this project who performed the cited work.
4. **Washington PDB / PRC qualifications:** Identify successful or substantially completed Washington Design-Build or Progressive Design-Build assignments involving Chapter 39.10 RCW and/or PRC review. Describe the proposed team members' specific roles, owner-side responsibilities, and experience supporting public owners through approval and procurement.
5. **Team organization and key personnel:** Identify the project manager, PDB/PRC advisor, key team members, roles, availability, relevant qualifications, and the individuals who will provide Washington Chapter 39.10/PRC expertise. Describe how continuity of key personnel will be maintained through the planning and procurement-support phases.
6. **Work plan:** Describe major tasks, meetings, deliverables, decision points, and quality control process.
7. **Schedule management:** Explain how the team will meet the Port's schedule and coordinate draft and final deliverables.
8. **Equity, small business, and local participation approach:** Describe any approach to inclusive outreach, use of small businesses, veteran-owned businesses, minority- or women-owned businesses, or local/regional participation where applicable.
9. **References:** Provide at least three client references for comparable work.
10. **Conflicts and disclosures:** Identify any conflicts of interest, pending claims, or circumstances that may affect the team's ability to perform objectively.
11. **Required forms:** Include any required declarations, certifications, insurance acknowledgment, and addenda acknowledgment required by the Port.

8. Evaluation and Selection Process

The Port intends to use a qualifications-based competitive process. Written Statements of Qualifications will be evaluated first. The Port may select the highest-ranked firm based on written submittals or may short-list the most qualified firms for interviews. If interviews are conducted, final ranking will be based on the published written SOQ and interview criteria below. Proposed consultant fees, hourly rates, and total price are not

requested as scoring factors; final scope and compensation will be negotiated with the highest-ranked firm consistent with the applicable professional-services procurement requirements.

Evaluation Factor	Points	Considerations
Washington PDB / RCW 39.10 / PRC Experience	10	Demonstrated Washington-specific Progressive Design-Build knowledge, Chapter 39.10 RCW experience, PRC application/approval support, and owner-side procurement advisory capability.
Qualifications of Proposed Project Team	8	Qualifications and relevant experience of the actual project manager, PDB/PRC advisor, technical disciplines, cost/procurement resources, and continuity of key personnel.
Approach to Cascades Building #1	8	Clear, practical approach to moving the project from CERB predevelopment through Owner Project Requirements, design framework, PRC authorization, and future PDB procurement.
Public-Sector / CERB / Grant-Funded Experience	4	Relevant public-agency and grant-funded capital planning experience, including documentation, funding coordination, and audit-ready procurement support.
Industrial / Flex / Business Park Experience	4	Relevant industrial, flex-industrial, business park, manufacturing, or employment-site planning and implementation experience.
Cost, Risk, Constructability & Procurement Expertise	4	Ability to develop cost/risk frameworks, constructability and phasing analysis, procurement strategy, open-book cost validation concepts, and owner decision points.
Availability, Capacity & Team Continuity	2	Demonstrated capacity to meet the schedule and maintain the proposed key personnel through planning, PRC support, and procurement preparation.

Written SOQ Review Total: 40 Points

If interviews are conducted, the interview will be scored separately as follows. The written SOQ score (40 points) and interview score (60 points) will be combined for a final possible score of 100 points.

Interview Evaluation - 60 Points

Interview Factor	Points	Considerations
Understanding of Cascades & Proposed Approach	20	Practical path from CERB predevelopment through Owner Project Requirements, design framework, PRC authorization, and future PDB procurement.
PDB / PRC Knowledge Demonstrated in Discussion	20	Washington-specific PDB knowledge, PRC process, Chapter 39.10 RCW, procurement strategy, risk allocation, and owner-side advisory capability.
Project Team Competency & Roles	10	Clarity of roles, qualifications of individuals participating, comparable experience, collaboration, and commitment of key personnel.
Cost / Risk / Procurement Approach	5	Credible cost/risk framework before final design and transition into PDB cost validation and procurement.
Communication, Responsiveness & Capacity	5	Clarity, responsiveness, ability to work with the Port/CERB/stakeholders, realistic availability, and team continuity.

Final Ranking: Written SOQ (40 points) + Interview (60 points) = 100 points, if interviews are conducted.

Tentative Selection Steps

- Review submittals for responsiveness.
- Evaluate and score responsive submittals using the written SOQ criteria published in this RFQ.
- Short-list the most qualified firms for interviews if the Port determines interviews are in its best interest, and score interviews using the published interview criteria.
- Combine written SOQ and interview scores, if interviews are conducted, establish the final ranking, and authorize negotiations with the highest-ranked firm.
- Negotiate final scope, schedule, fee, contract terms, and insurance requirements.
- Seek Port approval and execute a consultant agreement.

9. General Terms and Conditions

- All costs incurred in preparing a submittal are the responsibility of the proposer.
- Submittals become public records to the extent required by Washington public records laws. Proposers should clearly identify any material claimed as exempt from disclosure; however, the Port will determine disclosure obligations according to applicable law.
- The selected consultant will be required to enter into a professional services agreement acceptable to the Port.
- The selected consultant must meet Port insurance, licensing, business registration, and indemnification requirements before beginning work.
- The Port may require compliance with grant funding requirements, including documentation, invoicing, progress reporting, record retention, and audit requirements associated with CERB funding.

- The selected consultant must coordinate with Port staff and any Port legal, financial, engineering, or other advisors involved in the project.
- This RFQ does not commit the Port to award a contract or to pay any costs incurred in preparation of a submittal.

10. Port Reservation of Rights

- Reject any or all submittals.
- Waive informalities or minor irregularities.
- Modify or cancel this RFQ.
- Reissue the RFQ or issue a revised scope.
- Request clarification or additional information from proposers.
- Conduct interviews or select based solely on written submittals.
- Negotiate scope, schedule, and compensation with the highest-ranked firm.
- Proceed in the manner determined to be in the best interest of the Port.

Attachment A - Draft Scope of Work

Task 1 - Startup and Project Management

- Kickoff meeting with Port staff.
- Confirm project goals, schedule, communication process, and decision points.
- Prepare detailed work plan and deliverables matrix.

Task 2 - Existing Information Review

- Review available site, utility, land use, access, environmental, development, and planning information.
- Identify information gaps affecting first-building planning and procurement.
- Summarize opportunities, constraints, assumptions, and required decisions.

Task 3 - Owner Project Requirements and Building Program

- Confirm intended use, target size, operational needs, flexibility requirements, performance goals, and tenant adaptability.
- Develop Owner Project Requirements for the first building.
- Define first-building interface with site infrastructure, access, utilities, and future phases.

Task 4 - Preliminary Criteria, Cost, Risk, and Phasing

- Prepare preliminary concept and performance criteria sufficient for procurement.
- Develop cost model, budget framework, assumptions, contingencies, escalation, risk register, and cost drivers.
- Evaluate phasing, constructability, utility capacity, stormwater/site work considerations, and future expansion.

Task 5 - Progressive Design-Build Procurement Strategy

- Evaluate the project and proposed Progressive Design-Build strategy for consistency with Chapter 39.10 RCW and applicable PRC requirements; recommend the PRC approval pathway, procurement path, packaging, evaluation criteria, selection approach, and decision sequence.

- Prepare PRC application/support materials, if required, and a draft RFQ/RFP framework with supporting owner-side procurement language for the later Progressive Design-Builder selection.
- Identify information needed before PRC authorization, design-builder procurement, open-book cost validation, and construction-phase authorization.
- Support preparation of the Port's PRC Design-Build Project Application, supporting documentation, and presentation/interview materials, if project-specific approval is required.

Task 6 - Reports and Implementation Roadmap

- Prepare draft report for Port review.
- Facilitate review meeting and incorporate Port comments.
- Prepare final report, implementation roadmap, and editable procurement-support materials.

Attachment B - Required Forms and Declarations

The Port may attach or require the following forms before RFQ publication or before contract execution:

- Addenda acknowledgment.
- Non-collusion declaration.
- Conflict of interest disclosure.
- Debarment/suspension certification if required by funding source.
- Certificate of insurance requirements acknowledgment.
- Business license and UBI information.
- References form.
- Optional OMWBE, veteran-owned business, small business, or local participation information.