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Request for Qualifications and Proposal

To: Prospective Consultants **Date:** August 5th, 2016
From: Angi Mozer, Executive Director
Jan-Marc Jouas, Acting Executive Director
CC: Molly MacLeod-Roberts, Port Clerk
Re: Request for Qualifications and Proposal for Consultant Services for
Construction Management for Possession Beach Waterfront Park Boat Ramp
Renovation Project

Submittals DUE at Port Office no later than 4:00 p.m., Friday, August 19th, 2016

The Board of Commissioners of the Port District of South Whidbey Island (Port) is seeking qualifications and a proposal from professional consultants in order to select a firm or individual to fulfill the role of Construction Management for the Possession Beach Waterfront Park Boat Ramp Renovation Project.

Background

The Port of South Whidbey's Possession Beach Waterfront Park Boat Ramp was developed in 1985 and is now in need of renovations as a result of age, beach accretion, and surface damage. Access to the high-traffic ramp has become difficult, requiring the removal of a large amount of debris on a regular basis. As a result of accretion, the ramp is currently below the natural beach level, creating a hole into which sand and debris collects. This project will raise the ramp to or slightly above the beach level so that sand and debris will naturally wash away and minimize required maintenance.

The Port has conducted the planning phase of this project to include obtaining federal, state and local permits and a final design for construction, funded by the Washington State Recreation and Conservation Office (RCO). The Port has also obtained a construction grant from RCO for this project. The Port is in need of a Construction Manager to manage the bid document preparation and construction phase of this project.

Scope of Services

The successful candidate/firm will prepare bid documents for the construction project, manage the bidding process, and manage the construction phase of the project.

Bid Doc Prep

Thoroughly review project plans and specifications and determine scope of work. Prepare a complete bid package to be used in a competitive bid process for a construction contractor. Design engineer has produced final design documents for construction and specifications for bid.

Manage the Bidding Process

Advertise the project in the most appropriate manner to solicit wide interest in the project. Construction Manager will participate in developing/negotiating contract agreements and assist the Port in awarding the contract. The contract will ultimately be awarded to the lowest responsive and most responsible bidder. Construction Manager will evaluate bids and provide a recommendation to the Executive Director and Port Commissioners.

Manage construction phase

Following contract award, Construction Manager will manage the construction phase of the project, coordinate necessary permits required for construction, provide on-site supervision of the project, review work progress on a daily basis, provide daily and weekly field reports, ensure site safety, and keep the project to budget, on schedule, and in accordance with contract agreements. Provide regular project updates and cost reports to Executive Director and Port Commissioners. Approve all pay requests, negotiate and ensure all changes to specifications, work scope and drawings are documented. Verify final sign-off and inspections are completed and passed by the appropriate inspectors and officials.

Proposal Requirements

Proposal should include the following information:

- . Five years experience in construction management; knowledge of marine construction
- . Advanced knowledge of construction management processes, means, and methods
- . Expert knowledge of building products, construction details, relevant rules, regulations, and quality standards
- . Level of education obtained in a construction-related field
- . Strong verbal and written communication skills; proficiency with the Microsoft Office Suite
- . Experience in scheduling and budget control
- . Strong technical skills, attention to detail, and time management to ensure deadlines are met
- . References of similar work, complete with names and contact information
- . Valid driver's license with no major infractions in the past 3 years
- . Able to pass a criminal background check; able to pass a drug test

Fee Submittal

Proposals should include a fee structure based on a Time & Materials basis with a stated not-to-exceed amount.

Submission of Proposals

Individuals/firms wishing to provide professional services for this project must submit a formal, written proposal no later than Friday, Aug 19, 2016 at 4:00 p.m. as indicated above. Respondents must provide five (5) copies of the proposal.

References

The following documents/resources are available upon request:

- . Design drawings for construction
- . Construction Bid Item List
- . Project Specifications

If you should have any questions, please do not hesitate to contact the Port by phone or email at execdir@portofsouthwhidbey.com . We look forward to reviewing your submissions.