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April 21, 2016

## **Request for Letter of Interest with Qualifications**

### **Clinton Dock Assessment**

Clinton, WA

The Clinton Dock, adjacent to the Clinton Ferry Terminal, sustained major damage during the winter storms of 2015/2016 and it is currently closed due to structural damage making it unsafe. At this point we are in need of an assessment of its current structure to help determine the path forward for this dock.

We are asking for your Letter of Interest with Qualifications to be submitted to the Port office no later than 4 pm, on Friday, May 6, 2016. Six (6) hard copies should be received at the Port office by that time (see below for further details). In your letter of interest, please identify your team and include brief summaries of the applicable qualifications of each member of your team.

Following Commission and staff review of the Letters and Qualifications in April, approximately three teams will be selected for further consideration. Following notification, the selected Consultant teams will be requested to submit a brief Summary of Technical Approach, which should include the roles and responsibilities of each team member, the approximate schedule, and an approximate budget breakdown for the various aspects of the Work. Interviews with the Commission and staff will then be scheduled (likely in mid-May). Negotiation with the preferred team and contract finalization/award is planned for mid-to-late May, with the expectation that Notice to Proceed would be issued in late May. The final Work schedule will be determined based on the proposed Consultant approach, but with the goal of having a deliverable by the end of June.

### **PROJECT LOCATION**

Clinton Dock (Existing Port facility)  
6497 Hunziker Lane  
Clinton, WA 98236

### **PROJECT DESCRIPTION**

The Port is seeking proposals from responsive and qualified firms to provide structural engineering services for the Clinton Dock. The consultant services are needed to evaluate the existing construction, structural and mechanical systems of the Dock and assess all faults or damage present, with an analysis of such problems that might exist in the Dock. The consultant should also be able to analyze and present potential short term and long term solutions for the Dock. The consultant should provide enough information so that the Port can make an informed decision of the Dock's future; estimated costs for the Dock's repair, its removal, or its replacement will be required for the Port to make this informed decision.

### **PROJECT DELIVERABLES**

Deliverables may include:

- Facility condition report and recommendations
- Cost estimate for short term repairs that would maintain the structural integrity of the Dock for at least 2 years
- Cost estimate for long term repairs that would maintain the structural integrity of the Dock for at least 10 years
- Cost estimate for the removal of the Dock
- Preliminary cost estimate for the potential replacement of the Dock

### **PROJECT SCHEDULE**

Time is of the essence. Completion of all Work addressed herein is to be accomplished as soon and efficiently as appropriate, in accordance with a schedule to be proposed by the Consultant and mutually agreed upon, but in no case shall the Work be scheduled to extend past July 2016.

### **ELIGIBILITY**

To be eligible for a resulting contract (s) in responding to this Solicitation, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the sections above.

### **DEADLINE FOR RESPONSE**

Please respond with a Letter of Interest with Qualifications, including a summary list of Consultant team members with applicable Qualifications and identification of the project lead. Six (6) hard copies should be received at the Port office no later than **4pm on Friday, May 6, 2016**. *Please note the Port office address information as follows:*

#### **MAILING ADDRESS**

P.O. Box 872  
Freeland, WA 98249

#### **SHIPPING/STREET ADDRESS**

1804 Scott Road, Suite 101  
Freeland, WA 98249

We appreciate your consideration of this request, and look forward to your responses. If you have any questions, please feel free to call 360.331.5494 or e-mail [execdir@portofsouthwhidbey.com](mailto:execdir@portofsouthwhidbey.com).

Angi Mozer  
Executive Director