

**CITY OF WESTPORT
REQUEST FOR QUALIFICATIONS (RFQ)
No. 24-03-ENV100
SCIENTIFIC WETLANDS REVIEW**

Issued by:
City of Westport
801 N. Montesano St.
P.O. Box 505
Westport, WA 98595

RFQ INFORMATION	
Contact:	Kevin Goodrich, City Administrator
Email Address:	ca@ci.westport.wa.us
Phone:	(360) 268-0131
Deadline for Questions:	April 4, 2024 @ 2:00PM (PST)
Proposal Submittal Deadline:	April 18, 2024 @ 2:00PM (PST)

The City of Westport (“City”) is soliciting statements of qualifications (“SOQs”) from highly qualified firms to provide professional services (“Services”) for the City of Westport Scientific Wetlands Review (the “Project”). SOQs shall be received by the City no later than the listed submittal deadline. It is the responsibility of firms to ensure that SOQs are submitted to the City, complete, and on time.

BACKGROUND

The City of Westport is located on the Washington coast in Grays Harbor County on a relatively flat sand spit on the south entrance to Grays Harbor. The surrounding area is situated within the Willapa Hills, which are bounded by the Olympic Mountains to the north, Columbia River to the south, Pacific Ocean to the west, and Puget Lowlands to the east. The City of Westport encompasses a total area of approximately six square miles. The population is about 2,500. The locality is subject to coastal marine weather with saltwater corrosion, heavy precipitation, high winds, icing, strong nearshore seismic, liquefaction susceptible soils, coastal erosion, and risk of inundation by tsunamis. To learn more about the City of Westport, visit www.ci.Westport.wa.

SCOPE OF WORK

The City anticipates awarding a professional service agreement for providing a Scientific Wetland Review of all wetlands, potential wetlands, and impacted wetland areas within the city boundaries. The City is seeking qualifications from individuals or firms engaged in the lawful practice of geomorphology who are interested in performing professional scientific services for the City. Such services will be performed within the City limits in Grays Harbor County, Washington. A series of recent existing condition studies have been compiled from third parties that address coastal issues and habitats associated with Westport State Light Park. The City would like this individual or firm to summarize these studies and perform an independent third-party review, with particular focus on evaluating the degree to which its open ocean shoreline is a natural feature, and characterizing the full range of anthropogenic impacts to it over time. The purpose of the study would be to enable the City to better plan for shoreline management actions in the future, ultimately outlining the wetland boundaries and wetland types within the city limits of Westport. Specific services are anticipated to include:

- Professional Surveying & Data Collection
- Environmental Services
- Final Summary Documents

QUALIFICATIONS

The individual conducting this work must be a licensed professional geologist in the state of Washington, hold an active affiliation with a public or private university in the state, and have practiced in the field of geomorphology for at least 20 years. A proven track record in published peer-reviewed literature, state and federal advisory panels, and third-party reviews is a plus. Direct experience with conducting geomorphic studies or analysis along the Washington coastlines is preferred.

THE CITY OF WESTPORT
Request for Qualifications (RFQ) No. 24-03-ENV100
Scientific Wetlands Review

DELIVERABLES

Geomorphological review of wetlands within the city limits of Westport, Washington.

Fee: \$15,000 NTE

Time Frame: Two (2) months including site visit, literature review, and summary document

SUBMITTAL REQUIREMENTS: SOQs shall include the following parts.

1. Cover Letter (one 8.5x11 page maximum)
2. SOQ Body (ten 8.5x11 pages maximum)
 - Project Understanding – Describe your understanding of the area, the need for the project, and the goals of this scope of work.
 - Project Team – List the project team members that will be working on this project, including subconsultants (if any). Indicate each individual's availability and what each person's active role will be.
 - Experience – Describe the experience of your firm in performing this type of work, including the team members that will be working on the project and any subconsultants.
 - Project Approach and Concept – Outline and describe how you intend to manage the project and work with the City. Provide a conceptual drawing and description of how you would intend to design the project, in accordance with the provided drawings and documents.
 - References (minimum three—provide email and phone number for each)
3. Resumes (limit one 8.5x11 page per individual, no total page limit)

APPLICABLE LAWS, REGULATIONS AND COMPLIANCE:

The selection of the firm will be made pursuant to the provisions of chapter 39.80 RCW entitled "Contracts for Architectural and Engineering Services."

SCORING AND FIRM SELECTION:

SOQs will be reviewed and scored by a project team consisting of City staff including the Mayor of Westport; the City Administrator, and City Council representatives. The two highest-scoring firm will be selected for interviews and discussions, and then the firm deemed to be the most highly qualified to provide the services required for the project shall be selected therefrom.

TITLE VI NOTICE TO PUBLIC:

It is the Port's policy to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities.

MINORITY BUSINESS, WOMEN'S BUSINESS ENTERPRISES, LABOR SURPLUS AREA, AND VETERAN OWNED FIRMS:

The City encourages minority businesses, women's business enterprises, labor surplus area firms, and veteran-owned firms to apply or to team with another firm.

AMERICANS WITH DISABILITIES ACT INFORMATION:

The consultant will be held to the City's ADA language. The City, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, commits to nondiscrimination based on disability in all its programs and activities. This invitation can be made available in alternate format by contacting the listed project contact by email or by phone.