



# Request for Qualifications

Port of Vancouver USA

## RFQ 26-39

### On Call Electrical Engineering and Consulting Services

Notice is hereby given that the Port of Vancouver USA will receive proposals electronically up to the hour of:

**5:00 p.m.**

**Wednesday, July 15, 2026**

<https://portvanusa.procurement.com/Bids?t=Bids>

All interested proposers must register on the port's online bid system, ProcureWare, located on the port's website at [www.portvanusa.com](http://www.portvanusa.com). To access ProcureWare, go to the Doing Business with the Port page and click on the ProcureWare Website button. For assistance, please call 360-693-3611.



Port of Vancouver USA  
3103 NW Lower River Road  
Vancouver, WA 98660

360-693-3611

[info@portvanusa.com](mailto:info@portvanusa.com)

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## I. INTRODUCTION / PROJECT REQUIREMENTS



### 1.1 PURPOSE AND OBJECTIVES

The Port of Vancouver is seeking responses to this solicitation from consultants for the purpose of developing agreements to perform On-Call Electrical Engineering and Consulting Services. Two or more on-call contracts may be awarded from the solicitation to enter into an agreement for up to five years or through completion of any projects in progress. Consultants who are awarded contracts shall have demonstrated experience in the types of work and activities defined in this solicitation for which these services are utilized.

### 1.2 ANTICIPATED SOLICITATION SCHEDULE

Issue Request for Qualifications	Week of June 15, 2026
Question and answer period ends	5:00 pm Wednesday July 1, 2026
Issue addendum to RFQ (if applicable)	Thursday, July 2, 2026
Proposals due	<b>5:00 pm Wednesday July 15, 2026</b>
Complete Proposal Evaluation	July 2026
Conduct interviews with finalists	August 2026
Announce "Most Qualified Consultant"	August 2026
Board of Commissioners approval of contract	TBD
Begin contract work	2026

### 1.3 OVERVIEW OF THE PORT

Located in Vancouver, Washington along the Columbia River, the Port of Vancouver USA is a multi-purpose port district, organized under Washington Law, which has served as a global point of connection and a regional engine for economic growth for more than 100 years.

The port currently operates five marine terminals with 13 shipping berths and has over 1,600 acres of property. It specializes in handling wheat, mineral ores, liquid bulks, automobiles and project cargoes that make their way to and from the port from points around the globe by ship, train, truck, or barge. The port is home to more than 50 industrial tenants, ranging from manufacturing to cabinetry services and craft-beer malt distribution. Additionally, the port's Terminal 1 development on the banks of the Columbia River offers a unique destination for the region with new retail, commercial, and residential amenities.

The port's primary customers and partners are international shipping lines, logistics providers, industrial real estate developers, foreign investors, economic development organizations and community members.

The port handles over 7 million tons of cargo each year, supports more than 24,000 jobs and provides \$3.8 billion in annual economic benefit to the region. This is a result of cargo handled at the port's marine terminals and revenue generated by industrial tenants. Port activities also generate \$132 million in state and local taxes, to support public services such as schools, police and fire protection.

Please review the port's website, Strategic Plan and Climate Action Plan as they provide additional detail and perspective of the port's values and goals.

### 1.4 PROJECT TEAM REQUIREMENTS

With the various types of projects for which the port engages, having access to consultants with flexibility and various skill sets provides significant advantages and benefits to the port. Firms of all sizes, depth, and capabilities are encouraged to submit proposals.

For prime consultants whose firms do not perform all of the various types of services requested, the port encourages firms of all sizes to develop multi-disciplined teams using subconsultants of their preference who can accomplish the projects described in this solicitation.

- The consultant team shall demonstrate relevant experience with industrial, port, terminal, EV charging electrical infrastructure.
- The submittal shall identify key personnel for, at a minimum, Project Manager, Lead Electrical Engineer, Utility/Power Electrification/EV Infrastructure Lead, and cost estimating/asset planning support, including each person's role and relevant experience

### 1.5 PROJECT SCOPE OF WORK

Consultants shall provide electrical design, planning, and consulting services under this contract. Examples of services for this work include but are not limited to:

- Work with the local electrical power provider (Clark Public Utilities) to assess and align capacities and capabilities for existing and future development of systems.
- Work with other Port consultants on multi-disciplined projects.
- Evaluate electrical power capabilities of the existing "port grid" outside of individual building envelopes.
- Electrical supply system for port buildings, shore power and marine infrastructure
- Evaluate existing port lighting systems to determine opportunities for more efficient, energy-saving systems.
- Determine needs for port facilities to support conversion to electric powered (heat pump) HVAC systems.

- Quantify capabilities of port facilities to support electrical vehicle charging.
- Provide electrical engineering services typical of an Electrical Systems Master Planning process.
- Develop cost estimates and presentation materials for potential improvement plans.
- Develop asset management strategies for port electrical systems.
- Identify opportunities to incorporate “green power” solutions (solar, wind, etc.) into the port energy portfolio.

#### **1.6 PRE-PROPOSAL MEETING N/A**

#### **1.7 CONTRACT PERIOD OF PERFORMANCE**

The period of performance of an agreement resulting from this RFQ is expected to be five years or through completion of any projects in progress. Amendments extending the period of performance, if any, shall be by mutual agreement. A contract extension may be issued to provide the time necessary to complete task orders in process for projects not completed by the original contract completion date.

## 2. GENERAL INFORMATION FOR CONSULTANTS



### **2.1 SUBMISSION OF PROPOSALS**

Electronic proposals shall be submitted and received no later than **5:00 pm on Wednesday July 15, 2026, on the ProcureWare site at <https://portvanusa.procureware.com/Bids?t=Bids>** Late proposals will not be accepted and will be automatically disqualified from further consideration. The proposals must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits. Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation will become the property of the port and will not be returned.

### **2.2 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE**

All proposals received shall remain confidential until the AGREEMENT, if any, resulting from this RFQ, is signed by the authorized representative of the port and the apparent successful Consultant; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 RCW, "Public Records."

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW must be clearly designated in writing on the page. The page must be identified and the particular exception from disclosure upon which the Consultant is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right-hand corner of the page.

The port will consider a Consultant's request for exemption from disclosure; however, the port will make a decision predicated upon Chapter 42.56 RCW. Marking the entire proposal exempt from disclosure will not be honored. The Consultant must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.

### **2.3 REVISIONS TO THE RFQ**

In the event it becomes necessary to revise any part of this RFQ, or if questions arise, an addendum will be published through the port's **ProcureWare system** at <https://portvanusa.procureware.com/home>. All solicitation information and questions arising from this proposal request will be documented and answered in written form and made available on this system.

The port reserves the right to cancel or to reissue the RFQ in whole or in part, prior to execution of an AGREEMENT.

### **2.4 ADDENDUM ACKNOWLEDGEMENT**

The Proposer must acknowledge receipt of any addenda to the solicitation by use of the "Submittal and Addendum Acknowledgement" form (see Attachment B). ***Failure to acknowledge receipt of Addenda MAY render the proposal non-responsive and therefore void.***

### **2.5 RESPONSIVENESS**

All proposals will be reviewed by the RFQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQ. The Consultant is specifically notified that failure to comply with any part of the RFQ may result in rejection of the proposal as non-responsive. The port also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

The execution of this agreement is not a guarantee of work or that the Port will hire the consultant to perform work.

### **2.6 MOST FAVORABLE TERMS**

The port reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Consultant can propose. The port reserves the right to contact a Consultant for clarification of its proposal during the evaluation process. In addition, if the Consultant is selected as the apparent successful Consultant, the port reserves the right to enter into contract negotiations with the apparent successful Consultant, which may include discussion regarding the terms of the proposal. Contract negotiations may result in the incorporation of some or all of the Consultant's proposal. The Consultant should be prepared to accept this RFQ for incorporation into an AGREEMENT resulting from this RFQ. It is also understood that the proposal will become part of the official contract file.

### **2.7 PORT OF VANCOUVER AGREEMENT AND GENERAL TERMS & CONDITIONS**

The apparent successful Consultant will be expected to accept and enter into a Port of Vancouver AGREEMENT and its Professional/Personal General Terms and Conditions (located on the ProcureWare system). In no event is a Consultant to submit its own standard contract terms and conditions in response to this solicitation. The port will review requested exceptions and accept or reject the same at its sole discretion. The successful Consultant shall comply with all local, state, and federal requirements and, when applicable, adheres to all federally mandated procedures and requirements for projects utilizing federal funding.

### **2.8 COSTS TO PROPOSE / NO OBLIGATION TO CONTRACT**

The port will not reimburse Consultant for any costs involved in the preparation and submission of responses to this RFQ or in the preparation for and attendance at subsequent interviews. Furthermore, this RFQ does not obligate the port to accept or contract for any expressed or implied services. The port reserves the right to request any Consultant to clarify their proposal or to supply any additional material deemed necessary to assist in the evaluation of the Consultant's proposal.

## **2.9 REJECTION OF PROPOSALS**

The port reserves the right at its sole discretion to reject any and all proposals received without penalty and not issue an AGREEMENT as a result of this RFQ.

## **2.10 DEBRIEFING OF UNSUCCESSFUL PROPOSERS**

Upon request, debriefing conferences are offered for Proposers after the award of contract and made available by contacting the RFQ Coordinator.

## **2.11 COOPERATIVE PURCHASING**

The Washington State Interlocal Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By responding to this RFQ, Consultant agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the Port of Vancouver incurring any financial or legal liability for such purchases. The Port of Vancouver agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the Port of Vancouver is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.

## **2.12 FEDERAL GRANT FUNDING**

The port reserves the right to apply at any time for state or federal grant funding, obligating the port to comply with grant management common rules as defined by individual government departments. Consultant shall comply with any or all applicable grant requirements.

## **2.13 AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION**

The Port of Vancouver in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Port of Vancouver, Rick Cline at [rcline@portvanusa.com](mailto:rcline@portvanusa.com) or by calling collect 360-693-3611.

## **2.14 TITLE VI STATEMENT**

The Port of Vancouver in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.”

### 3. PROPOSAL SUBMITTAL AND EVALUATION PROCESS



#### 3.1 EVALUATION METHODOLOGY

The objective of this solicitation is to evaluate and select consultants to enter into contract for these professional services. Responses to this RFQ will be evaluated by a team of selected port staff who will independently score each proposal based on the criteria defined in this solicitation. Virtual or in-person Interviews shall be conducted with firms determined to be finalists and the proposers receiving the highest score from the interview evaluation will be selected to enter into an agreement. The execution of the contract or agreement is not a guarantee of work or that the Port will hire the consultant to perform work.

#### 3.2 REQUEST FOR QUALIFICATIONS FORMAT

Proposers are required to submit their proposals electronically to the web link provided under: “2.1 SUBMISSION OF PROPOSALS.

Proposals may be printed for review and evaluation by the port and shall be formatted on 8 1/2 x 11-inch paper. It is preferred that proposal responses be limited to **10 pages** (excluding cover pages, personnel resumes and required forms). This limit serves only as a guide and scoring will not be impacted if the proposal stays within a reasonable range to this limit request. Please provide titles and formatting that identifies the scoring criteria below. This will not only be helpful to the evaluators of the proposal but should assist the Proposer in preparing a thorough response.

#### 3.3 CONFLICT OF INTEREST

Please provide disclosure of any conflicts or potential conflicts of interest that may in any way influence or impact the ability to perform the services defined in this solicitation.

### 3.4 EVALUATION CRITERIA

The following information is required and will be used to evaluate and rank responses (*failure to submit these items may be cause for deeming a proposal non-responsive*). The teams advancing to the interview phase will be selected based on the following criteria. Relative weighting is as indicated.

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**Scoring Criteria 1: Team Profile.....30 Points**

- Provide an organizational chart of the proposed team and include respective roles with abbreviated personnel descriptions for key project staff and subconsultants.

**Scoring Criteria 2: Experience and Expertise within the Industry.....30 Points**

- Provide experience and expertise as it relates to the criteria identified under **1.5 PROJECT SCOPE OF WORK**
- Describe previous work and experience with applicable government agencies and municipalities.
- Describe working knowledge and ability to apply for and obtain project related permits.

**Scoring Criteria 3: Consultant’s Project Management Approach.....20 Points**

- Describe quality assurance program and quality control processes.
- Describe methods for monitoring, tracking and communicating project progress and budget.

**Scoring Criteria 4: References and Past Performance.....20 Points**

- Provide up to three references of projects completed (other than Port of Vancouver projects) that utilized professional services similar to those defined in this solicitation; include the name of the owner and contact information.

**Total Points 100**

**ATTACHMENT I**  
**CERTIFICATIONS AND ASSURANCES**  
**RFQ 26-39**

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related AGREEMENT(s):

1. I/we declare that all answers and statements made in the submittal are true and correct.
2. The attached submittal is a good faith offer for consideration to enter into contract with the port for a period of 60 days following receipt of submittal and it may be accepted by the port without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
3. In preparing this submittal, I/we have not been assisted by any current or former employee of the Port of Vancouver whose duties relate (or did relate) to this submittal or prospective contract, and who was assisting in other than his or her official, public capacity.
4. I/we understand that the port will not reimburse me/us for any costs incurred in the preparation of this submittal. All submittals become the property of the port, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this submittal.
5. I/we agree that submission of the attached submittal constitutes acceptance of the solicitation contents, and the contract general terms and conditions located online in the ports ProcureWare system. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
6. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a submittal for the purpose of restricting competition.
7. I/we grant the port the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.

*Note: On behalf of the firm submitting this submittal, my name below attests to the accuracy of the above statements.*

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Title      Date

**ATTACHMENT II  
SUBMITTAL AND ADDENDUM ACKNOWLEDGEMENT  
RFQ 26-39**

This form must be signed by a person authorized to make submittals and enter into contract negotiations on behalf of your company. To be considered for this project, the submittals must be completed in accordance with this RFQ, and this cover sheet must be attached. **Failure to submit this form may result in your submittal being deemed non-responsive.**

Authorized Official (Signature)	Date
Print Name of Authorized Official	Title of Authorized Official
Company Name	Contact Person
Address	City, State, Zip
Phone Number	E-Mail Address
Federal Tax ID #	UBI # (if applicable)

The following Addenda is/are hereby acknowledged:

Addendum #	Date of Addendum/Addenda	Signed Acknowledgement
1.		
2.		
3.		

**NOTE: Failure to acknowledge receipt of Addenda may render the submittal non-responsive and therefore void.**

End of RFQ 26-39