



INTRODUCTION

The [Port of Camas-Washougal](#) (the Port) invites qualified consultants to submit statements of qualifications for the development of a 5-year strategic plan. The selected consultant will lead and facilitate collaborative discussion between elected officials, staff, and the community. The strategic plan will reflect the Port's values and goals in support of their mission and vision for the future of the district. The plan is accompanied by the Comprehensive Scheme of Harbor Improvements (CSHI) plan, which is required by State law (RCW 53.201), that focuses on the Port's physical assets and capital improvement plan. The consultant will complete a thorough analysis to identify challenges and opportunities, align and integrate the strategic plan with the CSHI plan, and implement a public participation plan that fosters inclusive conversations between the Port Commission, staff, partners and the community at large.

All submittals are due by Friday, November 8, 2024.

BACKGROUND

The Port, a political subdivision of the State of Washington, was established in 1935 by a vote of the people, to create a favorable climate for economic development in the Camas-Washougal area. It encompasses approximately 102 square miles in the eastern portion of Clark County – in the Cities of Camas and Washougal. The Port owns and operates several commercial and industrial properties as well as a recreational marina and general aviation airport transportation facility, within its district boundaries. The Port also provides several public amenities including parks, recreation facilities, and trails throughout the communities it serves.

The Port is divided into three geographic districts, each of which is represented by a commissioner who is elected to a 4-year term by the voters residing in the Port district. The Commission is the Port district's governing body responsible for setting policy and enforcing established policies.

The Port's Strategic Plan serves as a planning and governance document to guide the Port's efforts over the short and midterm. It is implemented through day-to-day decisions and actions,

as well as through a variety of documents, such as the annual capital and operating budgets and the CSHI.

SCOPE OF WORK

The final scope of work will be developed with the selected consultant for this project as part of a professional services contract. The following is a summary of the anticipated tasks that will be undertaken as part of this project.

Project Management

- The selected consultant should provide a project manager who will be responsible for overseeing the delivery and execution of all tasks required to complete the strategic plan. This person will be the Port's main contact to the consultant team and will be responsible for coordinating between all parties.

Community Engagement

- Prepare and implement a Public Participation Plan (PPP) that is inclusive of a diverse range of community members and builds awareness and understanding of the Port's strategic plan including its purpose, timeline and opportunities for engagement. The PPP should also ensure multiple opportunities for engagement between the Port Commissioners, staff, partners and public; and tools that create a feedback loop to ensure that the community receives regular updates and how their input is being considered in the planning process.

Plan Development

- Review various policies, plans, and reports related to the Port and the work the Port performs; and describe and assess Port-owned properties for land-use changes, environmental conditions, and community values and concerns. This information should inform the public engagement approach, as well as plan development.
- The draft plan will have several reviews by Port staff. The consultant team and Port staff will provide at least one presentation of the draft plan to the Port Commission for discussion and input.
- The final draft of the Strategic Plan will be presented to and adopted by the Port Commission.

SCOPE OF WORK

The Port will allocate a budget in alignment with the final scope of work and contract approved by the Commission. The Port has included funding for this project in their draft 2025 budget of \$60,000. This is a qualifications-based selection process, do not submit cost information.

The Port anticipates that this scope of work will take approximately 6 months to complete. The goal is to complete the plan with Commission adoption by July 16, 2025.

BACKGROUND DOCUMENTS

The Port’s current Strategic Plan was adopted in 2020. The following other plans, policies, or documents should also inform this strategic plan development process.

- [Port of Camas-Washougal Strategic Plan \(2021-2026\)](#)
- [2021 Economic Impact Study](#)
- [Clark County Countywide Planning Policies \(2015-2035\)](#)
- [Washougal Comprehensive Plan \(2015-2035\)](#)
- [Camas 2035, Comprehensive Plan](#)
- [North Shore Subarea Plan \(2022\)](#)

SUBMISSION REQUIREMENTS

To be considered responsive to this RFQ, all consultant teams must submit at least the following:

Submittal requirement	Maximum pages
1. Cover letter and summary.	1
2. Description of project understanding and approach.	12 pages total for submittal requirements No. 2-6 (resumes can be included as an addendum and does not count towards the maximum pages)
3. Description of team experience with similar projects including successes and important learnings.	
4. Individual team member experience with similar projects and expertise in the areas that are the subject of this RFQ.	
5. Description of approach to inclusive community engagement including successes and important learnings from previous projects.	
6. Provide at least three (3) references (including summary of project and links to work products) from other local government projects of similar size and scope performed within the last 5 years.	

The Port encourages disadvantaged, minority and women-owned consultant firms to respond.

All submittals are due by November 8, at 12 p.m. Responses to this request for qualifications must be submitted electronically in .pdf format. Please email submittals to Trang Lam, Chief Executive Officer at trang@portcw.com. Submittals may be sent directly by attachment or by providing a file transfer link. Please contact Trang Lam with any questions via email.

Consultants are required to submit their statements in the format and order of the above listed submittal requirements. Please limit the size of submittals to page maximum in table above with text no smaller than size 10 font on 8-½” x 11” page size. Resumes do not contribute to the overall page count. **Please do not submit cost proposals at this time.**

The Port will confirm receipt of all submittals and notify all consultant teams of whether their submittals are deemed responsive by November 11, 2024.

EVALUATION & SELECTION PROCESS

The evaluation and selection process will be conducted by Port staff and subject to approval by the Commission:

Evaluation step	Review body
Review for responsiveness	Port staff
Proposal review and scored	Evaluation Committee
Selection of consultant team	Port staff
Approval of final contract	Commission

All proposals submitted by the deadline will first be reviewed for responsiveness defined as meeting all minimum submittal requirements. All responsive proposals will be reviewed by the Evaluation Committee and scored on the criteria below. After proposals are scored, the Port anticipates inviting one or more firms to be interviewed. Interviews are currently expected to occur in November. Additional information regarding interview instructions will be provided to the invited consultant teams in advance of the scheduled interview date.

Final team selection is subject to proposal review and scoring, interviews, reference checks, and any other information the Port deems relevant to the project at the Port’s sole discretion. Final scope and contract with the selected consultant team is subject to Port Commission approval and will occur after a draft scope and contract are agreed to by Port staff.

Evaluation criteria	Percentage
Quality of the team’s understanding and approach to the project.	20%
The team’s experience with similar projects including successes and important learnings.	25%
Individual team member experience with similar projects and expertise in the areas that are the subject of this RFQ.	30%
Quality of the team’s approach to inclusive community engagement.	25%

The RFQ process schedule is as follows:

Process schedule	Due date
RFQ Open	October 22, 2024
RFQ submittals due	November 8, at 12 p.m.
RFQ submittals are deemed responsive	November 11, 2024
Interviews (as needed)	November 18 2024
Final selection announced	November 19, 2024

The selected consultant team will need to work quickly with Port staff to finalize the scope of work and contract to meet a December 4 or 18 Commission workshop. **The final contract approval by the Commission is tentatively scheduled for January 2, 2025.**

MISCELLANEOUS TERMS

This RFQ in no way obligates the Port of Camas-Washougal to enter into a relationship with any entity that responds to this RFQ or limits or restricts the Port's right to enter into a relationship with an entity that does not respond to this RFQ. In its sole discretion, the Port of Camas-Washougal may pursue discussions with one or more entities responding to this RFQ or none at all. The Port further reserves the right, in its sole discretion, to cancel this RFQ at any time for any reason.

Information provided to the Port of Camas-Washougal in response to this RFQ will become the property of the Port and will be subject to public inspection in accordance with the Washington Public Records Act, Chapter 42.56 RCW. If an entity responding to this RFQ believes that a specific portion of its response constitutes a "trade secret" or "proprietary information" under Washington law and is, therefore, exempt from disclosure, the entity must clearly identify that specific information as a "trade secret" or "proprietary information." Identification of information as such does not necessarily mean that the information will be exempt from disclosure. The Port will make that determination based on the nature of the information and the requirements of the Washington Public Records Act and inform the responding entity of its determination. The responding entity may seek an order protecting such information as provided for in the Washington Public Records Act.

A copy of this Request for Qualifications, Amendments, and other documents will be posted to the Port's web site at <https://portcw.com/bids-rfps/> as they become available.

It is the sole responsibility of the responder to monitor this web page for any amendments and additional relevant material.

Please review *Attachment A: Standard Terms* for the Port's Professional Service Contract terms and conditions.