



Port of Woodland

Business is better here.

PORT OF WOODLAND REQUEST FOR PROPOSAL
2017_02
Design Concept and Master Site Plan for Guild Road Industrial Park II

PROPOSALS TO BE RECEIVED BY:

March 6, 2017 by 3 P.M.

Jennifer Keene
jkeene@portofwoodland.com

PORT OF WOODLAND
115 DAVIDSON AVENUE/P.O. BOX 87 WOODLAND, WA 98674

THE PORT OF WOODLAND RESERVES THE RIGHT TO REJECT ANY/ALL QUALIFICATIONS OR PARTS THEREOF AND TO WAIVE ALL MINOR IRREGULARITIES.

INTRODUCTION

The Port of Woodland owns approximately 16 acres of industrially zoned property along Guild Road block 1608 through 1650. The Port desires to coordinate the existing Guild Road Industrial Park I at 1435 Guild Road underway for design engineering and permitting (DEP) with Harper Houf Peterson Righellis Inc. Guild Road Industrial Park II desires a master site plan with flexibility of building ranging from 45,000 square foot buildings down to 5,000 square foot suites within one large facility. The site also houses the Port of Woodland's future office, an existing structure at the site being renovated in 2017. Infrastructure for Park I will bisect the Park II site and is being engineered under Park I DEP. The project will need to coordinate with the conceptual of Park I and develop and permit the Master Site Plan. Finally, the Port will maintain a small square of orchard trees to be incorporated into the master site plan as a "community orchard" to be completed by summer 2017.

ANTICIPATED SCOPE

The Port seeks to complete: (1) overall design concept for the master site plan and (2) permit Master Site Plan for Guild Road Industrial Park II. This will include:

1. Infrastructure siting to serve the entire park and the lots (water, sewer, electrical, fiber, roads, lights). Road access from Robinson Road would require consultation with Cowlitz County as it is a county road. The Port will be extending Howard Way to intersect Guild Road to extend water, sewer, fiber and road infrastructure. The conceptual of Howard Way extension is being designed by HHPR. Coordination with HHPR on this portion of the project is essential.
2. Identify lots serving a range of needs with areas for smaller buildings (5,000 sq. ft.) and areas for larger buildings (45,000sqft) providing for optimal flexibility and opportunity for laydown space/truck access.

3. Provide a conceptual design that meets all City of Woodland Industrial Codes and Requirements, incorporates existing designs from Guild Road Industrial Park I for metal tilt up style buildings and for a range of manufacturing and transport industrial users.
4. Conceptual plan will also incorporate the Port Administrative Office at 1608 Guild Road (currently under architectural development through Collins Architecture) and the Port's Community Orchard project (currently underway and to be completed June 2017).

PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held at in the Commission Room at the Port of Woodland office at 115 Davidson Avenue, Woodland WA on February 13, 2017 at 3 PM. This will be the only opportunity for questions.

GENERAL

- The bidder will be evaluated on the above qualifications, references, summary of qualifications provided by bidder. The Port of Woodland has the right to reject any and all proposals and to waive any irregularities and informalities in the submittal and evaluation process.
- Please submit six copies of only the proposal as well as one flash drive with the proposal, all documents and reference materials.
- The evaluation process will include a review of the proposals by a panel of three individuals with interest in the project: Representatives to this panel are expected to come from the Port of Woodland, City of Woodland Planning and Public Works Departments, and the Woodland Chamber of Commerce. This panel will score each of the proposals and will meet to discuss its scoring to determine the top three proposing consultants, who will be invited for an interview will be conducted at the Port of Woodland office and will be conducted by the same panel that performed the original review of the proposals. Interviews will be held the week of March 20, 2017. Recommendations to the Port of Woodland Commission will be made for the April 6, 2017 for contract award.

- PROPOSAL FORM

The undersigned hereby certifies that he/she has read the attached specification sheet for Consulting Services. The Port of Woodland reserves the right to reject any/all proposals or parts thereof and to waive all minor irregularities in the proposal. Must be marked:

RFP 13-0001- Feasibility Study – Port of Woodland Light Industrial Incubator Park

And delivered or sent to:

Port of Woodland
115 Davidson Avenue/ P.O. Box 87
Woodland,WA 98674

Or emailed to: nholmberg@portofwoodland.com

Proposals must be delivered and received by the Port of Woodland no later than noon, November 22, 2013.

_____			_____	
Name of Company			Signature	
_____			_____	
Address			Printed Name	
_____			_____	
City	State	Zip	Title	
_____			_____	
Phone Number	Fax Number			

It shall be the duty of the Bidder to submit his/her bid before the hour and date specified. Port of Woodland shall assume NO responsibility for the delay in the US Mail service or in email not-received resulting in a proposal being received late.

Any configuration, or other errors discovered after proposal submission date and time, cannot be adjusted.