



NWSA
REQUEST FOR QUALIFICATION
NO. 032026-1025
PCT REEFER RACKS & PLUGS

Issued by
The Northwest Seaport Alliance
One Sitcum Plaza
P.O. Box 1837
Tacoma, WA 98401-1837

RFQ INFORMATION	
Contact:	Axa Turney, Sr Contracts Administrator
Email Addresses:	procurement@portoftacoma.com
Phone:	253-888-4768
Submittal Date	April 27, 2026 @ 2PM
Questions Due Date	April 8, 2026 @ 2PM

**SUBMIT ALL QUESTIONS AND SOQS VIA THE PROCUREMENT PORTAL.
(LINK LOCATED ON THE LEFT SIDE OF THE PROCUREMENT WEB PAGE)**

NWSA

Request for Qualifications (RFQ) 032026-1025

PCT Reefer Racks & Plugs

A. PURPOSE

The Northwest Seaport Alliance (NWSA) is soliciting Statements of Qualifications (**SOQ**) from firms interested in providing Civil and Electrical engineering services. The NWSA anticipates awarding one Professional Service contract. The period of performance of the contract is anticipated to be three (3) years from the execution of the contract, with options for renewal at the sole discretion of the NWSA, for a possible total of five (5) years.

GRANT LANGUAGE

The NWSA has been awarded the Fiscal Year 2024 Port Infrastructure Development Program grant from the U.S. Department of Transportation Maritime Administration (**MARAD**) (Grant No. 693JF72540031). All work must be performed in accordance with associated grant requirements. Therefore, the contract that results from the RFQ and various work packages will be subject to the Terms and Conditions of the grant. See “Attachment C” for the current Terms and Conditions dated November 21, 2025, which may be updated in the future. Any future updates to these Terms and Conditions will be binding on any agreement resulting from this RFQ. Current Terms and Conditions may also be found online at <https://www.maritime.dot.gov/grants/federal-grant-assistance/federal-grant-assistance>.

B. BACKGROUND

Formed in 2015, The Northwest Seaport Alliance (NWSA) is a marine cargo operating partnership of the ports of Tacoma and Seattle. The NWSA is the fourth-largest container gateway in North America. To learn more about the NWSA, visit www.nwseaportalliance.com.

Pierce County Terminal (**PCT**) is located at 4015 SR-509 N. Frontage Rd. The terminal was expanded and reconstructed in 2005 and encompasses approximately 155 acres, including container marshalling areas, an intermodal rail yard, approximately 2,087 linear feet of wharf with seven post-panamax gantry cranes used for servicing container vessels. Operations at PCT include wheeled/grounded container import, grounded container export, and grounded empty cargo.

The planned expansion includes the installation of reefer plugs, reefer racks, and power infrastructure to accommodate 198 additional refrigerated containers at the terminal. PCT currently has 654 plug-ins (reefer plugs) for refrigerated cargo containers (reefers) that need to be kept at a cooled temperature while staged on the port terminal. The Project will result in a total of 852 plug-ins. The added reefer plugs will be on racks, including power outlets supplying multiple refrigerated containers.

The NWSA’s Standard Terms and Conditions are included with the Sample Personal Services Agreement (Attachment B) to this RFQ. By submitting a SOQ, the Proposer represents that it has carefully read and agrees to be bound by the NWSA’s Standard Terms and Conditions. Identify during the question submittal and response period, any sections you consider onerous, clarify why you consider

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

these sections onerous, propose alternative language and describe why it is in the NWSA's best interests to adopt the alternative language.

SOQs submitted with altered or conditioned Terms and Conditions without prior written agreement from the NWSA will be considered non-responsive and not considered for evaluation.

Proposers submit SOQs understanding all contract terms and conditions are mandatory. Response submittal is agreement to the Contract without exception. The NWSA reserves the right to negotiate changes to submitted SOQs and to change the NWSA's otherwise mandatory Contract form during negotiations. If the Proposer is awarded a contract and refuses to sign the attached Contract form, the NWSA may reject the Proposer from this and future solicitations for the same work. Under no circumstances shall Proposer submit its own boilerplate of terms and conditions.

C. SCOPE OF SERVICES

The NWSA is seeking a prime consultant to provide civil and electrical engineering services to support the project and fulfill the Build America Buy America (BABA) requirements. The consultant will produce bid-ready design drawings and technical specifications. The consultant will also be expected to provide responses to agency comments during the permitting process to support their design. During the bidding and construction phases, the consultant will be expected to provide technical assistance in the form of responding to RFI's, advising on change order proposals, attending weekly construction progress meetings, verifying construction complies with design and producing record drawings from the contractor's red-lined as-builts.

The work may include, but is not limited to, the following tasks:

Design Phase

- Civil/Electrical engineering design
- Construction Cost estimates
- Technical specifications
- Preparing draft and final bid documents

Bidding Phase

- Responses to questions
- Preparation of addendums
- Attending the pre-bid meeting

Construction Phase

- Respond to RFIs
- Submittal and change order review
- Issue resolution

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

- Verify construction complies with design
- Create Record Drawings

D. DELIVERABLES

Design Phase

- Field/site investigation reports
- Permit review drawings
- Progress milestone packages at 30%, 60%, 90% and 100% to include:
 - Construction Drawings
 - Engineer's Probable Cost Estimate
 - Technical specifications

Bidding Phase

- Issued for Bid drawings and technical specifications
- Responses to technical questions submitted during the advertisement and provide addendums as necessary

Construction Phase

- RFI, Change Order and Submittal review
- Issue resolution
- Preparation of record drawings

E. QUALIFICATIONS

The ideal consulting firm will have experience working with marine facilities and proficiency in high and medium voltage electrical systems design. The consultant's team must be licensed to practice civil engineering and electrical engineering in the state of Washington. The consultant should have experience with public works projects.

F. SOQ ELEMENTS & EVALUATION CRITERIA

SOQs should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the Vendor (to include the prime, key team members, and major sub-consultants) and the team's ability to meet the requirements and provide the requested services of this RFQ. Emphasis will be on completeness of content. The written SOQs should be prepared in the same sequential order as outlined below.

SOQs are limited to 10 numbered pages (8 ½ by 11 inch) **excluding** the cover letter and all appendices. All pages shall be in portrait orientation with 1-inch (1") margins. Font size shall be 10 point or larger. SOQs that do not follow this format may be rejected. Submittals need to be limited to **9 MB** in total size.

The cover letter shall include the RFQ Number & Title in the subject line, and the Name, Title, Email Address, Phone Number, and current Address of the submitting team. SOQ's

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

that do not follow this format may be rejected. The cover letter shall include the following information (even if the answer is None):

- Describe any claim submitted by any client against the prime firm within the past two (2) years related to the professional services provided by the firm or its key personnel. For purposes of this request, **claim** means a sum of money in dispute in excess of 10% of the firm’s fee for the services provided.
- Any real or perceived conflicts of interest for team members, inclusive of the prime, sub-consultants, and key team members.

SOQs are to address criteria #1 (Qualifications and Experience) and criteria #2 (Project Approach Narrative) in the Initial Evaluation Phase. Format the SOQ in the order presented here with headings for each lettered item (a, b, c, etc.) outlined below:

INITIAL EVALUATION PHASE

1. Qualifications & Experience..... 50 PTS

a) Project Team (30 points available)

- Identify the proposed team members. Include working titles, degrees, certificates and licenses. Demonstrate the team’s experience in performing the requested services and describe how the team meets or exceeds the required qualifications.
 - Resumes of the key individuals may be included as an appendix and are not included in the total page count. Resumes are to be limited to one (1) single-sided, letter-size page. Resumes exceeding this limit will not be reviewed.
 - Provide an organizational chart demonstrating the relationships and hierarchy of the team described above and availability to support NWSA projects. Identify individuals by name, position, discipline and firm. Identify key back up personnel.
 - The NWSA will evaluate the experience, technical competence, and qualifications of the key personnel identified, their project specific roles and responsibilities, and overall organization of the project team. Emphasis will be placed on experience and expertise in performing work of similar scope and complexity.
- Demonstrate the team’s capacity to perform the work (including any specialized services) within the time constraints identified, considering the firm’s current and planned workload.

b) Project Experience (20 points available)

- Include a list of three (3) recent contracts/projects in the last five (5) years. Include a brief description of services relevant to the items listed in the Scope of Services as performed by the key personnel. Only projects completed by key members of the project team will be considered.

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

2. Project Approach Narrative 50 PTS

SOQs should clearly outline the team’s recommended approach and methodology for:

a) Describe the team’s general approach to providing civil and electrical engineering services and supporting the client’s project objectives **(30 points available)**

- Highlight the unique qualities of the team that sets them apart.
- Describe the team’s approach to project delivery, schedule management, and risk analysis.

b) Accomplishing the Scope of Services **(20 points available)**

- Clearly describe the approaches and methods that will be used to accomplish the tasks required in the Scope of Services. Include a summary of innovative ideas and suggestions for enhancing the scope of services.
- Project Management: Describe how the team will manage and coordinate the necessary disciplines required to accomplish the services requested.
- Coordination & Communication. Provide a plan for communications and coordination between the Project Team, the NWSA’s Project Manager, and the various Stakeholders.

FINAL EVALUATION PHASE (if applicable)

1. Oral Presentations (if requested) 100 PTS

Oral Presentations will be conducted with the top-ranked SOQs. Failure to participate in the process will result in the Vendor’s disqualification from further consideration. Oral Presentations will be conducted by online video meeting.

2. References (if requested) Pass/Fail

Reference checks may be performed on the selected firm, if based directly on the SOQ’s received, or on shortlisted firms if Oral Presentations are being requested. The NWSA may evaluate the reference checks to assess the proposed Vendor’s overall performance and success of previous, similar work. Reference checks may also be utilized to validate information contained in the SOQ.

LIST OF ATTACHMENTS:

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING (ATTACHED)

ATTACHMENT B – PROFESSIONAL SERVICES CONTRACT TERMPLETE & TERMS AND CONDITIONS (ATTACHED)

ATTACHMENT C – MARAD PIDP 2024 FEDERAL GRANT (SEPARATE DOCUMENT)

ATTACHMENT D – PROJECT SPECIFIC INFORMATION (SEPARATE ATTACHMENT)

PROCUREMENT PROCESS

SOLICITATION TIMELINE:

Issuance of RFQ	March 25, 2026
*Last Day To Submit Questions	April 8, 2026 @ 2PM
*SOQ packets due	April 27, 2026 @ 2PM
Review/Shortlist	May 4, 2026
*Final Selection	May 7, 2026
*Execute Contract	May 29,2026

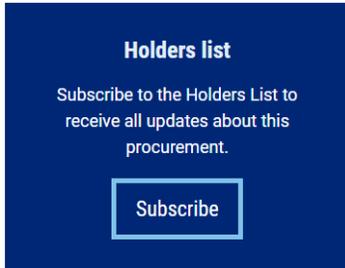
*Dates are tentative and may be subject to change.

All status updates on the above solicitation timeline will be announced on the NWSA’s website for this solicitation.

VENDOR OBLIGATION

The Northwest Seaport Alliance (**NWSA**) Request for Qualifications can be accessed on the following website, <https://www.nwseaportalliance.com/> (**NWSA**) under ‘Resources -> Procurement.’

When viewing the details page for this procurement on the NWSA’s Website firms have the option of subscribing to the Holder’s List.



By subscribing to the Holder’s List, firms will automatically be notified when new documents or changes relating to this procurement occur.

***Only those who have subscribed to the Holder’s List will receive notifications throughout the procurement process, up until a firm is selected.**

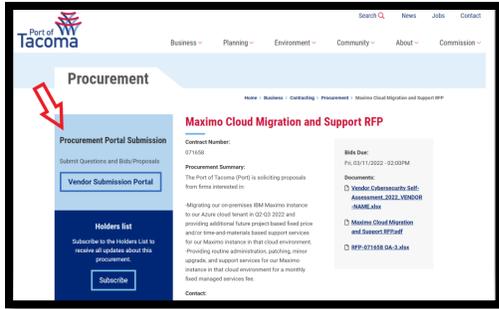
COMMUNICATION / INQUIRES

All communications is to be sent through Axa Turney, the Sr Contract Administrator.

Proposers who, relative to this scope of services, contact any individuals or Commission members representing the NWSA or the PORT, other than the Procurement Representative listed on the solicitation may be disqualified from consideration.

Written questions about the meaning or intent of the Solicitation Documents shall only be submitted to the Procurement Department via the Procurement Portal (Portal link is accessible via this specific procurements website. See left side of page.).

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING



Proposers who may have questions about provisions of these documents are to submit their questions by the date listed on the solicitation. The NWSA will respond to all written questions submitted by this deadline, and responses will be posted on the corresponding procurements website.

ADDENDA

The NWSA may make changes to this Solicitation. Oral or other interpretations, clarifications or submittal instructions will be without legal effect. Any information modifying a solicitation will be furnished in a formal, written addendum. If at any time, the NWSA changes, revises, deletes, increases, or otherwise modifies the Solicitation, the NWSA will issue a written Addendum to the Solicitation. Addenda will be posted to the NWSA's web site and conveyed to those potential submitters who have requested to be placed on the Holder's List.

SUBMITTAL PROCESS

Electronic Submittal:

SOQs must be received via the procurement portal on or before the date and time outlined on the front page of this RFQ.

Procurement Submission Portal Instructions:

Navigate to this procurements web page (referencing the number and name) via the following link [Procurement | Northwest Seaport Alliance](#). While on the procurements page, click on the 'Procurement Submission Portal' link (located on the lefthand side of the page).

Full instructions on how to utilize the submission portal can be found on the NWSA's Procurement website.

Please submit SOQ, including all separate attachments in separate Adobe Acrobat PDF format. Submittals need to be limited to **9 MB in total size**. It is the **Consultant's responsibility to verify the receipt of the submittal**. **Electronic verification will be provided.**

***Late SOQs will not be accepted by the NWSA. SOQs received after the stated date and time will not be reviewed and shall be deemed non-responsive.**

All SOQs submitted shall be valid and binding on the submitting firm for a period of ninety (90) days following the submittal deadline and for any extension of time granted by the submitting firm.

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

EVALUATION AND AWARD PROCESS

An evaluation team, using the point method of award, will review each SOQ and evaluate all responses received based upon the criteria listed herein. The NWSA may request clarifications or additional information, if needed. After the evaluation team individually scores each SOQ, the scores are tallied, and the firms are ranked based on the scores. A selection may be made based on the SOQs and initial evaluation criteria alone. Alternatively, the evaluation team may create a short list of the top ranked firms and invite the short-listed firms in for interview and/or check references. Scores for reference checks and interviews will be tallied and the firms will be ranked accordingly. Final selection will be based on this ranking.

The NWSA intends to select the Proposer most qualified to serve the NWSA in this capacity.

The NWSA reserves the right to accept or reject any or all information in its entirety or in part and to waive informalities and minor irregularities and to contract as the best interest of the NWSA may require. The NWSA reserves the right to reject any or all SOQs submitted as non-responsive or non-responsible.

PROCEDURE WHEN ONLY ONE SOQ IS RECEIVED

In the event that a single responsive SOQ is received, the Proposer shall provide any additional data required by the NWSA to analyze the SOQ. The NWSA reserves the right to reject such SOQs for any reason.

GENERAL INFORMATION

News releases pertaining to this RFQ, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the NWSA.

COSTS BORNE BY PROPOSERS

All costs incurred in the preparation of a SOQ and participation in this RFQ and negotiation process shall be borne by the proposing firms.

PROTEST PROCESS

A Proposer protesting for any reason the RFQ Documents, an evaluation procedure, the NWSA's objection to a Proposer or a person or entity proposed by the Proposer, including but not limited to a finding of non-Responsibility, the Award of the Contract or any other aspect arising from or relating in any way to the procurement shall cause a written protest to be filed with the NWSA within two (2) business days of the event giving rise to the protest. (Intermediate Saturdays, Sundays, and legal holidays are not counted as business days.) The written protest shall include the name of the protesting Proposer, the RFQ solicitation number and title under which the protest is submitted, a detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, evidence that the apparent most qualified proposer has been given notice of the protest, and the specific relief requested. The written protest shall be sent by email to procurement@portoftacoma.com.

Consideration. Upon receipt of the written protest, the NWSA will consider the protest. The NWSA may, within three (3) business days of the NWSA's receipt of the protest, provide any other affected Proposer(s) the opportunity to respond in writing to the protest.

ATTACHMENT A – INSTRUCTIONS FOR PROPOSING

If the protest is not resolved by mutual agreement of the protesting Proposer and the NWSA, the Contracts Director of the NWSA or his or her designee will review the issues and promptly furnish a final and binding written decision to the protesting Proposer and any other affected Proposer(s) within six (6) business days of the NWSA's receipt of the protest. (If more than one (1) protest is filed, the NWSA's decision will be provided within three (3), but no more than six (6) business days of the NWSA's receipt of the last protest.) If no reply is received from the NWSA during the six (6) business-day period, the protest will be deemed rejected.

Waiver. Failure to comply with these protest procedures will render a protest waived. Condition Precedent. Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

SMALL BUSINESS AND DISADVANTAGED BUSINESS OPPORTUNITIES

The Port of Tacoma encourages participation in all its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (**OMWBE**). Participation may be either on a direct basis in response to this solicitation or as a subcontractor to a Proposer. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of submittals, no minimum level of MWBE participation shall be required as a condition for receiving an award and submittals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply. The selected firm will be required to show evidence of outreach.

PUBLIC DISCLOSURE

SOQs submitted under this Solicitation will be considered public documents and, with limited exceptions, will become public information and may be reviewed by appointment by anyone requesting to do so following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between the NWSA and the selected Consultant.

If a firm considers any portion of its response to be protected under the law, the vendor shall clearly identify each such portion with words such as **CONFIDENTIAL**, **PROPRIETARY** or **TRADE SECRET** on each page for which the protection is sought. If a request is made for disclosure of such portion, the NWSA will notify the vendor of the request and allow the vendor not less than ten (10) days to seek a protective order from the Courts or other appropriate remedy and/or waive the claimed confidentiality. Unless such protective order is obtained and provided to the NWSA by the stated deadline, the NWSA will release the requested portions of the SOQ. By submitting a response, the vendor assents to the procedure outlined in this paragraph and shall have no claim against the NWSA on account of actions taken under such procedure.

**ATTACHMENT B – PROFESSIONAL SERVICES CONTRACT TEMPLATE & TERMS AND
CONDITIONS**

PROFESSIONAL SERVICES AGREEMENT NO. [CONTRACTNO]

TITLE: [TITLE]

Consultant: [VENDOR], [VENDORADD]

CONTRACT OWNER: [PM] **PROJECT NO./G/L NO.:** 202060

THIS AGREEMENT is made and entered into by and between the [ENTITY] (hereinafter referred to as the **NWSA** and [VENDOR] (hereinafter referred to as the **Consultant**) for the furnishing of Civil and Electrical engineering services (hereinafter referred to as the **Project**).

The NWSA and Consultant mutually agree as follows:

SCOPE OF WORK

The NWSA is seeking a prime consultant to provide civil and electrical engineering services to support the project and fulfill the Build America Buy America (BABA) requirements. The consultant will produce bid-ready design drawings and technical specifications. The consultant will also be expected to provide responses to agency comments during the permitting process to support their design. During the bidding and construction phases, the consultant will be expected to provide technical assistance in the form of responding to RFI's, advising on change order proposals, attending weekly construction progress meetings, verifying construction complies with design and producing record drawings from the contractor's red-lined as-builts.

The work may include, but is not limited to, the following tasks:

- **Design Phase**
 - Civil/Electrical engineering design
 - Construction Cost estimates
 - Technical specifications
 - Preparing draft and final bid documents
- **Bidding Phase**
 - Responses to questions
 - Preparation of addendums
 - Attending the pre-bid meeting
- **Construction Phase**
 - Respond to RFIs
 - Submittal and change order review
 - Issue resolution
 - Verifying construction complies with design
 - Draft Record Drawings

DELIVERABLES

Design Phase

- Field/site investigation reports

