



302 N. Mill Street  
Colfax, WA 99111

T/ 509-397-3791  
F/ 509-397-4758

[www.portwhitman.com](http://www.portwhitman.com)

**REQUEST FOR QUALIFICATIONS  
TOXICS CLEANUP INTEGRATED PLANNING GRANT  
(TCPIPG-1921-WHCOPO-00011)  
ADAPTIVE REUSE OF THE WSU COLLEGE AVENUE STEAM PLANT**

The Port of Whitman County (Port) invites the submittal of written proposals from qualified firms, or teams of firms, interested in providing site due diligence services associated with the adaptive reuse of the WSU College Avenue Steam Plant. The Port intends on issuing one contract from this solicitation.

**SCHEDULE FOR CONSULTANT SELECTION**

Responses to this request must be submitted to the Port by 5:00 p.m. June 4, 2021 via email. The Port does, however, reserve the right to modify the submittal date as circumstances warrant. All questions must be submitted in writing to [kara@portwhitman.com](mailto:kara@portwhitman.com) by 2:00 p.m. June 2, 2021.

**SUBMITTALS**

- Submittals shall be formatted in searchable .pdf format.
- The body of the submittal shall be organized in accordance with the Selection Process
- The body of the submittal shall be limited to (5) letter-sized (“8.5 x 11”) pages of content.
- The following required items are not included in the page count limitation:
  - 1) **Letter of Interest.** Include a 1-page, single sided Letter of Interest. Include the name, phone number, e-mail address, and mailing address of the point of contact for this RFQ.
  - 2) **An Appendix**, which shall include the following:
    - i) *Resumes of proposed staff.* Resumes shall be limited to (1) single-sided, letter-sized page.
    - ii) *Organizational Chart*
    - iii) *Subconsultant Listing.* Provide a list of all proposed subconsultants.

**PROJECT BACKGROUND**

Washington State University (WSU), the Port of Whitman (Port) and leadership from Whitman County and the City of Pullman are collaborating to advance the remediation and redevelopment of the historic 1920’s era steam plant located on the Southwest edge of the WSU campus. The Port received a Toxics Cleanup Integrated Planning Grant to study the cleanup and planning needed. Once remediated, the proposed redevelopment will include 3 facilities comprising of 35,703 gross square feet on 3.75 acres. The redevelopment will create lab and education spaces for WSU, co-work and clean tech incubation space, and commercial enterprise available for community use.

Remediating and redeveloping this underutilized building supports the university’s education enterprise by creating additional lab and education space to support the expanding need of WSU’s engineering program. It will also include incubation space that is critical for co-work and collaborative efforts that



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support high level public research and commercialization efforts. The redevelopment will also create a gathering space between campus and the community with the inclusion of entrepreneurial workplace development.

In addition to supporting WSU's endeavors to meet the demands of Washington state's engineering workforce, the local community will benefit from the increased entrepreneurial firms and businesses that have grown from the university and the Port's industrial parks.

### **SELECTION PROCESS**

The procurement of these consultant services will be in accordance with applicable federal, state, and local laws, and Port policies and procedures. The Port reserves the right to reject any and all submittals. The Port will evaluate the submittals in accordance with the provisions set forth herein. If the Port makes a selection, it will select the Proposer it determines to be the most highly qualified on the basis of its evaluation. All costs incurred in the preparation of a submittal, and participation in this solicitation and negotiation process shall be borne by the submitting firms.

Notice of Selection will be made to the highest ranked firm(s). If the Port is unable to finalize a contract and acceptable fee with the top ranked firm, the Port may either enter into negotiations and contract with the next ranked firm or cancel the procurement.

The selection criteria include:

- Experience of key individuals with similar projects
- Completed projects of a similar nature
- Experience of the proposer with each scope of work component

### **SCOPE OF WORK**

In general the scope of work components will include:

1. Completion of an environmental site assessment and review of existing records
2. Adaptive reuse visioning
3. Hazardous building material assessment
4. Physical conditions assessment
5. Regulatory assessment
6. Site planning and building interior preliminary design
7. Implementation strategy
8. Cultural resources study
9. Cost estimating
10. Funding considerations