



Port of Bremerton  
8850 SW State Hwy 3  
Bremerton, WA 98312

Request for Qualifications #02-22-20008-C  
East Airport Property Environmental Assessment

Responses Due April 19, 2023 at 2:00 PM (PDT)

## INDEX

- I. ADVERTISEMENT
- II. REQUEST FOR QUALIFICATIONS
- III. SELECTION PROCESS & SCORING
  - a. Supplemental Questionnaire
- IV. APPENDIX
  - b. Map
  - c. Professional Services Contract (“Pro Forma” agreement)

## **I. ADVERTISEMENT**

### **Port of Bremerton Request for Qualifications #02-22-20008-C East Airport Property Environmental Assessment**

Notice is hereby given that the Bremerton National Airport is soliciting statements of Qualifications (SOQ) from firms interested in providing consulting engineering services for the East Airport Property Environmental Assessment. For detailed information, please visit:

<https://www.portofbremerton.org/bids-contracts>.

Responses are due no later than April 19, 2023, at 2:00 PM.

Following the due date, a list of responding firms will be posted online within 5 business days.

Monroe Whitman IV, Airport Manager  
monroew@portofbremerton.org  
Port of Bremerton  
8850 SW State Hwy 3  
Bremerton, WA 98312  
Phone: 360-813-0328

## II. REQUEST FOR QUALIFICATIONS

### 1. Introduction

The Port of Bremerton is soliciting the submission of professional services qualifications for the East Airport Environmental Assessment.

Questions regarding this RFQ are to be submitted in writing via e-mail and directed to:

Monroe Whitman IV, Airport Manager  
[monroew@portofbremerton.org](mailto:monroew@portofbremerton.org)  
with CC to: Ellen Ataie, Contract Administrator  
[ellena@portofbremerton.org](mailto:ellena@portofbremerton.org)

Request a delivery receipt on e-mailed questions. Written responses to questions warranting response will be posted online at <https://www.portofbremerton.org/bids-contracts> no later than the scheduled date in section 3-Schedule.

No pre-proposal conference is scheduled.

### 2. General Scope of Services

This contract is for engineering services, as directed below. The Port of Bremerton reserves the right to inquire into the proposers ability to provide Professional Services and verify project references.

(Note: This general scope attempts to identify major items of work. Prior to any contract award, a more detailed and specific scope of work will need to be developed and agreed upon.)

The Consultant will follow the guidance in FAA Order 1050.1F, Environmental Impacts: Policies and Procedures and 5050.4B, National Environmental Policy Act (NEPA) and Implementing Instructions for Airport Actions. Elements of content for inclusion will be, at a minimum:

- Proposed Action
- Purpose and Need
- Alternatives Analysis
- Affected Environment
- Environmental Consequences
- Public Participation Plan
- Relevant Discipline Reports (e.g. wetland delineation, cultural and archaeological surveys, biological evaluation or assessment, noise and air quality studies)
- Mitigation

### 3. Schedule

|                                  |                  |
|----------------------------------|------------------|
| Legal Ad                         | 3/31/23 & 4/7/23 |
| Question Deadline                | 4/10/23          |
| Answers Published (if necessary) | 4/12/23          |
| Qualifications Due               | 4/19/23          |
| Interviews                       | 5/1- 5/2/2023    |
| Contract Award (anticipated)     | 5/23/23          |

#### **4. Delivery of Responses**

Responses may be sent electronically or delivered to:

Monroe Whitman IV, Airport Manager  
[monroew@portofbremerton.org](mailto:monroew@portofbremerton.org)  
Port of Bremerton  
8850 SW State Hwy 3  
Bremerton, WA 98312

Late responses will not be accepted. The Port of Bremerton is not responsible for courier delay. Request a delivery and read receipt if sending electronically. The Port of Bremerton is not responsible if electronic files received are corrupted or the files are not able to be opened. Consider using a reduced file size PDF for large files. Flash drives or external download links such as Dropbox are not accepted.

If submitting a hard copy of documents, submit one original which shall be unbound with 8" x 11" size paper (as paper must be easily fed through a scanner). The submittal must be sealed in an envelope clearly labeled with the RFQ#, title, and due date and time.

### III. SELECTION PROCESS & SCORING

#### 1. Selection Process

The Port of Bremerton will designate a Selection Committee which will score and evaluate responsive submittals. The Port intends to announce a short list of 2-3 of the highest scoring firms. The final number of firms short-listed is dependent of the number of responses received.

The Port will enter into negotiations for a fixed-price contract with the firm who has the highest combined score from the initial evaluation and the interview. If the Port of Bremerton is not able to successfully negotiate an agreement with the highest scoring firm, the Port of Bremerton will formally cease negotiations in writing with that firm and then move into negotiations with the second highest scoring firm.

The Port of Bremerton reserved the right to cancel the RFQ or evaluation process at any time and decide not to award an agreement.

#### 2. Submittal Requirements

To be considered responsive, the RFQ submittals must be submitted before the published deadline. Submittals shall include, but are not limited to, the following:

1. Key personnel's professional qualifications and experience in airport environmental studies and their role anticipated for the proposed project; their knowledge of FAA regulations, policies, and procedures.
2. Qualifications and experience of sub-consultants to be engaged by the consultant under consideration.
3. Please provide a list of all current airport environmental projects, as well as any which have been completed in the last three years. List the project manager you assigned to each project. Identify the starting dates for all projects, and the completion dates (where completed).
4. Capability to perform all or most aspects of the project and recent experience in airport environmental assessments.
5. Demonstrated ability to meet schedules or deadlines.
6. Understanding of the project's potential challenges and the sponsor's special concerns.
7. Supplemental Questionnaire

Additional Information:

No cost or fee schedules shall be submitted with your proposal. Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

### **3. Selection Process and Criteria**

The selection process shall be in accordance with FAA Change 1 to Advisory Circular (AC) 150/5100-14E “Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.”

The Port of Bremerton, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Consultants will be selected based on the following criteria:

1. Qualifications of the Project Manager and Project Team; (25 pts)
2. Recent experience in airport projects, including special project areas (e.g., environmental assessments, categorical exclusion documentation as well as airport environmental discipline reports); (25 pts)
3. Demonstrated understanding of the project’s potential problems and the airport owner’s special concerns;( 25 pts)
4. Familiarity with Federal, State and Local conditions, codes, ordinances, laws, and regulations. (25 pts)

### **4. Notices**

All qualification documents submitted shall become the property of the Bremerton National Airport and may thereafter be used by the Bremerton National Airport without compensation to the proposers. The Port of Bremerton discourages lengthy and costly submittals.

#### **PUBLIC RECORDS ACT**

Under Washington State Law (reference RCW Chapter 42.56, the “Public Records Act”) all materials received or created by the Port of Bremerton are considered public records. These records include but are not limited to the proposal submittals, agreement documents, contract work product, or other proposal materials.

Under the Public Records Act, the Port is required to promptly make public records available upon request. However, under Washington State Law some records or portions of records are considered legally exempt from disclosure. A list and description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If proposer believes any of the records being submitted to the Port as part of the proposal are exempt from disclosure, the proposer may request that the Port notify the proposer before releasing the records. To do so, in the proposal submittal, proposers must very clearly and specifically identify each record for which a proposer claims exemption and the exemption(s) that may apply.

If the Port receives a public disclosure request for any records the proposer has properly and specifically identified, the Port will notify the proposer in writing of the request and will postpone disclosure for a period of time to allow the proposer to respond.

While it is not a legal obligation, the Port, as a courtesy, will allow proposers up to ten business days to file a court injunction to prevent the Port from releasing the records (reference RCW 42.56.540). If the proposer fails to obtain a Court order within the ten days, the Port may release the documents. The Port will NOT assert an exemption on the proposer's behalf.

Please note the Port cannot accept generic marking of materials such as marking everything with a document header or footer, page stamp, or a generic statement that a document is nondisclosable, exempt, or confidential, proprietary, or protected. Proposers may not exempt an entire page unless each sentence is entitled to exemption; instead, identify paragraphs or sentences that meet the RCW exemption criteria the proposer is relying upon.

The Port will try to redact anything that seems obvious in the Port's opinion for redaction as exempt. For example, the Port will black out (redact) Social Security numbers, federal tax identifiers, and financial account numbers before records are made viewable by the public. However, this does not replace proposer's obligation to identify any materials proposer wishes to have redacted or protected and that proposer thinks are protected under the Public Records Act.



**SUPPLEMENTAL QUESTIONNAIRE**

**RFQ# 02-22-20008-C**

**Port of Bremerton**

**Request for Qualifications**

**A. Company name as registered with the State of Washington:** \_\_\_\_\_

**Washington UBI:** \_\_\_\_\_

**B. "Pro-Forma" Agreement Terms & Conditions:** Once the Proposer has carefully read the proposed Agreement, please indicate general acceptance of the terms and conditions.

Yes  No

**C. Legal Action:** Are there any current or recent (within past five years) legal action in progress or taken against the firm or individuals.

Yes  No

If yes, please disclose:

**Disclosure:** Are there any business transactions and relations within the past five years that may create or be perceived to create a conflict of interest. Any business dealings or recommendations of product or firm that may be in conflict with the project shall be disclosed.

Yes  No

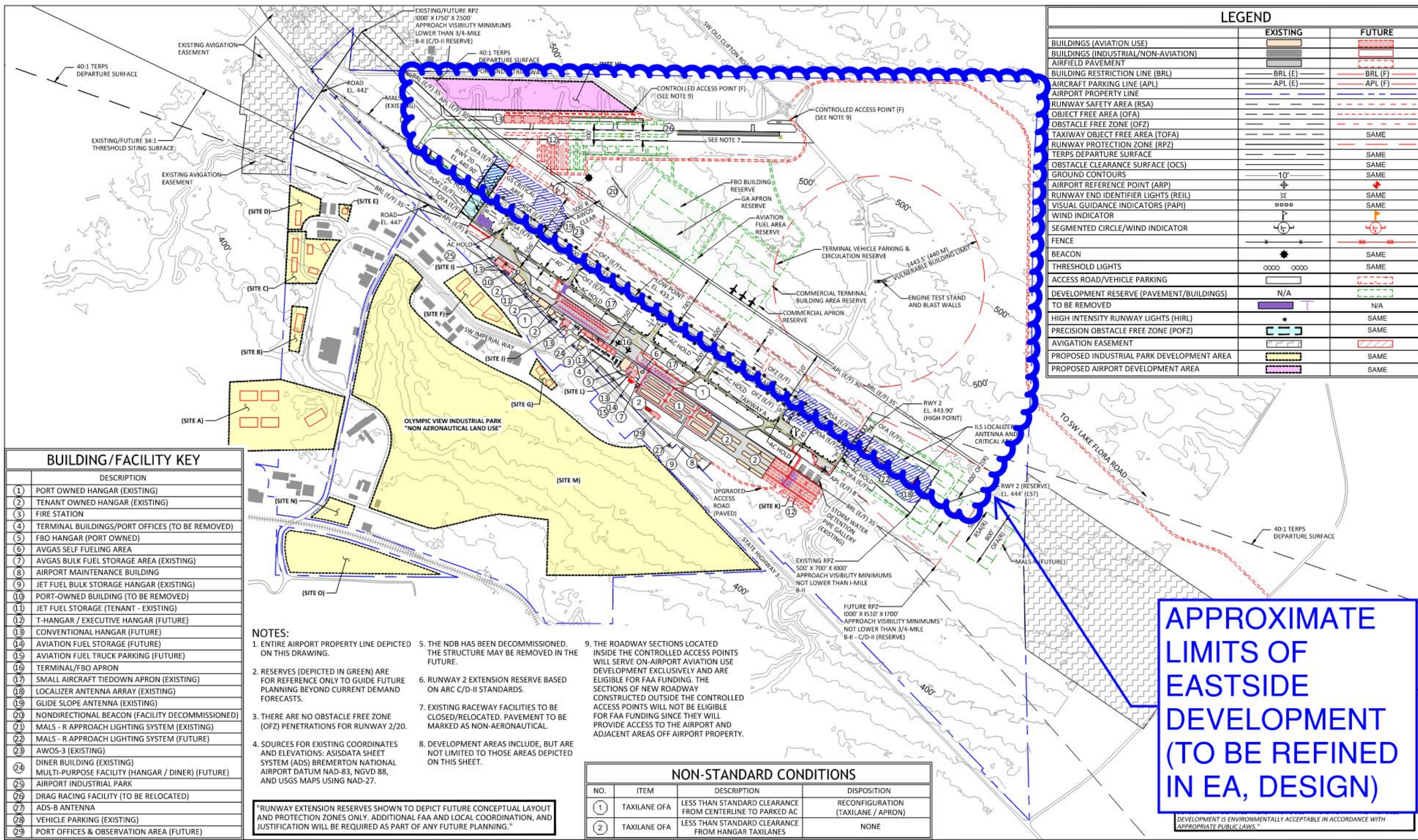
If yes, please disclose:

**The above information is accurate and truthful to the best of my knowledge:**

**Company:** \_\_\_\_\_

**Name/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



| LEGEND   |          |          |
|--|----------|----------|
|  | EXISTING | FUTURE   |
| BUILDINGS (AVIATION USE)                               | [Symbol] | [Symbol] |
| BUILDINGS (INDUSTRIAL/NON-AVIATION)                    | [Symbol] | [Symbol] |
| AIRFIELD PAVEMENT                                      | [Symbol] | [Symbol] |
| BUILDING RESTRICTION LINE (BRL)                        | BRL (E)  | BRL (F)  |
| AIRCRAFT PARKING LINE (APL)                            | APL (E)  | APL (F)  |
| AIRPORT PROPERTY LINE                                  | [Symbol] | [Symbol] |
| RUNWAY SAFETY AREA (RSA)                               | [Symbol] | [Symbol] |
| OBJECT FREE AREA (OFA)                                 | [Symbol] | [Symbol] |
| OBSTACLE FREE ZONE (OFZ)                               | [Symbol] | [Symbol] |
| TAXIWAY OBJECT FREE AREA (TOFA)                        | [Symbol] | SAME     |
| RUNWAY PROTECTION ZONE (RPZ)                           | [Symbol] | SAME     |
| TERPS DEPARTURE SURFACE                                | [Symbol] | SAME     |
| OBSTACLE CLEARANCE SURFACE (OCS)                       | [Symbol] | SAME     |
| GROUND CONTOURS  | 10'      | SAME     |
| AIRPORT REFERENCE POINT (ARP)                          | [Symbol] | [Symbol] |
| RUNWAY END IDENTIFIER LIGHTS (REIL)                    | [Symbol] | SAME     |
| VISUAL GUIDANCE INDICATORS (PAPI)                      | [Symbol] | SAME     |
| WIND INDICATOR   | [Symbol] | [Symbol] |
| SEGMENTED CIRCLE/WIND INDICATOR                        | [Symbol] | [Symbol] |
| FENCE  | [Symbol] | [Symbol] |
| BEACON   | [Symbol] | SAME     |
| THRESHOLD LIGHTS                                       | [Symbol] | SAME     |
| ACCESS ROAD/VEHICLE PARKING                            | [Symbol] | [Symbol] |
| DEVELOPMENT RESERVE (PAVEMENT/BUILDINGS) TO BE REMOVED | N/A      | [Symbol] |
| HIGH INTENSITY RUNWAY LIGHTS (HIRL)                    | [Symbol] | SAME     |
| PRECISION OBSTACLE FREE ZONE (POFZ)                    | [Symbol] | SAME     |
| AVIGATION EASEMENT                                     | [Symbol] | [Symbol] |
| PROPOSED INDUSTRIAL PARK DEVELOPMENT AREA              | [Symbol] | SAME     |
| PROPOSED AIRPORT DEVELOPMENT AREA                      | [Symbol] | SAME     |

| BUILDING/FACILITY KEY |  |
|-----------------------|--|
| DESCRIPTION           |  |
| 1                     | PORT OWNED HANGAR (EXISTING)                     |
| 2                     | TENANT OWNED HANGAR (EXISTING)                   |
| 3                     | FIRE STATION                                     |
| 4                     | TERMINAL BUILDINGS/PORT OFFICES (TO BE REMOVED)  |
| 5                     | FBO HANGAR (PORT OWNED)                          |
| 6                     | AVGAS SELF FUELING AREA                          |
| 7                     | AVGAS BULK FUEL STORAGE AREA (EXISTING)          |
| 8                     | AIRPORT MAINTENANCE BUILDING                     |
| 9                     | JET FUEL BULK STORAGE HANGAR (EXISTING)          |
| 10                    | PORT-OWNED BUILDING (TO BE REMOVED)              |
| 11                    | JET FUEL STORAGE (TENANT - EXISTING)             |
| 12                    | T-HANGAR / EXECUTIVE HANGAR (FUTURE)             |
| 13                    | CONVENTIONAL HANGAR (FUTURE)                     |
| 14                    | AVIATION FUEL STORAGE (FUTURE)                   |
| 15                    | AVIATION FUEL TRUCK PARKING (FUTURE)             |
| 16                    | TERMINAL/FBO APRON                               |
| 17                    | SMALL AIRCRAFT TIEDOWN APRON (EXISTING)          |
| 18                    | LOCALIZER ANTENNA ARRAY (EXISTING)               |
| 19                    | GUIDE SLOPE ANTENNA (EXISTING)                   |
| 20                    | NONDIRECTIONAL BEACON (FACILITY DECOMMISSIONED)  |
| 21                    | MALS - R APPROACH LIGHTING SYSTEM (EXISTING)     |
| 22                    | MALS - R APPROACH LIGHTING SYSTEM (FUTURE)       |
| 23                    | AWOS-3 (EXISTING)                                |
| 24                    | DINER BUILDING (EXISTING)                        |
| 25                    | MULTI-PURPOSE FACILITY (HANGAR / DINER) (FUTURE) |
| 26                    | AIRPORT INDUSTRIAL PARK                          |
| 27                    | DRAG RACING FACILITY (TO BE RELOCATED)           |
| 28                    | ADS-B ANTENNA                                    |
| 29                    | VEHICLE PARKING (EXISTING)                       |
| 30                    | PORT OFFICES & OBSERVATION AREA (FUTURE)         |

- NOTES:**
- ENTIRE AIRPORT PROPERTY LINE DEPICTED ON THIS DRAWING.
  - RESERVES (DEPICTED IN GREEN) ARE FOR REFERENCE ONLY TO GUIDE FUTURE PLANNING BEYOND CURRENT DEMAND FORECASTS.
  - THERE ARE NO OBSTACLE FREE ZONE (OFZ) PENETRATIONS FOR RUNWAY 2/20.
  - SOURCES FOR EXISTING COORDINATES AND ELEVATIONS: ASISDATA SHEET SYSTEM (ADS) BREMERTON NATIONAL AIRPORT DATUM NAD-83, NGVD 88, AND USGS MAPS USING NAD-27.
  - THE NDB HAS BEEN DECOMMISSIONED. THE STRUCTURE MAY BE REMOVED IN THE FUTURE.
  - RUNWAY 2 EXTENSION RESERVE BASED ON ARC C/D-II STANDARDS.
  - EXISTING RACEWAY FACILITIES TO BE CLOSED/RELOCATED. PAVEMENT TO BE MARKED AS NON-AERONAUTICAL.
  - DEVELOPMENT AREAS INCLUDE, BUT ARE NOT LIMITED TO THOSE AREAS DEPICTED ON THIS SHEET.
  - THE ROADWAY SECTIONS LOCATED INSIDE THE CONTROLLED ACCESS POINTS WILL SERVE ON-AIRPORT AVIATION USE DEVELOPMENT EXCLUSIVELY AND ARE ELIGIBLE FOR FAA FUNDING. THE SECTIONS OF NEW ROADWAY CONSTRUCTED OUTSIDE THE CONTROLLED ACCESS POINTS WILL NOT BE ELIGIBLE FOR FAA FUNDING SINCE THEY WILL PROVIDE ACCESS TO THE AIRPORT AND ADJACENT AREAS OFF AIRPORT PROPERTY.

| NON-STANDARD CONDITIONS |              |   |                                    |
|-------------------------|--------------|---|------------------------------------|
| NO.                     | ITEM         | DESCRIPTION   | DISPOSITION                        |
| 1                       | TAXILANE OFA | LESS THAN STANDARD CLEARANCE FROM CENTERLINE TO PARKED AC | RECONFIGURATION (TAXILANE / APRON) |
| 2                       | TAXILANE OFA | LESS THAN STANDARD CLEARANCE FROM HANGAR TAXILANES        | NONE                               |

"RUNWAY EXTENSION RESERVES SHOWN TO DEPICT FUTURE CONCEPTUAL LAYOUT AND PROTECTION ZONES ONLY. ADDITIONAL FAA AND LOCAL COORDINATION, AND JUSTIFICATION WILL BE REQUIRED AS PART OF ANY FUTURE PLANNING."

**APPROXIMATE LIMITS OF EASTSIDE DEVELOPMENT (TO BE REFINED IN EA, DESIGN)**

DEVELOPMENT IS ENVIRONMENTALLY ACCEPTABLE IN ACCORDANCE WITH APPROPRIATE PUBLIC LAWS.

| NO. | DATE  | BY  | APPR | REVISIONS            |
|-----|-------|-----|------|----------------------|
| 1   | 12/17 | JLS | KMA  | ALP UPDATE REVISIONS |
| 2   | 5/18  | JLS | KMA  | ALP UPDATE REVISIONS |
| 3   | 3/20  | JLS | KMA  | UPDATE REVISIONS     |

**VERIFY SCALES**  
 BAR IS ONE INCH ON ORIGINAL DRAWING.  
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

**FEDERAL AVIATION ADMINISTRATION APPROVAL**  
 APPROVAL DATE: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

**PORT OF BREMERTON APPROVAL**  
 APPROVAL DATE: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

**CENTURY WEST ENGINEERING CORPORATION**

BEND OFFICE  
 1020 SW EMKAY DRIVE #100  
 BEND, OR 97702  
 541.322.8962  
 541.382.2423 (FAX)  
 WWW.CENTURYWEST.COM

DESIGNED BY: DM  
 DRAWN BY: JLS  
 CHECKED BY: WMR  
 SCALE: AS SHOWN

DATE: MAY 2015  
 PROJECT NO: 1244500101

**PORT OF BREMERTON  
AGREEMENT FOR PROFESSIONAL SERVICES  
(CHAPTER 39.80 RCW)**

This **AGREEMENT FOR PROFESSIONAL SERVICES** ("Agreement") is made and entered into as of the later of the two signature dates below, by and between:

**PORT OF BREMERTON**  
Attn: Jim Rothlin  
8850 SW State Highway 3  
Bremerton, WA 98312

(the "Port")

AND

Attn:

("Consultant")

---

Term of Contract:                     xx/xx/20xx – xx/xx/20xx                    

- **SCOPE OF WORK:** See attached Exhibit "A".
- **COMPENSATION:** The Consultant shall be compensated on the basis of hours worked and expenses incurred by its employees at the rates shown herein: See attached Exhibit "B".
- **GENERAL PROVISIONS:** Services covered by this Agreement shall be performed in accordance with the General Provisions (which are attached hereto and form a part of this Agreement) and any attachments or schedules.
- **ENTIRE AGREEMENT:** This Agreement supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties.

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**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the later of the dates indicated below. By signing below, each signatory represents that he or she has authority on behalf of his or her respective party to enter into this agreement, which shall be binding upon the parties according to its terms.

**CONSULTANT NAME**

**PORT OF BREMERTON**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## GENERAL PROVISIONS

In consideration of the mutual covenants and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

**1. Scope of Work.** The objective of this Agreement is the timely preparation, completion and/or delivery of the scope of work and/or deliverables (the "Services" or "Work") described in Exhibit A issued pursuant to and governed by the terms of this Agreement. Additional work and/or amendments to Exhibit "A" shall be attached hereto as Amendments and shall be made part of this Agreement upon approval as required herein. Any Amendments issued by the Port prior to the termination date of this Agreement shall be governed by the terms of this Agreement until completed even if the Amendment work extends beyond the termination date of this Agreement.

1.1 Services covered by this Agreement shall be performed in accordance with the provisions and any attachments or schedules. Except as may be otherwise provided for herein, this Agreement may only be amended by the mutual consent of both parties hereto, in writing and signed by duly authorized representatives of both parties.

**2. Term of Agreement.** The Consultant shall not begin Work under the Agreement or any Amendment until the Port has specifically authorized the Consultant to do so in writing. The time required for completion of all Work under Exhibit "A" or an Amendment and, if appropriate under a schedule for completion of phases of the Work, shall be specified in Exhibit "A" and any Amendment. The completion dates for phases of Work under Exhibit "A" or an Amendment may be modified only upon written agreement of the parties hereto. The completion dates for Exhibit "A", or for phases of Work under an Amendment may be, but are not required to be, extended in the event of a delay caused by Extra Work requested by the Port, or if the Consultant's Work is delayed by unavoidable circumstances beyond the control of the Consultant and which the Consultant could not reasonably have anticipated. This Agreement may be extended for multiple terms at the sole discretion of the Port and subject to budget appropriations and Commission approval when required; if so extended, all of the terms and conditions herein shall apply to such extension.

**3. Compensation and Payment.** The Consultant shall be compensated on the basis of hours worked and expenses incurred by its employees at the rates shown in the attached Consultant's Fee Schedule, Exhibit "B." The Consultant shall receive no other payment for materials or disbursements unless expressly allowed by the Scope of Work or Amendment(s). The Consultant shall not adjust the wage rates in Exhibit "B" without written authorization from the Port.

3.1 Consultant shall supply Port with a monthly invoice and written documentation, satisfactory to Port, for all amounts due under this Agreement, including but not limited to project budget status and a narrative progress description of Services rendered that is acceptable in form to the Port. All invoices submitted by Consultant to Port shall reference any applicable billing codes provided by Port to Consultant. Any applicable taxes shall be listed as separate line items on each Consultant invoice. All invoices and documentation may be reviewed and audited by Port and payment may be subject to review or audit. Subject to the preceding, payments shall be net thirty (30) days of receipt of such invoice by Port. In no event shall the Port be charged interest on payments due under this Agreement. If required by Port, Consultant shall provide periodic forecasts of its total fees and costs incurred to date. With regard to time and materials, only the reimbursable expenses specifically listed in the attached Exhibit "B" will be payable expenses under this Agreement.

3.2 If Exhibit "A" specifies that the Work is to be performed on a fixed fee basis, the Consultant shall be paid the amount of the fixed fee as consideration for full and satisfactory performance of the Work regardless of the Consultant's cost to perform the Work. The Port shall have sole authority for determining when all Work has been satisfactorily performed by the Consultant. The Consultant's payment for the Work shall not exceed the specific amount unless authorized in writing by the Port, as provided herein. The fixed fee amount comprises all of the Consultant's payment for the Work and includes without limitation all costs of salaries, overhead, non-salary expenses (including, but not limited to,

travel, reproductions, telephone, supplies, and fees of outside consultants), as well as the Consultant's profits. The Consultant's payment for the Work shall not exceed the specified amount unless first authorized by the Port.

3.3 The Consultant shall obtain the prior written approval of the Port for any charges for additional services by the Consultant, the additional services of others retained by Consultant, or the furnishing of additional supplies, materials or equipment. The Consultant shall not be entitled to compensation for any such additional charges incurred in violation of this paragraph.

4. **Payment of Subconsultants.** At the time of project completion, the Consultant agrees to certify to the Port that all employees (including without limitation any union fees and any benefit plans), and subconsultants have been paid in full. Final payment shall be preconditioned upon receipt of such certification by the Port; the Port may, in its sole discretion, withhold final payment until receipt of such certification. The Consultant shall be solely responsible for the performance and payment of any and all subconsultants. All such sub-consultants shall possess all licenses and insurance as required by the laws of the State of Washington.

5. **Termination.** This Agreement may be terminated by either party upon seven (7) days' written notice should one party fail to perform in accordance with its terms through no fault of the other. In the event the party that fails to perform is the Consultant, the determination of "fail to perform in accordance with its terms" shall be in the sole judgment of the Port. In the event of termination, the Consultant shall be compensated for satisfactory Services performed to the termination date by reimbursement of the Consultant's actual costs directly related to the project plus normal overhead and reasonable profit. The Port shall have sole authority for determining when all Work has been satisfactorily performed by the Consultant. In no case, however, shall such reimbursement exceed the agreed upon fee as approved and amended by the Port. Any work product generated by the Consultant prior to such termination shall be the sole property of the Port, and the Consultant agrees to provide the Port with all such materials. If the accumulated payment made to the Consultant prior to notice of intent to terminate exceeds the total amount that

would be due as set forth herein above, then no final payment shall be due and the Consultant shall promptly reimburse the Port for the excess paid.

5.1 Further, this Agreement may be terminated by the Port at any time for any reason whatsoever, at the sole discretion of the Port, with seven (7) days' written notice. If the Port terminates for convenience, the Port will pay according to the payment terms as provided in Paragraph 5, above. If, after termination for failure of the Consultant to fulfill contractual obligations, it is determined that the Consultant has not so failed, the termination shall be deemed to have been effected for the convenience of the Port.

5.2 In addition to the above, the Port reserves the right to suspend all or any portion of the Work and Services for Consultant's default or Port's convenience. If the Consultant's Work is delayed for more than thirty (30) calendar days due to circumstances for which the Consultant is responsible, the Port may find the Consultant in default and terminate this Agreement.

6. **Deviations from Scope of Work.** The Port may at any time issue written directions within the general scope of this Agreement. If any such direction causes an increase or decrease in the cost of this Agreement or otherwise affects any other provision of this Agreement, the Consultant shall immediately notify the Port and take no further action concerning those written directions until such time as the parties have executed a written change order. No additional work shall be performed or charges incurred unless and until the Port approves in writing the change order and the increased cost thereof. Any work done in violation of this paragraph shall be at the sole expense of the Consultant. Additionally, the Port reserves the right to modify the amount spent for identified project tasks within the scope of work, provided that the Contract Amount, as may be modified under Paragraph 3.3, is not exceeded.

6.1 The Consultant shall make all revisions and changes in the completed Work under this Agreement as are necessary to correct the Consultant's, and its subconsultants' errors or omissions, without additional compensation from Port.

7. **Insurance.** Consultant, concurrently with the execution of this Agreement, shall provide the Port with evidence that Consultant has obtained and is maintaining the insurance listed as follows:

7.1 **Workers' Compensation Insurance** as required by law.

7.2 **Employers' Liability Insurance** (bodily injuries) with a limit of One Hundred Thousand Dollars (\$100,000) per occurrence with an insurance company authorized to write such insurance in all states where the Consultant will have employees located in the performance of its work covering its common law liability to such employees.

7.3 **Commercial General Liability Insurance** with limits of Two Million Dollar (\$2,000,000 per occurrence and Two Million Dollar (\$2,000,000) aggregate and **Automobile Liability Insurance** covering all owned and non-owned automobiles or vehicles used by or on behalf of Consultant with a One Million Dollar (\$1,000,000) combined single limit for bodily injury and/or property damage per occurrence.

7.4 **Professional Liability Insurance** covering Errors and Omissions of the Consultant in the amount of not less than One Million Dollars (\$1,000,000) per claim.

7.5 Except with regard to the Professional Liability Insurance and Worker's Compensation Insurance, each of the policies required herein **shall endorse the Port as an additional insured.** Furthermore, each policy of insurance required herein shall (i) be written as a primary policy; (ii) expressly provide that such insurance may not be materially changed, amended or canceled with respect to the Port except upon thirty (30) days' prior written notice from the insurance company to the Port; (iii) contain an express waiver of any right of subrogation by the insurance company against the Port and its elected officials, employees, or agents; (iv) expressly provide that the defense and indemnification of the Port as an "additional insured" will not be effected by any act or omission by Consultant which might otherwise result in a forfeiture of said insurance; (v) contain a separation of insureds provision such that the policy applies separately to each insured that is subject of a claim or suit; (vi) not contain a cross-

claim, cross-suit, or other exclusion that eliminates coverage by one insured against another; and (vii) provide for coverage for damage to the Port's property caused by the Consultant.

7.6 With regard to the Professional Liability Insurance, the Consultant shall maintain the same in full force and effect during the term of this Agreement and for a period of one year thereafter.

7.7 The Consultant shall furnish the Port with copies of Certificates of Insurance evidencing policies of insurance required herein. The Consultant shall maintain these policies as identified above for itself and its sub-consultants for the term of this Agreement and for a period of one year thereafter. The Port's failure to request such certificates shall not relieve the Consultant of the obligation to provide them.

7.8 The Consultant shall maintain the insurance in effect at all times that it is performing Work under this Agreement. Failure to obtain and/or maintain such insurance shall be grounds for the Port to find the Consultant in default and terminate the Agreement accordingly. Alternatively, the Port may at its option purchase such insurance and deduct the reasonable expense therefore from payments made to or owing to the Consultant.

8. **Consultant Not an Agent or Employee of the Port.** In performing Work and Services hereunder, the Consultant and Consultant's employees, agents, and representatives shall be acting as independent Consultants and shall not be deemed or construed to be partners, employees or agents of the Port in any manner whatsoever. No employee of the Consultant shall be considered an employee of the Port even while performing Work required under this Agreement. Furthermore, the Consultant shall not hold itself out as, nor claim to be, an officer or employee of the Port by reason hereof and will not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the Port.

9. **Conflict of Interest.** Consultant covenants that it presently has no interest and shall not acquire an interest, directly or indirectly, which would conflict in any manner or degree with its performance under this Agreement. Consultant further covenants that in the performance of this

Agreement, no person having such interest shall be employed by it or any of its Subconsultants.

10. **Compliance With Applicable Law.** The Consultant shall comply with all the Port's resolutions and all federal, state, and local laws, regulations and ordinances that are applicable to the Work performed pursuant to this Agreement. Both parties mutually agree to re-negotiate scope, budget, and schedule should a change in any of the applicable Port's resolutions, federal, state or local laws, regulations or ordinances during the performance of the Work affect the cost of performing the Work. The Consultant shall register (and shall require the same of all subconsultants), as required by RCW 23B.15.010, to do business in the State of Washington and provide proof of the same to the Port. By executing this Agreement, Consultant further certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. It further agrees by acceptance of this Agreement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, agreements, contracts, and subcontracts. Where the offeror/consultant or any lower tier participant is unable to certify to this statement it shall attach an explanation to this Agreement. The Port reserves the right to require Consultant to replace a sub-consultant or lower tier participant who cannot meet the foregoing certification requirement.

11. **Indemnification.** The Consultant shall defend (with legal counsel satisfactory to the Port), indemnify and hold the Port, its elected officials, agents and employees (collectively "Port") harmless from and against all liabilities, obligations, fines, claims, damages, penalties, lawsuits, governmental proceedings, judgments, costs and expenses (including, without limitation, all attorneys' fees, costs and expenses of litigation):

- Arising out of any negligent act or omission of Consultant, its directors, officers, subconsultants, agents and/or employees (collectively "Consultant") in connection with the Services provided pursuant to this Agreement; provided, however, that in the event of concurrent negligence of the Consultant and the Port, then this defense and

indemnification shall apply only to the extent of the Consultant's negligence; and/or

- Arising from a breach of this Agreement by Consultant; and/or
- Arising out of or due to any failure on the part of Consultant to perform or comply with any rule, ordinance or law to be kept and performed.

The Port will inform Consultant of any such claim or demand that alleges liability based in whole or in part on any act or omission of Consultant, its directors, officers, agents, or employees. Thereafter the Consultant shall (i) reasonably cooperate in the defense of such claim and (ii) pay its defense of such claim as incurred, whether or not such claim is ultimately successful. In this regard, the Port will reasonably cooperate with Consultant in allowing Consultant to jointly select, with the Port, attorneys to defend the Port and Consultant provided that Consultant confirms its obligation to pay the Port's defense costs.

11.1 In the event of concurrent negligence by the Port and Consultant, then at the conclusion of the action (e.g., judgment, arbitration award or settlement), the attorneys' fees and costs incurred in defending the Port shall be apportioned to the parties based on their respective fault as provided by RCW 4.24.115.

11.2 The foregoing indemnification obligation shall include, but is not limited to, all claims against the Port by an employee or former employee of the Consultant or any subconsultant or service provider. For this purpose, the Consultant expressly waives, as respects the Port only, all immunity and limitation on liability under any industrial insurance Act, including Title 51 RCW, or other workers compensation act, disability act, or other employees benefits of any act of any jurisdiction which would otherwise be applicable in the case of such a claim. **BY INITIALING BELOW THE PORT AND CONSULTANT CERTIFY THE WAIVER OF IMMUNITY SPECIFIED BY THIS PROVISION WAS MUTUALLY NEGOTIATED.**

\_\_\_\_\_  
Consultant

\_\_\_\_\_  
Port

12. **Work Product Confidentiality.** Any reports, documents, questionnaires, records, information or data given to or prepared or assembled under this Agreement which the Port requests to be kept confidential shall not be made available by the Consultant to any individual or organization without prior written approval of the Port except as may be ordered by a court of competent jurisdiction. The provisions of this section shall survive the expiration or earlier termination of this Agreement. No reports, records, questionnaires, or software programs provided by the Port or other documents produced in whole or in part by the Consultant under this Agreement shall be the subject of an application for copyright by or on behalf of the Consultant.

13. **Public Disclosure Request.**

Correspondence, reports, and other written work product will be generated during the course of the relationship created by this Agreement, and third parties may request such information pursuant to the Washington State Public Disclosure Act (RCW 42.17.250 *et. seq.*). The parties agree that in the event that such a request is filed, the party with whom the request is filed will promptly notify all other parties to this Agreement. The parties further agree that they will not disclose any such requested material until at least ten (10) business days after providing notification to all other parties to this Agreement. The intent of this clause is to provide all parties the opportunity to seek injunctive relief pursuant to RCW 42.17.330 so as to protect the vital functions of those entities. This clause shall survive the termination or expiration of this Agreement.

14. **Plans, etc. Property of Port.** All Work performed under this Agreement is work for hire. All deliverables, including but not limited to original plans, drawings and specifications, prepared by the Consultant and any and all sub-consultants for the Port and funded by the Port are and shall remain the property of the Port whether or not the Project for which they are made is executed. This shall not apply to proprietary software or documentation that may be provided to the Port and that was developed independent of funding by the Port. The Consultant assumes no liability for any use of the Drawings and Specifications other than that originally intended for this Project. Originals, including electronic forms of the data prepared by the Consultant and funded by the Port, shall become the property of the Port. No

reports, records, questionnaires, software programs provided by Port or other documents produced in whole or in part by the Consultant under this Agreement shall be the subject of an application for copyright by or on behalf of the Consultant. The Consultant's Work shall not infringe on any copyright, patent, trade secret, or other proprietary rights held by any third party.

15. **Electronic File Compatibility.** All electronically- transmitted output must be compatible with existing Port software and shall be provided to the Port in a CAD or other appropriate electronic format. All CAD deliverables shall be consistent with the Port's standard CAD layering system, as provided by the Port to the Consultant. Consultants shall check with the Port for software application, system compatibility and preferred file type.

16. **Non-Discrimination.** In connection with the performance of this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, or being handicapped, a disadvantaged person, or a disabled or Vietnam era veteran or a member of any other protected class. The Consultant shall take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, age, marital status, or being a handicapped or disadvantaged person or a disabled or Vietnam-era veteran or a member of any other protected class.

17. **Federal Restrictions on Lobbying.** Consultant certifies that under the requirements of Lobbying Disclosure Act, 2 U.S.C., Section 1601 *et seq.*, no Federal appropriated funds have been paid or will be paid, by or on behalf of the Consultant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.



18. **Federal Debarment and Suspension.** The Consultant certifies, that neither it nor its "principals" (as defined in 49 CFR.29.105 (p)) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

19. **Subletting or Assigning of Agreement.** The Consultant shall not sublet or assign any of the Work covered by this Agreement without the express written consent of the Port.

20. **Notices.** All notices and payments hereunder may be delivered or mailed to the addresses listed above. If delivered by messenger, courier (including overnight air courier) or facsimile transmittal, they shall be deemed delivered when received at the street address or facsimile numbers listed above. All notices and payments mailed, whether sent by regular post or by certified or registered mail, shall be deemed to have been given on the second business day following the date of mailing, if properly mailed to the mailing addresses provided above, and shall be conclusive evidence of the date of mailing. The parties may designate new or additional addresses for mail or delivery by providing notice to the other party as provided in this section. The address for delivery of notices and payments are as set forth in the introductory paragraph of this Agreement.

21. **Review of Title Documents.** Prior to the execution or recordation of any documents effecting title to any property, said document shall be reviewed by the Port. Consultant shall not execute or record (or make to be executed or recorded) any such document prior to the Port's review and approval.

22. **Jurisdiction.** This Agreement is made and delivered in the State of Washington and shall be construed and enforced in accordance with the laws thereof. Jurisdiction and venue of any dispute hereunder shall be solely in the Superior Court of the State of Washington in and for Kitsap County. In the event of a dispute arising out of or under this Agreement, the substantially prevailing party shall be entitled to its reasonable attorney's fees

and costs. The parties irrevocably waive any right to federal court jurisdiction for disputes arising hereunder.

23. **Pollution.** Port acknowledges that the Consultant is not responsible for the creation or presence of contamination or pollution, if any, at the property except to the extent that such a discharge, release or escape is caused by the negligent act or failure to act of the Consultant. For the purpose of this clause, contamination conditions shall mean the actual or alleged existence, discharge, release or escape of any irritant, pollutant, contaminant, or hazardous substance into or upon the atmosphere, land, groundwater, or surface water of or near the property. The Consultant will promptly notify the Port of contamination conditions, if identified. Notwithstanding the foregoing, the Port does not herein waive any cause of action for damages resulting from the Port's reliance on any misrepresentation (made either knowingly or negligently) by the Contractor with regard to the presence of any contamination or pollution.

24. **Standard of Performance:** Consultant represents that the Services will be performed within the limits prescribed by the Port and that its findings, recommendations, specifications and/or professional advice provided hereunder will be prepared and presented in a manner consistent with, or exceeding, the standard of care and skill ordinarily exercised by other professionals in the State of Washington under similar circumstances at the time the Services are performed.

25. **Entire Agreement.** This is the entire agreement between the parties. There is no other oral or written understanding between the parties concerning this matter. The Consultant specifically understands that no Port employees other than the project manager or his/her supervisor are authorized to direct the work of the Consultant.

26. **Signing Authority.** Anyone signing this Agreement by said signature certifies that he/she has the authority to execute said document on behalf of the Consultant and that his/her signature is binding upon the firm or corporation.

EXHIBIT A  
SCOPE OF WORK

SAMPLE

## EXHIBIT B

### CONSULTANT'S FEE SCHEDULE

[Exhibit B should set forth the agreed upon schedule of hourly rates and other charges and disbursements the Port is agreeing to pay the consultant. This should identify all job classifications, reimbursable expenses, and sub-consultant mark-ups.]

SAMPLE