

City of Port Angeles
Public Works and Utilities



Request for Qualifications (RFQ)
PSA-2026-11
Professional Consulting Services for:

**Alternative Compensatory Mitigation Requirement
Development**

Qualifications Due:
Friday, April 24, 2026, before 5 PM

City of Port Angeles
Department of Public Works - Engineering
Attn: Lucio Baack, P.E., Civil Engineer III
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360.809.9051

BACKGROUND INFORMATION & STATEMENT OF PURPOSE

The City of Port Angeles (City) is requesting Statements of Qualifications (SOQs) from qualified environmental consulting firms to develop alternative compensatory mitigation strategies to replace an existing landfill seawall beach nourishment conditional use permit requirement associated with the Washington State Department of Ecology (Ecology) permit approval letter (Attachment #1).

In 2005, the Ecology approved a Shoreline Conditional Use Permit (#2005-SW-02799) for construction of the Port Angeles Landfill seawall. Condition 4 in the approval letter required ongoing beach nourishment to offset shoreline hardening impacts and maintain beach profile and sediment composition. The City then obtained Hydraulic Project Approval (Attachment #2) from the Washington Department of Fish and Wildlife (WDFW) to perform the recurring beach nourishment activity. The City has continually performed this mitigation activity from 2007 through 2024.

Recent observations indicate that placed sediment is not consistently achieving its intended ecological objective. Much of the material is rapidly transported offshore, potentially benefiting non-target species while failing to sustain longshore beach habitat (Attachment #3). In 2025, City staff engaged Ecology and WDFW regarding elimination of the recurring beach nourishment requirement. Ecology agreed to pause the beach nourishment permit condition while the City develops an alternative mitigation method or develops alternative mitigation options, provided the City:

1. Provides a timeline for development and implementation of a new mitigation plan; and
2. Maintains regular communication with Ecology and WDFW.

The City intends to develop a mitigation strategy within a two-year timeline that would replace beach nourishment with an Ecology approved alternative compensatory mitigation project.

The consultant selected by the City's selection committee will lead the development/design of a compensatory mitigation plan/project(s) that achieves measurable ecological benefits within the greater Port Angeles watershed area. These projects may be "out-of-place" and/or "out-of-kind", shall meet state regulatory requirements, and follow the Shoreline Master Program.

The professional services described herein shall be performed by a Consultant team composed of professionals (engineers, biologists, hydrologists, technicians, etc.) with credentials, experience, specialized skills, and a high level of technical knowledge to perform the included scope of work and additional, related tasks, at the direction of the City.

Proposals shall be submitted by firms that are capable and experienced in the type of work described in this Request for Qualification (RFQ). In addition, all interested firms shall have readily available resources in the form of trained personnel, support services, specialized consultants and financial resources to carry out the work without delay. Interested consulting firms are encouraged to submit concise and clear responses to the Request for Qualifications. Responses of excessive length or complexity are discouraged. SOQs shall be limited to ten (10), single sided, 8 1/2" x 11" pages, including cover letter.

AVAILABLE INFORMATION

The following information is available, and will be provided upon request:

Attachment #1: Ecology Approval Letter for the Shoreline Conditional Use Permit #2005-SW-02799

Attachment #2: HPA 2020-6-276+01 Port Angeles Beach Nourishment

Attachment #3: Summary of Shoreline Monitoring Data Relative to Beach Nourishment - Port Angeles Landfill – Aspect Consulting LLC, 2024.7.12

Attachment #4: Operations and Maintenance Plan - Toe Protection and Beach Nourishment Port Angeles Landfill Seawall

SCOPE OF WORK

The selected consultant will work with City staff, Ecology, and WDFW to develop an alternative compensatory mitigation strategy in lieu of beach nourishment at the Port Angeles Landfill seawall. The following is an example proposed scope of work for the purpose of outlining the professional service agreement's goals to aid consultants in the development of their submittal:

Task 1: Project Initiation and Regulatory Coordination.

Review all existing permits, correspondence, technical memorandums, and regulatory guidance related to the Shoreline Conditional Use Permit Hydraulic Project Approval, and prior beach nourishment activities. The consultant shall prepare a work plan, project schedule, and conduct an initial coordination meeting with City staff and regulatory agencies to confirm mitigation expectations.

Deliverable: Project Work Plan and Schedule.

Task 2: Site Identification and Alternatives Analysis.

Determine the impacts of the seawall to shoreline ecological functions and processes and identify new methods or projects to generate alternative conservation credits suitable for compensation. Identify potential habitat restoration or enhancement opportunities within the City's jurisdiction (reach-scale and basin-scale) that could serve as "out-of-place" and/or "out-of-kind" compensatory mitigation. Evaluate the compensatory mitigations for feasibility, conservation credits, constructability, property ownership constraints, long-term sustainability, permitting requirements, and relative cost. The consultant shall prepare a comparative analysis of viable alternatives and recommend a preferred mitigation approach.

Deliverable: No net loss analysis and Alternatives Analysis Technical Memorandum identifying evaluated sites, comparison criteria, and recommended mitigation concept(s).

Task 3: Mitigation Framework and Compensatory Calculations.

Develop a mitigation framework consistent with applicable state standards and regulatory expectations. This task shall include preparation of compensatory mitigation calculations demonstrating measurable ecological benefit (conservative credits) and achievement of "no net loss" of ecological function, including justification for "out-of-place" and/or "out-of-kind" mitigation where proposed.

Deliverable: Alternative Compensatory Mitigation Plan, including mitigation calculations using the "Puget Sound Nearshore Habitat Conservation Calculator" or approved equal method.

Nearshore Calculator V1.7 250326 Final.xlsm

Task 4: Conceptual and Preliminary Design.

For the selected mitigation project(s), the consultant shall prepare conceptual design documentation sufficient to support regulatory review and cost estimating. This may include site plans, concepts, habitat enhancement elements, planting plans, and implementation sequences. The consultant shall also prepare a planning-level cost estimate and identify any additional required permits and approval pathways.

Deliverable: Conceptual Design Package and Planning-Level Cost Estimate suitable for agency review and Shoreline Conditional Use revision application.

Task 5: Regulatory Support and Final Documentation.

Support coordination meetings with Ecology and WDFW, refine the mitigation proposal based on agency feedback, and prepare final documentation necessary to support revision of Shoreline Conditional Use Permit #2005-SW-02799 and issuance of any required Hydraulic Project Approval. The consultant may also assist the City in preparing presentation materials for City Council meetings.

Deliverable: Final Alternative Compensatory Mitigation Plan and Regulatory Submittal Package ready for agency review, City Council Slide Deck Presentation.

Task 6: Directed Services

This element of work will provide for engineering and technical support for issues unforeseen at this time, which may develop during the project. As individual needs for engineering, analysis, PS&E, construction inspection, and/or studies arise, the Consultant and the City will negotiate a scope of work, fee, and formalize it in a Consultant Directed Service work order.

SCHEDULE

Request for Qualifications Timeline

RFQ issued: Friday, April 3, 2026.

Questions Due: Wednesday, April 15, 2026 by 5:00 pm PST

The City will not respond to any inquiries submitted after this date/time.

Due date: Friday, April 24, 2026 by 5:00 p.m. PST

Projected Work Schedule

Contract Award: May 19, 2026

Time of Performance: December 31, 2028

REQUEST FOR QUALIFICATIONS CONTENT

Submittals must clearly demonstrate an understanding of the City’s objectives. The proposal shall be limited to ten (10), single sided, 8 1/2” x 11” pages, including cover letter. Resumes can be included in an

appendix and do not count towards the page limit. The proposal should not include unnecessary promotional material, and shall be brief, precise, and organized as follows:

1. Cover Letter

Please include:

- Firm name, address, telephone, email
- A single point of contact for the RFQ process
- General introduction of your firm with a brief summary of general qualifications and areas of expertise

2. Statement of Qualifications

Please include:

- Description of firm
 - Type of ownership – individual, partnership, municipality, corporation, etc.
 - Size of firm
 - Number of years in business
 - Description of qualifications in areas of expertise and services provided
 - Information relating to your philosophy and general approaches to the work to be performed
- A list of projects that demonstrate your firm's experience with the tasks listed in the Scope of Work above.
 - Include relevant background information on the projects (timeframe, major milestones, cost, firm's role, and relevant staff)
 - Maximum of 5 project examples

3. Project Approach

Please describe:

- The approach your team would take to meet the City's stated objectives. A short narrative of your firm's specialized approach for the City with regards to the scope of work presented above. Include proposed schedule, project milestones, and the results expected at the conclusion of the Project.

4. Key Personnel

Please identify:

- Key personnel for each service provided (including sub-consultants, if necessary)
 - Include resumes and certifications for key personnel and their experience on relevant projects and contracts (as noted above, resumes can be included in an appendix and do not count towards the page limit)
 - Identify potential project managers and any personnel that would interact with City staff and/or the public

5. References

Please include:

- A list of up to three people whom the City staff may contact for professional references regarding the past performance of the firm, including name, email and phone number

SELECTION PROCESS

The City of Port Angeles in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The City of Port Angeles is an equal opportunity and affirmative action employer. Small, minority-, and women-owned businesses are encouraged to submit bids.

The City reserves the right to cancel this RFQ, reject any and all responses submitted, to not award a contract, and to waive any minor irregularities of this RFQ if the best interest of the City would be served. No respondent may withdraw their proposal after the submittal deadline, unless the award of contract is delayed for a period exceeding ninety (90) days. The City is not responsible for any costs associated with preparing the SOQ.

Submit an electronic copy (PDF) of your full SOQs via email no later than Friday, April 24, 2026 by 5:00 p.m. PST to:

lbaack@cityofpa.us & cc: contracts@cityofpa.us

The maximum file size that can be emailed is 20MB. Please include "Alternative Compensatory Mitigation Plan" in the email subject line.

Only emailed submittals will be accepted. Receipt time of submittal will be considered the timestamp of the incoming email created automatically by the City's email server. It is the responsibility of the Consultants to confirm that the electronic submittal has been received by the City prior to the submittal deadline.

All questions regarding this RFQ shall be submitted via email to lbaack@cityofpa.us. No responses will be provided for questions submitted after close of business (April 15, 2026 at 5:00 PM, PDT) on the Wednesday preceding the RFQ due date. Questions received by the deadline for questions will be answered via email. No oral answers to questions by City personnel will be binding on the City.

Proposals and materials submitted will become the property of the City and will not be deemed confidential or proprietary and are subject to public records laws and may be released upon request.

All submittals received by the specified deadline will be reviewed by the City. Typically, the City will move forward with scheduling interviews with the select firms determined to be most-qualified prior to final selection, however, the City reserves the right to complete the selection process without conducting an interview phase, and may select a firm based solely upon the information supplied in the proposer's qualification statement. The following criteria may be used to evaluate responses to this RFQ:

1. Responsiveness to the RFQ in content and completeness
2. Relevant and similar work experience
3. Project approach and compatibility with the City's expectations
4. Reputation of the company, its subcontractors, and key personnel
5. Satisfaction of prior and current clients (references)

CONTRACT PROCESS

Following selection of the most qualified Consultant, the City will then negotiate a fair and reasonable price with the selected Consultant. The Agreement will be awarded at the sole discretion of the City Council.

If, after negotiation and consideration, the City is unable to reach an acceptable agreement with the top-ranked firm, the City will terminate negotiations with the top ranked firm and, at the City's sole discretion, may enter into negotiations with the second ranked firm; terminate the award process; elect not to proceed with any of the proponents; or re-solicit for new proposals.