

Request for Qualifications
Coughlin Porter Lundeen Diverse Business Roster
Submittals Due: May 7th 2025

RFQ: Drafting Services; Shoring Design Services; Civil, Structural, and Geotechnical Engineering Services

I. Introduction

Coughlin Porter Lundeen is seeking qualifications from **certified small, diverse, minority-owned, veteran-owned, and women-owned businesses to provide drafting, shoring design, civil, structural, and geotechnical engineering services**. Successful firms will be added to a roster of sub-consultants to be contacted and awarded work as project opportunities arise. Firms may submit proposals for one or more of the outlined disciplines. Each discipline's qualifications will be reviewed separately to ensure that they are reviewed and weighed equally.

II. Purpose

The purpose of this Request for Proposals/Qualifications (RFP/Q) is to establish a pool of qualified firms to support various projects. Selected firms will provide specialized engineering services as needed on larger-scale projects.

III. About Coughlin Porter Lundeen

Coughlin Porter Lundeen is a leading structural and civil engineering firm recognized for its innovative and collaborative approach to design. Based in the Pacific Northwest, the firm specializes in delivering high-quality solutions for commercial, institutional, educational, and civic projects. With a commitment to sustainability, technical excellence, and creative problem-solving, Coughlin Porter Lundeen partners with architects, developers, and communities to shape resilient and forward-thinking built environments. Our diverse portfolio reflects a dedication to pushing engineering boundaries while fostering meaningful client relationships.

IV. Market Expertise

Coughlin Porter Lundeen is a well-diversified firm that pursues and completes numerous projects within the public sector at the local, state, and federal levels. Project types that may be subject to award from the roster include Healthcare, Municipal/Public Facilities, Aviation/Transportation Facilities, Higher Education, and K-12 Education. Respondents should consider and leverage their own diverse experience backgrounds when responding to this request.

III. Scope of Services

Selected firms will be responsible for performing professional engineering services in one or more of the following disciplines:

1. **Civil Engineering:** Site development, grading, drainage, roadway design, utilities, and permitting assistance.
2. **Structural Engineering:** Design, analysis, rehabilitation, and inspection of buildings and infrastructure.
3. **Geotechnical Engineering:** Subsurface investigations, foundation recommendations, soil stabilization, and slope stability analysis.

4. **Drafting Services:** BIM management, modeling, and drafting services for the scopes listed above.
5. **Shoring Engineering:** Temporary shoring design, permanent earth retention, and specialty foundation systems.

V. Qualifications

Responding firms must meet the following criteria:

- Be **certified as a small, diverse, minority, veteran, or women-owned business** by a recognized certifying agency such as OWMBE or a federal agency.
- Demonstrated experience in one or more of the specified disciplines.
- License to practice in the State of Washington.
- Proven track record of completed projects.
- Adequate staffing and resources to complete assigned tasks on time.

VI. Submission Requirements

Firms must submit the following information. Responses must be submitted within an 8.5 x 11, seven (7) single-sided page limit unless otherwise indicated. *Firms intending to submit for more than one scope, please review the submission formatting requirements (VII) for further instructions.*

1. **Cover Letter:** Brief introduction and intent to submit. Letters should be limited to one (1) page and are not included in the overall page count. Please include a primary point of contact for your response, including an email address and telephone number.
2. **Firm Profile:** Business name, scope of services provided, and ownership structure. Respondents should list their office location and the geographic area they cover within the greater Seattle region to perform work. Firms are free to expand on their experience working within Seattle or other local jurisdictions. If your firm holds any specialty expertise or a strong background in a particular market, please describe it. Please list all market sectors in which you have experience.
3. **Personnel Qualifications:** Provide no more than two (2) resumes of key personnel, limited to one (1) page per individual. Resumes are not included in the page count. Resumes must include years of experience, any applicable individual licensure, a brief bio, a list of relevant project experience, and one (1) project reference, including name, email, and phone number. *Firms submitting for more than one discipline may provide up to two (2) resumes per discipline if applicable.*

4. **Project Experience:** Provide examples of up to three (3) past projects that you feel best demonstrate your firm's capabilities and expertise. Provide a narrative explaining your experience on each project, including any unique scopes you performed or problems you may have solved. Additional projects outside of these three (3) may be listed if necessary but are limited to one (1) page. *Firms submitting for more than one discipline should summarize their experience as best as possible and are not provided additional pages for this section.*
5. **Approach & Methodology: Provide a summary of the firm's approach to project execution and quality control.** Explain or provide your firm's experience with integrated delivery method project types such as GC/CM, Design-Build, or Progressive Design-Build. If you have no experience, please describe your approach to working in an integrated, collaborative team environment. Firms should explain or demonstrate their capacity to execute projects over the next three-year period.
6. **Certifications:** Please provide proof of certification as a minority-owned, women-owned, small business, veteran-owned, or diverse business. If no certificate is currently available because your certification is in progress, please give an estimated timeline for its completion.
7. **Fee Structure:** Provide a copy of your organization's hourly rates for personnel. This is not included within the page count

VII. Evaluation Criteria & Formatting Requirements

Submissions will be evaluated based on the following factors:

- Firm Experience and Profile (10 pts)
- Personnel Qualifications (30 pts)
- Project Experience (30 pts)
- Approach and Methodology (30 pts)
- Certification (Pass/Fail)
- Hourly Rates (Pass/Fail)

Formatting for submissions must follow the following requirements. Firms intending to submit for more than one scope are allowed to submit personnel qualifications, project experience, and approach and methodology per scope, if applicable. **Firms may submit only one cover letter that encompasses all provided disciplines and one firm profile for all provided scopes.** Business Certification and Hourly rates do not need to be supplied per scope discipline unless they vary.

1. No more than seven (7) single-sided pages in length. Pages must be 8.5 x 11 in size and have a minimum margin of ¼" on all sides.
2. The font utilized must be no smaller than 10 pt and must be in a readable, legible color.
3. Cover pages and tabs are allowed but must only contain images and a name/title. These items are, however, not necessary to include.

4. All components of your response must be included in the page count, excluding:

- a. Resumes (2 Maximum per scope discipline, 1 Page per resume Maximum)
- b. Cover Letter (1 Page maximum)
- c. Hourly Rates sheet

VIII. Submission Deadline & Timeline

- **Release Date:** April 11th 2025
- **Deadline for Questions:** April 22nd by End of Day (5 PM) | All questions must be solely directed to the person listed below.
- **Submission Due Date:** May 7th 2025 by 3 PM
- **Evaluation Period:** Qualifications will be quickly evaluated. If questions arise during the evaluation process, individuals may be contacted to schedule a time to discuss and answer a few brief questions. This process may not occur and will be determined as needed.
- **Selection Notification:** Successful respondents will be added to the consultant roster and notified by the End of the Day (5:00 PM) on May 16th. Once added to the roster, successful applicants will be contacted by Project Management personnel on a project-by-project basis.

IX. Submission Instructions

Proposals must be submitted electronically in PDF format to marketing@cplinc.com by 3:00 PM PST on **May 7th2025**. Late submissions will not be considered.

X. Contact Information

For questions, please contact:

Walt Busch

Associate Principal
Coughlin Porter Lundeen
206.398.2131
Marketing@cplinc.com

This RFP/Q does not commit Coughlin Porter Lundeen to award a contract, pay any costs incurred in preparation of a proposal, or enter into any agreement with any party.