



REQUEST FOR QUALIFICATIONS

EV Charging Station Development – Ridgefield Waterfront

The Port of Ridgefield is soliciting Statements of Qualifications (SOQs) from qualified design and engineering firms to provide professional services for the planning, design, and development of **electric vehicle (EV) charging stations** at the Ridgefield Waterfront.

This Request for Qualifications (RFQ) is issued in accordance with **RCW 39.80** (Contracts for Architectural and Engineering Services) and applicable provisions of **RCW 53.08**.

SUBMITTAL DEADLINE

Electronic submittals must be received no later than:
3:00 p.m. (PST), Wednesday, October 8, 2025

Submit electronically to:
Penny Hughes, Environmental Project Manager
Email: PHughes@portridgefield.org

Late submittals will not be accepted.

SUBMITTAL REQUIREMENTS

A complete response must include the following:

- ☐ **Cover Letter** (introducing firm, project lead, and summary of interest).
- ☐ **Company's W-9 Form.**
- ☐ **Firm Background & Expertise** (include qualifications of key staff; provide separate breakdowns if sub-consultants are proposed).
- ☐ **Relevant Experience** (highlight EV infrastructure, electrical engineering, permitting, or public works projects of similar scale).

- ☐ **Project Approach & Timeline** (methodology, schedule, and anticipated challenges/solutions).
- ☐ **Statement of Familiarity with Site**
- ☐ **References** (minimum of two for prime consultant and any sub-consultants; include joint project experience if applicable).

ANTICIPATED SCOPE OF SERVICES

The selected consultant will provide services including, but not limited to:

1. Site planning and layout of EV charging stations.
2. Electrical engineering and infrastructure design.
3. Final design documents suitable for bidding and construction.

MAY INCLUDE ADDITIONAL SUPPORT:

Coordination with utilities and permitting agencies, Environmental review and compliance support, as applicable and Cost estimates and phasing recommendations.

EVALUATION CRITERIA & SCORING

Submittals will be evaluated based on the following criteria:

Criteria	Weight
Familiarity with Site & Local Conditions (knowledge of Ridgefield Waterfront, utilities, permitting, and physical constraints)	30%
Firm & Staff Qualifications (expertise in EV infrastructure, electrical, civil, and site design)	25%
Relevant Project Experience (similar EV charging, public works, or utility coordination projects)	20%
Project Approach & Timeline (methodology, schedule, and ability to meet deadlines)	15%
References (past performance with public clients and quality of work)	5%
Pricing Information (clarity, transparency, and competitiveness)	5%

The Port may elect to interview shortlisted firms prior to final selection.

GENERAL INFORMATION

- The Port of Ridgefield reserves the right to reject any or all proposals, waive minor irregularities, and modify or cancel this RFQ at any time.
 - All costs incurred in preparing a response are the responsibility of the proposer.
 - The selected consultant must comply with all applicable federal, state, and local laws and requirements.
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PROPOSAL FORM

The undersigned certifies that they have read and understand the RFQ requirements and agree to provide the requested services in accordance with the submitted proposal.

Project Title: EV Charging Station Development – Ridgefield Waterfront

Project Number: RW EV 003

Firm Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Port of Ridgefield

101 Mill Street, Suite 100

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