

**PLAQUEMINES PORT HARBOR & TERMINAL DISTRICT**

**8056 HWY 23 / 3<sup>RD</sup> FLOOR**

**BELLE CHASSE, LA 70037**



**REQUEST FOR QUALIFICATIONS**

**FOR**

**PROFESSIONAL ENGINEERING SERVICES**

**RELOCATION OF THE PORT SHIP SERVICE LAUNCH FACILITY**

**September 18th, 2018**

Deadline for Submittals are

by 12 p.m. Central Time on the October 9<sup>th</sup>, 2018.

# **TABLE OF CONTENTS**

## **SECTION A**

PUBLIC NOTICE FOR CONSULTING  
PROFESSIONAL SERVICES

## **SECTION B**

PROJECT SUMMARY

## **SECTION C**

EVALUATION CRITERIA  
AND  
SELECTION PROCESS

**SECTION A**

PUBLIC NOTICE FOR PROFESSIONAL SERVICES

To be published one time  
Legal – (Date to be published)

(Name of Publications)

## **PUBLIC NOTICE**

### **INVITATION FOR CONSULTING PROFESSIONAL SERVICES**

Plaquemines Port Harbor & Terminal District invites qualified Professional Engineering firms to submit a Statement of Qualifications for the following project:

**Plaquemines Port Harbor & Terminal District  
Relocation of the Port Ship Service Launch Facility**

Notice is hereby given that the Plaquemines Port Harbor and Terminal District (the “Port”) is issuing a Request for Qualifications (the “RFQ”) from firms licensed to provide professional engineering services in Louisiana that are interested in being considered for award of an engineering services contract for the Professional Engineering Services for the Relocation of Port Ship Service launch facility in Myrtle Grove, LA (the “Project”).

The engineering services to be provided under this contract are generally described in this RFQ. The selected professional engineer (the “Engineer”) will provide all needed professional engineering services, as well as any other required consulting services, to complete the final design phase, bidding phase and construction phase of this project. The professional engineering firm selected to provide these engineering services must have detailed understanding and experience in the design of marine and industrial facilities on the Lower Mississippi River.

Professional services shall include traditional engineering functions (e.g. civil, structural, electrical, mechanical, and marine engineering design, architectural design, construction administration/management, and construction observation monitoring).

Statement of Qualifications shall only be submitted on the Standard Forms provided by the Plaquemines Port Harbor & Terminal District. Interested firms may obtain the RFQ via the Port’s website at [www.portofplaquemines.com](http://www.portofplaquemines.com) under the Public Notices tab at the bottom of the HOME page, then under REQUEST FOR PROPOSALS, or directly at the address 8056 Highway 23 – 3<sup>rd</sup> Floor, Belle Chasse, LA 70037. The RFQ contains information and instructions on submitting qualifications. In addition, the standard form DOTD 24-102 and instructions on how to use the form are found at the same web address.

A response submittal to this RFQ shall consist of **two bound copies** and **one original** on forms DOTD 24-102, plus three reference letters for dock projects on the Mississippi River within the last 10 years, furnished in a sealed envelope or box titled “Professional Engineering Services, Relocation of the Port Ship Services Launch Facility.” Submittals shall be mailed or delivered (no facsimile, nor email) to the Plaquemines Port Harbor & Terminal District, 8056 Highway 23 / 3<sup>rd</sup> Floor P.O. Box 547, Belle Chasse, LA

70037; Attention: Ms. Christie Nielsen, **not later than twelve noon, local time on October 9th, 2018.**  
Deliveries are only accepted Monday through Friday, excluding holidays, from 8 a.m. to 4 p.m.

Inquiries regarding this RFQ shall be directed to Christie Nielsen by email only at [cnielsen@pphtd.com](mailto:cnielsen@pphtd.com).

**SECTION B**  
PROJECT SUMMARY

## PROJECT SUMMARY

### Background:

The Port's jurisdiction is largely under-developed compared to other industrial and port areas on the Lower Mississippi River. Recently, the Port has been approached by a number of industrial users, tenants and/or developers (the "Prospect" or "Prospects") looking to locate industrial facilities within the Port district. One Prospect is looking to develop a large scale LNG processing plant and marine terminal to export LNG. As part of this development, the existing launch service facility owned by Port Ship Service will need to be relocated to another property owned by the Port downriver from its current location. Design services associated with this RFQ only are limited to the new Port Ship Services site. The existing site will be abandoned in place except for the captive barge.

### Scope of Work

#### A. Professional Engineering Services

Infinity Engineering Consultants has completed a preliminary design package for this project which includes the following components:

- Relocation of the existing floating barge dock
- Loading and crane platforms
- Office building, platform, stairs, porch and walkway to barge dock
- Performance specifications for a premanufactured office building
- Site civil, including grading, roadways, levee crossing, parking lots and drainage
- Electrical

The selected Engineer will provide the professional engineering services required to relocate the existing Port Ship Services launch service facility, including, but not limited to the following services:

- Detailed design for the following:
  - Overall site plan, grading , roads, levee crossing, parking and drainage
  - Relocate the existing captive barge
  - Pipe piling design based upon the final geotechnical report from The Beta Group
  - Loading dock and concrete abutment
  - Crane platform and walkway access
  - Crane specification
  - Building platform for office with porch, stairs, walkway access to dock barge, and gangway
  - HVAC and mechanical design for office
  - Electrical power, controls and lighting

- Develop construction documents, technical specifications, bid forms, etc. required to solicit bids from qualified contractors
- Provide Bid Phase Services
- Provide Construction Phase Services, including construction administration services
- Resident Inspector to monitor construction activities on site and
- Construction contract close-out services.

The Engineer shall work with the Port to develop a defined scope of work and anticipated schedule for such services. In addition, the Engineer shall advise of any changes to the agreed upon schedules, scope of work, etc. Other responsibilities may include written monthly status reports including percent completed, amount invoiced, project schedule, personnel assigned, etc. as required by the Port.

The Engineer for this contract shall hold all professional registration licenses in the State of Louisiana required for the completion of design. All final deliverables shall be provided in an electronic format as well as hard copies stamped and signed by the appropriate engineer of record. If requested by the Port and agreed to by the Engineer, the Engineer shall represent the Port and coordinate the services of such Engineer or sub-consultant(s).

## **INSURANCE**

Before an engineering services agreement can be executed and become effective, the Engineer and each sub-consultant(s) shall furnish to the Port certificate(s) evidencing that it has procured the insurance herein required. Current insurance certificates must be provided for the coverage required herein during the entire term of this contract. For a period of one (1) year after termination of this contract, the Engineer and each sub-consultant(s) providing engineering services and any other firms, as applicable must carry professional liability insurance as outlined below:

### **A. General Insurance Requirements**

- Insurance Companies:** All insurance shall be written with insurance companies authorized and licensed to do business in the State of Louisiana and acceptable to the Port.
- Insurance Certificates:** Before this agreement becomes effective, Engineer shall furnish to the Port signed certificates evidencing that it has procured the insurance herein required. Thereafter, Engineer shall furnish such certificates prior to expiration throughout the term of this agreement.
- Named Insured:** Except for workers' compensation insurance and professional liability insurance, Board and the Port shall be named as an additional insured on all policies required herein. The insurance certificates of the Engineer and all sub-



consultants working under this agreement shall state on the insurance certificates the following working exactly as written herein:

The Port is an additional insured under the general liability coverages as required by written contract. A waiver of subrogation in favor of the Board and the Port is granted for general liability and worker's compensation coverage as required by written contract.

- e. **Comprehensive General Liability Insurance:** During the term of this agreement, Engineer shall procure and maintain at Engineer's sole costs and expenses comprehensive general liability insurance with a limit of liability not less than Two Million Dollars (\$2,000,000) for all injuries or death resulting to any one person or from any one occurrence. The limit of liability for property damage shall be not less than Two Million Dollars (\$2,000,000) for each occurrence and aggregate.
  - f. **Workers' Compensation Insurance:** Engineer shall procure and maintain (either as an authorized self-insured or through an authorized insurance carrier) at Engineers' sole costs and expense workers' compensation insurance to protect Engineer from claims under the Louisiana Workers' Compensation Act, as well as under the Federal Longshoremen's and Harbor Workers' Compensation Act and Jones Act, if applicable. The limit of liability under the employer's liability section of the workers' compensation insurance policy shall be not less than One Million Dollars (\$1,000,000).
- B. Professional Liability Insurance:** Engineer shall procure and maintain errors and omissions / professional liability insurance in the amount of One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) annual aggregate. Engineer intends to maintain this coverage in full force and effect for a period of one (1) years after termination of this agreement and shall make a good faith effort to do so. Engineer shall notify the Port in the event of expected cancellation of coverage.
- C. TWIC:** At the time of award, Engineer must provide proof indicating all members of the design team possess an up-to-date Transportation Worker Identification Card.

**SECTION C**

EVALUATION CRITERIA  
AND  
SELECTION PROCESS

## **EVALUATION CRITERIA FOR QUALIFICATION STATEMENTS**

### **SUBMITTAL REQUIREMENTS:**

All RFQ respondent Engineers/Teams will be required to submit two bound sets, one original, and one electronic copy on flash drive of: Statements of Qualifications DOTD 24-102 and three (3) relevant letters of reference.

All firms failing to submit any of the information required on DOTD 24-102 will be considered non-responsive. Facsimiles and email submittals of DOTD 24-102 will not be accepted. Name(s) of the Engineer and sub-consultant(s) firms listed on DOTD 24-102 must precisely match the name(s) filed with the Louisiana Secretary of State Corporation Division. Any sub-consultant(s) to be used in performing of this contract must also submit a DOTD 24-102, completely filled out and containing information pertinent to the work to be performed. The sub-consultant's DOTD 24-102 must be bound with the Engineer's DOTD 24-102.

### **MINIMUM PERSONNEL REQUIREMENTS:**

1. The Engineering firm must be registered in the State of Louisiana at the time of submittal of the Statement of Qualifications in accordance with Louisiana State law with respect to those services.
2. The Engineer must employ, on a full-time basis, at least one Civil Engineer with at least 20 years of experience in the design of marine dock structures.
3. The Engineer must employ, on a full-time basis, at least one Engineer with at least 20 years of experience with a comprehensive general knowledge regarding the technical aspects of construction and operation of marine port infrastructure (a single individual that can fulfill 1 and 2 is acceptable).
4. The Engineer must employ, on a full-time basis, at least one appropriately licensed professional engineer with at least 10 years of experience to serve as lead project manager to perform any work that requires licensure in the State of Louisiana. Such project manager may be required to manage the Port's other consultants and service providers.
5. The Engineer must also employ, on a full-time basis, or through the use of a sub-consultant(s) sufficient Louisiana registered professionals to perform all other work that requires licensure in the State of Louisiana.

**GENERAL:** The following general criteria in combination with the Score Card (attached) will be used in evaluating the Qualifications Statements (Standard Forms) for Consultant selection:

1. Capability to perform the services required for the project.
2. Recent experience with similar or other projects comparable to the proposed project.
3. Reputation for personal and professional integrity and competence.
4. Professional background and caliber of key personnel.
5. Current workload.
6. Capability to meet schedules and deadlines.
7. Capability to complete projects without having major construction cost escalations or overruns.
8. Qualification and experience of outside consultants regularly engaged by the consultant under consideration.
9. Proximity of the home office to the geographic location of the project.
10. Capability of a branch office to perform independently of the home office when being considered or, conversely, its capability to obtain necessary support from the home office.

**SELECTION PROCESS:**

The contract for this project will be awarded through a qualification based selection process. All accepted Qualifications Statements (Standard Forms) will be reviewed by the selection committee. The selected firm will then be presented to the Plaquemines Port Harbor & District Board of Directors for authorization to enter into a contract for this project.

The selection process shall be as follows:

1. Each selection member shall independently evaluate each statement of qualification submitted for this project in accordance with the aforementioned general criteria.
2. Based upon each member's evaluation of the RFQ submittals, each member shall rate each firm utilizing the Score Card. Each member shall score factors 1-6. Each selection member shall finalize their score card to establish their top three (3) firms from the list of firms under consideration.
3. Each selection member shall be given a point value based on his top three (3) firms in accordance with the following weighted voting schedule:
  - a. Three points for the first rated firm.
  - b. Two points for the second rated firm.
  - c. One point for the third rated firm.
4. The score of all firms shall then be totaled and the top firm shall be selected.
5. In the event of a tie, the Port Director shall break the tie.

## SELECTION COMMITTEE SCORE CARD

SCORE CARD FACTORS	Weight/Pts	Max Total Pts
<p><b>Firm/Team Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Firm/Team shall be evaluated based on project specific experience and resources.</li> <li>• Primary focus should be on Prime Consultants Experience, however the other team members must be considered.</li> </ul>	<u>0-30 pts.</u>	30
<p><b>Key Personnel Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Specific Personnel Experience with Similar Projects must be considered.</li> <li>• While Firm Principals are listed, they traditionally have little involvement in the design. Emphasis should be placed on the Project Managers and Project Engineers.</li> </ul>	<u>0-30 pts.</u>	60
<p><b>Local Project Experience</b></p> <ul style="list-style-type: none"> <li>• Consideration must be given to Firms/Teams that can show experience with the (Parish, State, Federal) local criteria, codes, policies, procedures, and standards to successfully facilitate project completion.</li> </ul>	<u>0-10 pts.</u>	70
<p><b>Proposal/Understanding</b></p> <ul style="list-style-type: none"> <li>• Firm/Teams RFQ should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications.</li> </ul>	<u>0-10 pts.</u>	80
<p><b>Compatibility (firm size related to project magnitude)</b></p> <ul style="list-style-type: none"> <li>• Consideration to the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm's current workload.</li> </ul>	<u>0-10 pts.</u>	90
<p><b>Firm/Team Office Location Where Work Is To Be Performed</b></p> <ul style="list-style-type: none"> <li>• <u>Qualified</u> firms that maintain an office within a 40 mile radius of the project site, and staffed with an adequate number of qualified employees to do the required work, shall be given priority consideration. In-state firms shall be given priority over out-of-state firms.</li> </ul>	<u>0-10 pts.</u>	100