

June

2015



Request for

# Request for SOQs

To Provide

Dock Inspections of POLC Facilities at:

- City Docks
- BT-1
- BT-4

Submittal Deadline: July 8, 2015

Lake Charles Harbor & Terminal District  
Lake Charles, Louisiana

## 1. Introduction

As part of the preventive maintenance program, the Port of Lake Charles (Port) is soliciting for qualifications from firms capable of above and underwater inspection to support a conditions assessment of the existing waterfront structures in accordance with the ASCE Underwater Investigations Standard Practice Manual (2001) and ASCE Waterfront Facilities Inspection and Assessment (2015). In addition to inspections, this scope of work will include acoustic imaging of submerged structures including bulkheads and bathymetry of all berthing areas. All inspections and surveys will be presented in a findings report.

The consultant selection will be a two-step process, with firms first submitting qualifications for review. The Port will then short list the firms and request price proposals.

## 2. Scope of Professional Services

- Inspection will encompass all structural elements from the mud line up including deck slabs, beams, piles and fenders.
- Acoustic imaging of submerged structures.
- Underwater inspections of areas of concern located with acoustic imaging.
- Bathymetry of all berth areas to confirm depth of water.
- The sites to be investigated include City Docks, Bulk Terminal No. 1 and Bulk Terminal No. 4.
- The investigation shall be based on ASCE published documents cited above and industry standard practices.

## 3. Project Deliverables:

Inspection report for each site with each report containing the following:

- Facility description
- General condition assessment
- Discussion of the inspection findings
- Signed and sealed survey with plan view and cross sections showing design template versus actual.
- Acoustic imagery of underwater structures and berths.
- Bathymetry of berths.
- Priority ranking and repair grouping when possible to generate a project.
- Electronic submission of report and CAD files is acceptable.

Reports:

- Inspection report(s) shall include drawings, detailed sketches, and imagery. Reports must be typed, or computer-generated in a neat and orderly manner conforming to POLC's formats and given to the Project Manager for approval in a timely manner. Specific project(s) investigation and/or survey reports shall be professionally put together with documentations,



## Statement of Qualifications

logs, drawings, detailed sketches, photos, and videos if appropriate. The Firm shall submit electronic copies of all report(s) in Adobe Acrobat color PDF format and adequate hard copies as required by the Project Manager.

### 4. Evaluation Criteria:

As previously stated this SOQ will be a two-step process with firms first submitting qualifications for review. The Port will evaluate all SOQs based on the qualification criteria below and then request price proposals.

The following criteria will form the basis for evaluating submitted qualifications:

Number	Criteria	Weight
1.	<p><b>DEMONSTRATED ABILITY AND EXPERTISE</b></p> <p>Similar, recent experience of assigned team members, years of experience, professional certifications of key team members. Similar experience in similar projects using ASCE standards. Indicate if any sub-consulting will be required and list the potential consultants. Demonstrate work history with sub-consultants.</p>	50%
2.	<p><b>SOQ RESPONSE</b></p> <p>Understanding of the work, presentation, and completeness of SOQ.</p>	50%

- Careful attention should be paid to addressing these evaluation criteria in the SOQ.
- If requested by POLC, firm shall furnish additional evidence to satisfy POLC that firm has the necessary ability, experience and resources to perform the work.
- Incomplete SOQs will not be accepted.

### 5. Submission of SOQ:

SOQs may be submitted via email to [sdavis@portlc.com](mailto:sdavis@portlc.com).

SOQs must be received by 3:00 PM CST July 8, 2015. Each Firm shall submit one (1) electronic copy (\*.pdf format) of their SOQ for review. Each SOQ shall only have clear concise information relative to this SOQ. Each SOQ will be evaluated. This is not a public call for bids; therefore, there shall be no public opening of SOQs. All materials provided to POLC shall become property of POLC and will not be returned to the firm.

Schedule: Dates are tentative and subject to change:

<u>Task</u>	<u>Target Date</u>
Release SOQ- Part 1	June 17, 2015
SOQ Due	July 8, 2015
SOQ Evaluation Complete	July 22, 2015
Request Proposals-Part 2	July 27, 2015
Proposals Due	August 4, 2015
Award Contract	August 24, 2015
Contract Execution	September 4, 2015
Notice to Proceed	September 8, 2015



## 6. Questions:

Questions pertaining to this SOQ must be directed in electronic format via e-mail to [sdavis@portlc.com](mailto:sdavis@portlc.com). All questions will be considered. Those that are considered to add clarity to the solicitation will be addressed in writing with the question and answer provided to all Firms.

