

January

2017



Request for

Statement of Qualifications

For
Water Tower Rehabilitation

Submittal Deadline: February 17, 2017

Request for Statement of Qualifications
Lake Charles Harbor & Terminal District
Lake Charles, Louisiana

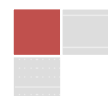
1. Project Description and Work to be Performed:

The Product Description may be derived from the following:

- The Lake Charles Harbor and Terminal District (District) is soliciting Statements of Qualification from engineering firms to produce detailed engineered drawings, specifications and/or performance specifications for the water tower rehabilitation at Bulk Terminal No. 1 in Sulphur, Louisiana (3501 Bayou D'Inde Road). The drawings and specifications will be based on a previously performed inspection report, that will be provided, to bring the water tower back to a safe operable condition. The District uses the Facilities Planning and Control Manual drafted by the Division of Administration for contractual obligations and project development (<http://www.doa.la.gov/ofpc/State/FPC-ProcedureManual2006.doc>).
- The ideal firm will demonstrate experience in water tower refurbishment/maintenance projects.
- The fee structure for this project will be based on the firms hourly rate and an agreed upon estimate to generate a not to exceed fee.

2. Selection Criteria: *Those responding will be scored according to criteria set forth below.*

Number	Criteria	Weight
1.	Professional training and experience of the company and proposed team members in relation to the type and magnitude of work required for this project. <i>Indicate how your staff is uniquely and professionally qualified for this project. This should reflect direct employees and not sub-consultants.</i>	30
2.	Capacity for timely completion of the work considering current and projected backlog and manpower. <i>Indicate if any sub-consulting will be required and list the potential consultants. Fill in the duration for the chart provided (exhibit A).</i>	35
3.	Nature, quantity, and value of work previously performed for the Port of Lake Charles. <i>Briefly identify any work your firm or team members have previously done for the Port of Lake Charles. Should your firm have no previous relationship, please comment on prior public work. Experience and knowledge of the La. Facilities Planning and Control Manual project development process should be conveyed as well as the public bid process.</i>	10
4.	Location: <i>Physical address where the majority of the design work will be conducted.</i>	5
5.	List projects similar in type and magnitude. <i>Provide projects that involve water tower design (rehabilitation or new).</i>	15
6.	Past and current pending litigation involving a public entity. <i>Please provide a statement of professional standing, including any pending and past litigation. This includes involvement in claims between your firm and a public agency as well as cases between a public agency and 3rd party when your firm worked for the public agency.</i>	5



3. SoQ Requirements:

Format:

- All criteria shall be addressed in the order presented in the Notice. Content shall provide information and respond to the criteria described above.
- SoQ shall be typewritten in a readable digital format such as PDF.
- Maximum of 8 pages will be allowed for the submittal.
- No attachments other than the Exhibit A.

4. Process:

District staff will evaluate the submittals and grade in each category according to the criteria. The grades will be averaged and the most qualified firm will be selected to enter into a contract with the Port of Lake Charles.

5. Deliverables and Deadline:

Email completed SoQ in pdf format to RFP@portlc.com. Please include "SoQ for Water Tower Rehabilitation" in the subject line.

Statements of Qualifications must be received by **February 17, 2017 at 5:00 PM CST**. No late submissions will be evaluated.

6. Agency Contact:

Requests for additional information regarding this statement of qualifications shall be addressed to Shaunna Davis at (337) 493-3538 or E-mail address sdavis@portlc.com.

It shall be noted that all questions regarding the statement of qualifications shall be communicated in writing or by email to Shaunna Davis by no later than **February 13, 2017**. After that date, no additional questions will be received and/or responded to in kind.



EXHIBIT 'A'**PRELIMINARY TIME SCHEDULE**

TECHNICAL TASK	DAYS TO COMPLETE (CALENDAR DAYS)
Program Completion	
Schematic Design Phase	
Design Development Phase	
Construction Documents Phase	
<i>Note: Detailed sub-tasks are outlined in the FP&C Procedure Manual 2006. Tasks are for Designers scope and should not include time for review by Owner. Additionally, tasks above only represent a portion of the Designer's project responsibilities</i>	

