

February

2017



Request for

Statement of Qualifications

For

Civil & Environmental Engineering to
perform a design evaluation and on-call
services

Submittal Deadline: March 13, 2017

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

1. Project Description and Work to be Performed:

- The Lake Charles Harbor and Terminal District (District) is seeking a multi-discipline firm, either a civil design group with in-house environmental engineers or an environmental firm with in-house civil engineers. The selected firm will evaluate the existing storm water infrastructure of a petcoke terminal designed 20 years ago (Bulk Terminal No. 1 in Sulphur, LA) and compare to the existing site conditions and current operating practice. They will also evaluate a future condition. In both cases, the firm will outline strategies where deficiencies, risks and hazards can be mitigated by either operational practices or infrastructure improvements. Once the task is completed, the District will continue to have an agreement in place with the selected firm for IDIQ (indefinite duration, indefinite quantity) services to support the environmental improvement efforts of the District related to storm water.
- The ideal firm will have a superior working knowledge and understanding of petroleum coke and stormwater. The firm will be able to demonstrate the abilities of the firm as a whole and the individuals collectively.
- 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.

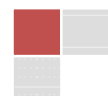
2. Selection Criteria: *Those responding will be scored according to criteria set forth below.*

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>	40
2.	Nature, quantity, and value of work previously performed for the Lake Charles Harbor & Terminal District. <i>Briefly identify any work your firm or team members have previously done for the District. Should your firm have no previous relationship, please comment on prior public work.</i>	5
3.	Location: <i>Physical address where the majority of the design work will be conducted.</i>	5
4.	List projects similar in type and magnitude. <i>Projects can include evaluations, greenfield design or brownfield projects.</i>	45
5.	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 formal such as PDF.
- Maximum of 8 pages will be allowed for the submittal.
- No attachments.



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 Lake Charles Harbor & Terminal District.

5. Deliverables and Deadline:

Email completed SoQ in pdf format to RFP@portlc.com. Please include "SoQ for Civil & Environmental Engineering" in the subject line.

Statements of Qualifications must be received by **March 13, 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 **March 6, 2017**. After that date, no additional questions will be received and/or responded to in kind.

