

July

2018



Request for

Statement of Qualifications

For
Shed 7 Roof Improvements

Submittal Deadline: August 9, 2018

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

1. Project Description and Work to be Performed:

The 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 and performance specifications for the Shed 7 Roof Improvements at City Docks located in Lake Charles, Louisiana. Shed 7 is comprised of three different sections that were built at separate times. The original section is constructed with structural insulated panels on steel purlins on a pre-engineered steel frame. The two later additions are constructed of a 22 gauge metal R-Panel roof panels on steel purlins on a pre-engineered rigid frame. At a later date, additional sky lights were added to the Shed and a sprayed polyurethane foam roof coating with an acrylic coating was applied. The total roof surface area is approximately 148,543 SF.
- The ideal firm shall have various experience in the inspection, design and rehabilitation of large building roofs, including TPO roof products. The firm will also be able to provide in-house structural inspection and analysis of the original structures and provide detailed plans and recommendations for any needed repairs and retrofit to accommodate the roof repair. Additionally, the firm shall be able to demonstrate innovative approaches translating to reduced construction durations and construction cost savings.
- The fee structure for this project will be based on the fee curve in the facilities planning and control manual. The District uses the Facilities Planning and Control Manual (2006 Edition, Louisiana Capital Improvement Projects Procedure Manual) drafted by the Division of Administration for project development (<http://www.doa.la.gov/Pages/ofpc/State/Project%20Admin%20-%20State.aspx>). At this time, the estimated construction budget is \$2.1M. With this construction cost, the design fee is estimated at \$174K.

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 direct staff has experience with roof repair projects and structural inspection and design. Highlight experience with roof rehabs, inspections, and design techniques or approaches to buildings around active operations.</i>	20
2.	Capacity for timely completion of the work considering current and projected backlog and manpower. <i>From the time a Notice to Proceed is given, estimate the duration in months needed to produce a bid package. A gantt chart listing the major items in the Facilities Planning and Control Manual is required.</i>	10
3.	Nature, quantity, and value of work previously performed for public entities. <i>Identify any work your firm or team members have previously done for the Port of Lake Charles or another public entity which involved producing a bid package (last 5years).</i>	15
4.	Location: <i>Physical address where the majority of the design work will be conducted.</i>	5



5.	Past performance on similar projects. Including from the District’s perspective the quality of work previously done. Performance measures such as timely review of shop drawings and requests for information will be considered as well as contract compliance, teamwork and SOQ validity. <i>Projects involving significant repair or reconstruction of roofs including structural assessment and design in a variety of locations and environments should be demonstrated. Performance should highlight structural inspection, structural design/retrofit for new roofs and new roof solutions utilized for repairs including TPO roofing.</i>	30
6.	Past and current pending litigation involving a public entity. <i>Please provide a statement of professional standing, including any pending and past litigation in the last 10 years. 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
7.	Direct services factor. <i>Indicate if any sub-consulting will be required and list the potential consultant. Provide a manhour estimate or allocation of the design fee to show the percent of services that will be performed in-house as opposed to sub-consultants.</i>	15

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 (includes cover sheet).
- No attachments.

Submission of a RFQ shall constitute an attestation by the entity submitting the RFQ that all statements and material submitted are true and correct and any statement or information found to be untrue or incorrect or misleading by the District shall, in the sole discretion of the District, constitute grounds to disqualify the contractor providing such RFQ.

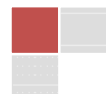
4. Process:

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 Shed 7 Roof Improvements” in the subject line.

Statements of Qualifications must be received by **August 9, 2018 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 **August 6, 2018**. After that date, no additional questions will be received and/or responded to in kind.

