

August

2020



Request for Qualifications

To Provide

Dock Inspections of POLC Facilities at:

- City Docks
- BT-1
- BT-4

Submittal Deadline: September 4, 2020

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/proposals from firms capable of an 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). All inspections will be presented in a findings report.

As per the District's Professional Services Policy, this RFQ will provide the criteria to successfully select a firm on the basis of best value to the District, including various criteria such as experience, qualification of staff, cost, schedule, and past performance. To accurately score each firm, the scope of services for this proposal will use a sample (approximately 25%) of the facilities referenced in the SOQ. Berths 4, 5 and 6 at the City Docks have been selected to be evaluated. The cost estimate shall be used to evaluate and select a contractor. Once a contractor is selected, a Time and Materials contract with a Not-To-Exceed amount shall be negotiated.

2. Scope of Services

- Inspection will encompass all structural elements from the mud line to the topside of the wharf deck, including underside of deck slabs, mooring hardware, fenders, beams, bulkheads, and piles for all sites (Berths 4, 5 and 6 of the City Docks for proposal purposes). Quantities are listed in Table 2.1.
- The sites to be investigated include City Docks, Bulk Terminal No. 1 and Bulk Terminal No. 4, in preparation of the price proposal a site visit can be accommodated and is recommended to better understand the condition of the existing facilities.
- Inspections will need to be coordinated with POLC Operations, however reasonable access to most facilities should be expected at all times.
- The investigation shall be based on ASCE published documents cited above and industry standard practices.
- One on site progress meeting with POLC.
- Cost shall include the necessary insurance, overhead, etc. to accomplish project scope.

Table 2.1: QUANTITIES

Berth 4			Berth 5			Berth 6		
Topside Deck Length =	632	LF	Topside Deck Length =	544	LF	Topside Deck Length =	524	LF
Topside Deck Width =	35	LF	Topside Deck Width =	35	LF	Topside Deck Width =	35	LF
Underside Deck Length =	632	LF	Underside Deck Length =	544	LF	Underside Deck Length =	544	LF
Underside Deck Width =	110	LF	Underside Deck Width =	110	LF	Underside Deck Width =	110	LF
Concrete Piles =	115	EA	Concrete Piles =	0	EA	Concrete Piles =	0	EA
Timber Piles =	1134	EA	Timber Piles =	1322	EA	Timber Piles =	1294	EA
Steel Piles =	0	EA	Steel Piles =	0	EA	Steel Piles =	0	EA
SSP Bulkhead =	632	LF	SSP Bulkhead =	544	LF	SSP Bulkhead =	524	LF
Timber Bulkhead =	0	LF	Timber Bulkhead =	0	LF	Timber Bulkhead =	0	LF



3. Project Deliverables:

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

- Facility description
- General condition assessment
- Discussion of the inspection findings
- Priority ranking and repair grouping when possible to generate a project.
- One original hard copy of the report and drawings.
- Electronic PDF of report and drawing files.

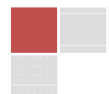
Reports:

- Inspection report(s) shall include drawings, detailed sketches, and imagery. Reports must be typed, or computer-generated in a neat and orderly manner. Specific project(s) investigation and/or survey reports shall be professionally put together with documentations, 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:

Preference shall be given to firms that possess the following qualifications:

- Project Manager with a LA PE with at least 10 years of experience in inspection, design, and construction of waterfront structures with a focus on port facilities and rehabilitation
- Team Leader responsible for direct on-site supervision of inspections shall be a registered engineer with a minimum of 5 years of experience performing similar inspections on waterfront facilities with a priority on port facilities
- ADCI-certified Dive Supervisor with over 5 years of experience evaluating waterfront facilities with priority on port facilities
- Dive team shall consist of ADCI certified divers
- Preference for Inspection team (under water and above water inspectors) to have certifications from Federal Highway Administration-approved comprehensive inspection training courses such as National Highway Institute (NHI)
- Waterfront inspection to be performed in accordance with *ASCE Manual No. 130 Waterfront Facilities Inspection and Assessment*
- A firm with the ability and experience to provide underwater engineering inspections including routine, repair/design, construction, baseline and post-event. The ideal underwater inspector/engineer would have the experience to design and recommend repairs based on findings from inspections.
- Proposed price will only be for Berths 4, 5, & 6, approximately 25% of the total project. Therefore to calculate the Bid Price for the Adjusted score formula, POLC staff will multiply the provided Lump Sum price for Berths 4, 5 and 6 by four (4).



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

Number	Criteria	Weight
1.	Professional training and experience of the company and proposed team members including professional certifications and years of experience. <i>Indicate how your direct staff has experience in dive inspections settings. Highlight experience with inspections utilizing ASCE standards..</i>	30
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 inspect and generate a report package.</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 dock inspections (last 5years)</i>	20
4.	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>	10
5.	RFQ Response. Understanding of the work, presentation, and completeness of RFQ.	5
6.	Price Proposal. Proposed fee to complete all tasks associated with Berths 4, 5, & 6.	25

- Careful attention should be paid to addressing these evaluation criteria in the RFQ.
- 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 RFQs will not be accepted.

5. Submission of RFQ:

RFQs may be submitted via email to sdavis@portlc.com.

RFQs must be received by 3:00 PM CST September 4, 2020. Each Firm shall submit one (1) electronic copy (*.pdf format) of their RFQ for review. Each RFQ will be evaluated. This is not a public call for bids; therefore, there shall be no public opening of RFQs. All materials provided to POLC shall become property of POLC and will not be returned to the firm.

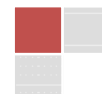
Schedule: Dates are tentative and subject to change:

<u>Task</u>	<u>Target Date</u>
Request Proposals	August 21, 2020
Proposals Due	September 4, 2020
Award Contract	September 28, 2020
Contract Execution	October 30, 2020
Notice to Proceed	November 9, 2020

6. Terms and Conditions:

Liability for Errors and Omissions:

- While the POLC has employed considerable effort to ensure an accurate representation of information in this RFQ, the information is not guaranteed or warranted to be accurate by the POLC, nor is it necessarily comprehensive or exhaustive. Nothing in this RFQ is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in this RFQ.



Oral Presentation:

- POLC may request any Bidder to make an oral presentation of its Proposal. The terms of the Proposal may not be changed during these oral presentations.

Validity of Proposals:

- All Proposals must remain valid and open for acceptance by POLC for a period of ninety (90) days after the Closing Date.

Contract:

- Selection of a Bidder's Proposal does not guarantee a contract with POLC.
- The Bidder whose response to this RFQ has been selected must be prepared to negotiate a contract with POLC. The terms, conditions, specifications and undertakings of this RFQ will form part of the contract between POLC and the Selected Bidder unless an agreement to the contrary provides otherwise. The POLC reserves the right to negotiate terms in addition to those contemplated in this RFQ.

Governing Law:

- This RFQ is governed by, and is to be construed and performed in accordance with, the applicable laws of the State of Louisiana. If a Bidder's Proposal is accepted, the Selected Bidder must agree to submit to the irrevocable exclusive jurisdiction of the Fourteenth Judicial District Court, State of Louisiana.

Termination:

- Breach of the terms and conditions of the contract shall be just cause for termination without notice and without prejudice to any other rights and remedies available to POLC in connection with the breach. POLC may cancel any contract without cause upon providing thirty (30) days' written notice to the Selected Bidder.

7. Questions:

Questions pertaining to this RFQ must be directed in electronic format via e-mail to 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.

