

October

2020



Request for

Statement of Qualifications

For

New Warehouse at City Docks

Submittal Deadline: November 6, 2020

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

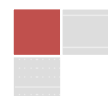
1. Project Description and Work to be Performed:

The Product Description may be derived from the following:-

- The Lake Charles Harbor and Terminal District (District) is soliciting Statements of Qualification from engineering/architectural firms to produce detailed engineered/architectural drawings and specifications for the New Warehouse at City Docks located in Lake Charles, Louisiana. The District uses the Facilities Planning and Control Manual drafted by the Division of Administration for project development (<http://www.doa.la.gov/Pages/ofpc/State/Project%20Admin%20-%20State.aspx>).
- The District received substantial damage from Hurricanes Laura and Delta with this project being a key component in the rebuilding process. The proposed warehouse will replace multiple storm damaged warehouses that are critical storage and operating areas for existing customers within the City Docks terminal. Due to the critical need of new weather protected storage an expedited design and construction schedule will be required.
- The new warehouse shall be a minimum of 100,000SF, designed for fork lift wheel loading, multiple cargo types, and will also include a multi-bay truck loading dock, rail loading dock, and small office space.
- The ideal firm will demonstrate experience in the design of large warehouses in brownfield sites with truck & rail loading docks that are suited for today's cargo demands. Experience in large building design, heavy civil design and innovate design approaches are key.
- The fee structure for this project will be based on the fee curve in the facilities planning and control manual. At this time, the estimated construction budget is \$8M.

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>Highlight experience with large scale warehouse construction.</i>	25
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>	25
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 public projects. <i>Projects involving significant warehouse, storage, or loading/unloading facilities should be demonstrated as well as performance on previous public projects. Performance should highlight solutions to challenges.</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 in the last 10 years. This includes involvement in claims between your firm and a</i>	5



	<i>public agency as well as cases between a public agency and 3rd party when your firm worked for the public agency.</i>	
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>	10

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.

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 New Warehouse at City Docks" in the subject line.

Statements of Qualifications must be received by ***November 6, 2020 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 **November 2, 2020**. After that date, no additional questions will be received and/or responded to in kind.

