

October

2020



Request for

# Statement of Qualifications

For

Shed 16 & 17 Roof Rehabilitation

Submittal Deadline: November 6, 2020

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

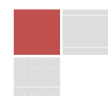
## 1. Project Description and Work to be Performed:

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 Sheds 16 & 17 Roof Rehabilitation project 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 numerous sheds and warehouses having roof and siding damage. The proposed project will repair the roof and siding on two transit sheds that are currently occupied by a tenant that requires a weather sealed building. Due to the critical need of the transit sheds by our customer an expedited design and construction schedule will be required.
- The two transit sheds are approximately 100,000SF in size (each) with a standing seam metal roof. They were constructed in 2007 and are fully occupied with bulk cargo.
- In addition to the standard design, plans and specification the project will include a full inspection and assessment, and production of a report identifying the scope of damage and potential areas of upgrades to return the sheds to their pre-storm condition while meeting today's code requirements.
- The ideal firm will demonstrate experience in the inspection, assessment and redesign of large transit sheds or other storage facilities. Experience in large building design, structural assessments, 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 with a renovation factor applied. At this time, the estimated construction budget is \$2M.

## 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 roof and building repair projects..</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>	20
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 roof designs and rehabilitation and new and rehabilitated storage facilities should be</i>	15



	<i>demonstrated as well as performance on previous public projects. Performance should highlight solutions to challenges.</i>	
<b>6.</b>	<i>Past and current pending litigation involving a public entity. 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 3<sup>rd</sup> party when your firm worked for the public agency.</i>	<b>5</b>
<b>7.</b>	<i>Direct services factor. 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>	<b>15</b>

### 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](mailto:RFP@portlc.com). Please include "SoQ for Shed 16 & 17 Roof Rehabilitation" 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](mailto: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.

