

## REQUEST FOR QUALIFICATIONS FOR SERVICES RELATING TO THE DESIGN OF DOCK IMPROVEMENTS LOCATED AT FACILITY 1

The Toledo-Lucas County Port Authority (“TLCPA”) is requesting qualification statements from professional full-service consulting engineer firms to provide planning, engineering and design services in connection with the subject project. The project involves designing the necessary repairs and modifications to all dock related components, existing rail system, site utilities, and storm drainage system. It is anticipated that this project will restore, improve, and upgrade the existing Facility 1 dock. The project area includes the 4,200 LF of existing dock within Facility 1 along the southeastern bank of the Maumee River, the submerged water areas adjacent to the dock, and a stretch of St. Lawrence Drive within Facility 1 (Figure 1). The project will be designed for phased construction to maintain continuous operation of the port during the restoration.

MARAD and ODOT MAP grant funds will be used to fund planning, engineering and design work for the dock improvement project. The total project budget for the project described below is approximately \$14,000,000.00. Of this total, \$355,000.00 has been allocated for design and engineering services as described below. The targeted design completion date is April 30, 2021.

### **Description of Proposed Facility 1 Dock Improvements Project:**

- The proposed project is located in the City of Toledo, Lucas County, Ohio along the southeastern bank of the Maumee River and the western basin of Lake Erie within the TLCPA Facility 1. Facility 1 encompasses 125 acres, owned by TLCPA and operated by Midwest Terminals, and is characterized as flat industrial setting with a mix of heavy industry and maritime facilities.
- The project includes engineering and design, surveying, plans and specifications, QA/QC, and procurement assistance for all phases of the project that will include, but not limited to the following components:
  - Dock wall repair (based on previously completed dive report)
  - Fendering removal and fendering installation
  - Removal and replacement of dock wall cap
  - Replacement of a removable safety rail
  - Removal of the dock surface (including crane and train rails and substructure)
  - Removal of abandoned underground utilities behind the dock wall
  - Removal of “A” shed foundation
  - Design of temporary pavement sections to support phased reconstruction permitting continuous dock operation
  - Evaluation/replacement of dock wall ties and connections
  - Repair of ship bollard mooring points and waterproofing
  - Excavation and replacement of fill under dock surface (~4’ deep)
  - Bury above ground utilities
  - Regrading and replacement of dock pavement

- Replacement of train rails
- Maintenance dredging at berths A, 1 through 3 and 7 to Seaway depth
- Storm system camera inspection to determine if all storm conduit is unobstructed and in good condition
- Grading and Drainage: It is the intention to improve the water quality of the storm drainage system onsite which currently is being collected and released into the Maumee River with no treatment. An underground water quality storage system is to be designed to hold the storm water and release it at a rate that is required under current EPA guidelines
- Review construction contractor provided submittals, shop drawings, and RFIs.
- Preparing final design plans, specifications, construction phasing plan, and engineer estimates for procurement of a construction contractor and bid evaluation assistance.
- Coordinate QA/QC efforts during construction with a third-party testing/inspection agency.
- Prepare specification for construction contractor capitalization of improvements into the TLCPA ESRI system.
- The proposed project will not require any additional property acquisition nor the permanent relocation or closure of any local roadways. All relocated utilities will occur on site and will not require the temporary or permanent relocation or removal of any off-site utilities. The proposed project will not require any zoning use changes.
- Some exploratory work has already been performed and those reports will be provided to the short-listed firms.

This notice shall serve as a Request for Qualifications (RFQ) from qualified firms to oversee and complete the engineering and design of this project. Upon completion of construction, the firm will be required to provide a final as-built drawing set based on construction contractor provided record documents. Responses to this RFQ will be used to select a qualified firm to perform this work for the TLCPA.

**Selection of a firm will proceed in the following manner:**

1. The TLCPA will review and evaluate the statements of the qualifications filed. The first phase of the selection will be based on an evaluation point system as outlined below. The evaluation will be made by a selection team. The selection team will prepare a short list of the best-qualified consultants. This list will consist of a minimum of three (3) consultants. At that time the short-listed firms will be provided reports from already completed exploratory work and will be asked to provide a cost estimate along with additional information if needed.

**Evaluation criteria includes:**

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| ● Professional staff qualifications;   | 20 |
| ● Specialized experience required to perform services for the proposed project (as described above); | 15 |
| ● Capacity to complete the work in the required time/compressed deadline;                            | 10 |
| ● Familiarity with project requirements and the proposed project area;                               | 10 |

- Past record of performance of construction with TLCPA or Midwest Terminals, including quality of work, timeliness, and cost control; 10
  - Present workload; 10
  - The qualifications of individuals who will be project manager for the project, including experience on similar design projects comparable to this project; 15
  - Plan for including Minority Participation for this project; 10
- TOTAL POINTS: 100**

2. Project and cost proposals will be requested, and interviews will be conducted with those consultants on the short list. Visits may be made by the selection team to applicant's office to further evaluate the capabilities of the firms.

Contract negotiations will be conducted by the TLCPA in accordance with the following procedures:

1. The short-listed firms will be requested to develop a project cost proposal at time of interview.
2. The Consultant ranked number one (1) will submit a final project cost proposal for design services and negotiations will be conducted as required.
3. Should negotiations with number one prove unsatisfactory; the Port Authority will attempt to negotiate a project cost with the consultant ranked number two (2).
4. Should negotiations with number two prove unsatisfactory, consultant number three (3) will be contacted.
5. Once negotiations have been terminated with a firm and begun with another, they will not be reopened with the former firm.
6. Upon completion of successful negotiations, a contract will be executed with the TLCPA.

The Port Authority will afford minority and female-owned businesses equal opportunity to submit qualifications and will not discriminate on the basis of race, color, sex, religion, or national origin.

A minimum Disadvantaged Business Enterprise ("DBE") participation of 8% is required in accordance with guidelines set forth by MARAD, ODOT, and TLCPA

Selection of a consultant and any agreement of contract entered into will be in accordance with guidelines set forth by MARAD, ODOT, and TLCPA.

The TLCPA reserves the right to accept or reject any or all RFQ responses without further action.

Qualification statements are limited to a total of twenty-five one-sided pages, including transmittal letter, resumes, and all exhibits, but excluding divider pages. No table of contents is required. The statements must contain the following information presented in the following order:

1. Transmittal letter
2. Describe relevant experience on similar projects and type of services of the firm. Each project description should include:
  - Date of Services
  - Firm Responsibility/Role on the project
  - Construction Cost

- Change Order Amounts (a demonstrated ability to produce finished project with minimum change orders and stay within project budget)
  - Individuals in the firm proposed for this project who worked on the project and their role.
3. Staff experience in similar projects. Provide an organizational chart of key project professional and technical staffing, individual roles and responsibilities of each person, and include resumes. The submittals should include the number of staff, including registered architects and engineers, in all disciplines, length of time the key people have been employed by the firms, and percent of time to be committed to this project.

Indicate present workload and projected workload for the duration of the project. Include a reference for key staff members.

- 4. Knowledge of and previous experience on similar projects involving design and construction oversight.
- 5. A brief description of the firm's related experience and individuals' experience, familiarity with the area, and past work experience on similar projects.
- 6. Program Approach and other relevant comments. Indicate which disciplines will be in-house, which will be sub-consultants, and what specialty sub-consultants will be included for a complete project.
- 7. Proof of professional liability insurance in the amount of **\$2 million**.
- 8. References on projects and services completed within the past three years (including e-mail addresses and phone numbers) and letters of recommendation.
- 9. Known / Open History of Pending / Resolved Claims within the last 10 years.

#### **PROPRIETARY NOTICE**

All material and information submitted in response to this Request for Qualification for Services shall become the property of TLCPA.

#### **PUBLIC DISCLOSURE**

The TLCPA is a public entity and subject to certain disclosures. All material submitted as part of this Request for Qualification for Services will be treated as public information with no expectations of confidentiality.

#### **COST OF RFQ SUBMITTAL**

The TLCPA is not liable for any cost incurred by any respondents in preparation or presentation of any qualifications.

Offerors are invited to submit five (5) hard copies, along with an electronic copy, of qualification statements to be received no later than Friday, November 13, 2020, at 12:00 p.m. local time, to:

Mrs. Tina Perkins  
Toledo-Lucas County Port Authority  
One Maritime Plaza, 7<sup>th</sup> Floor  
Toledo, OH 43604

**Questions concerning this RFQ must be submitted in writing or via email** to: Mrs. Tina Perkins, Project Administrator ([Tperkins@Toledoport.org](mailto:Tperkins@Toledoport.org)). All questions and answers are public information.

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## ATTACHMENT A



Figure 1. Location map for the Facility 1 Dock Improvements Project.

