

# REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

## CENTRAL LOUISIANA REGIONAL PORT

2023

### **Part 1: Background**

The Central Louisiana Regional Port (CLRP) is requesting a statement of qualifications from engineering firms to provide professional services for various projects that CLRP may consider at the Port site. CLRP actively pursues funding for projects that would provide additional facilities for current tenants, improve existing facilities, or develop a site for new tenants. If selected, an agreement will be executed for each project.

### **Part 2: Scope of Services**

The firm selected through this RFQ process may be tasked to provide any of the usual engineering services including design, drawings, specifications, topo and boundary surveys, inspection, permit assistance, and other services. Many of the projects are funded through the La DOTD Port Priority Program, Louisiana Capital Outlay, Economic Development Administration (EDA), Delta Regional Authority (DRA) and/or the Red River Waterway Commission (RRWC). Accordingly, firms that have previous experience in projects funded by these agencies shall be given strong consideration. The scope of services for each project will be decided at the appropriate time so that an agreement can be executed.

### **Part 3: Firm Qualifications**

Firms to be considered shall be experienced in the development of construction plans and specifications and other documents that conform to La DOTD, Louisiana Capital Outlay, EDA, DRA, RRWC, US Army Corps of Engineers, and Red River, Atchafalaya, and Bayou Bouef Levee Board procedures. Usual areas of expertise are related to roads, drainage, grading, utilities, warehouses, and other civil/site items. Additionally, firms should have experience in marine design for projects like sheet wall piling, revetments, mooring dolphins, conveyor systems. A strong structural background is desirable.

### **Part 4: Submittal of Responses to This RFQ**

Responses to this RFQ shall include the following parts:

1. **General** :
  - a. Name, address, telephone number, e-mail address, and Federal tax identification number of Respondent.
  - b. Name and contact information for the person authorized to contractually obligate the Respondent on behalf of the Respondent.
  
2. **Introduction**:

- a. A brief statement of the Respondent's understanding of the general type of services to be performed.
- b. A confirmation that the Respondent meets the appropriate State licensing requirements to practice in the State of Louisiana.
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years.
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years.
- e. Any other information the Respondent feels appropriate.
- f. The signature of the individual who is authorized by the Respondent to provide information of this nature.

3. **Background and Experience:**

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. List all projects completed by your firm at the Port with a brief description of each.
- c. Provide current information on professional errors and omissions insurance coverage carried by Respondent's firm, including amount of coverage.

4. **Specialized Knowledge:**

- a. Describe the firm's knowledge and experience in the particular types of projects described above.
- b. Describe the firm's knowledge and experience of working with the LADOTD PP Program, Louisiana Capital Outlay, EDA, DRA and the RRWC.

5. **Personnel/Professional Qualifications:**

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Senior Project Manager, (3) Senior Engineer, (4) Mid-level Engineer, (5) Surveyor, (6) Senior CAD designer; who would be assigned to act for Respondent's firm in key management and technical positions to provide the services described in Part 3 above.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, education, and years and type of experience.

**Responses to this Request for Qualifications shall be delivered to the Central Louisiana Regional Port, Attention: Mr. Ben Russo, Executive Director, at 100 River Port Road, Alexandria, LA 71303. Five (5) copies of the firm's submittal shall be provided. In order to be considered, responses must be received not later than 3:00 p.m. on Friday, September 22, 2023.**

Questions about this RFQ may be directed to Mr. Ben Russo at [brusso@clrport.com](mailto:brusso@clrport.com) no later than 12:00, September 13, 2023.

### **Part 5: Evaluation and Selection Criteria**

Responses to this RFQ will be evaluated by CLRP based on the following rating criteria:

1. Professional qualifications necessary for satisfactory performance of required services.
2. Specialized experience and technical competence in the type of work required.
3. Past performance on contracts with the Port.
4. Proximity to the Port, and knowledge of the Port's facilities and mission.

Respondents will be evaluated on the basis of the written materials submitted and verified, according to the following factors:

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| 1. Firm experience with the general types of projects as described in Parts 2 & 3: | Max. 25 Points |
| 2. Previous projects completed for CLRP:   | Max. 40 Points |
| 3. Staff experience for similar projects:  | Max. 25 Points |
| 4. Firm's proximity and knowledge of Port:   | Max. 10 Points |