

PUBLIC NOTICE
REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The Port of South Louisiana has been awarded a grant through the U. S. Economic Development Administration (No. 08-01-05363) for the purpose of constructing an access road and laydown yard. The Port of South LA is interested in procuring the services of an engineering firm to provide planning, design and construction phase including project inspections for this project if it is successfully funded. The procedures for the selection of this firm will be in accordance with the procurement requirements of the U. S. Economic Development Administration Program. All responses received will be evaluated in accordance with the selection criteria and corresponding point system that is identified in the request for qualifications package. That package also identifies the scope of services to be performed by the selected firm. The Port of South Louisiana will award the contract to the respondent obtaining the highest score in the evaluation process. Interested parties are invited to secure a proposal package through Central Auction House (www.centralauctionhouse.com) or at 171 Belle Terre Boulevard, LaPlace, Louisiana 70068. The response to this request must be hand-delivered or mailed to: Port of South Louisiana, Attn: Paul G. Aucoin, 171 Belle Terre Blvd., P.O. Box 909, LaPlace, Louisiana no later than 3:00 PM on Monday, December 14, 2020 in a sealed envelope marked Port of South Louisiana EDA Grant. No. 08-01-05363 Access Road and Laydown.

Responses may also be submitted electronically at www.centralauctionhouse.com

The Port of South Louisiana is an Equal Opportunity Employer. We encourage all small and minority-owned firms and women's business enterprises to apply.

PORT OF SOUTH LOUISIANA
Implementation of Port of South Louisiana EDA Grant. No. 08-01-05363- Public Works

Request for Qualifications
Engineering Services
for
Port of South Louisiana Access Road and Laydown Yard

RESPONSE PACKET

GENERAL INFORMATION

Purpose

The Port of South Louisiana is soliciting proposals from qualified engineering firms (hereinafter referred to as the Engineer) to perform Professional Services for its **Port of South Louisiana EDA Grant. No. 08-01-05363** for the ***Port of South Louisiana Access Road and Laydown Yard***. The selected Engineer will provide engineering services for the construction of an access roadway that will connect the existing paved entrance road at Globalplex to Building No. 71. The roadway will connect to Building No. 71 at both the North and South sides of the building creating a loop. At the North side of the building, the road will continue to the West of the building before terminating. The West side will provide direct access to the open storage laydown yard located adjacent to Building 71.

Submission of Responses

Three (3) hard copies and one CD of the proposal must be submitted to the address located below on or before **3 p.m. local time, Monday, December 14, 2020**. Proposals submitted late will not be considered.

Proposals should be mailed or hand-delivered to:

Mailing and address: Port of South Louisiana

Attn: Paul G. Aucoin

P.O. Box 909

LaPlace, Louisiana 70069-0909

Physical address: 171 Belle Terre Boulevard, LaPlace, Louisiana 70068

Statements must be in a sealed envelope marked **Port of South Louisiana EDA Grant. No. 08-01-05363 Access Road and Laydown**.

Responses may be submitted electronically no later than **3 p.m. local time, on Monday, December 14, 2020**, through Central Auction House (www.centralauctionhouse.com). Electronic copies can only be accepted by submittal through Central Auction House. Electronic copies sent via email will not be accepted.

This packet contains information on qualification requirements of the Engineer, project criteria, and information required to be included in the proposal. Questions regarding the proposal should be directed to Dale Hymel, Chief Operating Officer, at the above address, by phone at 985-652-9278, or by email at dhymel@portsl.com

This Request for Proposals may be canceled at any time, and any and all statements may be rejected in whole or in part as the Port may determine that such actions are in the Port's best interest.

Addendum to the Request for Qualifications

This Request for Proposals shall not be modified in any way except by a written Addendum. Any such written Addendum shall be prepared by the Port and shall be posted to Central Auction House, and an electronic notice will be sent to each Engineer recorded as having received the complete Request for Proposals packet. Any Engineer submitting a proposal must acknowledge the receipt of any and all Addendums in the cover letter of the response to the Request for Proposals.

Evaluation Criteria and Selection Process

Engineers must meet the minimum qualifications and requirements set forth in the Qualifications section of this Request for Proposals.

Engineers meeting the minimum qualifications and requirements will be evaluated on the basis of the following:

1. Professional Expertise, up to 15 points of 60 possible points.

Considerations:

- Educational Attainment;
- Does the firm and its team have the proper credentials to adequately address all elements of the Project;
- Depth of Skills: Is the experience of the firm team sufficient to meet the needs of Port of South Louisiana;
- Technical Awards/Commendations;
- Professional Affiliations;

2. Experience with Economic Development Association Grant Programs, up to 20 points of 60 possible points.

Considerations:

- Number & Type of EDA Projects;
- Knowledge of EDA Grant Program;

3. Experience with this type of construction projects during the past seven calendar years, up to 15 points of 60 possible points.

Considerations:

- Number & Type of Projects completed relevant to this type of project;
- Number of Similar Projects with Other Public Agencies;
- Number of On-Going Similar Projects with Other Public Agencies;
- Number of Public Agencies Similar to Characteristics Unique to Port of South Louisiana;

4. Length of time the firm or project engineer has been in business, up to 10 of 60 possible points:

- Firm clearly states how long in business;

QUALIFICATIONS

The engineer shall be a full-service firm with a very high degree of professionalism and significant expertise with this service.

It is preferred that the Engineer have at least three (3) years' experience in performing Engineering Services for previous Economic Development Association Grant Programs.

Should have an active Dun & Bradstreet (DUNS) number through www.sam.gov.

ENGINEERING SERVICES REQUIRED:

The Engineer should be able to meet all of Port of South Louisiana's needs including but not limited to the following:

- Work with Port staff and Administrator Staff to prepare timely documents for EDA Grant. No. 08-01- 05363;
- Work with port staff and provide engineering and field construction management services for the design and implementation pertaining to the Access Road and Laydown Yard;
- Coordinate with the U. S. Department of Commerce and Southwest Regional Office of the Economic Development Administration;

- Prepare bid specification in conformity to EDA requirements;
- Comply with all grant program mandates and documentation requirements;
- Preparation of preliminary engineering studies and designs/construction plans to be submitted to the Port;
- Advise Port of cost estimate for the project and any cost estimate adjustments, caused by changes in scope, conditions, design requirements or construction costs and furnish a revised cost estimate for the project based on final plans and specifications;
- Furnish four (4) copies of plans and specification and other contract drawings for final review to Port;
- Planning for and assisting Port in procuring information necessary for design. This information may include soil investigations, field surveys, permitting, geotechnical, compiling of owner's records or other special services;
- Advise Port of right of way and on-site requirements necessary for Port to provide in order to complete the project;
- Conduct pre-construction planning for compliance with building codes and coordinate with the planning department for any specialized design issues;
- Supervise construction to ensure that the project is built to approved specifications, time and budget;
- Make project eligibility determinations;
- Develop and submit quarterly progress reports to Port and State;
- Provide in Progress Reviews as required to keep Port informed on project progress; and
- Provide required insurance to Port of South Louisiana if proposal is accepted.
- See Attached for more information

The engineer will be paid the agreed upon and accepted price for engineering services submitted. The fees for basic services is either a fixed price or a cost reimbursement with an agreed maximum. There should be a breakdown of the fee and compensation should be based on completion of specific milestones.

FORM OF PROPOSAL

- Cover letter – Include the name of the contact person for the Engineer. Acknowledge receipt of any Addendums that may be issued by the Port.
- History of the firm – Provide a detailed history of the Engineer's firm, length of business, and prior experience related to this project.
- Project manager and staff background – Provide detailed biographical information on the individual who will manage the Port's project, including education, training, and experience.

- Qualifications – Describe in detail how the Engineering firm meets the requirements of the Qualifications section of this Request for Qualifications.
- Other – Include any other pertinent information that may be used by the Port to evaluate the Engineer’s response.

Port of South Louisiana

Paul G. Aucoin
Executive Director

EDA PART IV- TERMS AND CONDITIONS

1. Termination of Contract. If, through any cause, the Engineer shall fail to fulfill in a timely and proper manner its obligation under this Contract, or if the Engineer shall violate any of the covenants, agreements, or stipulations of this Contract, the Port of South Louisiana shall thereupon have the right to terminate this Contract by giving written notice to the Engineer of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. If the Contract is terminated by the Port of South Louisiana as provided herein, the Engineer will be paid for the time provided and expenses incurred up to the termination date. If the contract is terminated by the Port of South Louisiana as provided herein, all finished or unfinished documents, information or reports prepared by the Engineer under this Contract shall, at the option of the Port of South Louisiana, become its property and the Engineer shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the Engineer shall not be relieved of liability to the Port of South Louisiana for damages sustained by the Port of South Louisiana by virtue of any breach of the Contract by the Engineer, and the Port of South Louisiana may withhold any payments to the Engineer for the purpose of set-off until such time as the exact amount of damages due the Port of South Louisiana from the Engineer is determined.

2. Termination for Convenience of the Port of South Louisiana. the Port of South Louisiana may terminate this Contract at any time by giving at least ten (10) days notice in writing to the Engineer. If the Contract is terminated by the Port of South Louisiana as provided herein, the Engineer will be paid for the time provided and expenses incurred up to the termination date. If this Contract is terminated due to the fault of the Engineer, Paragraph 1 hereof relative to termination shall apply.

3. Changes. the Port of South Louisiana may, from time to time, request changes in the scope of the services of the Engineer to be performed hereunder. Such changes, including any increase or decrease in the amount of the Engineer's compensation which are mutually agreed upon by and between the Port of South Louisiana and the Engineer shall be incorporated in written amendments to this Contract.

4. Personnel

1. The Engineer represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Port of South Louisiana.

2. All of the services required hereunder will be performed by the Engineer or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.

3. None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the Port of South Louisiana. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

5. Assignment of Contract. The Engineer shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Port of South Louisiana thereto: Provided, however, that claims for money by the Engineer from the Port of South Louisiana under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the Port of South Louisiana.

6. Reports and Information. The Engineer, at such times and in such forms as the Port of South Louisiana may require, shall furnish the Port of South Louisiana such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection there with, and any other matters covered by this Contract.

7. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Engineer under this contract are confidential, and the Engineer agrees that they shall not be made available to any individual or organization without the prior written approval of the Port of South Louisiana.

8. Compliance with Local Laws. The Engineer shall comply with applicable laws, ordinances and codes of the State of Louisiana and its local governments.

9. Equal Employment Opportunity. During the performance of this Contract, the Engineer agrees as follows:

1. The Engineer will not discriminate against any employee or applicant for employment because of race, creed, sex, color, handicap, or national origin. The Engineer will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, handicap or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Engineer agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Port of South Louisiana setting forth the provisions of this non-discrimination clause.

2. The Engineer will, in all solicitation or advertisements for employees placed by or on behalf of the Engineer, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, handicap or national origin.

3. The Engineer will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

4. The Engineer will include the provisions 9.1, 9.2, and 9.3 in every subcontract or purchase order unless exempted.

10. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

11. Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

12. Public Works and Economic Development Act of 1965, as amended: The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the U. S. Department of Commerce, Economic Development Administration. For Public Works and Development Facilities under the Public Works and Economic Development Act of 1965, as amended, the award to the Port of South Louisiana, Award Number 08-01-05130, supports the project and effort described herein, which is incorporated into this agreement by reference. Where terms of this agreement differ, the terms of the award shall prevail.

13. Government Performance and Results Act of 1993 (GPRA) Reporting Requirements Performance Measures. The Engineer agrees to report to the Port of South Louisiana on program performance measures and program outcomes in such form and at such intervals as may be prescribed by the EDA, Award Number 08-01-05130, in compliance with the Government Performance and Results Act of 1993. Performance measures and reporting requirements that apply to program activities funded by the Award to the Port of South Louisiana will be provided in a separate GPRA information collection document. EDA will advise the Port of South Louisiana in writing within a reasonable period prior to the time of submission of the reports and in the event that there are any modifications in the performance measures.

14. Interest of Members of the Engineer. No member of the governing body of the Engineer and no other officer, employee, or agent of the Engineer who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract and the Port of South Louisiana shall take appropriate steps to assure compliance.

15. Interest of Other Local Public Officials. No member of the governing body of the Engineer and no other public official of the Engineer, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the Port of South Louisiana shall take appropriate steps to assure compliance.

16. Interest of Firm and Employees. The Engineer covenants that it presently has no interest and shall not acquire interest, direct or indirect, in the project area, study area, site, or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. The Engineer further covenants that in the performance of this Contract, no person having any such interest shall be employed.

17. Records Retention. The EDA, the Comptroller General of the United States, the Inspector General of the Department of Commerce, or any of their duly authorized representatives, shall have access to any documents, books, papers, and records of the Engineer, which are directly pertinent to this EDA Award Number 08-01-05130 for the purpose of making an audit, examination, excerpts, and transcriptions. The Engineer shall maintain all required records for at least three years after the Port of South Louisiana makes final payment and all pending matters are closed.

18. Reporting. Engineer shall submit reports as necessary but at least quarterly that describe the general progress of the job and any problems or factors contributing to delays.