

**ALABAMA STATE PORT AUTHORITY**

**REQUEST FOR PROPOSAL**



**PROFESSIONAL SERVICE CONTRACT**

**PIER B SOUTH REHABILITATION**

**RFQ Number: ASPA-TS-2018-02**

**MARCH 2018**

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
ENGINEER DESIGN & CONSTRUCTION ADMINISTRATION SERVICES  
PIER B SOUTH REHABILITATION  
INFORMATION AND INSTRUCTIONS TO ARCHITECT / ENGINEERS**

**1.0 GENERAL INFORMATION**

1.1 The Alabama State Port Authority (ASPA) intends to procure a qualified Engineer (A/E) to provide project management, engineering design, cost estimating, permit application preparation, and construction administration and inspection services for the Pier B South Rehabilitation Project (Project). The estimated construction cost is \$7,000,000 to 10,000,000. This RFQ is the first step in the process of selection of a qualified firm. Up to five (5) firms will be selected, based on qualifications, to submit Technical and Fee Proposals for the Project.

1.2 The Statement of Qualifications (SOQ) must be submitted as outlined in Section 4 at the date and time described therein.

1.3 Questions and inquiries pertaining to the selection process should be directed to Josh Bell at [jjbell@asdd.com](mailto:jjbell@asdd.com) by the date indicated in Section 5.

1.4 ASPA shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be posted on the website [www.asdd.com](http://www.asdd.com).

1.5 ASPA reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

1.6 A pre-submittal conference and site tour for the Project will be held on the date indicated in Section 5 at the time and location specified therein. ASPA staff will discuss the scope of work, general contract issues and respond to questions from the attendees. Because staff will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference, attendance at this pre-submittal conference is highly recommended.

1.7 The **Pier B South Rehabilitation** project consists of upgrading and updating the existing pier structure. The existing pier structure was constructed in 1925 and is located at the ASPA Main Docks Facility in Mobile, AL. The upgraded pier will maintain an identical footprint as the existing pier (approx. 135,000 SF). The upgraded pier structure will include an increased structural loading capacity. The upgraded of ancillary items such as fender systems, utilities, rail facilities, etc. is included.

1.8 The A/E will be selected on the basis of demonstrated competence and qualification for the type of services required without regard to fee, and thereafter ASPA will negotiate a contract for the design and construction administration services at a fair and reasonable fee with the best qualified firm, within the ASPA Board of Directors approved amount.

1.9 The A/E will be an integral member of the Project Team, consisting of the A/E, Contractor, representatives from ASPA, and other consultants as required.

**2.0 ANTICIPATED SCOPE OF WORK**

After being selected, the A/E will execute a contract with ASPA to provide project management, site exploration, alternative design studies, detailed design, plans preparation, cost estimating, construction administration, and construction inspection services for the Project. The scope of services may include the following disciplines: marine, structural, civil, geotechnical, mechanical, electrical, and environmental. The list provided in this section is not intended to be all inclusive. The final Scope of Work will be negotiated with the Firm selected for the work.

**3.0 STATEMENT OF QUALIFICATIONS SELECTION CRITERIA**

3.1 The A/E will be selected through a qualification-based selection process. Firms interested in providing design and construction administration services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

3.2 Cover Letter (1-page) containing at a minimum: Company name, contact name, address, fax number, and email address

3.3 SOQ Submission Verification

**THIS PAGE MUST BE INCLUDED AS THE LAST PAGE OF YOUR SUBMISSION**

By signature below I verify that I have read and understand this request for qualifications, including:

- SECTION 1.8 – willingness to perform all work within the ASPA Board of Directors approved fee
- SECTION 3.4.6 –willingness to sign ASPA’s standard form agreement
- SECTION 5.2 –timely execution of the contract
- Confirmed number of Addenda issued: \_\_\_\_\_

I hereby submit these qualifications for consideration.

SUBMITTING FIRM:

FIRM NAME: \_\_\_\_\_

SIGNATURE OF PRINCIPAL: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

3.4 Qualifications Criteria

3.4.1 General Information (2 pages max. including Organization Chart)

- Description of firm/team including sub consultants
- Legal company organization
- Organization Chart with names (1 page max.)

3.4.2 Relevant Firm Experience ( 30 points) (4 pages max.)

- a. Applicant's overall reputation, service capabilities and quality as it relates to this project.
- b. List and briefly describe 3-5 comparable projects completed by your firm or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include: contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number, and email address.
- c. A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
- d. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- e. Applicant's capacity and intent to proceed without delay if selected for this work.

3.4.3 Team Experience & Qualifications ( 30 points) (10 pages max.)

- a. Describe each team member's position within the firm. Provide resumes of each proposed team member attached as Appendix A to the SOQ. List professional continuing education relevant to this project.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.
- d. Identify proposed sub consultants

3.4.4 Project Understanding and Approach ( 15 points) (2 pages max.)

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.

3.4.5 Approach to Project Management ( 15 points) (1 page max.)

- a. Describe your firm's project management approach and team organization during programming, design and construction phases.

- b. Describe systems used for planning, scheduling, estimating and managing design and construction services.
- c. Describe the firm's experience on quality assurance and dispute resolution.

3.4.6 Other Factors (10 points) (1 page max.)

- a. Current workload and ability to proceed promptly.
- b. Willingness to abide by ASPA's standard form Agreement.
- c. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- d. Relevant factors impacting the quality and value of work.

#### **4.0 SUBMITTAL REQUIREMENTS**

4.1 The SOQ shall include a one (1) page cover letter, a one (1) page table of contents and a maximum of 20 pages to address the SOQ criteria specified in Section 3, for a maximum of 22 pages excluding Resumes. Resumes for each key team member shall be limited to no more than one (1) page and shall be attached as Appendix A. The Section 3.3 SOQ Submission Verification page does not count towards the total page count.

4.2 **One electronic PDF copy on a CD and one hard copy of the Statement of Qualifications with Appendix A must be submitted by the date and in the location indicated in Section 5 below.** The name of the firm must be included in the title of the submittal.

4.3 Failure to comply with the following criteria may be grounds for disqualifications:

- Receipt of submittal past the specified cut-off date and time to the specified location/address.
- Adherence to maximum page requirements.

4.4 Adherence to the maximum page criteria is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

#### **5.0 SELECTION PROCESS AND SCHEDULE**

5.1 A minimum 3-member Project Evaluation Board will evaluate each Statement of Qualifications (SOQ) according to the above criteria, as well as past performance evaluations, and select three to five finalists that will be Short Listed for the project. A Request for Proposals (RFP) containing a more detailed scope of work will be sent to these Short List firms.

Proposal guidelines, requirements, ranking criteria, and a detailed scope of work will be included in ASPA's Request for Proposal.

The Short List firms will meet with the Project Evaluation Board for interviews. The purpose of the interview will be to expand on the information provided in the Proposal, not to repeat information already provided. Those firms selected for the Short List will be provided additional instruction by ASPA. Those firms not selected for further consideration will be notified.

5.2 The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting date.

**Pre-submittal conference:** March 21, 2018 at 10:00 AM in the Killian Room of the International Trade Center at 250 N. Water Street, Mobile, Alabama.

**Deadline for inquiries:** March 23, 2018 at 5:00 PM

**RFQ Submittal Deadline:** March 30, 2018

- Submittal Information
  - The SOQ shall be submitted in a sealed container that is plainly marked "STATEMENT OF QUALIFICATIONS FOR RFQ ASPA-TS-2018-02 PIER B SOUTH REHABILITATION" and bear the name of the prime provider.
  - The SOQ package must be submitted to the ASPA Technical Services Division **no later than 5:00 PM on March 30, 2018.**
  - Submissions made by regular mail may be sent to  
Alabama State Port Authority  
Attn: Josh Bell, P.E., Facilities Engineer  
P.O. Box 1588  
Mobile, AL 36633
  - Submissions made by express mail or hand delivery:  
Alabama State Port Authority  
Attn: Josh Bell, P.E., Facilities Engineer  
1400 Alabama State Docks Boulevard, Suite 216  
Mobile, AL 36602  
(251) 441-7205

Notification of Short List Selection /Non-selection: April 6, 2018

RFP Issued to Short Listed Firms: April 9, 2018

Proposal Submittal Deadline: April 27, 2018

Interviews with Selection Team: Week of May 6, 2018

Notification of Intent to Award Professional Services Contract: May 18, 2018

- Note that the contract must be signed within 10 days of the issuance of the Intent to Award Professional Services Contract.