REQUEST FOR QUALIFICATIONS:
PORT INFRASTRUCTURE
ENGINEERING SERVICES

February 27, 2023

Detroit/Wayne County Port Authority
130 E. Atwater Street
Detroit, MI 48226
313-259-5091
PURPOSE

The Detroit/Wayne County Port Authority (the “Port Authority”) is engaged in developing marine transport services and facilities to benefit the economic vitality of the City of Detroit, Wayne County and the State of Michigan.

To carry out its mission, the Port Authority has applied, and will continue to apply, for federal, state and privately funded programs that provide funding for port infrastructure improvements. Many of these programs encourage the collaboration between the Port Authority and privately owned terminals, like those within the Port of Detroit. One such program, the Port Infrastructure Development Program (“PIDP”), administered by the Marine Administration of the United States Department of Transportation (“MARAD”), provides federal funding for port infrastructure projects. See https://www.maritime.dot.gov/PIDPgrants. The Port Authority has been awarded $16.05 million in PIDP funding to provide capital improvements at a privately-owned and operated terminal on the Detroit River. The Port Authority intends to seek additional federal and state grants on its own behalf and in collaboration with other terminal operators in the coming years.

In compliance with federal, state and its own procurement standards, the Port Authority is soliciting qualifications from interested engineering consultants and firms to provide Engineering services in support of rehabilitation and expansion projects at terminals operating in the Port of Detroit district, including the Port Authority’s current grant and future grants under the PIDP and other federal and state programs.

Contracts for these services may be in one of two forms: 1) a contract(s) between the Port Authority and the selected firm(s); or 2) a contract between the selected firm(s) and a terminal owner collaborating with the Port Authority on federal, state or privately funded grant programs. In each case the contract will be a Master Service Agreement (MSA) with individual work orders issued by the Port Authority or the terminal owner. Work Orders will have defined task duration, specifications and deliverables.

PORT OF DETROIT

The Port of Detroit consists of the marine terminals operating on the navigable portions of the Rouge River and approximately 32 miles along the Detroit River. Approximately 22 privately owned cargo terminals and the Port Authority’s public general cargo dock currently operate within the Port of Detroit. The range of cargo consists of bulk materials (cement, salt, road-building materials), liquids (petroleum, chemicals and other fuels), steel, coil, heavy equipment and project cargo. Some of the terminals are operated by manufacturers who receive raw materials that are then put into production at the same site. The approximate land area covered by the Port of Detroit that remains in use is over 1,000 acres.

SCOPE AND DELIVERABLES

The Port Authority encourages qualified firms individuals and firms to review this Request for Qualifications (“RFQ”) and present proposals responsive to this request, including the request for
alternative approaches. Below is a description of the scope of work and deliverables sought by The Port Authority. The work under the MSA may entail, but is not necessarily limited to the following list of services:

A. PRECONSTRUCTION, STUDIES, AND INVESTIGATIONS
   • Planning
     • Marine Terminal Infrastructure Planning
     • Brownfields Redevelopment Planning
     • Disposal Siting / Planning
     • Dredging
     • Building & Infrastructure Planning
   • Studies and Investigations
     • Bathymetric Surveys
     • GPS Surveys (Land & Marine)
     • Geophysical Studies (Land & Marine)
     • Professional Land Surveying Services
     • Geotechnical Investigations
     • Environmental Investigations
     • Load Ratings
     • Value-Added Engineering

B. DESIGN AND PERMITTING
   • Design
     • Evaluate Study Data and Complete Technical Designs
     • Develop Contract Drawings and Bid Documents
     • Coordination for Bid Solicitation and Award
     • Environmental Remediation
     • Stormwater Systems
   • Per Permitting
     • Marine Project Permitting
     • Contaminated Site Redevelopment Permitting
     • Dredge Project Permitting

C. CONSTRUCTION OVERSIGHT AND ADMINISTRATION
   • Minority Participation and Community Outreach
   • As-built Plans & Surveys
   • Construction Contract Closeout & Closeout Reports
   • Project Closeout (including Permit Compliance Certifications, Reports, etc.)
   • Monitor Reports

D. GRANTS
   • Identification of federal, state and local funding opportunities
   • Grant writing
   • Grant administration and compliance support
RFP PROCESS AND REQUIREMENTS

1. **Open RFQ.** This RFQ is open to any qualified individual or firm with experience in providing engineering services for marine transportation services; developing port terminals and multi-modal transportation facilities; developing feasibility analyses; construction of port and harbor facilities, including docks, seawalls and landside terminal facilities; and skills relevant to achieving the objectives of the Scope of Work.

2. The PIDP and other grant programs require that all procurement for materials and services be undertaken in compliance with federal procurement standards set forth in 2 CFR Sections 200.317 thru 200.327, which, among other things, require competitive processes, prohibition of conflicts of interest, non-discrimination, equal opportunity, and the inclusion of certain provisions in the award of contracts, as provided in Appendix II to 2 CFR part 200. Such regulations also encourage the contracting with small and minority businesses and women's business enterprises. The Port Authority incorporates by reference all of the requirements in 2 CFR Sections 200.317 thru 200.327 and Appendix II to 2 CFE Part 200.

3. **Schedule and Submission.** Proposals in response to the RFQ are due no later than 4 p.m. EST, March 20, 2023. Please submit only ELECTRONIC responses to the following email address: t.jackson@portdetroit.com.

4. **Submission.** Each submission should include the following sections:
   a. **A Statement of Intent** focusing on a description of the consultant/firm’s organizational structure, size, capabilities, special qualifications, and qualifications of key personnel promoted by the consultant as being particularly suited for undertaking and executing projects contemplated under the MSA Work Orders.
   b. **Credentials and Key Experience** of personnel employed by the consultant that will be used to substantiate the consultant’s qualifications for performing and delivery of the work contemplated herein. Identify staff members (as applicable), in the job classifications of: (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Mid-level Engineer, (5) Junior Engineer (6) Surveyor, (7) Engineer interns (8) Senior CAD technician, (9) CAD technician, and (10) Engineering technician; who would be assigned to act for Respondent’s firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
   c. **A Qualifying Projects List** from the consultant should be carefully selected from the consultant’s most recent project history and should demonstrate relevant experience to marine and port infrastructure projects. This list shall include relevant current and completed projects, including Marine Terminal projects undertaken within the past five (5) years. Specific experience with Marine Terminal projects funded by MARAD is strongly preferred and should be clearly demonstrated and outlined in the projects presented.
   d. **A Client Reference List** with contact person names, addresses, telephone numbers, and a brief project description for completed work within the last five (5) years.
   e. **Demonstrate an understanding of the Scope of Services** contemplated within the MSA and should reflect the proposer's ability to perform the work requested.
f. **Demonstrate the consultant’s extensive experience** with relevant federal, state, and local requirements for funding, reimbursement, permitting and other requirements.

g. **Pricing Sheet** that includes average hourly rates for:
   i) Conceptual Design work
   ii) Technical Specifications and Permitting
   iii) Construction Project Management

h. **Engagement Agreement.** Submit your proposed professional services agreement.

i. **Primary Contact Person.** Provide full contact information for the primary contact person for your firm.

4) **Evaluation Criteria:** The Qualification Packages will be evaluated for each of the following criteria:
   a. Knowledge, experience, and capability of the key personnel identified to perform work.
   b. Demonstration of Firm’s knowledge pertaining to the services included in the MSA.
   c. Demonstration of Firm’s capability to provide the types of services included in the MSA.
   d. Demonstration of Firm’s ability to meet the Port Authority’s and its partners’ goals and objectives.

5) **No Contact During RFQ Period.** Potential responders to this RFQ are cautioned not to communicate with Board Members or employees of the Port Authority during the pendency of this RFQ until an award is made. Violations of this requirement could result in disqualification of the firm or individual involved.

6) **Questions** regarding the RFQ should be directed to Mark Schrupp, Executive Director via email: mschrupp@portdetroit.com, using “Engineering RFQ” in the subject line. No calls please.