

ALABAMA STATE PORT AUTHORITY

***Professional Services Contract
Request for Qualifications and Proposals***



***On-Call Services for Engineering,
Planning and Program Management***

RFP Number: ASPA-TS-2022-01

December 2021

**Professional Service Contract
Request for Qualifications and Proposals
Alabama State Port Authority
RFP Number: *ASPA-TS-2022-01*
ON-CALL SERVICES FOR ENGINEERING,
PLANNING AND PROGRAM MANAGEMENT**

1.0 INTRODUCTION

The Technical Services Division on behalf of the Alabama State Port Authority (ASPA) will receive sealed proposals from Qualified Engineering Consultants to provide professional services for “as needed” Engineering, Planning and Program Management services. Services may include project/program management, staff augmentation, engineering studies, planning, grant application support, engineering design, environmental services, preparation of RFP’s and bid documents for contractor services, construction management and other technical support as required. These will be outlined in more detail in **Section 3.1 – “Scope of Services”** of this solicitation.

Details on the requirements of the Request for Proposals and Qualifications (RFP) and the criteria for selection will be described in more detail in subsequent sections of this document. All respondents must meet all requirements to practice engineering in the State of Alabama. All times noted within this document are local times. Any requests for information must be given in written form. No verbal inquiries will be recognized.

It is anticipated that multiple contracts may be awarded under this solicitation. Respondents are **HIGHLY** encouraged to focus on their strongest capabilities, particularly within their local offices, rather than attempting to present a response that encompasses every expected type of service described in this solicitation.

Services will be performed under individual task orders on an “as-needed basis”. The task order will consist of a narrative description of the task, detailed scope of work to complete the task and detailed cost estimate for completion of the scope of the task along with any supporting information for the scope and task. The task order is to be performed on a time and materials fee basis, not to exceed the estimated cost.

To facilitate the review and award of a contract, the Request for Qualifications and Request for Proposals is combined into one step, hereafter referred to as Request for Proposals (RFP).

Consultants selected under this solicitation that provided planning, grant application or engineering services related to grant applications are hereby notified that they may be barred from performing additional work funded by grants in which the firm provided grant planning and application support.

2.0 STATEMENT OF NEEDS

The Alabama State Port Authority seeks to obtain these services in order improve its capital improvement program planning, to better position itself to compete for future infrastructure funding opportunities and to reduce the time and cost for advertising and awarding professional services contracts. As stated previously, it is anticipated that the Alabama State Port Authority may award multiple contracts under this solicitation based on individual respondent's strengths and experience in a particular area. Examples of broad areas of need include:

- Marine Terminal engineering and planning including wharf design and container and bulk crane engineering and specification.
- Railway planning and engineering including yard and track layout and design, rail system optimization and intermodal container transfer terminal planning and engineering.
- Engineering services related to port logistics planning and optimization and funding support including preparation of master plans, grant applications and associated benefit cost-analyses.
- Environmental planning and engineering services including permitting, NEPA support, environmental due diligence assessments, wetland delineation and mitigation planning and other technical support related to environmental requirements.

These are only examples of possible broad areas and how they may be subdivided for contract award. It is provided for information only to assist respondents in focusing on their respective areas of strength in their response. All firms should include the necessary services such as geotechnical, land surveying, cost estimating, etc. needed to complete the types of tasks described herein.

Contracts awarded under this solicitation will be for an initial one (1) year term with up to four (4) annual renewals for a total of up to five (5) years. Annual renewals will be contingent upon satisfactory performance and stability of hourly rates.

3.0 GENERAL INFORMATION

The Alabama State Port Authority (ASPA) intends to procure one or more, but no more than three, qualified Engineering firms (A/E) to support the engineering activities for ASPA. The selected firm(s) will work under an "on-call" contract which will be utilized as needed. The yearly contract will be set at \$200,000 but may be adjusted based on need. Selection for this contract does not guarantee any minimum services for the selected respondent(s).

3.1 Respondent's Scope of Work

Professional engineering services for multiple specific task orders issued as a need arises. The disciplines of work are wide ranging and briefly explained below. It is understood that not all respondents will have experience in every area described and those respondents are encouraged to submit as well. Sub consultant work under these contracts shall be kept to a minimum. As such, prime firms submitting are discouraged from constructing teams that fall within all of the parameters listed in this section. Examples of the potential work disciplines include, but are not limited to:

- **Structural** – Including but not limited to piers, wharves, buildings, bridges, and all types of cranes including large gantry cranes.
- **Mechanical** – Including but not limited to HVAC systems, plumbing, and pumping systems.
- **Material Handling** – Primarily focused on the McDuffie Coal Terminal and the knowledge of conveyor systems, material handling chutes, and the related power transmission systems.
- **Civil** – Site design and drainage systems.
- **Geotechnical**
- **Rail** – Knowledge of rail systems, rail yards, and the geometry of rail tracks.
- **Environmental** – Including, but not limited to permitting, National Environmental Policy Act (NEPA), site remediation, and compliance
- **Buildings** – In addition to the structural item previously stated, knowledge of components of buildings such as roofs.
- **Electrical**
- **Dredging and Dredge Material Management**

Some of the tasks anticipated under these disciplines are as follows:

- **Overall project management, potentially of multi-faceted projects.**
- **Design**
- **Plans and Specifications Development**
- **Condition Inspections**
- **Damage Assessment**
- **Provide Technical Support for ASPA Engineers and Project Managers.**
- **Support after Catastrophic Events such as Hurricanes** – Including damage assessments, support with insurance and FEMA claims, and project management.
- **Grant Application Preparation and Support including Benefit -Cost Analysis**

3.2 Procurement

ASPA will use a combination one step RFP/RFQ selection process for this Service Contract.

The Agreement will be treated as a Yearly Service Contract with four (4) possible annual renewals (maximum 5 year total duration). The initial value for each annual service period will be \$200,000.

3.3 Federal and State of Alabama Requirements

- a. U.S. Coast Guard regulation 33 CFR 101.514 designates certain areas of the ASPA as a Restricted Facility and requires compliance with our Access Policy found in its entirety at http://www.asdd.com/portaccess_policy.htm. The ASPA Access Policy requires all persons requesting temporary access to these restricted areas to obtain and display an ASPA issued photo ID badge or visitor badge at all times when accessing or working in these areas. In order to obtain an ASPA credential, applicants must also obtain a Transportation Worker Identification Credential (TWIC) and undergo mandatory Security Awareness Training. Information on the TWIC can be found at http://www.asdd.com/portaccess_twicregs.html. Information on the Security Awareness Training classes and scheduling can be found at http://www.asdd.com/portaccess_securitytraining.html.

- b. Federal Railroad Administration safety requirements of Title 49, Part 214 of the Code of Federal Regulations (CFR) will be applicable when accessing an area within 25 feet of an active track center line. CFR requirements may be found at http://www.access.gpo.gov/nara/cfr/waisidx/02/49cfr214_02.html.
- c. Beason-Hammon Alabama Taxpayer & Citizen Protection Act is applicable to any business entity contracting with the Alabama State Port Authority. The E-Verify website link is provided for convenience: <http://www.dhs.gov/files/programs/gc1185221678150.shtm>.

3.4 Schedule

ASPA currently anticipates conducting this procurement in accordance with the following list of milestones. This schedule is subject to revision and ASPA reserves the right to modify this schedule as it finds necessary, at its sole discretion.

- Advertise RFP: January 7, 2022
- Deadline to submit questions: January 28, 2022
- ASPA Response to questions: February 2, 2022
- RFP Submission: February 9, 2022
- Short List Interview Date (If required): February 21, 2022
- Notification of Intent to Award Date: February 25, 2022
- Year 1 Commencement Date (NTP): April 1, 2022
- Year 1 Expiration Date: March 31, 2023

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

3.5 ASPA's Point of Contact

ASPA's sole point of contact (POC) for matters related to the RFP shall be Marcus Coleman, P.E., Facilities Engineer. ASPA's POC is the only individual authorized to discuss the RFP with any interested parties, including Respondents. All communications with POC about this RFP shall be in writing addressed as follows.

Alabama State Port Authority
Attn: Marcus Coleman, P.E., Facilities Engineer
P.O. Box 1588
Mobile, AL 36633
Phone: 251-441-7260
Email: Marcus.Coleman@alports.com

ASPA disclaims the accuracy of information derived from any source other than POC, and the use of any such information is at the sole risk of the Respondent.

3.6 Acknowledgement of Receipt of RFP Revisions, and/or Addenda

Respondent shall provide to ASPA the Acknowledgement of Revisions and/or Addenda set forth as Attachment 2.6, signed by the Respondent's Principal Officer with the submission of the RFP package.

4.0 CONTENTS OF RFP SUBMISSION PACKAGE

4.1 General

Responses to this RFP will be used to select up to three firms to provide professional services as described herein related to Engineering, Planning and Program Management. The Proposal submitted shall consist of two (2) separate components; a Statement of Qualifications (SOQ) and a Rate Schedule. Details for the submittal are described in the following subsections of this solicitation.

Written proposals will be evaluated by a selection committee of three to five Port Authority employees. Members of the selection committee will independently review each of the proposals and score it using the criteria in Section 4.4.

In order to be considered for selection, Respondents must submit a complete RFP proposal. A complete RFP proposal must include all of the items listed herein.

4.2 Contents of Proposal

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

4.2.2 SOQ Submission Verification (**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:

- Willingness to perform all work within the ASPA Board of Directors approved fee
- Willingness to sign ASPA's standard form agreement
- Timely execution of the contract
- Confirmed number of Addenda issued: _____

I hereby submit these qualifications for consideration.

SUBMITTING FIRM NAME: _____

SIGNATURE OF PRINCIPAL: _____

PRINTED NAME OF PRINCIPAL: _____

DATE: _____

4.2.3 The Respondent shall prepare a Statement of Qualifications (SOQ) document and place it in a separate sealed envelope within the submission package. 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 specific information that will demonstrate the qualifications and experience required by this RFP, for a maximum of 22 pages excluding Resumes and required forms. Resumes for each key team member shall be limited to no more than one (1) page and shall be attached as Appendix A. The SOQ Submission Verification page does not count towards the total page count.

4.2.4 The Respondent should provide sufficient information to enable ASPA to understand and evaluate the Respondent's staff and experience. This should include personnel resumes and relevant projects using the Personnel Resume Form attached hereto as Attachment 3.2.4.

4.3 Rate Schedule

The Respondents shall prepare a detailed hourly rate schedule for the proposed professional services and typical indirect expenses. The rate schedule is to include the hourly rates, mileage rates, reimbursable expenses, markup of indirect costs and other costs desired to be billable items. The rate schedule shall include all team members and any sub-consultants anticipated to be used. The mark-up on sub-consultants will be limited to 5%.

One copy of the Rate Schedule shall be placed in a separate sealed envelope within the submission package. Only the Rate Schedule of the firm(s) selected for contract award will be opened and reviewed. The non-selected firms' Rate Schedules will be returned to them as sealed and unopened.

4.4 Selection Criteria

The ASPA Evaluation Committee will select "qualified" Respondents based upon the SOQ documents. Qualified Respondents may be invited to provide a presentation to the Evaluation Committee.

The evaluation system is as follows:

- Knowledge & Experience on the Potential Tasks- 250 points
- Professional Qualifications - 200 points
- Capacity to Perform the Work – 150 points
- Past Performance Record – 150 points
- Geographic Location - 150 points
- Knowledge of Facilities - 100 points
- TOTAL – 1000 points

5.0 RFP SUBMISSION PACKAGE SUBMITTAL REQUIREMENTS

5.1 Due Date, Time and Location

All submissions, including hand-delivered packages, US Postal Service express mail, or private delivery service must be delivered to the following individual at the following address by 3:00 p.m. CDT on February 9, 2022. Respondents shall furnish four (4) hardcopies and one (1) electronic copy on a CD or USB drive in their submission package.

Alabama State Port Authority
Attn: Marcus Coleman, P.E., Facilities Engineer
1400 Alabama State Docks Boulevard, Suite 216
Mobile, AL 36602
(251) 441-7260

Neither fax nor email submissions will be accepted. Respondents are responsible for effective delivery by the above deadline, and late submissions will be rejected without opening and returned to the sender. ASPA accepts no responsibility for misdirected or lost proposals.

5.2 Format

A sealed parcel containing the Statement of Qualifications and the Rate Schedule envelopes shall be submitted on the due date and time. The parcel shall be clearly marked to identify the RFP and to identify the contents.

6.0 QUESTIONS AND CLARIFICATIONS

All questions and requests for clarifications regarding this RFP shall be submitted to ASPA's POC in electronic format (submission by email) by the deadline set forth in Section 3.4. No requests for additional information, clarification or any other communication should be directed to any other individual. No oral requests for information will be accepted.

ASPA's responses to questions for clarification shall be in writing, and may be accomplished by an Addendum to this RFP. ASPA will not be bound by any oral communications, or written interpretations or clarifications that are not issued in writing or set forth in an Addendum.

7.0 EVALUATION OF THE RFP SUBMISSION PACKAGE

ASPA will evaluate the submissions by virtue of scoring the Statement of Qualifications package using the selection criteria point system in Section 4.4.

ASPA may elect to interview any of the firms submitting prior to making a final selection. The interview will be an opportunity to present and discuss their "Proposal" with the ASPA Evaluation Committee. This potential interview should not be considered a marketing opportunity but will focus on the team members that will be performing the work for the task orders. Interviews will be limited to one (1) hour of question-and-answer discussion.

The winning respondent(s) will be selected on the basis of demonstrated competence and qualification for the type of services required without regard to fee. After selection of the "Most Qualified" respondent(s), an initial review, discussion and final negotiation of the Rate Schedule will be conducted. Failure to arrive at an acceptable cost for the services will result in rejection of the Proposer and commencement of contract discussion with the next highest ranked Respondent. At conclusion, the Rate Schedule will be submitted to the ASPA Board of Directors for approval.

8.0 RIGHTS AND OBLIGATIONS OF ASPA

In connection with this procurement, ASPA reserves to itself all rights (which rights shall be exercisable by ASPA in its sole discretion) available to it under applicable law, including without limitation, the following, with or without cause and with or without notice:

- The right to cancel, withdraw, postpone or extend this RFP without incurring any obligations or liabilities.
 - The right to modify all dates set or projected in this RFP.
 - The right to suspend and terminate the procurement process for this RFP at any time.
 - The right to issue addenda, supplements and modifications to this RFP.
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- The right to respond to all, some, or none of the inquiries, questions and/or requests for clarification received relative to this RFP.

ASPA assumes no obligations, responsibilities, and liabilities to reimburse all or part of the costs incurred or alleged to have incurred by parties considering a response to and/or responding to the RFP. All costs shall be borne solely by each Respondent.

9.0 ADMINISTRATIVE REQUIREMENTS

All Respondents shall comply with the following:

- Licensed to practice engineering in accordance with the provisions of Alabama Law and the State Board of Registration for Professional Engineers.
- State of Alabama restrictions upon former employees soliciting, performing work and or contracting projects with the State and ASPA.
- Beason-Hammon Alabama Taxpayer and Citizen Protection Act.

ASPA does not discriminate against a Respondent because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

10.0 INSURANCE

The Respondent to whom this contract is awarded will be required to furnish insurance in accordance with Attachment 9.0.

11.0 ATTACHMENTS

The following attachments are specifically made a part of, and incorporated by reference into, this RFP:

- ATTACHMENT 2.6 - ACKNOWLEDGEMENT OF REVISIONS
 - ATTACHMENT 3.2.4 - PERSONNEL RESUME FORM
 - ATTACHMENT 6.0 - SAMPLE SOQ SCORE SHEET
 - ATTACHMENT 9.0 - INSURANCE REQUIREMENTS
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ATTACHMENT 2.6

ALABAMA STATE PORT AUTHORITY

RFP NO.: ASPA-TS-2022-01

PROJECT: On-Call Services for Engineering, Planning and Program Management

ACKNOWLEDGEMENT OF REVISION AND/OR ADDENDA

By signing this Attachment 2.6, the undersigned bidder acknowledges receipt of the following revisions and/or addenda to the RFQ for the above designated project which were issued under cover letter(s) of the date(s) shown hereon:

1. Addendum Number _____

2. Addendum Number _____

3. Addendum Number _____

4. Addendum Number _____

Signature

Date

ATTACHMENT 3.2.4

PERSONNEL RESUME FORM

Brief Resume Personnel anticipated for the Project.
a. Name & Title:
b. Task Assignment:
c. Name of Firm with which you are now associated:
d. Years experience: With this firm____ Years With Other Firms____ Years Please list chronologically (most recent experience first) your employment history, position and general experience or fields of practice for the last three (3) years.
e. Education: Name & Location of Institution(s)/Degree(s)/Year/Specialization:
f. Active Registration: Discipline/Registration #:
g. Document the extent and depth of your relevant experience and qualifications. 1. Note your specific responsibilities and authorities for each assignment, not those of the firm. 2. Note whether experience is with current firm or with other firm. 3. Provide beginning and end dates for each assignment. (List at least three (3), but no more than five (5) relevant projects for which you have performed a similar function.)

ATTACHMENT 6.0 - SAMPLE SOQ SCORE SHEET

ASPA-TS-2022-01

ON-CALL SERVICES FOR ENGINEERING, PLANNING AND PROGRAM MANAGEMENT

CRITERIA	TO BE RATED	Maximum Points	Respondent 1	Respondent 2	Respondent 3	Respondent 4
1. Knowledge & Experience on the Potential Tasks	The firm/team knowledge and experience of the variety of Contract Services	250				
2. Professional Qualifications	The qualifications of firm members expected to participate on this Contract including relevant experience, technical experience, and professional registration	200				
3. Capacity to Perform the Work (Multiple Disciplines)	The overall availability and adequacy, in both number and quality, of the firm/team to perform the proposed Contract services	150				
4. Past Performance Record	The past performance of the firm/team on projects or tasks that are relevant to the Contract services	150				
5. Geographic Location	The geographic location and Ability for Timely Response of the firm and/or team members relative to the ASPA facilities in Mobile, Alabama	150				
6. Knowledge of Facilities	The firm/team knowledge of the various facilities, equipment, structures and operations relative to the Contract services	100				
Maximum Total Points		1000				
Ranking by Score						

ALABAMA STATE PORT AUTHORITY **INSURANCE REQUIREMENTS FOR CONTRACT WORK**

INDEMNIFICATION

The Contractor shall assume all liability for and shall indemnify and save harmless the State of Alabama and the Alabama State Port Authority, doing business as Alabama State Docks (ASD), and its officers and employees from all damages and liability for injury to any person or persons, and injury to or destruction of property, including the loss of use thereof, by reason of an accident or occurrence arising from operations under the contract, whether such operations are performed by himself or by any subcontractor or by anyone directly or indirectly employed by either of them occurring on or about the premises, or the ways and means adjacent during the term of the contract, or any extension thereof, and shall also assume the liability for injury and/or damages to adjacent or neighboring property by reason of work done under the contract.

INSURANCE REQUIREMENTS

The Contractor shall not commence work under the contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by ASD, nor shall the Contractor allow any subcontractor to commence work until all similar applicable insurance has been obtained by the subcontractor or the Contractor has provided coverage for the subcontractor. The Contractor shall provide, at his expense, insurance in accordance with the following:

General Requirements (applicable to all policies) (Required for this project if contractor is on property)

All policies of insurance must be written with companies acceptable to ASD. The Contractor shall furnish to ASD certificates of insurance, signed by the licensed agent evidencing required coverages. ASD reserves the right to require certified copies of any and all policies. Each policy of insurance shall provide, either in body of the policy or by endorsement, that such policy cannot be substantially altered or cancelled without thirty (30) days' written notice to ASD and to the insured. *Except for Workers Compensation, said policies will identify Alabama State Port Authority, its officers, officials, agents, servants and employees as Primary and Non-contributory Additional Insureds in connection with work performed for, on behalf of, or on the property of ASD, including a waiver of all rights of subrogation.*

General Liability (Required for this project)

The Contractor shall take out and maintain during the life of the contract Commercial General Liability insurance, including Blanket Contractual and Completed Operations coverages, in an amount not less than \$2,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

Automobile Liability (Required for this project)

The Contractor shall take out and maintain during the life of the contract Business Automobile Liability insurance covering any auto in an amount not less than \$1,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

Workers Compensation (Required for this project)

The Contractor shall take out and maintain during the life of the contract Workers Compensation and Employers Liability insurance providing coverage under the Alabama Workers Compensation Act in an amount not less than that required by Alabama law.

Where applicable, Contractor shall take out and maintain during the life of the contract insurance providing coverage as required by Federal statute, including but not limited to U.S. Longshoremen and Harborworkers' Compensation Act (USL&H), Jones Act, and Railroad Federal Employers Liability Act (FELA).

Professional Liability (Required)

The Contractor shall take out and maintain during the life of the contract Professional Liability insurance including design with limits not less than \$1,000,000 per occurrence.

State of _____

County of _____

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

DATE: _____

RE Contract/Grant/Incentive (describe by number or subject):

_____ by and between
_____(Contractor/Grantee) and
_____(State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:

a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.

b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

____ (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

____ (b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____ 20 _____

Name of Contractor/Grantee/Recipient

By: _____

Its _____

The above Certification was signed in my presence by the person whose name appears above, on

this _____ day of _____ 20 _____.

WITNESS: _____

Printed Name of Witness