

Request for Qualifications / Request for Proposals



PORT OF MOBILE
ALABAMA PORT AUTHORITY

PROFESSIONAL SERVICE CONTRACT

**ON-CALL SERVICES FOR BUILDINGS & EMERGENCY
RESPONSE**

RFP Number: ASPA-TS-2022-04

November 2022

**Issued By
ENGINEERING DEPARTMENT
ALABAMA STATE PORT AUTHORITY**

**John C. Driscoll, Director & CEO
Kay Ivey, Governor of Alabama**

**Professional Service Contract
Request for Qualifications and Proposals
Alabama State Port Authority
RFP Number: *ASPA-TS-2022-04*
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1.0 INTRODUCTION

The Engineering Department of the Alabama Port Authority (APA) will receive sealed proposals from Qualified Consultants to provide professional services for “as needed” Architectural/Engineering (A/E) services for Buildings and Emergency response. Services may include project management, staff augmentation, engineering studies, planning, engineering design, inspections, 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 architecture/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.

APA reserves the right to award up to three contracts under this solicitation. Within the submissions, the Respondents should demonstrate the ability to perform the activities listed within Section 3.1 – “Scope of Services”. While not required, Respondents may present sub-consultants as part of their team should the Respondent not have capabilities to perform all aspects of the specified work. However, Respondents will be evaluated based on portions of the scope they are capable of performing as stated in their proposal and not on whether or not they can perform every aspect of the presented scope. An emphasis will be placed on local capabilities for Respondent and as such the Respondent should make note within their submission should any portion of the Scope of Services be anticipated to be performed outside of offices local to the Mobile area.

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 RFP# ASPA-TS-2011-01 On-Call Services for Engineering, Planning and Program Management are not eligible for selection under this solicitation. This RFP does not preclude APA from procuring similar services by other means nor guarantees the selected Respondents any minimum amount of work.

2.0 STATEMENT OF NEEDS

APA seeks to obtain these services to support its current engineering activities and to reduce the time and cost for advertising and awarding professional services contracts. As stated previously, it is anticipated that APA may award multiple contracts under this solicitation based on individual respondent's strengths and experience in a particular area.

3.0 GENERAL INFORMATION

APA intends to procure one or more, but no more than three, qualified Architectural/Engineering firms (A/E) to support their engineering activities. The selected firm(s) will work under an "on-call" contract which will be utilized as needed.

3.1 **Respondent's Scope of Work**

Professional architectural/engineering services for multiple specific task orders issued as a need arises. The disciplines of work are briefly explained below. Examples of the potential work disciplines include, but are not limited to:

- **Buildings and Structures**
 - Prepare drawings and/or specifications for new construction/ renovation/ modification/ repair projects. This may include interior or exterior components.
 - Prepare cost estimates or schedules for new construction / renovation/ modification/ repair projects.
 - Project/ Construction Management
 - Construction Monitoring
 - Providing support to APA staff
 - Preparing condition surveys/ recommendations

- **Emergency Services**
 - Prepare condition surveys/ cost estimates/ reports/ recommendations in the aftermath of catastrophic events (to include Hurricanes)
 - § **Note: The Respondent that ASPA selects to perform Emergency Services under this contract will be required to report to the Port Facility no later than 24 hours after the Port reopens after a catastrophic event.**
 - Procurement of emergency repairs
 - Prepare drawings and/or specifications for temporary or permanent emergency repairs
 - Coordination and communication with insurance personnel
 - Coordination and communication with FEMA personnel
 - Provide support to APA staff for coordination with insurance/ FEMA personnel
 - Project/ Construction Management and Monitoring

3.2 **Procurement**

APA will use a combination one step RFQ/RFP selection process for this Service Contract. Contracts awarded under this solicitation will be an initial one (1) year term with up to four (4) annual renewals for a total up to five (5) years. Annual renewals will be contingent upon satisfactory performance and stability of hourly rates. The initial yearly contract will be set at \$100,000, but may be adjusted based on need. Selection for this contract does not guarantee any minimum services.

3.3 Federal and State of Alabama Requirements

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

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

- Advertise RFP: November 18, 2022
- Deadline to submit questions: December 9, 2022
- ASPA Response to questions: December 14, 2022
- RFP Submission: January 11, 2023
- Short List Interview Date (If required): January 25, 2023
- Notification of Intent to Award Date: January 31, 2023
- Year 1 Commencement Date (NTP): March 1, 2023
- Year 1 Expiration Date: February 28, 2024

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

APA's sole point of contact (POC) for matters related to the RFP shall be Josh Bell, P.E., Facilities Engineer. APA'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: Josh Bell, P.E., Facilities Engineer
P.O. Box 1588
Mobile, AL 36633
Phone: 251-441-7205
Email: josh.bell@alports.com

APA 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 APA 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. 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 APA 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 APA 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 January 11, 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: Josh Bell, P.E.
1400 Alabama State Docks Boulevard, Suite 216
Mobile, AL 36602
(251) 441-7205

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. APA 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 APA'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.

APA's responses to questions for clarification shall be in writing, and may be accomplished by an Addendum to this RFP. APA 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

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

APA 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 APA 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 APA Board of Directors for approval.

8.0 RIGHTS AND OBLIGATIONS OF ASPA

In connection with this procurement, APA reserves to itself all rights (which rights shall be exercisable by APA 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.
- The right to respond to all, some, or none of the inquiries, questions and/or requests for clarification received relative to this RFP.

APA 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 and/or architecture in accordance with the provisions of Alabama Law and the State Board of Registration for Professional Engineers and/or Alabama Board of Architects.
- State of Alabama restrictions upon former employees soliciting, performing work and or contracting projects with the State and APA.
- Beason-Hammon Alabama Taxpayer and Citizen Protection Act.

APA 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-2022-04

PROJECT: On-Call Services for Buildings and Emergency Response

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-2022-04

ON-CALL SERVICES FOR BUILDINGS AND EMERGENCY RESPONSE

| 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 | | | | | | |

ATTACHMENT 9.0

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 while acting in the course of and within the scope of their project, whether performed by himself or by his subcontractor 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/project.

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)

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.

Commercial General Liability

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

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

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.

Professional Liability

The Contractor shall take out and maintain during the life of the contract Professional Liability insurance including design with limits not less than \$2,000,000 per occurrence.