Board of Commissioners of the Port of New Orleans

REQUEST FOR QUALIFICATIONS
FOR
VARIOUS AS-NEEDED ENGINEERING AND
PROFESSIONAL SERVICES FOR MOVEABLE
BRIDGES AND FIXED RAILROAD BRIDGES
FOR
FISCAL YEARS 2016 THRU 2018

January 20, 2016

Deadline for qualifications is
by 12 p.m. Central Time on the dates outlined in the RFQ

NEW ORLEANS, LOUISIANA
Various As-Needed Engineering and Professional Services for Moveable Bridges and Fixed Railroad Bridges

Table of Contents

PART I. SUMMARY .............................................................................................................................................3
  NOTICE OF REQUEST FOR QUALIFICATIONS ..........................................................................................3

PART II. GENERAL INFORMATION ..................................................................................................................4
  INTRODUCTION ................................................................................................................................................4
  SCOPE OF WORK .............................................................................................................................................4
  INSURANCE ....................................................................................................................................................6
  SELECTION PROCESS AND CRITERIA ..........................................................................................................8
  COMPENSATION .............................................................................................................................................8
  MINIMUM PERSONNEL REQUIREMENTS ...................................................................................................8
  AUDIT REQUIREMENTS .................................................................................................................................9
  TRANSPORTATION WORKER IDENTIFICATION CREDENTIALS ...............................................................9
  AFFIDAVITS ..................................................................................................................................................9

PART III. REQUIREMENTS TO RESPOND TO THIS RFQ ..........................................................9
  SUBMITTAL REQUIREMENTS ..........................................................................................................................9
  BOARD’S MBE/DBE/WBE/SBE POLICY ......................................................................................................10
  EVALUATION CRITERIA OF THE RFQ ........................................................................................................10

PART IV. REQUIREMENTS TO RESPOND TO AN RFP IF INVITED .....................................................11
  INVITATION TO RESPOND TO RFP ..............................................................................................................11
  REQUEST FOR PROPOSALS ........................................................................................................................11
  EVALUATION CRITERIA OF THE RFP ........................................................................................................12

ATTACHMENTS:
  ATTACHMENT A – INSTRUCTIONS FOR PONO FORM SF21-102
  ATTACHMENT B – FORM PONO SF 24-102
  ATTACHMENT C – BRIDGE SAFETY MANAGEMENT PROGRAM
PART I. SUMMARY

NOTICE OF REQUEST FOR QUALIFICATIONS

Notice is hereby given that the Board of Commissioners of the Port of New Orleans (Board) is issuing a Request for Qualifications (RFQ) for firms licensed to do business in Louisiana that are interested in being considered for award of a three-year professional services contract for various as-needed engineering and professional services for moveable bridges and fixed railroad bridges.

Professional services are to be provided under contracts in various categories as described in the RFQ: “As-Needed Engineering and Professional Services for Moveable Bridges” and “As-Needed Bridge Inspection and Load Rating Services for Moveable Bridges and Fixed Railroad Bridges.” Disciplines in these categories may include civil, structural, electrical, mechanical, and traffic engineering design, architectural design, moveable bridge design, environmental, planning, construction administration/management, construction inspection, surveying, materials testing, and program management.

Interested firms may obtain the RFQ via the Port of New Orleans website at www.portno.com under the PROCUREMENT page under HOME, then under REQUEST FOR PROPOSALS, or directly at this web address: http://portno.com/Request-For-Proposals. The RFQ contains information and instructions on submitting qualifications. In addition, the same website has form PONO SF 24-102 that can be downloaded and used for submitting qualifications.

The evaluation of qualifications, issuance of Request for Proposals (RFP), evaluation of proposals, and award of contract will be scheduled as set forth in the RFQ. All interested qualified firms are invited to submit their qualifications and that of any sub-consultants proposed to perform the services outlined in the RFQ. The RFQ describes the evaluation factors that will be used in recommending firms to receive an RFP. Failure to submit all the information required on form PONO SF 24-102 will constitute a non-response. Qualification statements are to be submitted only on the Board’s Standard Form PONO SF 24-102 (Attachment B) for this solicitation.

A response submittal to this RFQ shall consist of four bound copies and one original of forms PONO SF 24-102 furnished in a sealed envelope or box titled “Request for Qualifications for As-Needed Engineering and Professional Services for Moveable Bridges for Fiscal Years 2016 thru 2018” or “Request for Qualifications for As-Needed Bridge Inspection and Load Rating Services for Moveable Bridges and Fixed Railroad Bridges for Fiscal Years 2016 thru 2018”, as applicable. Consultant Teams must also submit an electronic version of all proposal content including forms on a flash drive. Submittals shall be mailed or delivered (no facsimile or email) to the Board of Commissioners of the Port of New Orleans, Ms. Catherine C. Dunn, Director of Port Development, 1350 Port of New Orleans Place, New Orleans, Louisiana 70130 not later than twelve noon, local time, on the date listed under the Submittal Requirements paragraph of the RFQ. Deliveries are only accepted Monday thru Friday, excluding holidays, from 8 a.m. to 4 p.m. The Port of New Orleans encourages participation of MBE/DBE/WBE/SBE firms as stated in the RFQ.

Inquiries regarding this RFQ shall be directed to Mr. Ryan Bylsma by email only at bylsmar@portno.com.
PART II. GENERAL INFORMATION

INTRODUCTION

The Port of New Orleans’ Port Development Division is requesting statements of qualifications from consulting firms for as-needed engineering and professional services to augment its staff’s efforts regarding the Board’s four moveable bridges and meeting inspection and Federal Railroad Administration requirements of its moveable and fixed railroad bridges.

The Board intends to award contracts to two firms for As-Needed Engineering and Professional Services for Moveable Bridges and one contract for As-Needed Bridge Inspection and Load Rating Services for Moveable Bridges and Fixed Railroad Bridges. Each contract will be for a period of three years.

Engineering and inspection personnel must meet the qualifications of the Board’s Bridge Safety Management Program and the Federal Railroad Administration’s regulations (49 CFR Parts 213 and 237) as applicable (see Attachment C).

SCOPE OF WORK

As-Needed Engineering and Professional Services for Moveable Bridges

As-needed professional services under this contract may involve any of the following services for one or more of the four Board-owned moveable bridges listed below, all of which cross the Inner Harbor Navigation Canal in New Orleans, Louisiana:

- Seabrook Bridge (Strauss Trunnion Bascule Bridge, 1919)
- Almonaster Avenue Bridge (Strauss Trunnion Bascule Bridge, 1919)
- Florida Avenue Bridge (Vertical Lift Bridge, 2005)
- St. Claude Avenue Bridge (Strauss Trunnion Bascule Bridge, 1921)

1) Provide as-needed routine and emergency inspection services including structural, electrical, and mechanical systems, as well as the bridge fender systems.

2) Prepare engineering reports identifying repairs needed for operational safety and major maintenance items. Reports shall prioritize any deficiencies and include estimated repair costs. Reports required by the Louisiana Department of Transportation and Development (LADOTD) and/or the Federal Railroad Administration (FRA) shall meet the requirements of the applicable agency.

3) Provide engineering services as directed by Board staff, in relation to the Board’s budgeted capital improvements at one or more of the four bridges.

4) As directed, survey and inspect bridge damages due to natural causes such as storms, and due to vehicular, rail, and maritime operations. Prepare engineering reports that document the extent of damages and provide estimated repair costs.

5) As directed, provide additional related professional services for the bridges that include, but are not limited to:
(a) development of concepts, preparation of specifications, preparation of applicable design drawings and calculations, solicitation and evaluation of bids, technical assistance during contract negotiations, engineering review of contractor furnished designs and calculations, and monitoring of contractor fabrication, erection, commissioning, and final acceptance testing for conformance to specifications, design drawings, acceptable engineering practices, and schedules;

(b) Services as required by the Board for inspection and testing services including, but not limited to, inspecting/monitoring work of a contractor, manufacturer or supplier to assure compliance with any quality assurance requirements of a contract. Keeping the Board fully informed of all project issues affecting quality, schedule, or compliance with specifications, reviewed drawings, etc. Verifying and assuring compliance of materials and/or work in accordance with the applicable codes, standards, reviewed/accepted drawings, specifications and proper work practices of the various trades.

As-Needed Bridge Inspection and Load Rating Services for Moveable Bridges and Fixed Railroad Bridges

Professional services under this contract will be used at the following Board-owned moveable bridges over the Inner Harbor Navigation Canal and fixed railroad bridges located at wharfs along the Mississippi River in New Orleans, Louisiana, and will include the services listed below:

Seabrook Bridge (Strauss Trunnion Bascule Bridge, 1919)
Almonaster Avenue Bridge (Strauss Trunnion Bascule Bridge, 1919)
Florida Avenue Bridge (Vertical Lift Bridge, 2005)
St. Claude Avenue Bridge (Strauss Trunnion Bascule Bridge, 1921)

Henry Clay Avenue Wharf
Nashville Avenue Wharf A
Nashville Avenue Wharf B
Nashville Avenue Wharf C
Napoleon Avenue Wharf A & B (upstream)
Napoleon Avenue Wharf B (downstream)
Napoleon Avenue Wharf C (upstream)
Napoleon Avenue Wharf C (downstream)
Milan Street Wharf (Land-Side Bridge)
Milan Street Wharf (River-Side Bridge)
Harmony Street Wharf
Seventh Street Wharf
First Street Wharf
Alabo Street Wharf

1) Annual inspections of each bridge for three consecutive calendar years (2016, 2017 & 2018) in accordance with the Board’s Bridge Safety Management Program and the Federal Railroad Administration’s regulations (49 CFR Parts 213 and 237). Moveable bridge inspections shall include structural components, electrical components, mechanical components, fender systems, buildings, roadways, signage, and right-of-
ways. Inspections of fixed bridges at the wharfs will include structural components and the deck along the railroad tracks.

2) An underwater inspection of the substructure of each bridge using sonar scans to detect scour at piers, pile bents, dolphins, and fender piles; and divers as needed to inspect underwater portions of piers, dolphins, and load bearing piles (diver inspection of fender piles will not be required unless a problem is suspected). Underwater inspections will be part of the 2016 Annual Inspection of each bridge, but will not be included in the 2017 or 2018 inspections unless warranted by conditions found during the 2016 underwater inspection or by an above-water inspection.

3) Preparation and submittal of initial (30 day) inspection reports and complete annual inspection reports (within 120 days of completing the inspection of each structure), in accordance with the Board’s Bridge Safety Management Program. Separate reports shall be submitted for each moveable bridge and each wharf.

4) Oral presentations by the lead Bridge Engineer giving an overview of the general condition of each bridge and any conditions of concern found during each of the annual inspections. A presentation will be conducted after each annual inspection and will be scheduled upon submittal of all inspection reports each year. Presentations will be attended by the Board’s upper management, engineering, and bridge personnel, and should include photographs/slides showing the overall structures, general conditions, and any other conditions or concerns as determined by the Bridge Engineer.

5) Special and/or emergency inspections following any natural or accidental event that might have damaged or impacted any of the bridges, including but not limited to hurricanes, flood, fire, earthquake, derailment, vehicular impact, or vessel impact.

6) Determination of the safe load capacity for each bridge structure in accordance with the Board’s Bridge Safety Management Program and the Federal Railroad Administration’s regulations (49 CFR Parts 213 and 237). Safe load capacity reports and calculations shall be submitted within one year of the date set forth in the Notice to Proceed.

7) Determination of the safe load capacity for any bridge structure following any natural or accidental event that might have reduced the safe load capacity of the structure, or following bridge repairs or modifications that may increase the safe load capacity.

Qualification statements are to be submitted only on the PONO form created specifically for this solicitation and available from the website referenced above. Refer to “Instructions for the LA DOTD Standard Form 24-102 As Modified for the Port of New Orleans” (PONO SF24-102), also available from the website referenced above and listed as Attachment A.

INSURANCE

Before a professional services contract can be executed and become effective, the Consultant and each Sub-Consultant shall furnish to the Board’s risk manager certificates evidencing that it has procured the insurance herein required. Current insurance certificates must be provided for the coverages required herein during the entire term of this contract. For a period of three years
after termination of this contract, the Prime Consultant and each Sub-Consultant providing professional services, and any other firm as applicable, must carry professional liability insurance as outlined below.

All insurance shall be written with insurance companies authorized and licensed to do business in the State of Louisiana and acceptable to the Board (Best's rating A-, VI, or better). Self-insurance programs authorized by the Commissioner of Insurance of the State of Louisiana for workers' compensation insurance are acceptable with the submission of a certified copy of the Consultant's authority to self-insure.

All insurance required herein shall be primary to any similar insurance that may be carried by the Board for its own protection.

Except for the workers' compensation insurance and the professional liability insurance, the Board shall be named as an additional insured on all policies required herein.

All insurance policies required herein, as well as any other insurance carried by the Consultant for its protection or the protection of its property on the contract shall provide that the insurers waive in favor of the Board any rights of subrogation the said insurers may be entitled to.

All policies required herein shall provide for thirty (30) calendar days' written notice of cancellation or material change to be sent to the Board at P.O. Box 60046, New Orleans, Louisiana 70160 Attention: Risk Manager. For additional information contact the Board's risk manager at (504) 528-3273.

All insurance policies herein required shall remain in full force and effect for the duration of this contract. If any insurance required herein is canceled or materially changed and not immediately replaced during the term of this contract, the Board reserves the right to purchase insurance at the expense of the Consultant to protect the Board's interest. The furnishing of insurance shall not relieve the Consultant of the responsibility for losses not covered by insurance. The Board makes no representation or warranty that the insurance the Board requires will be sufficient to protect the Consultant's interests. The Consultant shall be responsible for the full amount of any deductible associated with any of the insurance policies required herein. A combination of primary and excess insurance may be used to satisfy the insurance requirements.

The insurance requirements are as follows:

**Comprehensive General Liability Insurance** – Consultant shall procure and maintain at its sole cost and expense comprehensive general liability insurance (on an occurrence basis) with limit of liability of not less than one million dollars ($1,000,000) for all injuries or deaths resulting to any one person or from any one occurrence. The aggregate limit for products and completed operations shall be not less than one million dollars ($1,000,000). The limit of liability for property damage shall be not less than one million dollars ($1,000,000) for each occurrence and aggregate.

**Comprehensive Motor Vehicle Liability Insurance** – Consultant shall procure and maintain at its sole cost and expense comprehensive motor vehicle liability insurance which shall include hired car and non-ownership coverage with limit of liability of not less than one million dollars ($1,000,000) for all injuries or deaths resulting to any one person or from any one occurrence. The limit of liability for property damage shall be not less than one million dollars ($1,000,000)
for each occurrence and aggregate.

**Workers' Compensation Insurance** – Consultant shall procure and maintain at its sole cost and expense workers’ compensation insurance which will protect it from claims under the Louisiana Workers’ Compensation Act (LSA 23:1021, et. seq.). The limits of liability under the employer’s liability section of the workers’ compensation policy, as well as both compensation schemes, shall be not less than one million dollars ($1,000,000).

**Professional Liability Insurance** – The Consultant shall procure and maintain errors and omissions / professional liability insurance in the amount of one million dollars ($1,000,000) per claim and two million dollars ($2,000,000) annual aggregate. The insurance shall be in full force and effect for a period of three years after substantial completion of the construction phase of the project. Such insurance shall be issued subject to a deductible not to exceed ten thousand dollars ($10,000.00) that will be for the account of the Consultant.

**SELECTION PROCESS AND CRITERIA**

The Board will follow Division Directive No. 9, “Professional Contract Services” for evaluation of the firms. This is a two part process. A short list of the three to five top-ranked prime firms will be developed based on the evaluation of the qualifications submitted for this RFQ. Those Prime Consultants who receive notification of being short-listed will be sent a Request for Proposal (RFP) as described in Part III herein and will be ranked using criteria as described for final recommendation.

**COMPENSATION**

Compensation for services will be based on all-inclusive hourly rates for various classifications of personnel working on a project. Direct costs and sub-consultant costs will be compensated based on actual invoiced costs with no multipliers. Total contract value will be the final not-to-exceed fee negotiated by Board staff, after evaluation of the RFPs.

**MINIMUM PERSONNEL REQUIREMENTS**

A. The Prime Consultant firm must be registered to do business in the State of Louisiana at the time of submittal of the RFQ in accordance with Louisiana state law with respect to those services.

B. The Prime Consultant must employ, on a full time basis, at least one appropriately licensed and/or certified professional with at least eight years of experience to serve as lead project manager.

C. The Prime Consultant must also employ, on a full time basis, or through the use of a sub-consultant(s) sufficient Louisiana registered professionals to perform any work that requires licensure in the State of Louisiana.

D. Engineering and inspection personnel must meet the qualifications of the Board’s Bridge Safety Management Program and the Federal Railroad Administration’s regulations (49 CFR Parts 213 and 237) as applicable (see Attachment C).
AUDIT REQUIREMENTS

The selected Prime Consultant, and any of its sub-consultants, shall maintain accounting records, as a condition to the award of this public contract, for the Legislative Auditor of the State of Louisiana and/or the Board’s auditors to inspect, examine and/or conduct an audit of all books, accounts and records of firms pertaining to the performance of contractual obligations and the compensation due to be received under this contract. If a firm does not have a State of Louisiana audited rate, then the firm needs to indicate “Not Applicable” where a rate is called for.

TRANSPORTATION WORKER IDENTIFICATION CREDENTIALS

Project sites within port terminals will require Transportation Safety Administration (TSA) Transportation Worker Identification Credentials (TWIC). Federal regulations require that persons seeking entry to restricted areas of United States ports must present a valid TWIC card and must maintain possession of the TWIC at all times in secure port areas. Without a TWIC, or a Board approved TWIC escort, no entry will be allowed into cargo terminals located along Clarence Henry Truckway. Board personnel will not be responsible for providing escorting services to any consultants. The Board does not compensate consultants for obtaining TWIC cards for its employees and sub-consultants. Refer to www.twicprogram.tsa.dhs.gov regarding applications for TWIC.

AFFIDAVITS

As required by Louisiana State law, affidavits will be needed to be executed by the person or firm doing business with the Board at the time of entering a contract. Refer to the Port of New Orleans website at www.portno.com under PROCUREMENT under INFORMATIONAL DOCUMENTS under AFFIDAVITS.

Sub-consultants do not need to provide affidavits to the Board, only the Prime Consultant. The affidavits submitted by the Prime Consultant to the Board are due at the time of submitting the final contract for execution. Consultants should read the affidavits and be aware that they are a requirement in order to enter into a contract with the Board.

PART III. REQUIREMENTS TO RESPOND TO THIS RFQ

SUBMITTAL REQUIREMENTS

Refer to the document INSTRUCTIONS FOR THE LA DOTD STANDARD FORM 24-102 As modified for the Port of New Orleans (SF 24-102) for this project (herein referred to as PONO SF 24-102.) Attachment A.

Any Prime Consultant/Team failing to submit any of the information required on PONO SF 24-102 will be considered non-responsive. Facsimiles and email submittals of PONO SF 24-102 will not be accepted. Name(s) of the Prime Consultant and sub-Consultant firms listed on PONO SF 24-102 must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division.

Any sub-consultant(s) to be used in performance of this contract must also submit a PONO SF 24-102, completely filled out and containing information pertinent to the work to be performed.
The sub-consultant’s PONO SF 24-102 must be bound with the Prime Consultant’s PONO SF 24-102.

**RFQs for the “As-Needed Engineering and Professional Services for Moveable Bridges” contract are due on February 17, 2016.**

**RFQs for the “As-Needed Bridge Inspection and Load Rating Services for Moveable Bridges and Fixed Railroad Bridges” contract are due on February 24, 2016.**

**BOARD’S MBE/DBE/WBE/SBE POLICY**

It is the policy of the Board to practice nondiscrimination based on social and economic disadvantage, race, color, sex, gender, disability or national origin. The Board re-affirms its commitment to doing business with all segments of the business community and requires, to the extent possible, the inclusion of firms certified as disadvantaged, minority, women and small business in all of its professional services, construction and business transactions. The Prime Consultant will be expected to fully comply with the DBE/MBE/WBE/SBE participation policy of the Board as stated above. The successful Prime Consultant, as part of its contract with the Board, will be required to agree to use its “best efforts” to achieve the policy of the Board.

Assistance for contacting DBE/MBE/WBE/SBE firms is also available from the Board’s consultant, RiverWorks Business Development Group. The Board does not certify firms, but relies on proof of certification issued by other federal, state, and local entities.

RiverWorks Business Development Group can be reached at:

Attention: Carol Balthazar
201 St. Charles Avenue
Suite 2570
(504) 896-4600 phone
(504) 891-5580 fax
(504) 382-4007 cellular phone
E-mail: lariverworks@aol.com

For a listing of businesses available at the Board’s website refer to the Port of New Orleans website at [www.portno.com](http://www.portno.com) under PROCUREMENT under INFORMATIONAL DOCUMENTS under DISADVANTAGED BUSINESS ENTERPRISE (DBE).

**EVALUATION CRITERIA OF THE RFQ**

The general criteria to be used by the Consultant Evaluation Committee in evaluating responses for the selection of three to five Consultants/Teams to receive an RFP for the contract are:

1. Experience in the type of work (See Part II, Scope of Work), weighted factor of 5
2. Staffing and support personnel, weighted factor of 5
3. Professional reputation and business stability, weighted factor of 5
4. Local representation, weighted factor of 2
5. MBE/DBE/WBE/SBE participation, weighted factor of 2
6. Prior contract history, weighted factor of 2
7. New Opportunities, weighted factor of 3. Weight will be allocated based on amount of previous experience working with the Board both as a prime and a sub-consultant.
8. Knowledge of local conditions, including experience in maritime/industrial facilities located on or near navigable waterways, weighted factor of 3.

The evaluation will be by means of a point-based rating system of the Prime Consultant/Team as a whole. The Consultant Evaluation Committee will be responsible for performing the above described evaluation, and presenting a short-list of three to five of the highest rated Prime Consultants/Teams to the Board’s President/CEO. These short-listed firms will receive a Request for Proposal (RFP).

**PART IV. REQUIREMENTS TO RESPOND TO AN RFP IF INVITED**

**INVITATION TO RESPOND TO RFP**

Only those firms short-listed by the Consultant Evaluation Committee will receive an invitation to respond to a Request for Proposal (RFP) for each contract.

**REQUEST FOR PROPOSALS**

All RFP respondent Prime Consultants will be required to submit their response as stipulated in the RFP. There are two components that will be required to respond to the RFP for each of the four contracts:

1) Statements of Qualifications and Written Proposal; and
2) Fee Proposal in a separate, sealed envelope.

The Consultant’s written proposal and any and all forms required in the RFP, as well as the sealed envelope containing the Fee Schedule Proposal shall be submitted as stated herein.

Any Consultant/Team failing to submit any of the required information will be considered non-responsive. Facsimiles and email submittals of the Project Proposal or Fee Proposal will not be accepted. The following information is required to respond to the RFP, if invited:

1) **Statements of Qualifications and Written Project Proposal:** Six Bound sets plus one original. Loose pages will not be accepted. The Consultant/Team may not revise nor resubmit the PONO SF 24-102 forms and information submitted in response to the RFQ that was used to evaluate the firms unless an additional firm’s qualifications have been added since submission of the PONO SF 24-102. The information should correspond to the criteria upon which the evaluations will be scored and indicated herein.

2) **Sealed Rate Schedule of Fees:** In a separate sealed envelope, the Prime Consultant shall propose an all-inclusive hourly rate schedule for services provided under each contract. The envelope will be unsealed only after all evaluations are made, ranked, and submitted. Fee schedules shall use the schedule form issued in the RFP.
EVALUATION CRITERIA OF THE RFP

Listed below, in order of their relative importance, are the criteria that the Consultant Evaluation Committee will use to evaluate the RFPs considering all firms included on the Consultant/Team:

1. Experience, both of the Prime Consultant/Team and key individuals in type of work (See Part II, Scope of Work), weighted factor of 5.
2. Past performance of Prime Consultant/Team and key individuals on similar work, weighted factor of 5.
3. Local representation including the location of intended project manager and how readily the Prime Consultant/Team will be able to respond to the Port’s needs, weighted factor of 3.
4. Conceptual plan of action includes how the Prime Consultant/Team will approach the assignments, weighted factor of 3.
5. Staffing and support to be assigned to the contract, weighted factor of 3.
6. Knowledge of local conditions, including experience in maritime/industrial facilities located on or near navigable waterways, weighted factor of 3.
7. Ability to meet PONO schedule for deliverables as described in the RFP, weighted factor of 2.5.
8. New Opportunities, weighted factor of 3. Weight will be allocated based on amount of previous experience working with the Board both as a prime and a sub-consultant.
9. MBE/DBE/WBE/SBE participation, weighted factor of 2.5

The evaluation will be by means of a point-based rating system of the Prime Consultant/Team as a whole. The Consultant Evaluation Committee will be responsible for performing the above described evaluation, and presenting the ranking of the Consultants/Teams to the Board’s President/CEO. **Announcement of the Prime Consultant/Team recommended for award will be made at a public meeting of the Board of Commissioners.** Written notification of a contract award will be issued by Ms. Dunn after the Board meeting. No information regarding the award will be given prior to the Board’s action.