



**PORT NOLA**  
THE PORT OF NEW ORLEANS

**Board of Commissioners of the Port of New Orleans**

## **REQUEST FOR PROPOSALS**

**NASHVILLE AND NAPOLEON AVE. WHARVES  
CRANE RAIL JOINT REPAIR PHASE 1  
WO 1-124**

**November 30, 2016**

**Deadline for proposals is no later than  
December 21, 2016 by 11 a.m. Central Time**

**NEW ORLEANS, LOUISIANA**

Board of Commissioners  
Port of New Orleans  
Request for Proposals (RFP) for:

NASHVILLE AND NAPOLEON AVE. WHARVES  
CRANE RAIL JOINT REPAIR PHASE 1

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*Part IV. Appendices – Available for download from RFP website*

**Appendix A** - is the scope of professional services for request for proposals for Nashville and Napoleon Ave. Wharves - Crane Rail Joint Repair Phase 1.

**Appendix B** - is a sample of the standard Board agreement for professional services and the two affidavits to be executed with the agreement.

**Appendix C** - is the Fee Rate Schedule Form. It is to be completed by the Consultant indicating the job classifications of personnel to be used in performing the work and the corresponding, all-inclusive hourly rates, and submitted with the Fee Proposal in a sealed envelope separate from the written proposals.

**Appendix D** - contains the four forms required to be completed and bound within the written proposal.

**Appendix E** - contains the PONO SF 24-102 form required to be completed by all consultant/team firms listed in proposal including SBE certifications, and bound within the written proposal.

## PART I. SUMMARY

### REQUEST FOR PROPOSALS FOR NASHVILLE AND NAPOLEON AVE. WHARVES - CRANE RAIL JOINT REPAIR PHASE 1

**PART I. SUMMARY:** Notice is hereby given that the Board of Commissioners of the Port of New Orleans (Board) is requesting the submittal of **Proposals** from firms licensed to do business in Louisiana (Prime Consultants) who have demonstrated commensurate experience and expertise for designing crane rail joint repairs for Nashville and Napoleon Ave. wharves.

The Port's container cranes ride on rails built into the wharves. The subject rail occupies approximately 4181 LF of wharf frontage with 8 expansion joints and 105 rail splices. Failures are being seen as vertical rail movement when the cranes traverse the rail joints. Professional engineering services are being sought to investigate the cause(s) of the failures, design a suitable repair, develop a repair strategy, and develop bid document(s) for a phased repair.

The agreement will be between the Prime Consultant and the Board. The agreement will be administered by Board staff. Only one Consultant/Team consisting of a Prime Consultant and its sub-consultants, if any, will be selected for this contract.

The Consultant/Team shall follow the instructions given in this Request for Proposals (RFP) in order to respond with a valid proposal for evaluation by the Board's Consultant Evaluation Committee. In a sealed box, a complete proposal will include one sealed envelope containing the Fee Proposal, addressed to Mr. Fred Tharp, a second sealed envelope containing the Flash Drive addressed to Ms. Antonia Taylor and a spiral bound original proposal and four spiral bound copies thereof. The contents shall have the contract's exact title (see above) and the name of the Prime Consultant clearly shown on the outside of each box and envelope and be received via mail or delivery (no facsimile nor email) to the Board of Commissioners Port of New Orleans, Ms. Antonia Taylor, Port Manager, Room 240, Services Department, 1350 Port of New Orleans Place, New Orleans, Louisiana 70130 **not later than eleven am, local time, on Wednesday, December 21, 2016 to be considered for the contract for which the Consultant/Team is requested to respond.** Deliveries prior to the due date are only accepted Monday thru Friday, excluding holidays, from 8 a.m. to 4 p.m. Failure to submit required information by the deadline will cause disqualification and removal from further consideration on this project. No information may be changed or submitted after the deadline.

Appendices A thru E for this RFP are shown in the RFP Table of Contents and are available to download through the RFP website at <http://portno.com/REIS>.

#### PORT CONTACT

All inquiries shall be directed to the Project Manager, Mr. Darren Austin, P.E., **by email only** at [AustinD@portno.com](mailto:AustinD@portno.com). As necessary, addenda to this RFP will be issued to all Prime Consultants receiving this RFP, but not to their sub-consultants. Prime Consultants are responsible for disseminating pertinent information to their sub-consultants, if any. Questions and answers and all forms required will be posted on the Board's website at <http://portno.com/REIS>.

#### SCHEDULE

It is anticipated that a professional services agreement will be awarded by the Board within 45 calendar days after receipt of Proposals. Notice of Award will be issued immediately following

the Board's award. The Prime Consultant shall have 14 calendar days after Notice of Award to execute an agreement for professional services with the Board and submit with the signed agreement, both affidavits and other exhibits, listed in the agreement, and all insurance certificates. All required certificates of insurance for Prime Consultant and all sub-consultants are due to the Board with the executed agreement.

## ***Part II. GENERAL INFORMATION***

### **INSURANCE AND CONTRACT REQUIREMENTS**

See Appendix "B" to the RFP for the sample standard Board professional services agreement to be executed by the Board with the Prime Consultant. **This agreement contains all insurance requirements and is not subject to change or revisions by the Prime Consultant.** During the term of this agreement and for a period of two years after, the Prime Consultant and each sub-consultant, if any, must carry all insurances shown in the sample agreement to the limits specified. The Board cannot execute the agreement without the submittal to the Board of insurance certificates showing evidence of all requisite insurance.

### **REQUIRED EXPERTISE**

The Consultant must submit the PONO SF 24-102 form used in the RFQ and for any new sub-consultants not listed in the RFQ that are submitted for this contract. Failure to comply may be cause for disqualification and removal from further consideration.

Upon request by the Prime Consultant, after award of the contract, the successful Prime Consultant may offer the Board additional firms to supplement its project team by submitting a written request to Mr. Fred Tharp, citing the basis for the addition and including a completed PONO SF 24-102 form (found on the Board's website) for the firm to be added. All insurance, listing of personnel and hourly rates must be submitted upon approval of the additional firm. The not-to-exceed contract value will not be increased unless the scope of work under the original contract has increased and such an amendment to the contract is approved in writing in advance by the Board.

During the contract term, the Board reserves the right to request a change in the key personnel that a firm has assigned to the project team, if deemed by Board staff to be in the best interest of the Board and/or the project. Upon request, the Prime Consultant and/or sub-consultants shall furnish resumes of qualified personnel in their firms who are available as substitutions.

The ideal Prime Consultant/Team will have demonstrated experience and proven capabilities directly related to the Scope of Work for the work for which it was issued an RFP.

### **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.

## **SELECTION PROCESS AND CRITERIA**

The Board will follow its Division Directive No. 9, "Professional Contract Services" for evaluating the proposals submitted by Consultants/Teams. The Consultant Evaluation Committee will consist of a chair and several port managers and engineers. **Only the Consultants/Teams who are receiving this Request for Proposal (RFP) are invited to submit proposals, and will be evaluated using weighted criteria, as described herein, for final ranking and recommendation for award of a contract.**

## **DBE/SBE PARTICIPATION**

The Board encourages the participation of DBE/SBE (Small Business Enterprise) firms on the consultant/team. In order to receive points for participation, firms included in the proposal that have any such status must submit with the bound proposals evidence of a current certification from at least one of the following entities that issues such certifications: 1) the SLDBE program run by the City of New Orleans, 2) the State of Louisiana's Department of Economic Development's SBE Hudson Initiative program or 3) the Federal Small Business Enterprise Program. The Board does not have a certification program, but accepts certifications issued only by these public entities. Failure to include such information with proposals will be taken to mean that firms have no such current certification. No later submissions of this information will be allowed after submittal of the proposals.

## **COMPENSATION**

Compensation for services will be based on a not-to-exceed fee negotiated by the Board at the time of award. The Consultant shall invoice the Board based on submitted timesheets for actual time expended at the rate stated in the Board's executed agreement. For each task or assignment, the Consultant and Board staff will negotiate a not-to-exceed fee, scope of work, and schedule for deliverables.

## **AUDIT REQUIREMENTS**

The selected Consultant/Team 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.

## **TRANSPORTATION WORKER IDENTIFICATION CREDENTIALS**

Work within the Board's terminals and at most other properties require Transportation Safety Administration Transportation Worker Identification Credentials (TWIC). Federal regulations require that persons seeking entry to **restricted** areas of United States ports must present a valid Transportation Workers Identification Credential (TWIC) card and must maintain possession of the TWIC at all times in secure port areas. Without a TWIC or an approved Port of New Orleans authorized TWIC escort, no entry will be allowed into cargo terminals located along Clarence Henry Truckway including the intermodal project site. Port personnel will not be responsible for providing escorting services to any consultants. The Board does not compensate consultants for obtaining TWIC for its employees and sub-consultants. Processing for a TWIC can take several weeks, and Consultants should ensure that key personnel on the team have applied for TWIC upon Notice of Award of a contract.

## **ETHICS DISCLOSURE**

The Board calls the attention of all potential bidders and proposers to the Louisiana Ethics Code, La. R.S. 44:\_et seq. Those laws prohibit the Board from doing business with any of its current commissioners or those who have served on the Board within the past two years or, from doing business with certain companies with which the following persons are connected.

### **2016 Commissioners:**

Arnold B. Baker  
Robert R. Barkerding, Jr.  
William T. Bergeron  
Laney J Chouest  
Scott H. Cooper  
Tara C. Hernandez  
Michael W. Kearney

### **Commissioners who served during the past two years:**

Daniel F. Packer, Jr.  
Joseph F. Toomey  
Gregory R. Rusovich

## **AFFIDAVITS**

**As required by Louisiana State law, two affidavits are required to be executed by the person or firm doing business with the Board at the time of entering a contract.** Refer to Appendix "B". The agreement cannot be executed without the Consultant's affidavits; therefore it is imperative that the Consultant read these affidavits before submitting the Proposal.

### ***PART III. REQUIREMENTS TO RESPOND TO THIS RFP***

#### **SUBMITTAL REQUIREMENTS TO RESPOND TO THIS RFP**

There are three components required to respond to this RFP:

1. Written Proposal: one original spiral bound proposal and four spiral bound copies.
2. Fee Proposal: A completed Fee Proposal including a Fee Rate Schedule Form, in a sealed envelope separate from the Written Proposal.
3. Flash Drive: A complete electronic set of all documents submitted, including forms and fee schedule proposal in original file format.(in a sealed envelope separate from the Written Proposal and Fee Proposal).

The Written Proposal, Flash Drive, and the sealed envelope containing the Fee Proposal shall be submitted as stated herein.

Any Consultant/Team failing to submit any of the required RFP information may be considered non-responsive. Facsimiles and email submittals of the Written Proposal or Fee Proposal will not be accepted.

#### **WRITTEN PROPOSAL, FORMS AND ADDITIONAL/OPTIONAL INFORMATION**

One spiral bound original and four spiral bound copies of the Written Proposal, including forms

and additional/optional information are required. Loose pages will not be accepted. The page limit for the Written Proposal is 16 pages (16 single-sided pages or 8 double-sided) not including the required forms and additional/optional information. The Written Proposal shall consist of the following items in this order:

1. **WRITTEN PROPOSAL: The following sections shall be included in the bound proposal and correspond to the evaluation criteria. These sections consist of brief written descriptions. The page limit for the Written Proposal is 16 pages, anything submitted beyond that will not be considered unless otherwise noted.**
  - A. A summary of the directly related experience, both of the Consultant and any sub-consultants, and key individuals for this type of work and of similar magnitude.
  - B. An indication of the ability of the project manager and key personnel to be able to respond to the Board's needs by providing a presence in the New Orleans area during the contract.
  - C. A conceptual plan of action that includes how the Consultant will approach the assignments given under this contract. This should describe the scope of work in a three level Work Breakdown Structure (WBS) and supported by a resource loaded schedule. The schedule should show approximate hours of the different positions anticipated to complete this anticipated work of work. (WBS and schedules may be printed on folded 11" X 17" sheets and are not included in the 16 page limit)
  - D. A description of skills, knowledge and experience directly related to the Scope of Services that indicates knowledge of local conditions.
  - E. A summary description that indicates the understanding of the Scope of Work and the ability to meet the Board's need to quickly complete the assignment.
  
2. **FORMS: These forms are contained in Appendix "D" and are downloadable from the Board's procurement website. These items are not included in the 16 page limit.**
  - A. Commitment to Assign Identified Resources Form (Form CAIR)
  - B. Key Personnel Information Form (Form KPI)
  - C. Named Sub-consultants Form, if any will be used. (Form NS)
  - D. Letter of Sub-consultants Intent Form, if any will be used. (Form LSI)
  
3. **ADDITIONAL INFORMATION: These items are additional information, as applicable. These items are not included in the 16 page limit.**
  - A. All PONO SF24-102 Forms for the Consultant/Team.
  - B. Any client reference letters, limited to three, preferably directly related to work similar to that to be provided under this contract.
  - C. Evidence DBE/SBE certification as described on page 5.

### **FEE PROPOSAL**

One original of the Fee Proposal is also due with the Written Proposal. The Fee Proposal shall be sealed in a separate envelope marked "Fee Proposal" with the name of the Prime Consultant and name of the contract indicated on the outside of the envelope addressed to Mr.

Fred O. Tharp, Consultant Evaluation Chair. The Fee Proposal consists of listed hours by position, for both the Prime consultant and all the sub consultants required for each phase of the work as noted in the resource loaded schedule. Those hours shall then be multiplied by the rates listed on the Fee Rate Schedule Form, for each of those positions, providing a proposed fee. A completed Fee Rate Schedule Form indicating those Board job classifications likely to be used by the Consultant and the Consultant's proposed all-inclusive corresponding hourly rates shall also be included. Listings on the form shall be provided for the prime consultant, as well as for each sub-consultant. Rates shall be flat billing rates and shall include all overhead, profit, benefits, etc. (no other multipliers or labor costs will be allowed or accepted). **The Fee Rate Schedule Form is downloadable from the website.**

For testing laboratory fees, that sub-consultant should submit its standard fee schedule. No mark-up is allowed on direct costs or sub-consultants.

### **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 as stated in the Written Proposal:

1. Experience, both of the Consultant/Team and key individuals in type of work, weighted factor of 5.
2. Past performance of Consultant/Team and key individuals on similar work, weighted factor of 5.
3. Local representation, including the location of key personnel, weighted factor 3.
4. Conceptual plan of action includes how the Consultant/Team will approach the assigned project(s), weighted factor of 10.
5. Staffing and support experience and expertise, including experience in projects involving comparable issues, tasks, coordination, etc., weighted factor of 3.
6. Knowledge of local conditions, weighted factor of 3.
7. Ability to meet the Board's schedule for expeditiously completing assignments, weighted factor of 2.
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. SBE/DBE total participation, weighted factor of 2.5. Weight will be allocated according to the percent of participation that the combined DBE/SBE firms are anticipated to receive as indicated on the Letter of Sub-consultant's Intent Form.

The evaluation will be by means of a point-based rating system of the 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 CEO/President.

### **RFP RESULTS**

The Board awards contracts at its monthly public meeting, generally at 11:00 a.m. in the auditorium of the Port Administration Building. See Board website for dates, [www.portno.com](http://www.portno.com). Written notification of the award will be issued by Mr. Fred Tharp after the Board meeting. **No information regarding the award will be given prior to the Board's action, however the Board's agenda for the meeting at which an award will take place will be sent to all firms indicating the date, time, etc. just prior to the Board meeting.**



## APPENDIX A

### SCOPE OF WORK

#### ENGINEERING DESIGN SERVICES NASHVILLE AND NAPOLEON AVE. WHARVES CRANE RAIL JOINT REPAIR PHASE 1 WO 1-124

##### SCOPE OF SERVICES – GENERAL

*All design professionals in responsible charge of the work shall hold a professional registration license in the State of Louisiana, or be a para-professional working under their direct supervision. All final deliverables shall be provided in electronic format (Word or AutoCAD, and PDF), as well as hard copies stamped and signed by the Professional of Record in the appropriate disciplines.*

*Professional services under this contract may involve: design (civil, electrical, mechanical, geotechnical, traffic), consultation, surveying, inspection, and preparing necessary permit information for the Board's submittal to outside agencies, for the purpose of developing a bid package(s) for obtaining construction bids in order to perform work identified under Crane Rail Joint Repair Phase 1 on the Nashville and Napoleon Ave. wharves. The lead project manager shall be available to represent the Consultant in all communications, maintain the project schedule, and coordinate and ensure the quality of the work of the Consultant and all of its sub-consultants. The design team will be expected to furnish all labor and materials necessary to perform the tasks under the direction of the Board's staff including:*

- Project Coordination – Attend meetings and make presentations *as needed* to facilitate coordination with the U.S. Coast Guard, the U.S. Army Corps of Engineers, the Louisiana Department of Transportation and Development, the Orleans Levee District, Railroads, community organizations and any other interested parties, during all phases of the project.
- Meeting Minutes – Prepare accurate minutes of all meetings associated with the project during both design and construction, with the exception of construction progress meetings.
- Engineering Services to meet the criteria and purpose of the project/task assigned.

##### SCOPE OF SERVICES – DESIGN AND CONSTRUCTION

The assignment, as designed by the Consultant to be bid and awarded, shall include the following services:

- I. Preliminary Engineering
  - a. Site Investigation - Surveying, Geotechnical, Environmental, and Construction Materials Testing – Any required land and/or marine surveys, geotechnical investigations and analysis, and environmental testing and analysis, if needed for design of the project, may be provided via the Consultant's sub-consultant under the subject contract.
  - b. Development of preliminary estimate.

- c. Identification of risks and development of risk mitigation strategies.
  - d. Development and refinement of preliminary design and construction schedules.
  - e. Development of a work breakdown structure (WBS) to organize the team's work into manageable sections during design and construction efforts.
- II. Design
- a. Schedule creation and maintenance for Design and Construction - The project will require careful coordination, scheduling and phasing, which must be specifically planned by the Consultant and included in the bidding documents prepared by the Consultant. Any project that affects bridge operations, cargo operations, marine traffic, rail traffic or vehicular traffic will require preparation of a proposed closure schedule and a recommended sequence of construction.
  - b. Review documents and sessions during plan and specification development - Improvements shall be developed and designed so that the resulting construction cost is within the Board's budget. Submit 30%, 60%, and 90% progress sets of plans and specifications to Board staff for review and comment as per the schedule agreed upon by the Consultant and Director of Port Development.
  - c. Interim refinements of estimate during design progression.
  - d. Interim refinements to identified risks mitigation strategies during design progression.
  - e. Interim refinements of schedules (both design and preliminary construction) during design progression.
  - f. Final Plans and Specifications for bidding - Prepare final technical specifications and plans (bidding documents, including final construction estimate) for the project in the Board's format in accordance with Louisiana public bid law and Board policies for receiving public bids. Deliver signed and sealed original bid documents on the dates indicated by the approved project schedule. The Board shall make reproductions and distribute bid documents to bidders.
- III. Bidding Assistance
- a. Attend pre-bid meeting and produce presentation materials as required Answer bidder's technical and phasing/coordination questions on bid documents prepared by the Consultant. Attend Pre-Bid Conference(s) and participate in presentation of project, phasing/coordination, and other special contract requirements to bidders.
  - b. Assist in answering technical questions from bidders and produce bid addenda as required - Prepare addenda documents (letters, plans, and specifications) in a timely manner as directed by Board staff.
  - c. Review post-bid tabulation as required
- IV. Construction Assistance and Administration
- a. Review submittals
  - b. Review and respond to RFI, RFC as required
  - c. Attend periodic progress meeting
  - d. Attend site visits for specific concerns related to design or construction
  - e. Act as owner representative as directed
  - f. Review pay applications and recommend actions
- V. Project Close-out
- a. Create final as-built documents based on contractor mark-ups
  - b. Review all final submittals including O&M manuals, warranties

**SCOPE OF SERVICES – PROJECT DESCRIPTION AND REQUIRED FEATURES**

**Site Description:** *The site of the needed crane rail repairs is on the Napoleon and Nashville*

*Ave. Wharves, on the Mississippi River at approximately between mile 101.1 to mile 99 AHP East Bank. The site is bounded by the Napoleon Ave. Shed "C" wharf to the east (down-river), the Nashville Ave. Shed "A" wharf to the west (up-river), the Mississippi River to the south, and the Port of New Orleans Clarence Henry Truckway to the north.*

**Site Challenges:** *Qualified firms will be selected (in accordance with the scoring criteria found elsewhere in this RFP) that both demonstrate the applicable experience in the type of repair issue(s) the Board requires and are also best suited to tackle the various site constraints that exist including, but not limited to:*

- *Limited access to the site – located in the Port's container terminal complex, depending upon area, there are two PONO tenants conducting cargo loading, unloading, and movement within the container yard. PONO tenant business must be maintained, and it will be paramount to design packages that phasing be considered within and between bid packages.*
- *Constraint of site on all sides – limited lay-down and construction areas due to ongoing cargo activities.*

**Project Description:** *The Board currently operates six container cranes at the Napoleon and Nashville Ave. wharves: two 100 ft. gauge cranes and four 50 ft. gauge cranes. The cranes ride on rails built into the wharves, the 50 ft. cranes utilize the oldest sections of rail that require repair. The subject rail occupies approximately 4181 LF of wharf frontage with 8 expansion joints and 105 rail splices. Failures are being seen as vertical rail movement when the cranes traverse certain portions of the track, especially in areas near the rail joints. This rail movement is causing damage to the cranes due to the impact of the crane rail truck as it crosses the differential being seen on either side of a rail joint. Professional engineering services are being sought to investigate the cause(s) of the failures, design a suitable repair, develop a repair strategy, and develop bid document(s) for a phased repair.*