Board of Commissioners
Port of New Orleans
REQUEST FOR QUALIFICATIONS

As-Needed Environmental Services for Fiscal Years 2014-2016
Issue Date: January 10, 2014

NEW ORLEANS, LOUISIANA

RESPONSES DUE BY
12:00 P.M. (TWELVE NOON) MONDAY, JANUARY 27th, 2014
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PART I. SUMMARY
NOTICE OF REQUEST FOR QUALIFICATIONS

Notice is hereby given that the Board of Commissioners Port of New Orleans is issuing a Request for Qualifications (RFQ) from firms licensed to do business in Louisiana interested in being considered for award of professional services contracts for various environmental assignments as well as specific projects at the Port of New Orleans for a three year contract on an as-needed basis.

Professional environmental services are to be provided under contracts in four categories as described in the RFQ: 1) Environmental Site Assessments, Hazards Abatement, and Remediation, 2) Environmental Compliance Assessments and Guidance Development, 3) Stormwater Management Plan and Water Quality Management, and 4) Emergency Preparedness and Response.

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 website address: http://portno.com/Request-For-Proposals. The RFQ contains information and instructions on submitting qualifications. In addition, the same website has the form PONO SF-102 that can be downloaded and used for submitting qualifications for each of the four contracts. Separate submittals shall be made if submitting responses for more than one contract.

The evaluation of qualifications, issuance of Request for Proposals, evaluation of proposals, and award of contracts 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 a Request for Proposals (RFP). Failure to submit all the information required on the form PONO SF-102 will constitute a non-response. Qualification statements are to be submitted only on the Board's PONO Standard Form 102 for this solicitation.

The response submittal to the RFQ consists of six bound copies and one original of forms PONO SF-102 for each contract for which the firm wishes to be evaluated. The sealed envelope or box shall be titled “Request for Qualifications for As-Needed Environmental Services for Fiscal Years 2014-2016”. Submittals shall be mailed or delivered (no facsimile nor email) to the Board of Commissioners Port of New Orleans, Ms. Deborah D. Keller, P.E., Director of Port Development, 1350 Port of New Orleans Place, New Orleans, Louisiana 70130 not later than twelve noon, local time, on Monday, January 27th, 2014. 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 shall be directed to Ms. Amelia Pellegrin by email only at pellegrina@portno.com.
PART II. GENERAL INFORMATION

INTRODUCTION

The Environmental Department at the Port of New Orleans’ Port Development Division is requesting statements of qualifications from consulting firms for as-needed environmental services in the areas of environmental site assessments, site remediation, environmental compliance, water quality management, and emergency preparedness and response planning in regards to environmental hazards.

It is the intent of the Board of Commissioners of the Port of New Orleans and its employees to operated the Port and manage resources by preserving and protecting the environment. The Port of New Orleans will

• Continually evaluate and improve activities and practices to preserve and protect the environment.
• Comply with applicable environmental laws, regulations, and other.
• Employ responsible and sound methods of pollution prevention.
• Foster employee awareness and sensitivity as stewards of the environment.
• Ensure a safe and secure environment for employees and the community.

The purpose of this solicitation is to augment the Board’s Environmental Department staff efforts in ensuring compliance with federal, state and local environmental protection regulations, and reducing risk of hazards to human health and the environment.

SCOPE OF ENVIRONMENTAL SERVICES CONTRACTS

Refer to the following list for environmental contracts for which PONO SF 24-102 (the qualifications submittal forms) are to be used for evaluations. The scope of work shown under each contract is intended to indicate the types of experience and qualifications to be considered for issuing Requests for Proposals (RFP) to short-listed firms, and is not limited to these activities.

Contract 1: Environmental Site Assessments, Hazards Abatement, and Remediation

As part of the Board’s ongoing property development and general operations, Phase I Environmental Site Assessments (ESAs) are regularly required, and must be performed by Environmental Professionals with appropriate licensure and insurance as defined by standards and regulations.

Phase I ESA properties identified as having potential contamination and other Board properties may require Phase II ESA investigations, including site monitoring and sampling, which also must be performed by Environmental Professionals with appropriate licensure and insurance as defined by standards and regulations.
In accordance with state and federal rules and regulations the Consultant may be asked to develop and oversee site remediation action plans, including plans and specifications development for contractor work, oversight of excavations or treatment of contaminated or hazardous wastes, and development of site closure reports or other regulatory agency submittals.

The Consultant may be requested to identify, meet and coordinate with regulatory agencies to procure applicable permits and/or to facilitate the review and approval of site remediation plans, risk assessments, site closure reports, waste classifications and environmental compliance assessments. The Consultant may also be requested to provide technical support to attorneys in assessing environmental liability, supporting challenging regulatory agency negotiations, and supporting litigation. This may involve assessing environmental damages, designing cost allocations, preparing technical positions and expert reports, and participating in mediations and court proceedings as an expert witness.

**Contract 2: Environmental Compliance Assessments and Guidance Development**
The Consultant will be requested to provide a baseline of current environmental compliance (international, federal, state, local) as well as a list of regulations that apply and a roadmap for demonstrating and tracking compliance in the future. The Consultant may be requested to provide guidance and expertise regarding all applicable environmental rules and regulations (federal, state, local, maritime/international) pertaining to facilities, operations, tenants/operators and construction contractors. Consultant may be required to assist with Port-wide compliance audits, inspections, permitting, monitoring, regulatory requirements tracking, compliance tracking system development, and preparation of compliance guidance documents for operations or tenants. Consultant may also be asked to assist in development of training materials for Board employees and tenants, and the review of Environmental Management System documents and procedures for compliance with ISO 14001.

**Contract 3: Storm Water Management Plan and Water Quality Management**
The Consultant may be requested to assist with storm water management program updates, regulatory reviews, facility and construction inspections, TMDL program development and implementation, green infrastructure planning and design, staff training and/or tenant outreach, and drinking water quality monitoring.

**Contract 4: Emergency Preparedness and Response**
The Consultant may be requested to provide guidance and review of emergency preparedness and response procedures in relation to potential environmental hazards and assist in the preparation and review of documentation, protocols, and policies per state and federal regulations and ISO 14001 standards. Preparation of manuals, training materials and other educational activities may also be requested. Coordination with regulatory agencies and other agencies with jurisdiction may be required, as is providing technical support to Port staff in the event of an environmental incident.

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. Each solicitation for the above referenced contracts will be evaluated separately; therefore a separate set of forms is to be submitted for each contract to be considered for.
INSURANCE

Before a professional services contract can be executed and become effective, the Consultant shall furnish to the Board’s risk manager original, manually signed 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 agreement. The Consultant shall furnish originals of all required insurance policies to the Board before commencing any work.

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 notarized 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 any rights of subrogation in favor of the Board.

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 the 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.

Pollution Liability Insurance – The Consultant shall procure and maintain Pollution Liability insurance coverage in the amount of one million dollars ($1,000,000) per claim and two million dollars ($2,000,000) annual aggregate.

During the term of this contract and for a period of three years after, the Prime Consultant and each Sub-Consultant providing professional services, and any other firm as applicable, must carry professional liability insurance, comprehensive motor vehicle insurance and comprehensive general liability insurance each in the amount of $1,000,000, in addition to worker's compensation insurance.

**SELECTION PROCESS AND CRITERIA**

The PONO will follow Division Directive No. 9, “Professional Contract Services” for evaluation of the firms. This is a two part process. The top ranked prime firms will be short-listed to no more than three to five for each environmental contract. **For each of the four environmental contracts, 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 the project and an estimated man-hour projection for each classification. 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 PONO staff, after evaluation of the RFPs.
MINIMUM PERSONNEL REQUIREMENTS

1. 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.

2. 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 in environmental services to serve as lead project manager.

3. 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.

4. Environmental testing laboratory must meet the requirements of ASTM E329, latest edition, having acceptable accreditation from programs such as the Louisiana Department of Environmental Quality, the National Institute of Standards and Technology, or the National Voluntary Laboratory Accreditation Program.

5. In addition to the above general requirements, the following specific requirements for each environmental contract apply to the Prime Consultant Firm responding:

   **Contract 1: Environmental Site Assessments, Hazards Abatement and Remediation**: must employ full time or as contractor or through sub-consultant, within 60 miles of New Orleans, at least one of each of the following: degreed chemist, certified industrial hygienist, degreed risk assessor (environmental scientist with a degree in environmental, chemical or biological field), degreed toxicologist, LA Department of Environmental Quality licensed lead inspector, lead risk assessor, lead project designers and supervisor, asbestos inspector, contract supervisor, management planner and designer, and a wetlands specialist. The prime firm must also have personnel able to provide expert environmental testimony acceptable by the New Orleans Civil District Court.

   **Contract 2: Environmental Compliance Assessments and Guidance Development**: must employ full time or as contractor or through sub-consultant at least one certified industrial hygienist and at least one environmental compliance auditor with at least 5 years of Louisiana multi-media environmental compliance auditing experience. Certified environmental compliance auditors with Port/maritime industry experience are preferred but not required.

   **Contract 3: Storm Water Management Plan and Water Quality Management**: must employ full time or as contractor or through sub-consultant at least one of each of the following: a wetlands specialist, a Louisiana licensed geologist, a Louisiana licensed environmental engineer, a Certified Stormwater Manager or similarly certified storm water professional, and a licensed professional for water quality testing. A full time water resources specialist and Louisiana licensed landscape architect are also preferred, but not required.
Contract 4: Emergency Preparedness and Response: must employ full time or as contractor or through sub-consultant within 60 miles of New Orleans, at least one certified emergency manager (CEM or similar certification) with transportation and maritime experience.

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 Port’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 IDENTIFICATION WORKER CREDENTIALS

Project sites within port terminals will 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. 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. 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.)
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.

**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 consultant’s, RiverWorks Business Development Group. The PONO 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 each environmental contract are:

1. Experience in the type of work (See Part II, Scope of Environmental Services Contracts), 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. 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 Port 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. Consultants may not combine multiple proposals if submitting on more than one contract.

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 Environmental Services Contracts), 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. 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 Port 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. Keller after the board meeting. No information regarding the award will be given prior to the Board’s action.