

**BOARD OF COMMISSIONERS PORT OF NEW ORLEANS  
INFORMATIONAL MEETING  
RIVERFRONT COLD STORAGE FACILITY PROJECT  
NOVEMBER 9, 2009  
1 P.M.  
PORT OF NEW ORLEANS ADMINISTRATION BUILDING**

**MINUTES OF MEETING**

Attendance Sheet attached separately.

Director of Port Development, Deborah Keller, P.E. gave a Powerpoint presentation on the project. The meeting agenda was distributed.

***AGENDA-INFORMATIONAL MEETING  
FOR RIVERFRONT COLD STORAGE FACILITY PROJECT at the PORT OF NEW ORLEANS***

***Purpose of the Project and Project Overview***

***Project Location***

***Project Webpage [www.portno.com/riverfrontcoldstoragefacilityproject.htm](http://www.portno.com/riverfrontcoldstoragefacilityproject.htm)***

***Design-Build Process for Port of New Orleans under LA State Law***

***Request for Qualifications***

***Deadline 8 a.m. Friday, November 13, 2009 Received by Port of New Orleans***

***Addenda Issued: 1 and 2***

***Addendum 3: To be Issued on November 10, 2009 by 5 p.m. CST***

***Frequently Asked Questions Asked Before the Deadline***

***Additional Questions from the Audience***

***Networking Opportunity with Riverworks Follows Meeting***

***Minutes of this meeting, attendance sheet, and Powerpoint presentation will be posted November 10, 2009 by 5 p.m. CST***

Answers to previously questions received before the deadline were addressed in the Powerpoint presentation.

Questions asked following the presentation are listed below, with the reply:

1. Are the Design Build Applicant Entities limited to submitting the forms provided by the Port or are they allowed to submit additional information?

**THE ONLY ITEMS TO BE SUBMITTED IN THE STATEMENTS OF QUALIFICATIONS ARE THE FORMS THAT HAVE BEEN ISSUED IN THE RFQ. and documents required for the Design-Build Applicant Entity to submit as stated on Form 2. NO OTHER INFORMATION IS TO BE INCLUDED OR WILL BE CONSIDERED BY THE QUALIFICATIONS EVALUATION COMMITTEE. DOCUMENTS OTHER THAN THOSE REQUIRED WILL NOT BE PROVIDED TO THE COMMITTEE**

2. Should a company planning to form a joint-venture submit a RFQ?

**See Addendum No. 3 regarding the Design Build Applicant Entity and changing the entity after the Statement of Qualifications.**

3. Is an engineering component necessary on every team?

**Teams can be composed of whomever the Design Build Applicant Entity wants, but all elements that are considered professional designed must be performed by a firm licensed to do so in accordance with Louisiana law.**

4. Will all Design Build Applicant Entities receive plans for re-using concrete wharf deck?

**Those short-listed entities receiving the Request for Proposal will receive sufficient drawings and information to prepare their proposals.**

5. Should every key firm on the team be included in the Statement of Qualifications?

**The SOQ being submitted under each Design Build Applicant Entity will be used by the Qualifications Evaluation Committee to score the criteria stated in the RFQ, therefore the SOQ will need to include the most important firms in order to be ranked highly, and it is not necessary to indicate every firm that will possibly participate in the project.**

6. Does each team need a geotechnical engineer?

**The RFQ requires certain disciplines on Page 3. The surveying and geotechnical information the Port will provide to the short-listed Design Build Applicant Entities is not sufficient to design and build the project.**

7. Are any points given to a Louisiana based company?

**The criteria is in the RFQ, which follows State law, and it does not score the domicile of the firms.**

8. If a joint venture is the Design Build Applicant Entity and has no past performance except each firm's own work, may they list their projects separately.

**Yes and indicate the name the work was performed under.**

9. When are the addresses and contact information on all the firms on the team provided?

**This contact information will be required in the proposal, not the SOQ.**

10. How much is the performance bond in the proposal going to be?

**All Port construction projects have required a 100% performance bond so far, but this will be clearly stated in the Request for Proposals.**

11. May Forms 10-12 list more than five projects?

**Please list the most relevant projects first.**

12. May we insert photos in the forms?

**The instructions in the RFQ caution not to substantially modify the forms, so don't insert anything such as photos.**