

**BOARD OF COMMISSIONERS PORT OF NEW ORLEANS  
MEETING WITH DESIGN-BUILD APPLICANT ENTITIES ISSUED RFP  
RIVERFRONT COLD STORAGE FACILITY PROJECT  
DECEMBER 18, 2009  
8 A.M. AND 4 P.M.  
PORT OF NEW ORLEANS ADMINISTRATION BUILDING**

**MINUTES OF MEETING**

Attendance Sheet attached separately.

**Morning Briefing:**

Director of Port Development, Deborah Keller, welcomed the Design-Build teams (D-Bs) and gave a morning briefing on the project tour for the day. The briefing included what to expect at the sites and a requested that all questions be held until the afternoon de-briefing session in order to ensure that all attendees are present for answering questions. Port engineers on the tour are for escort purposes only. Minutes will be kept of the meetings and will be posted to the project website: [www.portno.com/riverfrontcoldstoragefacilityproject.htm](http://www.portno.com/riverfrontcoldstoragefacilityproject.htm). The day's agenda was distributed in a packet to all attendees at the morning session which also included the Henry Clay site plan, project timeline, etc.

**AGENDA- MEETING WITH DESIGN-BUILD APPLICANT ENTITIES ISSUED RFP**

**FOR RIVERFRONT COLD STORAGE FACILITY PROJECT at the PORT OF NEW ORLEANS**

7:00 to 8:00am	Registration and TWIC card check, including Port of New Orleans Approved TWIC Escorts and their non-TWIC card parties being escorted (5 maximum non-TWIC personnel per Approved Escort).
8:00 am	Briefing and bus boarding
8:30 am	Depart Port Administration Building
9:00 am	Arrive at Jourdan Road Terminal for tour of the existing cold storage facility and its operations
10:30 am	Depart Jourdan Road Terminal
11:00 am	Return to Port Administration Building
11:00 am to 12:30 pm	Lunch on your own. There are numerous places within walking distance of the Port Administration Building
12:30 pm	TWIC card check and bus boarding begins
1:00 pm	Depart Port Administration Building
1:30 pm	Arrive at Henry Clay Avenue Terminal for site tour
3:00 pm	Depart Henry Clay Avenue Terminal
3:30 pm	Return to Port Administration Building
4:00pm to 5:00 pm	De-briefing and Question and Answer Session in Port Administration Building Auditorium

5:00 pm

(This is an open session. TWIC cards and pre-registration is not needed for this session.)

Ms. Keller explained that the morning site visit would be to Jourdan Road Terminal. The purpose of this visit is for the D-Bs to get a better understanding of the terminal operator's operations. Any questions asked of the operator will not be included in the minutes; however these individuals will also be available at the afternoon meeting for any further questions. This site visit is intended to provide an understanding of the cold storage operations and intent of the project.

The afternoon site visit will be to the Henry Clay Wharf, which is the project site. While the Jourdan Road Terminal was an existing wharf and retro-fitted shed, the new site will be geared towards a totally new facility. For instance, it is envisioned that external "plug-in" generators will be used to maintain the new facility in the event of long-term power failure. The Board's consultants and the terminal operator, NOCS, worked together to meet goals for efficiency and safety during the design at the previously proposed site. She reminded those in attendance that the Port will perform demolition and substructure repairs at the Henry Clay site, and since these will be separate publicly-bid projects, she encouraged them to bid.

Port Project Engineer, Darren J. Austin, verified the attendance and stressed the TWIC importance – groups need to stay together and within sight of their assigned escorts at all times. Further instructions were given on the bus ride to Jourdan Road Terminal.

The morning briefing ended 8:30 am, and the bus departed for the Jourdan Road Terminal, followed by lunch, and the visit to the Henry Clay project site.

#### **Afternoon Briefing:**

At the conclusion of the morning and afternoon site visits, Deborah Keller welcomed the D-Bs and gave an afternoon de-briefing on the project. She informed all in attendance that the RFP binders were being prepared, and a binder would be available at the conclusion of the meeting to each of the prime D-B representatives. Appendix A-F was still in progress, in particular E & F. Appendix F is the contractor requirement. These items will be issued via addendum and posted on the project website shortly.

Ms. Keller informed the group that Ms. Carol Balthazar of LA Riverworks is a consultant to the Port for DBE, WBE, MBE outreach. The Port has no minimum required participation percentage, but participation is strongly encouraged. Furthermore, in addition to the Port's policy, the project will adhere to CDBG rules for DBE, WBE, MBE under 24CFR Sect. 3. There are two parts: one for design professionals (16 pages) and one for contractors

(33 pages), both provided in the appendix of the RFP. It was stressed that all parties must comply with this section. Ms. Balthazar maintains a list of over 100 firms and the project web-page shows updated contact information for DBE, WBE, MBE firms that are in LA Riverwork's database.

Ms. Keller stated that the appendices include specialized features required for this project, such as the New Orleans climate which is unique in many respects to other locations where a project like this might be built, and also that the contract plans and specifications for the project prepared for the Gov. Nicholls Wharf location (included in the RFP materials), was designed specifically with these things in mind.

Ms. Keller explained that the D-Bs will be asked to return with their key personnel on Friday, February 19<sup>th</sup>, 2010 to give a brief presentation to the technical evaluation committee. The meeting times will be given in January via email.

Proposed contract time and costs are required to be submitted in a sealed envelope as part of the proposal. This will not be revealed until after the technical proposals are evaluated. Only then will the scores be adjusted to account for the contract time and cost using the formula shown in the RFP.

The Port did not intend for the Statements of Qualifications to list every key firm that will be on the D-B team. Therefore, the D-B prime is allowed to add, but not delete, firms in the proposal that the technical review committee will consider as part of evaluating how each D-B meets the evaluation criteria. However, any firms that are to be added after the Statement of Qualifications were submitted, must include Form 3 and Forms 5 thru 12 in the final proposal so that the new firms' qualifications can be considered.

The contract requires all individuals entering the project site during the contract time to have TWIC or have a Port of New Orleans Approved TWIC escort provided to them. The Port will not provide any TWIC escorts.

She further clarified that for the proposal, firms should focus on the key scoring factors as listed in the RFP. Out of the 21 firms that responded to the RFQ, there are now only three. To be scored highly, the D-Bs need to show an understanding of the scope of work and the scope of services. Whereas the scope of work gives an understanding of what to build, scope of services includes everything else involved in the project - design strategy, design technique, materials, experience, etc. D-Bs will need to distinguish themselves as being the most qualified in the areas scored.

Deliverables are described in the RFP and consist of a binder, and ONLY one sealed envelope containing the price and contract time. There absolutely cannot be anything in the binder or any other document, including the presentation, that discloses the contract time or price. The Technical Evaluation Committee must review the binder (technical aspects of project) and presentation without prejudice as to price or contract time. The sealed price and contract time will only be opened after the committee scores the technical submittal. The committee will open the sealed envelope after technical scoring and use it to adjust scores at the end according to a formula appearing in RFP documentation.

Randy Scarpero (NOCS), stated that NOCS desires 20 truck doors. This will be issued by addendum as a range of doors (likely 16 – 20 doors), so as to best utilize the available space at Henry Clay and not otherwise restrict the D-B firms to a firm number that may limit options. Additional information regarding NOCS' requirements for the refrigeration system will be provided in Appendix F.

Ms. Keller described the appeals process after the RFP are scored. The scores will be made public, published after the Board meeting approving the results, and posted to the Internet (project website). The appeal process is described in the RFP.

**Questions asked at the afternoon de-briefing are listed below, with the reply:**

1. Alan Thriffley (McDonnel-Primus), For the renovations under the wharf, will the D-Bs firms receive a report as to the outcome, i.e. any reduction in the wharf's structure rating?

**No, the repairs under the wharf are routine repairs that would be done regardless of the current project, but are being done now while the space is un-used so as not to inconvenience the tenant later. The wharf is rated for 850 pounds per square foot now and the substructure work by the PONO will not alter this rating.**

2. Mike Jones (McDonnel-Primus), What will the wharf look like after the shed is demolished by the PONO?

**See the condition of Mandeville Wharf where a similar shed was recently removed for what it will look like.**

3. Alan Thriffley (McDonnel-Primus), Does rainwater need to be treated before discharge into river?

**No. Where possible, the building's roof should direct rainfall runoff to the river; all other runoff must enter the existing drainage system that flows into the City of New Orleans drainage system or be pumped to the Mississippi River.**

4. Mike Jones (McDonnel-Primus), Is there a LEED component or requirement?

**No, in the RFQ energy efficiency is stated as a prime concern. Electricity is a large part of NOCS expense. LEED certification is encouraged, but not required?**

5. Alan Thriffley (McDonnel-Primus), Is this job sales-tax exempt?

**Yes, information regarding this will appear in the RFP in Appendix F.**

6. Jules McCrory (Broadmoor), Do you have information about which rail is to be removed?

**We will issue a drawing by addendum after we coordinate with NOPBRR in January.**

7. Joe Gioe (Broadmoor), Is there a "Buy American" requirement?

**No.**