

**Board of Commissioners
of the
Port of New Orleans
Julia Street Cruise Terminal Improvements
Project**

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ARCHITECTURAL SERVICES
FOR STATEMENTS OF QUALIFICATIONS
DUE BY TWELVE NOON
ON MARCH 15, 2010**

**Work Order 1-938
State Project No.578-36-0017-Phase 3**

**PORT PROJECT: JULIA STREET CRUISE TERMINAL IMPROVEMENTS
INTERIOR RENOVATIONS**

NEW ORLEANS, LOUISIANA

***REQUEST FOR QUALIFICATIONS*
Prime Consultant: Architect**

**Other Required Disciplines: Surveying, Civil Engineering, Mechanical
Engineering, Electrical Engineering, Construction Material Testing Laboratory
Services, Surveying, Construction Inspection Services**

PART I. SUMMARY

The Port of New Orleans (PONO) has issued a Request for Qualifications (RFQ) for **Louisiana licensed, professional, architectural firms** qualified and experienced in projects of this scope and magnitude interested in being considered for award of a professional services contract for the design of primarily interior renovation of the two existing Julia Street Cruise Terminals Berth 1 and Berth 2 into a single, larger cruise terminal with miscellaneous related structural, electrical, and mechanical work.

The project site is located at 990 (Berth 1) and 920 (Berth 2) Port of New Orleans Place in downtown New Orleans on the Mississippi River.

Professional services to be provided under this single contract under the supervision of the prime architect include the following key services: architectural design; surveying; civil, mechanical, and electrical engineering design, construction materials testing laboratory services, and construction inspection services. The prime consultant shall be responsible for project management and coordination. The RFQ contains project information and instructions on submitting qualifications. Additional professionals, such as interior designers, are optional and may be indicated using the forms issued for the required minimum professional services.

The project is funded up to 90% by the Louisiana Port Construction and Priority Program and will be publicly bid in multiple phases. The professional services to be provided to the Board under this contract are for the interior renovation of the terminal building as described above, estimated to cost no more than \$4.0 million.

Electronic versions of documents in this RFQ package, as well as any addenda, are available at www.portno.com, under DOING BUSINESS WITH THE PORT, under PROCUREMENT, under JULIA STREET CRUISE TERMINAL IMPROVEMENTS.

To respond to the RFQ, LA DOTD STANDARD FORM 24-102, as modified for the Port of New Orleans (SF 24-102) for this project (herein referred to as PONOSF 24-102) must be completed by the Prime Consultant and any key Sub-Consultants on the project team. The Prime Consultant must submit SIX, bound, originals of the SF 24-102 forms for all key firms on the team. Submittals shall be mailed or delivered (no facsimile nor email) to the Board of Commissioners of the Port of New Orleans, Ms. Deborah D. Keller, P.E., Director of Port Development, 1350 Port of New Orleans Place, New Orleans, Louisiana 70130 no later than 3 p.m. on Monday, March 15, 2010 to be considered responsive. Please note when scheduling deliveries that the Port of New Orleans office building is open between the hours of 8 a.m. and 5 p.m. Monday thru Friday. No changes may be made to the RFQ once submitted.

Do not list more than five projects and project information provided must fit on one or more pages of in the format of the form provided. Any information beyond the forms will not be reviewed by the evaluation committee. Sub-consultants which are providing REQUIRED services should complete the forms to indicate their information and key personnel that would be assigned to the project. Any Statement of Qualifications that does not include the required minimum services as stated in this RFQ, will not be considered since this is to be a single contract between the Board and the Prime Consultant for all the services stated herein as required.

Due to the multiple disciplines of professional services required, firms must respond to the RFQ as a team under a lead, Prime Consultant that must be a licensed architectural firm by the State of Louisiana at the time of submittal of the RFQ.

PART II. GENERAL INFORMATION PORT CONTACT

Ms. Deborah D. Keller, P.E., Director of Port Development, will chair the PONO's Consultant Evaluation Committee. She will receive any questions by email only from those firms interested in being the prime consultant. Direct questions in writing via email only to kellerd@portno.com. Answers to questions will be posted to the project website.

INSURANCE

Before this 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 Design Liability Insurance – The Consultant shall procure and maintain errors and omissions / professional liability insurance for design of the project in the amount of either a project policy for one million dollars (\$1,000,000). 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.

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.

CONSTRUCTION PROJECT DESCRIPTION

Refer to the separate document "Port of New Orleans Julia Street Cruise Terminal Improvements RFQ" information packet that contains Chapters 1,3,8, and 9 from the Board's funding application to the Louisiana Port Construction and Development Priority Program, which is provided State funds for the construction of this project. This document explains the purpose of the project. The Progress Schedule shown in this document on page 10 is superceded by the schedule provided herein for

the interior renovation work. The procurement of the passenger gangway has been advertised and will be publicly bid on April 1, 2010.

REQUIRED PROFESSIONAL SERVICE EXPERTISE

The ideal Prime Consultant/Team will have demonstrated design experience and proven capabilities in the design of a U.S. ocean-going cruise terminal, and/or public passenger terminals or hospitality facilities similar to a cruise terminal; project management; testing laboratory services as required for providing a construction materials/quality control testing program; and construction inspection services. Construction management and administration services shall be provided by PONO staff.

Overall coordination of this interior renovation (Phase 3) with Phases 1 and 2 of the project will be provided by PONO staff. Phase 1 is a separate phase of the project that includes the procurement and installation of an articulated, enclosed passenger gangway that will transport passengers between the cruise terminal and the ship and a vertical circulation core to transport passengers from ground level to the gangway. Phase 2 of the project is the structural modification to the Julia Street Wharf to accommodate the gangway.

The interior renovation project will be publicly bid in accordance with the LADOTD and PONO standard format for its Contract Documents. Cost estimates and progress contract documents will be required from the Consultant at various percentages of design from preliminary design to final completion of Contract Documents.

SELECTION PROCESS AND CRITERIA

The PONO will follow Division Directive No. 9, "Professional Contract Services" for evaluation of the Consultant/Team. This is a two part process. The top ranked Prime Consultants/Teams will be short-listed to no more than five nor less than three.

Only those Prime Consultants/Teams 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.

PROJECT SCHEDULE

Refer to the tentative project schedule below:

Tentative Project Schedule for Interior Renovation Phase 3 Work

	<u>Dates</u>
Issue Request for Qualifications	February 19, 2010
Receive Statements of Qualifications (SOQ)- by Twelve Noon	March 15, 2010
Committee Ranks Firms Based on SOQ	March 19, 2010
Issue Request for Proposals to Short-Listed Firms	April 1, 2010
Site Visit for Short-Listed Firms at Julia St. Terminal 10:00 am	April 6, 2010
Committee Receives Written Proposals-by Twelve Noon	April 12, 2010
Committee Receives Presentations- Times to be Assigned	April 13, 2010
Committee Ranks Firms Base and Submits Rankings	April 14, 2010
Recommendation from President/CEO to Board for Approval to Enter Contract	April 22, 2010
Execute Professional Services Contract	April 30, 2010
Notice to Proceed Issued for Professional Services Contract	May 1, 2010
Complete Project Design and Submit Final Plans and Specifications	Sept. 1, 2010
Contract Documents Submitted for DOTD Final Review and Approval	Sept. 1, 2010
Board Resolution to Advertise for Construction Bids	Sept. 23, 2010
Advertise for Public Bid for Construction	Sept. 29, 2010
Public Bid Opening for Construction	Oct. 28, 2010
Bids Submitted for DOTD Review and Approval	Nov. 1, 2010
Award of Construction Contract by Board	Nov. 18, 2010
Construction Starts (180 calendar days)	Dec. 1, 2010
Construction Ends	June 1, 2011

The PONO has an aggressive project schedule. The Board's intent is to complete all construction such that the terminal is design, renovated, and ready for cruise operations operable no later than September 1, 2011.

ITEMS TO BE PROVIDED BY PORT OF NEW ORLEANS

The PONO will provide the following items to the Prime Consultant upon commencement of the project's design:

1. Existing site plan and record drawings of the Julia St. Cruise Terminals.
2. PONO staff will submit all permitting applications.

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 MANPOWER REQUIREMENTS

1. The Prime Consultant firm must be registered as a Professional Architectural Firm in the State of Louisiana at the time of submittal of the RFQ.
2. The Prime Consultant must employ, on a full time basis, at least one Registered Professional Architect with at least eight years of experience in similar projects to serve as project manager.
3. The Prime Consultant must also employ, on a full time basis, or through the use of a Sub-Consultant(s) a minimum of:
 - a. One LA Registered Professional Civil Engineer, with at least five years experience in the design of commercial building structures.
 - b. One LA Registered Professional Mechanical Engineer, with at least five years experience in commercial mechanical systems, including HVAC.
 - c. One LA Registered Professional Electrical Engineer, with at least five years experience in commercial electrical systems, including lighting.
 - d. One LA Registered Professional Land Surveyor, with at least three years experience in the performance of surveys and a survey crew.

- e. Material testing laboratory meeting the requirements of ASTM E329, latest edition, having acceptable accreditation from programs such as the National Institute of Standards and Technology, National Voluntary Laboratory Accreditation Program, ASSHTO and/or AALA. Personnel conducting field tests shall be qualified by ACI as Concrete Field Testing Technicians, Grade 1 according to ACI CP-1 or equivalent and for steel testing, if needed, AWS certified welding inspector.
- f. Miscellaneous personnel to provide related services under this scope of work.

Note: Specific experience, listing project types, for the individuals meeting the requirements listed above must be listed in applicable sections of PONOSF 24-102.

AUDIT REQUIREMENTS

The selected Prime 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 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.

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 PONOSF24-102.)**

Any Prime Consultant/Team failing to submit any of the information required on PONOSF 24-102 will be considered non-responsive. Facsimiles and email submittals of PONOSF 24-102 will not be accepted. Name(s) of the Prime Consultant and Sub-Consultant firms listed on PONOSF 24-102 must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the appropriate Louisiana State Board of Registration for the practice of engineering, architecture, or surveying, as applicable to the professional services provided by the firms.

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

BOARD'S MBE/DBE/WBE 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

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 go to http://www.portno.com/pno_pages/business_procurement.asp.

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 a RFP are:

1. Experience in the type 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 participation, weighted factor of 2
6. Prior contract history, weighted factor of 2
7. Knowledge of local conditions, including experience in maritime/industrial facilities, involving comparable issues, tasks, coordination, etc., 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 three to five firms short-listed by the Consultant Evaluation Committee will receive an invitation to respond to a Request for Proposal (RFP). To respond to the RFP, the Prime Consultant/Team shall submit one copy of a fee proposal in a separate sealed envelope marked "Fee Proposal" with the name of the Prime Consultant indicated on the outside of the envelope. In addition, the Prime Consultant/Team is encouraged to provide six bound originals of any additional information it wants the Consultant Evaluation Committee to consider as a supplement to the PONOSF 24-102 that was previously submitted in response to the RFQ. However, the Prime Consultant/Team may not revise the original PONOSF 24-102 which qualified it to be short-listed. See below for the required presentation/interview that is part of the response to the RFP.

RFP AND PRESENTATION AND INTERVIEW

All RFP respondent Prime Consultants will be required to submit their response to the RFP and to make a presentation to the Consultant Evaluation Committee, as part of the evaluation process. This is intended to be an opportunity for the Prime Consultant/Team to present how they best meet the criteria listed above. The presentation should be based on an understanding of the PONO's objectives and how they may best be achieved and the qualification and experience of the Prime Consultant/Team as a whole. The Prime Consultant/Team will present their concept of the project, the proposed work plan, statement of qualifications, and staff experience, etc. as it relates to the design of this project. The presentation may last a maximum of 45 minutes with an additional 15 minutes allowed for questions by the Consultant Evaluation Committee. In addition to the RFP documents, six bound copies of the presentation may be submitted to the Consultant Evaluation Committee at the time of the presentation. All presentations and interviews will be held at the Port's Administration. Dates and times will be assigned with 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, 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 project, weighted factor of 3.
5. Staffing and support to be assigned to the project, weighted factor of 3.
6. Knowledge of local conditions, including experience in commercial or retail, or passenger terminal, or multi-level parking projects involving comparable issues, tasks, coordination, etc, weighted factor of 3.
7. Ability to meet PONO schedule for deliverables as described herein, weighted factor of 2.5.
8. MBE/DBE/WBE 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.**

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