

*ON-CALL ENGINEERING SERVICES*

-----  
**REQUEST FOR QUALIFICATIONS (RFQ)**

**Due on March 13<sup>th</sup>, 2023 by 2pm**



**East Second Street  
Oswego, New York 13126**



**TABLE OF CONTENTS**

Notice to Proposers ..... 2

Section 1 - Introduction and Overview..... 3

Section 2 - Proposal Requirements..... 4

Section 3 - Scope of Professional Services ..... 6

Exhibit A - Non-Collusion Affidavit.....1 Page

## PORT OF OSWEGO AUTHORITY

### NOTICE TO PROPOSERS

1. Proposals for the RFQ, as described herein, will be received by William W. Scriber, Executive Director, at the PORT OF OSWEGO AUTHORITY (PORT), until Monday, March 13, 2023 at 2:00pm (EST). Any changes to this RFQ are invalid unless specifically modified by the PORT and issued as a separate addendum document. Should there be any question as to changes to the content of this document the PORT's copy shall prevail. It is the Proposer's sole responsibility to ensure that their proposal, inclusive of any or all addenda, is received to the proper place at the proper time. Postmarks will not validate proposals which arrive after the cut off time listed above. Any proposal received after the scheduled closing time for receipt of proposals will be returned to the Proposer unopened.
2. To assure consideration, all proposals shall be made in the format requested herein. To facilitate the evaluation process **one electronic on a memory stick and three (3) hard copies of the proposal shall be provided**. Proposals shall be typed and submitted on **standard size paper (8 1/2"x11")** and shall be enclosed and sealed in an envelope, clearly marked **ON-CALL ENGINEERING SERVICES RFQ**, and hand delivered or mailed to the **PORT by the due date at the following address:**

**PORT of Oswego Authority**  
**1 East 2<sup>nd</sup> Street**  
**Oswego, NY 13126**  
**Attn: William W. Scriber**

## **Section 1 – Introduction and Overview**

### **1.1 General Overview**

The Port of Oswego is the first U.S. port of call and deep-water port on the Great Lakes from the St. Lawrence Seaway and New York's only port on Lake Ontario.

The historical PORT is also home to Oswego Marina, the H. Lee White Marine Museum, historic maritime port, and fourteen companies that call it home for its domestic and international operations.

The Port of Oswego's strategic location at the crossroads of the Northeastern North American shipping market, puts us less than 350 miles from 60 million people. Extend that to 750 miles and you'll reach half of the United States and Canadian population, and their business and manufacturing facilities.

With international clients and cargoes that span the globe from Brazil and the Netherlands, to Egypt and Indonesia, prove that the Port of Oswego is an international contender. Free of coastal port congestion and large city traffic, we are able to offer all our international and domestic shippers virtual year-round access to various Northeastern United States industrial and agricultural markets. As an ice free port, the Port of Oswego can receive vessel traffic 12 months out of the year, with deep draft vessels arriving from the North shore of Lake Ontario even when the St. Lawrence Seaway is closed to navigation.

The PORT is open 24 hours a day, seven-days a week to accommodate vessels from all Port's on the Great Lakes and around the world. The PORT entrance depth is 27 feet, a width of 750 feet, a turning basin of 115 acres and it has no restrictions on beam length for ships entering the harbor. The PORT hosts a U.S. Customs service office to facilitate the movement of legitimate international cargo by rail, truck and water.

As a nine-time Seaway Pacesetter Award Winner, we have a proven track record of economically and efficiently handling international cargoes.

### **1.2 Purpose of Request for Qualifications**

The PORT is issuing this Request for Qualifications (RFQ) to select what the PORT deems as the most qualified firm, who is licensed to practice engineering in the State of New York, and readily available to perform various engineering tasks based on the PORT's needs.

The PORT will select a consultant firm based on their qualified expertise to perform Engineering Services referenced in Section #3 of this RFQ.

Upon selection, an Agreement will be issued to the selected firm for a two (2) year period. The PORT reserves the option to renew the agreement for up to two (2) additional two (2) – year periods

Task Orders will be issued under the Engineering Services Agreement detailing the specifics of each task/project to include agreed to scope of services and professional fees.

### **1.3 Evaluation and Selection Process**

- A. Submittal Review: The PORT will review and evaluate each submittal to determine if it meets the requirements for the RFQ. Failure to meet the requirements will be cause for eliminating the applicant from further consideration.
- B. Selection: Based on the PORT's evaluation of each respondent's qualifications submission, the firms will be ranked with the highest ranked firm selected for the on-call assignment.

C. Interviews: The PORT may or may not conduct in person interviews depending on the outcome of the evaluation and ranking process.

D. **Section 2 – Proposal Requirements**

A. Proposal Format and Content

So that competing proposals can be compared equally, vendors must assemble their proposals in strict adherence to the layout requirements. Failure to follow all proposal layout requirements may result in disqualification of your proposal for being non-responsive. The proposal must be assembled in the following order, with tabs separating each section.

1. **Cover Letter**

2. **Company Overview** – to include a brief summary of the firm’s origin, background, and size of the company, the overall capabilities of the organization, and proximity of company’s resources to the PORT’s offices and facilities.

3. **Firm’s Qualifications** – a description of the company’s expertise related to each field of engineering services requested and a full discussion of the company’s recent experience directly related to the engineering discipline as it relates to ports or similar facilities.

4. **Personnel** – organizational chart and resumes of key people to address experience, qualifications, educational background and skills including any subconsultants that are anticipated.

5. **References** – list three (3) former municipal clients for whom comparable services have been performed within the last five years. Include the name, address, e-mail address, and telephone number of each client’s principal representative.

6. **Good faith effort to use Minority and Women owned Business Enterprises (MWBE)** – Identify scopes of work by which you could successfully engage MWBE firms for the contract and list the firms you have working relationships with.

7. **Non-Collusion Affidavit (Exhibit A)**

B. The PORT reserves the right to withhold award of contract for a period of ninety (90) days following RFQ opening. All proposals received are considered firm for that 90 day period.

C. An agreement in the PORT’s form (**Attachment A**) to the successful Proposer results in a binding contract without further action by either party.

D. The PORT may make such investigations as it deems necessary to determine the ability of the Proposer to provide the services as specified, and the Proposer shall furnish to the PORT, as is commercially reasonable, all such information and data for this purpose.

E. Any questions as to the meaning of the Scope of Engineering Services or other pre-bid documents must be submitted in writing and shall be directed to **William W. Scriber**, **wscriber@portoswego.com** who will provide instructions for submitting requests. To be given consideration, requests must be received no later than Monday, February 20<sup>th</sup>, 2023 at 3:00pm (EST). Any and all such interpretations and any supplemental instructions will be sent to all prospective Proposers not later than Friday, February 24, 2023 at 4:00pm (EST).

F. The PORT reserves the right to reject any or all proposals, either separately or as a whole and to waive any informality in a proposal or to accept any proposal presented which it deems best suited to the interest of the PORT.

- G. The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the PORT.
- H. At the time of the opening of proposals each Proposer shall be presumed to have read and be thoroughly familiar with the specifications and contract documents (including all Addenda)

### **SECTION 3 - SCOPE OF PROFESSIONAL SERVICES**

#### **PROFESSIONAL ENGINEERING/ARCHITECTURAL/PLANNING SERVICES (Categories 1- 10 Below)**

The consultant shall provide professional services in support of Categories 1-10 described below. The design-related services shall include preparation of project specific plans and specifications, including calculations signed and stamped by a professional engineer or architect registered in the State of New York with specific experience in the design and construction of subject facilities. Under the supervision of said engineer/architect, the consultant shall perform or cause to be performed by others, all necessary services to prepare a complete set of biddable construction documents. The consultant's services shall include the following project management assistance in support of the categories listed below:

- Provide Project Management and coordination with PORT staff. Prepare and provide project status updates including updates to scope status, schedule and cost.
- Preparation of Grant Applications. Assist PORT staff in the preparation of various State and Federal grant applications.
- Perform QA/QC.
- Submit monthly invoices conforming to PORT requirements.
- Prepare and perform presentations to PORT staff, the public and other stakeholders.
- Prepare and attend project coordination meetings with PORT staff, and other permitting agencies.
- Prepare cost estimates and project schedules.
- Prepare meeting agenda and minutes.
- Provide administrative support for NYSDOT, FEMA and other NYS or Federal Government funded projects
- Prepare plans, specifications and bid packages for individual projects for competitive public bidding.
- Preparation of planning studies, land use economic and sustainability analysis and resiliency and equity plans.
- Assist PORT staff in identifying and evaluating grant opportunities and preparation of applications.

**Overall Evaluation Criteria:**

- Experience
- Proposed Project Manager
- Availability
- Past performance
- Technical Approach
- Local Office
- Knowledge of PORT Staff/Standards/Guidelines

Support services typically needed by the PORT for each design-related Category include, but are not limited to, the following list:

**CATEGORY 1- CIVIL ENGINEERING**

- Provide topographical and field surveying to establish base topographical mapping.
- Research and add to base mapping all existing utility information.
- Conduct site and field investigations to verify locations of existing and proposed facilities.
- Environmental and other regulatory permitting requirements.
- Geotechnical investigation and reporting specific to proposed projects.
- Design of grading plans.
- Design of asphalt and concrete pavement, drainage, sewer, water and other utility systems.
- Design of retaining walls and erosion resistant systems.

**Category 1 Evaluation Criteria:**

- Experience
- Proposed project team
- Availability
- Past performance
- Technical Approach
- Local Office
- Knowledge of PORT Standards/Guidelines

**CATEGORY 2 – RAILROAD ENGINEERING**

- Provide rail system master planning for PORT sites/facilities.
- Develop alignments and rail system details.
- Design crossings in accordance with industry standards.
- Have working knowledge of AREMA Manual for Railway Engineering and Rail Carrier standards and requirements.

**Category 2 Evaluation Criteria:**

- Experience
- Proposed project team
- Availability
- Past performance
- Technical Approach
- Local Office
- Knowledge of AREMA Manual for Railway Engineering, Rail Carrier and PORT Standards/Guidelines



### **CATEGORY 3 - STRUCTURAL ENGINEERING**

- Evaluation of existing foundations and structures.
- Provide structural design for new structures or modifications of existing structures.
- Provide alternative structural layouts or options that can be applied to project requirements.
- Provide technical memorandum on assessments of structures.
- Provide complex structural analyses using computer programs for complex projects.
- Provide technical specification for selection of materials and methods.
- Provide seismic and wind design review of existing structures.
- Provide detail design of foundation, floor plan, roofing, and framing for operation, maintenance, and office buildings.
- Provide structural engineering support during construction of projects.

#### **Category 3 Evaluation Criteria:**

- Experience
- Proposed project team
- Availability
- Past performance
- Technical Approach
- Local Office
- Knowledge of Building Codes and PORT Standards/Guidelines

**CATEGORY 4 - TRANSPORTATION ENGINEERING & PLANNING**

- Traffic Studies and Analysis Services including system performance and traffic management in accordance with the jurisdictional entity.
- Transportation planning including land use relationships, travel demand management, transportation corridor studies and circulation studies.
- Knowledgeable in design of transportation systems, signage, other traffic control device plans.
- Preparation of design plans, details and specifications for surface transportation projects.
- Act as the PORT liaison in coordination with the local entities and for community participation and public outreach programs.
- Signing and striping plans.

**Category 4 Evaluation Criteria:**

- Experience
- Proposed project team
- Availability
- Past performance
- Technical Approach
- Local Office
- Knowledge of PORT and NYSDOT Standards/Guidelines

**CATEGORY 5 - MECHANICAL & PLUMBING ENGINEERING**

- Perform HVAC system evaluation, including performance testing, computer modeling, and control system.
- Analysis of heat loads.
- Evaluation and design of filtration systems, refrigeration equipment, and air handling equipment
- Energy efficiency improvements, including analysis of insulation.
- Balancing of ventilation systems.
- System commissioning.
- Evaluation and design of material storage and handling systems.
- Evaluation and specification of specialized equipment

**Category 5 Evaluation Criteria:**

- Experience
- Proposed project team
- Availability
- Past performance
- Technical Approach
- Local Office
- Knowledge of ASHRAE standards and PORT Standards/Guidelines

## **CATEGORY 6 - ELECTRICAL ENGINEERING**

- Prepare power plan diagrams of the facility.
- Design and prepare plans for all conduit routes for projects.
- Design and prepare interior and exterior lighting plans.
- Design and prepare one-line diagrams for the switchboards, MCCs, and controls.
- Coordinate and manage all electrical work with the National Grid for their approval of new services.
- Coordinate all electrical engineering work with other engineering disciplines.
- On-site inspection of the electrical systems installation and analysis of contractor invoices.
- Evaluation and design of power generation including co-generation and standby systems.
- Evaluation and design of power conditioning and un-interruptible power supplies.
- Evaluation and design of telecommunications, security and surveillance, and fire alarm systems.
- Evaluation and design of programmable controllers.
- Lightning protection.
- Systems commissioning.

### **Category 6 Evaluation Criteria:**

- Experience
- Proposed project team
- Availability
- Past performance
- Technical Approach
- Local Office
- Knowledge of NEC Codes and PORT Standards/Guidelines

## **CATEGORY 7 - CONSTRUCTION MANAGEMENT**

- Attend pre-construction meeting and provide assistance in responding to all questions in a timely manner.
- Assisting PORT Construction Administrator in conducting and coordinating field meetings with contractors and act as the PORT's Liaison for coordination and communication with other Agencies, Engineers, Architects as needed.
- Assist and participate on regular basis in the project progress meetings, take minutes and respond to all questions.
- Coordinates with design engineers and project managers on design issues encountered during construction.
- Review contractor's submittals in accordance with the requirements of project specification and the PORT's requirements prior to final approval.
- Review and respond to all project RFIs in a timely manner.
- Prepare, process and monitor contract change orders with the PORT's approval.
- Review extra work invoices.
- Review and approve punch lists.
- Participate and assist in conducting the final inspection, testing and release of the facilities.
- Review and approve record drawings at project completion.
- Assist in preparation of daily pay estimates in accordance with the inspection daily reports.
- Assist in preparation of contractors monthly pay estimates.
- Assist in monitoring extra work on the time and material basis.

### **Category 7 Evaluation Criteria:**

- Firm Experience
- Proposed project team
- Schedule/Availability
- Past Performance
- Local Office
- Knowledge of PORT Standards/Guidelines
- Ability to perform as extension of PORT staff
- Health and Safety staff to support projects

**CATEGORY 8- ARCHITECTURE**

- Provide programmatic level layouts for conceptual projects.
- Perform code review of proposed projects.
- Prepare project alternatives for building improvements or new buildings.
- Prepare detailed plans and specifications for public bidding.
- Utilize 3-Dimensional software for BIM and rendering purposes.

**Category 8 Selection Criteria:**

- Firm Experience
- Proposed project team
- Schedule/Availability
- Past Performance
- Technical Approach
- Local Office
- Integrated Architectural and Engineering Team

**CATEGORY 9 - PREPARATION OF GRANT APPLICATIONS**

- Assist Port staff in seeking, identifying and evaluating grant funding opportunities to pursue.
- Preparation of grant applications including preparation of benefit cost analysis, narratives, conceptual designs, project estimates, compiling and submitting applications, etc. as needed.

**Category 9 Selection Criteria:**

- Firm Experience
- Proposed project team
- Schedule/Availability
- Past Performance
- Local Office
- Ability to perform as extension of PORT staff

**CATEGORY 10 – FACILITY PLANNING, LAND USE ECONOMICS AND SUSTAINABILITY,  
RESILIENCY AND EQUITY PLANNING**

- Brownfield opportunity area plans
- Comprehensive plans
- Strategic plans
- Land use, development and redevelopment planning/strategy
- Economic and fiscal impact analysis
- Benefit cost analysis
- Community participation and outreach.
- Renewable energy & energy efficiency planning
- Sustainability, resiliency and equity planning

**Category 10 Selection Criteria:**

- Firm Experience
- Proposed project team
- Schedule/Availability
- Past Performance
- Technical Approach
- Local Office
- Knowledge of PORT Standards/Guidelines
- Integrated with Architectural and Engineering Team



**EXHIBIT A  
NON-COLLUSION AFFIDAVIT**

The undersigned as Proposer, declares that the only persons or parties interested in this proposal is made without collusion with any person, firm or corporation. Your signature on this document, should you be awarded the contract as defined in this RFQ, signifies that you have fully read and understood this proposal and will comply with all terms and conditions unless otherwise noted in the "exceptions" portion of the proposal.

Name Of  
Offeror (Firm): \_\_\_\_\_

Title: \_\_\_\_\_

Authorized  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed/Typed  
Name: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

