



REQUEST FOR QUALIFICATIONS
MARINE ENGINEERING AND PLANNING CONSULTANT
PORT OF WAUKEGAN
WAUKEGAN, ILLINOIS

ISSUED: 10th June 2022

DUE: 12:00 PM (Central Standard Time), 1st July 2022

SUBMIT TO: Max Pekcan
General Manager
55 South Harbor Place
WAUKEGAN, IL 60085

WAUKEGAN
PORT DISTRICT
AIRPORT . MARINA . PORT

PUBLIC NOTICE
Request for Qualifications
Marine Engineering and Planning consultant
Port of Waukegan, Waukegan Illinois

Owner: The Waukegan Port District ("**District**"), as owner, operator, and sponsor of the Port of Waukegan ("**Port**") hereby gives notice that it will accept Statements of Qualifications ("**SOQ**") from qualified consultants or consultant teams to provide professional services for the Port.

Scope of Services: The consultant retained for this solicitation must supply all professional services necessary to provide preliminary design, permitting, final engineering, construction oversight services and special services or studies as needed for the rehabilitation and upgrading of the Commercial Dock and Berth 1 at the Port and other works as requested by the District. The specific projects are further detailed in the Request for Qualifications ("**RFQ**").

Qualifications: consultants submitting a SOQ must be experienced in the planning and engineering of various harbor works, including quay walls, breakwaters, dredging, fixed and floating dock systems, and port infrastructure improvements. Consultants must also show experience with implementing the requirements of the Illinois Port Facilities Capital Investment Grant Program.

Time and Place of SOQ Submittal: The District will accept SOQs until 12:00 P.M., CST, 1st July 2022 in the Port Administrative Office. The SOQ must be submitted in accordance with all submission requirements set forth in the RFQ. Facsimile submittals are not acceptable. Late proposals will not be accepted. Questions must be directed in writing as detailed in the RFQ. Email Submittals only.

RFQ Documents: The RFQ will be available beginning 8:00 A.M., CST, 10th June 2022. Consultants interested in submitting an SOQ may download the form through our web page at <https://waukeganharbor.com> the RFQ from also be available in hardcopy only for local applicants for pick-up the Port Administrative Office. Consultants can request digital (PDF) copies by emailing Max Pekcan (GM) mpekcan@waukeganport.com, or by phone (847-244-3133). The RFQ and any subsequent addenda will be distributed exclusively **via e-mail**. As Provided from on web page or on sign in sheet if picking up a hard copy.

Agreement: The District intends to execute an agreement for the preliminary design, permitting, final engineering, construction oversight services and special services or studies as needed for the rehabilitation and upgrading of the Commercial Dock and Berth 1 at the Port, and other Port-related works as requested by the District ("**Retainer Agreement**") with the selected consultant.

Submittal Rejection: This RFQ does not obligate the District to execute a Retainer Agreement with any consultant nor to pay any cost incurred in the preparation of any SOQ submitted in response to the RFQ. The District reserves the right to reject any and all submittals, waive any informalities in submittals, or to accept a submittal which, in the District's sole determination, best serves the interests of the District.

Published by the Waukegan Port District, Waukegan, IL.

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SECTION I – INTRODUCTION

Port of Waukegan

The Port of Waukegan (“**Port**”) is located in Lake County, Illinois approximately 40 miles north of Chicago, Illinois.

Request for Qualifications

The Waukegan Port District, as owner, operator and sponsor of the Port (“**District**”) is accepting Statements of Qualifications (“**SOQ**”) from qualified consultants to enter into a retainer agreement (“**Retainer Agreement**”) to provide professional services for the preliminary design, permitting, final engineering, construction oversight services and special services or studies as needed for the rehabilitation and upgrading of the Commercial Dock and Berth 1 at the Port, and other Port-related works as requested by the District (“**Project**”). The District will only consider responsive SOQs from responsible consultants. A responsive SOQ is an SOQ that complies with all requirements stated in this RFQ. A responsible consultant is a consultant that demonstrably possesses the skill, ability, and integrity necessary to faithfully perform the work called for in this RFQ. Each responsive SOQ from a responsible consultant shall be evaluated solely according to the criteria set forth in this RFQ and the content of the SOQ. The deadline for submission of a responsive SOQ is June 30, 2022, at 4:30 P.M., CST (“**Submission Deadline**”).

SECTION II - GENERAL PROVISIONS

Questions

Requests for additional information or clarifications must be made in writing via email to the general manager of the Port, Max Pekcan, at mpekcan@waukeganport.com. Replies to inquiries or additional information or amendments deemed necessary by the District will be issued by written addenda prior to Submission Deadline. The deadline to submit questions is 21st June 2022 at 4:30 p.m.

Addenda

Addenda to the RFQ, should there be any, will be emailed to all those who have submitted an application to the RFQ. How do you submit an application to the RFQ? See comments in The RFQ page #1 above.

Retainer Agreement Term

The District intends to execute the Retainer Agreement for a term of up to five years with the selected consultant.

SECTION III – GENERAL INSTRUCTIONS FOR PREPARING A STATEMENT OF QUALIFICATIONS

SOQ Format

To standardize the SOQ, all submittals must be organized in the manner set forth below. Pages must be separated into tabbed sections and appropriately titled on each tab. Please follow outline and headings as described in Section III. Pages must also be single-spaced and two-sided. Font size must be a minimum of eleven points. All information and materials provided must be included under a single cover. Excluding the front cover, the cover letter, and appendices (resumes and prequalification), the SOQ may not exceed thirty (20) pages.

SOQs will be retained by the District and will not returned. The required format for the SOQ is as follows:

Front Cover

Cover Letter

The cover letter must be signed by an official of the consultant submitting the SOQ letter. Should the District issue any addenda, the cover letter must acknowledge receipt of the addenda by listing the number and date issued.

SOQ

1. Introduce all members of the consultant that will be involved with the Project and indicate the location of the principal office from which the scope of services outlined in this RFQ will be performed.
2. Discuss capability of the consultant to perform independently of other offices, or conversely, the principal office's capability to obtain necessary support from other firm offices. List potential subconsultants, including office locations and areas of expertise.
3. Discuss consultant's experience and ability to perform professional maritime engineering services. Include, at a minimum, information relating to the number of years the consultant and the consultant's staff have been providing marine planning, design and engineering services and the number of State of Illinois licensed engineers and ACOPNE board-certified port and coastal engineers employed by the consultant.
4. Discuss the consultant's experience and familiarity with IDOT Illinois Port Facilities Capital Investment Grant Program.
5. Discuss the consultant's experience in the planning and designing of large vessel and cruise ship berthing.
6. Discuss the consultant's experience in the design of wave absorbing and habitat enhancing shoreline improvements
7. Discuss the consultant's experience in designing sheet pile quay walls, dock aprons, and mooring bollards.

8. Discuss the consultant’s knowledge of port operations including target cargoes, cargo handling processes, and implementing the operations into the design.
9. Identify disadvantaged business enterprise (“**DBE**”) participation within the consultant. Note, the RFQ has a goal of a minimum of 20% participation for DBEs not a requirement. Acceptable documentation for DBE status shall be current certification from the Illinois UCP Directory or other state DBE certification.
10. Discuss the consultant’s experience with permitting of projects on the Great Lakes through the US Army Corps of Engineers
11. Provide a minimum of three examples indicating consultant’s qualifications and experience related to port dock design
 - Include the name, telephone number, and email address of the project owner; the title of the project; the project location; project start date; project completion date; and the names and responsibilities of key consultant personnel assigned to work on each project.
 - Indicate if the consultant has previous experience with port planning and operations at other commercial ports on Lake Michigan
 - Discuss the consultant’s experience in recreational harbor design.
12. Discuss availability, commitment, and responsibilities of potential staff members. Depict organizational structure, showing overall management and staff members that may be involved in the Project, and include names and job titles.
13. Include any other relevant information regarding the consultant’s qualifications in reference to maritime engineering services.
14. State of Illinois State or Federal Grant Program administrative experience

Conclusion

Appendices

1. Provide resumes of all potential staff members that may be involved in the Project, outlining their experience and expertise in providing Port engineering services.
2. Carefully comply with all RFQ instructions when preparing and submitting the SOQ. Be as concise as possible and provide only the information requested by the RFQ and the submittal material can not exceed 20 pages including appendices.

Time and Place of SOQ Submittal

All SOQ submittals must be done in electronically in PDF form Include copy of the SOQ and the appendices. Only local consultants (if any) may drop a hard copy SOQ’s and the envelope should have the following information.

[insert *ENGINEERING FIRM NAME*]
STATEMENT OF QUALIFICATIONS
ENGINEERING AND PLANNING CONSULTANT
Port of Waukegan
[insert *Date of Submission*]

SOQs will be accepted until the Submission Deadline in the Port Administrative Office, at maxpekcan@waukeganport.com email and/or 55 South Harbor Place Waukegan, IL 60085. The SOQ must be submitted in clearly marked envelope with “SOQ MARINE ENGINEERING AND PLANNING CONSULTANT – Primary consultant name” or email with “SOQ MARINE ENGINEERING AND PLANNING CONSULTANT – Primary consultant name” in Subject line and in the body of the email and sent in accordance with all submission requirements set forth in the RFQ.

Proposals submitted after the Submission Deadline will not be accepted

All SOQ’s submitted through delivery services, such as Federal Express, UPS, or USPS or Facsimile submittals are not accepted.

SECTION IV – SELECTION CRITERIA

Selection Criteria

The selection criteria to be used in evaluating potential consultants are as follows:

- Consultant’s experience in Port, Marine and Coastal Engineering Services
- Work capacity of office to perform work
- Assigned Board-Certified Port and Coastal Engineering staff
- Previous (within past five years) experience working for/at the Port
- Specific experience in the design of wave absorbing dock wall
- IDOT Illinois Port Facilities Capital Investment Grant Program experience
- Prior Great Lakes ports engineering experience
- Proximity of primary office to the Port
- Percentage of DBE performing work

Selection Procedures

The District is conducting an open engineering selection in accordance with a qualitative-based selection process in general conformance with 30 ILCS 535/. The District shall appoint a selection committee to evaluate the SOQs received in response to this RFQ and to identify a short list of the best qualified consultants for further consideration. Interviews may or may not be conducted. The District shall initiate negotiations with the consultant considered to be the most highly qualified by the selection committee to execute a Retainer Agreement. If a Retainer Agreement cannot be reached with the selected consultant, the District can terminate negotiations with such consultant and initiate discussions with the next ranked consultant. This process will continue until a Retainer Agreement can be executed. Notwithstanding the foregoing, the District reserves the right to reject any and all submittals, waive any informalities in submittals, or to accept a submittal which, in the District’s sole determination, best serves the interests of the District.

The anticipated schedule is as follows:

- RFQ Issued 6/10/2022
- Last Day to Submit Questions 6/21/2022 (4:30pm)
- SOQ's Due 7/1/2022
- Review SOQ's. Establish Short List. 7/1/2022 – 7/14/2022
- Recommend consultant to District 7/15/2022

Submittal Acceptance/Rejection:

This RFQ does not obligate the District to execute a Retainer Agreement with any consultant, nor to pay any cost incurred in the preparation of any SOQ submitted in response to this RFQ. The District reserves the right to reject any and all submittals, to waive any informality in submittals, or to accept a submittal which best services the interests of the District. The SOQs shall become the property of the District, without compensation to the responding consultants for disposition and usage by the District at its discretion. The particulars of the SOQs will remain confidential.

EXHIBIT A - SCOPE OF SERVICES

Overview

The consultant shall provide a comprehensive scope of services to provide the District turnkey professional services to complete the design, permitting, and construction administration services for the project ("**Project**"), as described in Section I of the request for proposal ("**RFP**").

Required Consultant Services

1. Prepare topographic survey of the Project extending 25' beyond the perimeter, including one-foot contours, locations and elevations of existing above ground structures and visible utilities. Includes boundary of lease parcels and right-of-way adjacent to the Project area. The survey shall include a bathymetric survey of the harbor bottom in the Project area and within 100' of the proposed dock walls.
2. Provide geotechnical investigation of the site, including completion of soil borings in the pavement areas and along the location of the dock wall. All soil borings must be completed from land. The investigation should provide borings with field data, soil classifications, and lab testing.
3. Provide an assessment of the anticipated cargoes to be handled at the Commercial Dock and required handling equipment and processes. This process will also identify the design vessels for the Project and their applicable loading and berthing requirements. This assessment will drive the design of the improvements described below.
4. Provide design services for the waterside improvements, including the following:
 - a. Wave action modeling of the proposed dock wall.
 - b. Design of vessel berthing based on findings from item 3 above, including design of a mooring dolphin suitable for loading of the design vessel.
 - c. Preliminary and final construction drawings for the proposed dock wall in general compliance with the concept submitted in the State of Illinois Port Grant Program application.
 - d. Harbor bottom design at the dock wall to avoid scouring and proper support for the dock wall.
 - e. Mooring bollard design suitable for the design vessel(s); and
 - f. Fendering system for the dock wall suitable for the design vessel(s).
5. Provide design services for the landside improvements, including the following:
 - a. Preliminary and final construction documents showing site design with enhanced access and logistics, which will be driven by findings of item 3 discussed above.
 - b. Dock apron with pavement design (section and slopes) suitable for stevedoring equipment and storage of cargoes identified in item 3 above.
 - c. Drainage design and stormwater management report in accordance with City of Waukegan and Lake County Stormwater Management Commission requirements including storm sewer and water quality improvements.

- d. Dock curb design including detailed structural section showing cap and protection of dock edge in accordance with industry best management practices; and
 - e. Detailed site grading design with proposed one-foot contours and spot elevations.
6. Permitting of project, including the following permits:
- a. Illinois EPA NPDES permits for stormwater associated with construction and industrial discharge permit associated with the working dock including Stormwater Pollution Prevention Plan and assistance with submittal of Notice of Intent.
 - b. The engineering portions of City of Waukegan site development permits.
 - c. Illinois Historic Preservation Agency (IHPA) report.
 - d. Illinois Department of Natural Resources (IDNR) Endangered Species Consultation Program Agency Action Report.
 - e. Lake County Watershed Development Ordinance Permit; and
 - f. US Army Corps of Engineers Individual Permit (joint application with IDNR).
7. Construction administration for the Project:
- a. Preparation of bid documents including instructions to bidders, general conditions, technical specifications, bid forms, and insurance requirements.
 - b. Review of the Project's request for information from bidders/contractor throughout the project.
 - b. Review of shop drawings and material specifications submitted by contractors.
 - c. Minimum four visits by the engineering team for pre-construction meeting with the contractor, on-site staff expertise during initial installation of the dock wall, initial punch list of work, and final review of completed work.
 - d. Provide routine representation to the District throughout the Project at frequency requested by the District including preparation of daily field logs and coordination with third party testing firms (e.g., subgrade testing, concrete testing, weld inspections, etc.)