

Request for Statement of Qualifications

Cleveland-Cuyahoga County Port Authority
Cleveland, Ohio

NOTICE IS HEREBY GIVEN by the Board of Directors that sealed Statements of Qualifications ("SOQ"s) from qualified professional services firms will be received by the Cleveland-Cuyahoga County Port Authority for the following Project:

Cuyahoga River Navigation Channel Bulkhead Condition Assessment Services

The selected professional services firm will perform the scope of services outlined in the SOQ documentation, which includes a comprehensive above and below the waterline bulkhead condition assessment along the Cuyahoga River federal navigation channel.

Statements will be received at the office of the Cleveland-Cuyahoga County Port Authority, Attention: Ms. Carly Beck, 1100 West Ninth Street, Suite 300, Cleveland, Ohio 44113 until 3:00 p.m. local time on September 21, 2021.

SOQ documentation will be available and may be obtained at the office of the Cleveland-Cuyahoga County Port Authority ("Port Authority") at 1100 West Ninth Street, Suite 300, Cleveland, Ohio 44113 during regular business hours of 9:00 a.m. through 4:00 p.m. or on the Port Authority website: <https://portofcleveland.com/doing-business/>. Any future addenda will be posted on the Port's website.

THE PORT AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL SUBMISSIONS, TO WAIVE ANY TECHNICALITIES, TO REQUEST ADDITIONAL INFORMATION, AND TO OTHERWISE PROCEED IN ACCORDANCE WITH THE BEST INTERESTS OF THE PORT AUTHORITY.

Statements will be evaluated and scored in accordance with the Ohio Revised Code and criteria within the SOQ documentation to determine the most qualified, responsive, and responsible professional services firm/team. The Port Authority may request interviews with firms following the submission of their SOQs. The Port Authority will negotiate a contract along with fair and reasonable compensation with the most highly ranked and qualified firm. If negotiations fail with the firm/team ranked most qualified, the Port Authority may elect to enter into negotiations with the firm/team ranked second most qualified.

Any SOQ may be withdrawn or amended prior to the closing deadline. If any interested firm has questions, they should contact Carly Beck, of the Port Authority at 419-386-6095, or email carly.beck@portofcleveland.com.

UNDER NO CIRCUMSTANCE WILL THE PORT AUTHORITY BE RESPONSIBLE FOR ANY COSTS INCURRED BY ANY PROFESSIONAL SERVICES FIRM IN RESPONDING TO THIS REQUEST FOR STATEMENTS OF QUALIFICATION AND ANY SUBSEQUENT PHASES OF THIS EVALUTATION AND NEGOTIATION PROCESS.

Cleveland-Cuyahoga County Port Authority

William D. Friedman
President/CEO

08-23-2021

Cuyahoga River Navigation Channel Bulkhead Condition Assessment Services

Cleveland-Cuyahoga County Port Authority

Questions Due: 9-15-2021

Responses Due: 9-21-2021

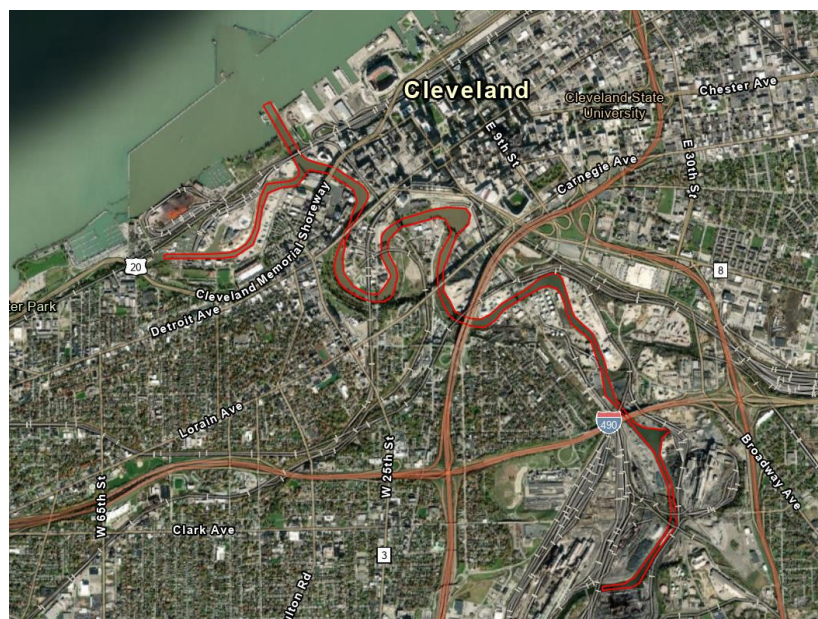
Project Background

As part of the Harbor Services Agreement between the Port Authority and the City of Cleveland, the Port Authority inspects and monitors the retaining works along the navigation channel to ensure a safe and secure waterway for all users. The Port Authority performs a visual above the waterline assessment every year and a comprehensive above and below the waterline inspection every five years, with the overarching goal of assessing conditions on a parcel-by-parcel basis, maintaining accurate records of parcel owners' reinvestments in maritime infrastructure and retaining works, and monitoring the overall risk to maritime commerce and the federal shipping channel. The Port Authority maintains records back to 2013.

The Port Authority is looking to perform another comprehensive above and below the waterline inspection in 2021 to continue monitoring the condition of retaining works along the channel. This inspection should build off previous inspection results and create a streamlined process and platform to continue collecting data in future years.

Project Description & Scope

The intent of this Request is to identify qualified firms with documented expertise in bulkhead surveying and condition assessment and the use of Geographic Information Systems (GIS) in collecting and displaying inspection data. The Project scope includes a comprehensive above and below the waterline inspection and condition assessment of the bulkheads and other retaining structures along the length of the Cuyahoga River federal navigation channel. This consists of approximately 73,000 linear feet of river frontage. The boundaries of the navigation channel are outlined below in red and can be downloaded from the U.S. Army Corps of Engineers Geospatial Open Data site (<https://geospatial-usace.opendata.arcgis.com/>).



This condition assessment shall build off previously conducted assessments. Conditions shall be reported on a parcel-by-parcel basis and use the Port Authority’s already established rating system, shown below, to maintain consistency with previously conducted assessments.

Condition	Description
Good	No problems or only minor problems noted. Structural elements may show some very minor deterioration, but no overstressing observed.
Satisfactory	Minor to moderate defects and deterioration observed, but no overstressing observed.
Fair	All primary structural elements are sound, but minor to moderate defects and deterioration observed. Localized areas of moderate to advanced deterioration may be present but do not significantly reduce the load bearing capacity of the structure.
Poor	Advanced deterioration or overstressing observed on widespread portions of the structure but does not significantly reduce the load carrying capacity of the structure.
Serious	Advanced deterioration, overstressing, or breakage may have significantly affected the load bearing capacity of primary structural elements. Local failures are possible and loading restrictions may be necessary.
Critical	Very advanced deterioration, overstressing, or breakage has resulted in localized failure(s) of primary structural elements. More widespread failures are possible or likely to occur and load restrictions should be implemented as necessary.
Unknown	Undetermined conditions.

Ratings for each parcel should reflect and include assessments of the wall/skin of the bulkhead/retaining structure, assessments of the connections along the structure, visual assessments of marine appurtenances, and an analysis of any deflection or movement using above the waterline visual inspection and below the waterline scan data. Firms should also confirm and/or update parcel information as needed and provide a range of depth along the parcel’s bulkhead to gain information on whether the area has been recently dredged and can accommodate commercial navigation.

Firms should consider the high turbidity of the water and determine the appropriate technology that will yield the best results (quality, speed, cost). SOQs must provide detailed information on the type of technology to be used, the level of detail and sensitivity of the system(s), and the firm’s overall experience with the technology.

Deliverables are anticipated to include the following:

- A comprehensive report detailing methodology and summarizing results.
- A file geodatabase (.gdb) with associated metadata of condition assessment ratings by parcel, inspection notes and photos, underway survey data collected, and any other data or information used in determining condition assessment ratings. Historical data should be populated and incorporated into the database.
- Configuration and deployment of an ArcGIS Online web map to display condition assessment ratings and allow for updating via ArcGIS Field Maps (or similar). It is the Port Authority’s intent to be able to update records using a mobile phone or tablet in future years when performing assessments.

Contract Type and Payment Method

See attached example of Cleveland-Cuyahoga County Port Authority’s standard Professional Services Agreement containing payment method.

Estimated Date of Authorization

It is anticipated that the selected firm will be authorized to proceed in mid-October 2021.

Project Schedule

It is anticipated that professional services will commence shortly following Authorization and finish before winter weather conditions become prohibitive. All final reports and deliverables shall be submitted by January 31, 2022.

Questions

Questions related to this SOQ shall be directed to Carly Beck via email at carly.beck@portofcleveland.com. All questions shall be submitted by 5:00 p.m. local time on or before September 15, 2021. Responses to questions will be gathered, consolidated, and published as Addendums on the Port Authority's website.

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Compliance with Title VI of the Civil Rights Act of 1964

The Cleveland-Cuyahoga County Port Authority, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Selection Procedures

The Cleveland-Cuyahoga County Port Authority will directly select a firm based on the SOQs. The requirements for the SOQ and the Firm Selection Rating Form that will be used to select the firm are shown below.

Firms interested in being considered for selection should respond by submitting one (1) hard copy and one (1) electronic copy on USB flash drive of the SOQ to the following address **by 3:00 PM on the response due date** listed above.

Cleveland-Cuyahoga County Port Authority
Attn: Carly Beck
1100 W. 9th Street, Suite 300
Cleveland, OH 44107

Responses received after 3:00 PM on the response due date will not be considered.

Requirements for Statements of Qualification & Selection Process

A. Instructions for Preparing and Submitting a Statement of Qualification

1. Provide the information requested in the Statement of Qualifications Content (Item B below), in the same order listed. Do not send additional forms, resumes, brochures, or other material.
2. SOQs shall be limited to ten (10) 8½" x 11" single sided pages plus three (3) pages for the Project Approach (Item B.4 below) and any material related to example reports and/or deliverables (Item B.5 below).

B. Statement of Qualifications Content

1. List the Project Manager and other key staff members, including any subconsultant staff. Include the Project role of each staff member and address the experience of key staff members on similar projects.
2. Provide an approximate Project completion schedule and describe the availability of the assigned staff and their ability to perform the work in a timely manner.
3. List the firm's waterfront infrastructure condition inspection experience. Great Lakes infrastructure, local infrastructure, and/or infrastructure in a freshwater environment is preferred. Utilizing GIS to collect and organize inspection data is preferred.
4. Provide a description of your Project Approach, not to exceed three pages. Address your firm's: 1) Understanding of the Project; 2) Qualifications for the Project; 3) Technical approach, including technology used (i.e., equipment, software, etc.), experience with technology, and sensitivity/detail of technology, as well as plan for geodatabase development and configuration/deployment of web map and mobile application for data collection; and 4) Innovative ideas for saving time and/or money or improving results
5. Provide a consolidated example report and/or deliverable from similar projects.

Items 1 thru 3 must be included within the 10-page body of the SOQ. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Firm Selection Rating Form
for
Programmatic Selections

Project: Cuyahoga River Bulkhead Condition Assessment

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	15	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	5	See Note 4, Exhibit 1	
Firm's Past Performance/Example Deliverable	20	See Note 3, Exhibit 1	
Project Approach	35		
Total	100		

Exhibit 1 - Firm Selection Rating Form Notes

1. The proposed project manager for each firm shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the CCCPA and other agencies.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.
3. The firm's past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked firm receiving a commensurately greater number of points. The selection team will consider Port Authority past performance and consult other agencies as appropriate.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The firm's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.