



GENERAL CARGO FACILITY DOCK 20N CARGO DIVERSIFICATION PROJECT

REQUEST FOR STATEMENT OF QUALIFICATIONS

DUE DATE: November 16, 2022 @ 3:00 PM



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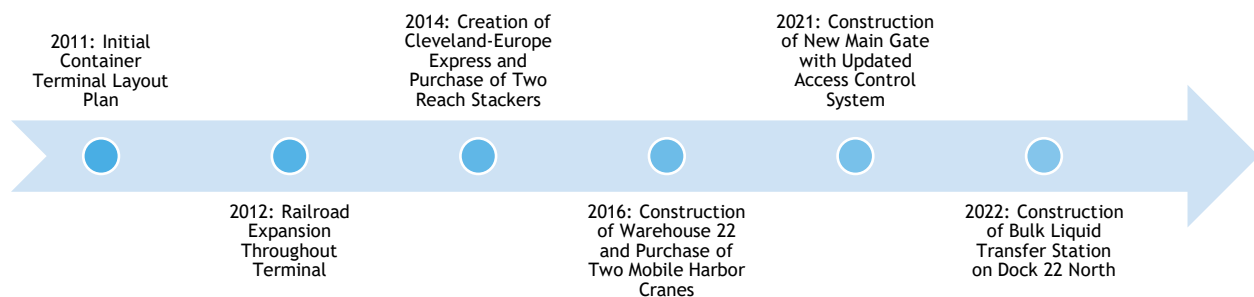
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Facility Background & History

The Cleveland-Cuyahoga County Port Authority’s (CCCPA) General Cargo Terminal is the international gateway for cargo entering/exiting the region via maritime transport through the Saint Lawrence Seaway System. The shipping terminal pre-dates the construction of the Saint Lawrence Seaway in the late 1950’s. In 1956, Dock 28 (W. 3rd Street Pier) was constructed in its present-day location and since the opening of the Saint Lawrence Seaway in 1959 this facility has become an international hub for commerce and trade. Additional docks have been constructed moving east to west towards the Cuyahoga River with the most recent dock constructed in the late 90s (Dock 22).

The General Cargo Terminal routinely handles a diverse mix of cargo, primarily imported cargo from Europe and cement from Canada. This includes specialty breakbulk cargo such as steel coil, tin plate, and various steel shapes/plate. This facility also handles specialty project cargos including oversized heavy machinery. The General Cargo Terminal is home to a regularly scheduled container service, the “Cleveland-Europe Express”, which has scheduled sailings between Cleveland and Antwerp. The Terminal also has two cement silos at the west end of the Terminal and a newly constructed direct to rail bulk fluid transfer station.

A map of the Port of Cleveland’s General Cargo Terminal has been included as a separately attached Exhibit for reference. A timeline of relevant capital investments is included below.



Description of Project & Project Goals

The Cleveland-Europe Express is the only regularly scheduled container service on the Great Lakes that handles the import and export of containerized cargo. This service connects the entire Great Lakes Region to key European ports, such as Antwerp, Rotterdam, Hamburg, and various ports in the United Kingdom. Half of all U.S. households, businesses, and manufacturing plants are within an 8-hour drive of the Port of Cleveland with direct access to a well established 1.7 million TEU market.

In 2022, the Peyton Lynn C, an 860 TEU capacity vessel for containerized cargo, performed monthly sailings between the Port of Cleveland and Antwerp. Several other vessels performed supplemental container and other bulk and project cargo transport services. The Port of Cleveland anticipates handling more than 10,000 TEUs of containerized cargo in 2022. With

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strong demand for transatlantic containerized cargo, a second vessel is being considered for 2023 sailings, and the Port anticipates future growth and it is important our infrastructure is prepared to accommodate this growth.

The Cleveland-Europe Express is presently served from Docks 20 & 22 at the Port of Cleveland's General Cargo Terminal. Dock 20 has historically served as a bulk commodity dock and in recent history has supplemented the containerized cargo operation. The compacted aggregate wear surface and existing irregular grading on this dock must be upgraded to efficiently and safely handle containerized cargo while being able to flex to handle the surcharge loading from bulk commodities as required. As a diversified Port, this Dock must be able to handle both containerized cargo and bulk commodities in the future.

Dock 22, the primary dock supporting the transfer of containers from the ship to the dock via the Port's LHM 280 mobile harbor cranes and reach stackers is comprised of a thin build up of asphalt that is presently at the end of its useful life. As the construction scope of work and cost estimates are developed for this Project, the Port is looking to resurface this dock to permit the transfer of containerized cargo across Dock 20 and 22 as one continuous and seamless operation.

Prior to making the investments in the surfaces of these docks, the Port Authority would like to evaluate subsurface infrastructure improvements related to the following:

- Stormwater Infrastructure Improvements
- Electrical Raceways & Access Points to Support Future Terminal Electrification Efforts
- Communication Raceways & Access Points for Enhanced Terminal Communications
- Removal & Relocation of Historic Infrastructure
- Other Subsurface Infrastructure to Accommodate Future Capital Investments to Enhance Terminal Operations in Support of Containerized Cargo Handling Including Installation of Fixed Radiation Portal Monitors.

The Dock 20N Cargo Diversification Project will consist of a limited scope to improve the safe and efficient movement of containerized cargo through the General Cargo Terminal. The data collection, design, permitting, environmental clearance, and development of construction document services to support the construction project are viewed only as part of the scope of services to be performed under this contract and the services being requested through this Statement of Qualifications request.

In parallel with development of the construction project documentation, the Port Authority would like the firm/teams to undertake a detailed containerized cargo operations and capacity planning study. The goals of this planning study are as follows:

- Review and Collect Data Related To Current Containerized Cargo Operation
- Assess Current Containerized Cargo Operations Related to Industry Ports of Similar Scale
- Develop Land Use Plan for Docks 20 & 22 to Optimize Container Handling & Storage

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- Recommend Operational & Site Improvements to Improve Throughput Capacity & Reduce Container Handling
- Assess Future Capacity Limitations
- Recommend Capital Improvements w/ Future Cost Estimates

Required Tasks & Services

The CCCPA is requesting the following major tasks be performed by the professional design services firm/teams:

- Task 1: Field Data Collection & Analysis (Planning & Design)
- Task 2: Dock 20 & 22 Containerized Cargo Operations & Capacity Planning Study
- Task 3: Project Construction Document Development (Stage 1, 2, 3, & Final)
- Task 4: Construction Project Permitting & Environmental Clearance
- Task 5: Construction Project Cost Estimate & Quantity Take Offs
- Task 6: E.O.R. Construction Support Services (Select Submittal Reviews, Construction Issues, Bi-Weekly Project Update Meetings& RFI Responses)

Other key services imbedded in the above tasks include:

- Containerized Cargo Key Stakeholder Interviews
- Field Investigation & Survey Existing Infrastructure/Operations
- Fixed Radiation Portal Monitors Sighting & Specification Development
- Geotechnical Investigation (As Needed)
- Grading Plan Development
- Pavement Design & Typical Section Detail Development
- ODOT Project Programming & Environmental Clearance Submissions
- Construction Staging & Phasing Plan
- Stormwater Management Planning
- Survey Control & Basemap Updating
- Schedule & Attend Regularly Scheduled Project Design Update Meetings
- Drafting
- Specifications
- Bill of Materials
- Quantity Calculations & Verification
- Planning & Design Quality Control
- Health & Safety Plan Development
- Utility Locations

The professional design services firm shall base the Technical Approach section of their SOQ on the described tasks included in this section and the scope of services requested for the Project above. The SOQ will be evaluated in part on the consultant's understanding of key issues, challenges, and technologies that may determine the success of the Project.

Submission Instructions, Pre-Statement Meeting, & Questions

Submission packages will be accepted until 3 PM on November 16th, 2022. Statements are to be delivered to the following name and address:

Nicholas A. LaPointe, P.E., Director of Planning & Capital Development
Cleveland-Cuyahoga County Port Authority
1100 W. 9TH Street, Suite 300
Cleveland, OH 44113
Email: Nicholas.LaPointe@PortofCleveland.com

Late submittals will not be considered. Statements not meeting the requirements of this request for SOQ may be deemed non-responsive at the sole discretion of the CCCPA.

A pre-statement meeting is not planned as part of this SOQ request.

Questions related to this SOQ shall be directed to Nicholas LaPointe via email. All questions shall be submitted by close of business on or before November 9th, 2022. Responses to questions will be gathered, consolidated, and published as Addendums on the CCCPA's website no later than close of business on November 11th, 2022. If no Addendums and question responses are posted, then no questions shall be assumed to have been tendered.

Supplemental and Reference Documentation

Supplemental and reference documentation has been included in the Appendix of this SOQ information package and/or may be included as additional links on the Port's website in the event the files are too large to include in this document.

Statement of Qualifications (SOQ) Content & Format

Each consultant shall submit a total of four copies of their SOQ (1 original and 3 copies) along with an electronic PDF version via an included USB drive. There are no specific length requirements or formatting requirements; however, as result of the short turn around and selection process anticipated, please keep SOQ content limited. Project specific information and relevant experience information is requested over general marketing documentation. In the SOQ, please include the following information:

EXECUTIVE SUMMARY: Include a brief summary of the Project as understood by the consultant and a description of how the consultant will address the key issues through its approach and team. Additional content and details should follow in the Technical Approach.

PROJECT DELIVERY: The CCCPA is a small organization that relies on relationships with outside consultants. We expect our consultants to provide a high level of service throughout the entire duration of the Project. In this section of the SOQ, please showcase the capabilities, skills, and experience of the designated Project Manager and critical/key members of the Project team. The designated Project Manager will lead the consultant's team and be the CCCPA's single point

of contact on the Project. While not required, it is preferred the Project Manager be familiar with the operations and existing infrastructure at the Port of Cleveland's General Cargo Terminal. The Project Manager must be a registered professional engineer in the State of Ohio at the time of the contract award and maintain this designation throughout the contract. Changes to the Project Manager position must be approved by the CCCPA. It is expected that the Project Manager will make themselves available for frequent interaction and meetings with the CCCPA.

In this section, the CCCPA also requests a summary of your firm/team's experience on CCCPA Projects, if any.

QUALIFICATIONS: The CCCPA is looking for design firms/teams that are uniquely qualified who are familiar with the Port Authority's current operations and existing infrastructure at the Port of Cleveland's General Cargo Terminal. Firms/teams are encouraged to educate themselves how containers are currently handled, scanned, and moved inbound/outbound from the Terminal in advance of submitting the SOQs. Firms/teams shall also have experience planning, designing, and working with Port Authorities and Terminal Operators to optimize container throughput capacity and improve the efficiency of containerized cargo movements through marine terminals. Firms with experience planning and designing emerging small to medium sized container terminals that rely on less conventional container handling equipment including mobile harbor cranes and reach stackers to facilitate the movement of containerized is preferred. These are the qualifications deemed the most critical qualification requirement on this project and will carry the most weight, however, other qualifications are also important. The additional qualifications are listed in subsequent order of importance.

- Firms/teams that have experience with ODOT's LPA program & familiarity w/ ODOT's standards and environmental clearance process.
- Firms/teams that have experience developing stormwater drainage control infrastructure solutions at industrial facilities and are familiar with NEORS's stormwater program and the OEPA Industrial Stormwater Permit program.

As a result of the demanding Project schedule, it is critical the consultant(s) have qualified staff with sufficient availability who are experienced in their respective key technical discipline. The consultant(s) must understand the urgency and schedule of getting the construction project documentation developed in parallel with the planning study. The CCCPA requests a firm/team organization chart designating the responsibilities of key team members, firm, individuals, and subject matter experts, including sub consultants. Key team members must remain staffed on this Project unless approved by the CCCPA. Resumes should be included for key personnel that highlight the experience of key personnel on example projects detailing their roles, client, client contact information, project value, and year of completion.

The CCCPA requests confirmation that key team members will be able to accommodate this work into their workloads over the compressed Project calendar. In addition to resumes, the SOQ shall clearly highlight the availability of key Project personnel during the critical phase of

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the Project delivery period. This can be represented in a chart that lists the key Project personnel, their roles, their anticipated availability over this time period, and their anticipated Project commitment. It is important that the consultant not only highlight the personnel that will primarily support this Project, but the depth of their support network and junior level employees to ensure the consultant or the team of consultants have sufficient resources to support the Project at all levels. Note, the CCCPA will routinely audit consultant's monthly payment applications to ensure work is being performed by qualified employees at all levels/grades. Entry level tasks should be performed by junior engineers and entry level staff. The Port Authority will not pay premium rates for senior engineers and project managers to perform entry level project support work.

In this section of the SOQ, the CCCPA also requests a detailed description of three of the most recent projects/programs/efforts that include similar scopes of work for the prime consultant and relevant sub consultants. The following information should be included:

- Project Title
- Firm Name & Project Role
- Proposed Team Members Involved On Similar Project
- Project Description
- Client Name & Contact Information
- Year Completed
- Total Design Fee (\$)
- Change Orders (\$)
- Engineer's Estimate (\$)
- Construction Bid At Award (\$)
- Construction Cost At Completion (\$)

MBE/FBE OPPORTUNITY PROGRAM PARTICIPATION: The CCCPA has an overarching MBE/FBE participation goal across our capital development and finance projects of 30% with a sub goal of 15% MBE and 15% FBE participation. The SOQ should include a summary of the proposed anticipated MBE/FBE participation. If 30% MBE/FBE participation (15% MBE and 15% FBE) cannot be attained, the SOQ should detail all efforts made by the prime consultant to attain participation and any other relevant supporting data. Note, the prime design consultant, if they are a designated MBE/FBE, can include the services self-performed, in order to meet or exceed the specified goal. The summary should include the roles and responsibility of the proposed consultant and sub-consultants. The participation percentage shall be calculated based upon the entire Project NTE value. Please note that the CCCPA does not have a Disadvantaged Business Opportunity program that reviews and designates MBE/FBE firms. We rely on and cross honor designations established by local agencies that include, but are not limited to, the City of Cleveland, ODOT, NEORS, and/or any other local agency that has a similar vetting process. Please clearly identify the certifying government agency as part of this summary and reporting portion of the SOQ.

TECHNICAL APPROACH: The technical approach of the SOQ should include the sections detailed below. Consultant firms/teams are requested to showcase their creativity and highlight unique approaches in this section of the SOQ. It is also important to demonstrate a thorough understanding of this facility, the demands/needs of the facility, operations at the facility, and this Project.

The *PROJECT UNDERSTANDING* section should concisely demonstrate the consultant's understanding of the Project. The consultant shall highlight the total anticipated labor hours for each task included in the Tasks & Services section (Tasks 1-6) of this information package. This is requested in order to gauge the total effort anticipated by the prime design consultant and their major and minor subcontractor team from a labor standpoint. Direct costs which could include subcontracted geotechnical investigations, select field investigation, and surveying are not to be included in the requested task and hour summary for the Project. As a result of the tight turn around following the submission of SOQ packages, consultants should have budgets established for all of these efforts (as needed) based upon the scope of work detailed in the SOQ.

The *RISK & OPPORTUNITY* section of the SOQ should clearly identify areas of planning, design, permitting, schedule, construction, and O&M risk and opportunities as seen by the professional design services firm/team. The CCCPA believes there is value in early and thoughtful risk and opportunity assessment pre-design collaboration. This section should detail the professional design firm/team's efforts that will be taken as part of this Project to mitigate risk and seek opportunities to create value which may set themselves apart from other interested firms/teams. The CCCPA has a limited budget for this Project and wants to partner with design firms/team that properly identify and mitigate risk and firms/teams that seek out opportunities to capture value to maximize available funding for their clients while achieving Project goals and meeting Owner objectives.

Project Schedule

The professional design services firm/team shall adhere to the Project schedule identified below unless noted otherwise in the submitted SOQ. A preliminary Project schedule should be submitted with the firm's SOQ. Firms shall provide verification in their submission that they will be able to adhere to the following schedule:

- SOQ Submission Deadline: November 16th, 2022
- SOQ Phone Interviews & Follow Up Questions: As Required & Scheduled
- Firm Selection, Scope of Service Discussions, & NTE Budget Determination: Week of November 28th & December 5th, 2022
- CCCPA Board Meeting & Contract Authorization: December 15th, 2022
- NTP & Contract Execution: December 19th, 2022
- Stage 2 (60%) Design & Specification Submission: February 10th, 2023
- ODOT Environmental Clearance: March 31st, 2023
- Stage 3 (90%) Design & Specification Submission: March 1st, 2023

- Design Complete & Final ODOT Submission: March 31st, 2023 (**HOLD-NO EXCEPTIONS**)
- Dock 20 & 22 Containerized Cargo Operations & Capacity Planning Study: June 30th, 2023

Site Security & Safety

Consultants and subcontractors shall familiarize themselves with the safety and security requirements of the CCCPA’s Tariff and the Health and Safety & Environment plan. A link to the tariff can be found on the CCCPA’s website on the Maritime & Logistics page and a copy of the CCCPA’s health and safety plan is available upon request for review. The consultant(s) will be responsible for complying with the Terminal’s security plan at all times which requires all personnel to obtain their TWIC credentials to obtain access.

Legal Statements

The CCCPA requests that the following statements be incorporated into the SOQ:

“By virtue of submitting this SOQ, I certify as a legal representative of the prime firm that I have reviewed the CCCPA’s standard professional services contract and take no exceptions to the standard agreement unless they are stated below.”

“By virtue of submitting this SOQ, I certify as a legal representative of the prime firm that neither the firms on the team nor any of the key personnel have any known personal or organizational conflicts of interests.”

Any potential conflicts of interests shall be clearly communicated prior to the submission of a SOQ and these conflicts may be considered by the CCCPA when SOQs are evaluated. Please include executed non-collusion affidavit forms (Exhibit D) & tax disclosure documentation (Exhibit E) with submitted proposals.

SOQ Evaluation Criteria & Contract Process

The CCCPA will review the submitted SOQ and score each of the proposal based upon the following criteria:

1. Submitted SOQ will be evaluated and scored by a CCCPA review committee consisting of a minimum of two members of the CCCPA staff.
 - a. DELIVERY (15% Total Score)
 - i. PM & Key Team Members Qualifications 10%
 - ii. Performance On CCCPA Projects 5%
 - b. QUALIFICATIONS (50% Total Score)
 - i. Relevant Firm & Sub-Consultant Experience 20%
 - ii. Support Team & Balanced Levels of Resources 5%
 - iii. Key Team Member Availability & Schedule 10%
 - iv. MBE/FBE Opportunity Program Good Faith Effort 15%

- c. TECHNICAL APPROACH (25% Total Score)
 - i. Project Understanding & Confirmation 20%
 - ii. Risk & Opportunity Identification 5%

- 2. Upon completion of the scoring and ranking of the submitted SOQ, the CCCPA may make a selection based upon the above criteria or elect to perform a follow up video conference call interviews with selected firms/teams to gain additional clarity and information. This follow up interview process will only occur in the event there are firms that are scored/evaluated too tightly together to make a clear determination as part of the initial scoring of the SOQ evaluation process and there is not a consensus among the committee members. If interviews are performed, the scores will be combined with the above evaluations to create a combined score.
 - a. Conference Call Interviews (10%)
 - i. Response Questions & Communications 10%

- 3. Upon completion of this process, the CCCPA will enter into final scope of work and fee negotiation discussions with the highest ranked firm in accordance with the Ohio Revised Code. The CCCPA will require total order of magnitude budgets, with hourly breakdowns of the tasks to be performed under the Scope of Services of the Project no later than December 2nd, 2023. The contract will be structured as a cost-plus mark up, hourly fee-based contract with a not to exceed capped budget based upon the predetermined scope of services highlighted in this SOQ which will be restated and refined in the final Contract. As firms are preparing their SOQ package, they should also be preparing their NTE fee and hourly rate information to be prepared to deliver this to the CCCPA if they are selected as the most qualified firm to enter final negotiations. This SOQ and the CCCPA’s standard professional service contract (Attached) will be used as a basis of this negotiation. If the CCCPA cannot reach a final agreement with the highest ranked firm, the CCCPA may enter negotiations with the second highest ranked firm. All firms that submit a SOQ will be notified of the results of the ranking process.

- 4. The CCCPA will make a recommendation to its Board of Directors to enter into an agreement based upon the review of SOQ submissions, interviews, and initial fee and scope of service negotiations. As a result of the schedule demands of this Project, it is the Port Authority’s intention to take this Project to our Board of Directors at the upcoming meeting scheduled on December 15th, 2022.

- 5. Once Board approval is achieved, the CCCPA’s standard professional services contract will then be finalized and executed by the CCCPA and the successful professional design services firm/team for this Project. The CCCPA will issue an executed form of the contract and Notice To Proceed (NTP). Any work performed in advance of the contract being executed and NTP being provided will be performed at the risk of the professional design services firm/team.

EXHIBITS

EXHIBITS (Attached Separately):

- Exhibit A: Cleveland Harbor Location Map
- Exhibit B: General Cargo Terminal & Project Limits Map
- Exhibit C: CCCPA Professional Services Agreement Standard Contract
- Exhibit D: Tax Disclosure Affidavit
- Exhibit E: Non Collusion Affidavit
- Exhibit F: Available Historic Geotechnical Data
- Exhibit G: Stormwater Masterplan Reference Documentation
- Exhibit H: Container Handling Equipment Cut Sheets
- Exhibit I: 2011 Container Terminal Layout Plan