



## **ELECTRIFICATION & WAREHOUSE A MODERNIZATION PROJECT**

PROFESSIONAL DESIGN SERVICES - COMPONENT 1A

REQUEST FOR STATEMENTS OF QUALIFICATIONS

**SOQ DEADLINE: APRIL 14, 2023 @ 3:00 PM**

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## Facility Background & History

The Cleveland-Cuyahoga County Port Authority's ("Port Authority") General Cargo Terminal ("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 1956, Dock 28 was constructed in its current location and configuration. Since that time, additional docks have been constructed moving east to west towards the Cuyahoga River.

The General Cargo Terminal routinely handles a diverse mix of cargo, primarily cargo imported from Europe, including specialty breakbulk cargo, such as steel coil, tin plate, and various steel shapes/plate, and specialty project cargos, including oversized heavy machinery. The General Cargo Terminal is also home to a regularly scheduled containerized cargo liner service, the Cleveland-Europe Express (CEE), which has regularly scheduled sailings between Cleveland and Antwerp. On the west end of the Terminal are two cement silos that distribute cement imported from Canada to local ready-mix concrete companies. In 2023, the Port Authority anticipates receiving more than 50 Great Lakes cruise ship day stop calls at the Terminal and will start a new operation involving the transfer of oleochemicals from ship direct to rail through a newly constructed facility within this Terminal.

A map of the Port of Cleveland's General Cargo Terminal has been included in the Appendix for reference.

## Description of Project & Project Goals

The Electrification and Warehouse A Modernization Project ("Project") will be primarily located within the Port's General Cargo Terminal. The goals of the Project are to improve cargo handling travel lanes and more efficiently utilize Terminal real estate, bring the Terminal's Warehouse A to a state of good repair, continue the implementation of the Port Authority's Stormwater Master Plan to improve the quality of Terminal stormwater discharging into Lake Erie, make necessary electrification investments to prepare the Terminal for its next 50 years of operation, and construct a new on-Terminal Maritime Learning and Resource Center to

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support hands-on learning programs that prepare Davis Aerospace & Maritime High School students for employment opportunities in the maritime industry.



Figure 1: Port of Cleveland's Electrification and Warehouse A Modernization Project Components

The overall Project consists of development phase activities (planning, permitting, engineering, and design) and construction activities for the four major components listed below and shown in Figure 1. Note, this Statement of Qualifications request is specific to certain Project development phase activities only.

1. **W. 3rd Lot Cargo Movement Efficiency Improvements:** Demolish existing cargo handling equipment maintenance facility, perform necessary (as required) remedial measures in the footprint of the historic maintenance facility, and hiring hall buildings and reconstruct as annexes off Warehouse A. The new maintenance and repowering facility annex will be designed to service existing diesel combustion engine equipment used today, as well as battery electric and/or hydrogen fuel cell equipment the Port Authority anticipates beginning to transition to in the next 5 years.
2. **Warehouse A Rehabilitation and Modernization:** Bring Warehouse A to a state of good repair with improvements, including, but not limited to, structural steel repairs and

coatings, security and communication improvements, new central bay overhead crane, removal of obsolete equipment/infrastructure, overhead door consolidation and replacement, window replacement, restroom facility upgrades and enhancements, LED lighting conversion, concrete slab and sill replacement, and fire suppression system replacement. Tie in exterior pavement grades with interior elevated grades of Warehouse A. Replace/rehabilitate existing roof and assess roof structure for future solar panel array outfitting suitability.

3. **Electrification and Stormwater Enhancements:** Conduct electrification and net zero emissions master plan to align with the Port Authority's ongoing Climate Action Planning efforts. Based on the master planning results, make necessary power upgrades to electrical feeds coming into the Terminal (in close coordination with Cleveland Public Power) and establish Warehouse A as the Port's electrical distribution hub. From this hub, the Port Authority will provide new electrical service to the locomotive storage area in Warehouse A and the newly constructed maintenance facility. These locations shall be serviced with sufficient power for charging the Terminal's future low or zero-emissions fleet. As budget permits, run electrical feeds through previously installed duct banks from Warehouse A to Docks 22, 24, and 26W to meet future cold ironing and electric mobile harbor crane needs. Consolidate drainage in Project area and direct to previously installed or new stormwater treatment infrastructure in accordance with the Port's Stormwater Master Plan.
4. **Maritime Learning and Resource Center:** Construct a new 1,000+ square foot annexed wing from Warehouse A that will house training and education programs for students from Davis Aerospace & Maritime High School, part of the Cleveland Metropolitan School District. Secured and covered areas shall be provided to store equipment and Davis marine vessels in the off-season.

**The objectives the Port Authority looks to accomplish under this phase of the Project include the following:** development of a detailed electrification and net zero emissions master plan for the General Cargo Terminal, aggregation and collection of project input data and existing conditions, establishment of the project basemap with existing grades/topography, performance of necessary testing/field verification, development of the basis of design, and updating of the preliminary Project estimate.

A critical sub-element of this phase of the Project will be coordination with Cleveland Public Power on the future power requirements/needs of the Port Authority's General Cargo Terminal, which are projected to substantially increase as portions of the Terminal's operations are electrified. The Port Authority has had preliminary coordination with Cleveland Public Power on this Project and has identified Cleveland Public Power 138kV transmission infrastructure near the Port's Terminal. It is anticipated that the 138 kV and/or a portion of this service will need to be brought into the Port Authority's General Cargo Terminal under this Project or under

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a standalone complementary Project led by Cleveland Public Power in partnership with the Port Authority.

The information that is collected and developed by the design service firm/team under this phase of the Project will be used by the Port Authority and Cleveland Public Power to determine the best approach to advance the detailed design and local permitting phase of the Project through the establishment of the basis of design criteria. The information and deliverables developed will influence project participation agreements and contracts between the Port Authority and Cleveland Public Power that may be required to complete the Project. Finally, the work performed in this phase will identify the amount of remaining funding necessary to complete the Project. To date, the Port Authority has been awarded \$27.23 million in FY 23 Port Infrastructure Development Program funding to advance this Project. It is anticipated the Port Authority will pursue additional grant funding opportunities at the State level the second half of 2023 to close the remaining funding gap on this Project to advance future phases.

### Required Tasks & Services

The Port Authority is requesting the following major tasks be performed by the professional design service firm/team. The Scope of Work in the Professional Services Agreement to be executed will mirror the tasks and the key services below.

- Task 1: General Cargo Terminal Electrification & Net Zero Emissions Master Plan
- Task 2: Existing Conditions Survey & Basemap Development
- Task 3: Field Testing & Data Collection
- Task 4: Basis of Design (On & Off Terminal)
- Task 5: Cost Estimate Update (On & Off Terminal)

Other key services embedded into the above tasks include the following:

- Existing Port Authority AutoCAD Basemap & GIS Data Updates
- Project Basemap & Survey Control Development
- Existing Electrical Load & Future Demand Forecasting
- Field Investigations & Survey of Existing Infrastructure
- Condition & Structural Load Assessments
- Video Inspection & Cleaning of Existing Stormwater Infrastructure
- Topographic Survey Data Collection & Grading Plan Development
- Environmental Testing & Sampling
  - Warehouse A Air Quality
  - Warehouse A Lead/Asbestos Sampling (Structural Steel, Windows, Tile)
  - Mechanic's Shop Lead/Asbestos Sampling
  - Mechanic's Shop Soil Testing
- Geotechnical Investigation-If Needed (Future Structures/Buildings)
- Basis of Design Report (On Terminal & Off Terminal Infrastructure)
- Schedule & Attend Project Planning & Preliminary Design Update Meetings



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- Coordinate Cleveland Public Power & Port Authority Stakeholder Briefings
- Utility Locating

All deliverables shall be developed and turned over to the Port Authority in a manner in which the information can seamlessly serve as key inputs/feeders to the next phase of the Project. The next phase of the Project will be the detailed engineering and local permitting for both the on and off Terminal work necessary in support of the Project which is scheduled to commence in early 2024 under a separate contract(s).

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.

Note, the Port Authority has set aside a fixed amount of the Project's design budget to advance this phase of the Project. While it is our goal/objective to complete the entire scope we have laid out and detailed above, the Port Authority recognizes the scope may need to be modified during detailed scope and fee negotiations.

### Submission Instructions, Pre-Statement Meeting, & Questions

Submission packages will be accepted until 3 PM on April 14<sup>th</sup>, 2023. 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. 9<sup>TH</sup> Street, Suite 300  
Cleveland, OH 44113  
Email: [Nicholas.LaPointe@PortofCleveland.com](mailto: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 Port Authority.

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 March 31<sup>st</sup>, 2023. Responses to questions will be gathered, consolidated, and published as Addendums on the Port Authority's website no later than April 4<sup>th</sup>, 2023. If no Addendums are posted, then no questions shall be assumed to have been tendered.

Consultants and vendors that are presently under contract or that have performed work for the Port Authority in and around the General Cargo Terminal have been released to submit SOQ proposals or participate on teams that may submit SOQ proposals.

## 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. Consultants are encouraged to review the documents in advance of submitting SOQ proposals and ask clarifying questions before the question deadline stated above.

## Statement of Qualifications (SOQ) Content & Format

Each consultant shall submit a total of three copies of their SOQ (1 original and 2 copies) along with an electronic PDF version via an included USB drive or via email. There are no specific length requirements or formatting requirements. 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 summary of the Project as understood by the consultant and a description of how the consultant will best address the key tasks through its approach and team. Additional content and details should follow in the Technical Approach.

**PROJECT DELIVERY:** The Port Authority is a small organization that relies on critical relationships with outside consultants. We expect 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. This should include national subject matter experts, particularly as it relates to port terminal electrification and net zero emissions master planning.

The designated Project manager will lead the consultant's team and be the Port Authority's single point of contact on this Project. Changes to the Project manager must be approved by the Port Authority. It is expected that the Project manager will make themselves available for frequent interaction and meetings with the Port Authority and, as needed, with Cleveland Public Power and the City of Cleveland. While not required, it is preferred the Project manager and/or key members of the Project team be familiar with the operations and existing infrastructure at the Port of Cleveland's General Cargo Terminal, and it is preferable they have experience working with Cleveland Public Power.

It is anticipated a diverse mix of consultants with various specialties will provide services under this Phase of the Project. The lead firm must demonstrate that they are providing value-added services and have a specific/defined role beyond serving as an intermediary and or a facilitator of the Contract to sub-consultants performing contracted services. Consultant team structures comprised of firms that complement each other's specialties with defined roles based upon qualifications/strengths that minimize overlap will be more favorably reviewed than those that have expanded organization charts with firms that have overlapping specialties.

In this section, the Port Authority also requests a summary of your firm/team's experience on Port Authority and/or Cleveland Public Power projects, if any.



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**QUALIFICATIONS:** The Port Authority is looking for firms/teams that are uniquely qualified who are familiar with the operations and the existing infrastructure at the Port of Cleveland's General Cargo Terminal, have experience working with electric utility service providers (preferably Cleveland Public Power), and have experience performing similar work nationally. While we understand there is likely not one single firm or team that will have all of this, we encourage firms to submit proposals even if they do not meet all the qualification goals/objectives. These are the qualifications deemed the most critical on this project that will carry the most weight, listed in subsequent order of importance:

- Firms/teams that have experience developing port terminal electrification and zero emissions master plans inclusive of implementation phasing and funding strategies.
- Firms/teams that have experience designing port electrical infrastructure to support the marine terminal's transition away from diesel combustion engine dependency to support the following: battery electric cargo handling equipment, hydrogen fuel cell cargo handling equipment, hybrid equipment including mobile harbor cranes, battery electric switch engine locomotives, and ship cold ironing infrastructure
- Firms/teams that have experience working with the Cleveland-Cuyahoga County Port Authority
- Firms/teams that have experience working with Cleveland Public Power
- Firms/teams that have performed field investigative work and/or data collection within the Port Authority's General Cargo Terminal

It is critical the consultant(s) have qualified staff with sufficient availability, experienced in their respective key technical disciplines. The Port Authority requests an organization chart designating the responsibilities of key team members, firms and individuals, and subject matter experts, including sub-consultants. Key team members must remain staffed on this project unless approved by the Port Authority. Resumes should be included for key personnel only that highlight the experience of key personnel on example projects detailing their roles, client, client contact information, project value, and year of completion.

It is important that the consultant not only highlight the personnel that will primarily support this Project but also confirm 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 Port Authority 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 Port Authority 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

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- Firm Name & Project Role
- Proposed Team Members Involved On Similar Project
- Project Description
- Client Name & Contact Information
- Year Completed
- Total Design Fee (\$)

MBE/FBE BUSINESS OPPORTUNITY PROGRAM PARTICIPATION: The Port Authority has an overarching MBE/FBE business participation goal across our capital development and finance projects of 30% on qualifying work (15% MBE & 15% FBE). It is understood that as result of the specialized nature of this work, a 30% goal may be unattainable for this phase of the project or will significantly limit responses. As a result, the Port Authority encourages all consultant firms/teams to submit, and the Port Authority will score this section of the SOQ response as follows:

- 30%+ (15%+ MBE & 15%+FBE) = 10
- 30%+ (<15% MBE or <15% FBE) = 8
- 25%-30% = 7
- 20%-25% = 6
- 15%-20% = 4
- 10%-15% = 3
- 5%-10% = 2
- 0%-5% = 1
- Consultant fails to address or attempt to achieve any participation = 0

The SOQ should include a summary of the proposed MBE/FBE participation. Note, the prime design consultant, if an MBE/FBE, can include the services self-performed in house 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 Port Authority 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, 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: Consultant firms/teams are requested to showcase their creativity and highlight unique approaches in this section of the SOQ.

Within this section of the SOQ, the Port Authority requests the firm/team cover their *PROJECT UNDERSTANDING*. This 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 1-5) of this information package. This is

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requested to gauge the total effort anticipated by the prime design consultant and their major and minor sub-consultant team from a labor and resources standpoint. Direct costs, which could include geotechnical investigations, select field investigations, and surveying, are not required to be included in the requested task and hour summary for the Project unless these services will be based upon labor hours. Please specify in this section if major components/pieces are excluded for clarity purposes. Consultants should have budgets established for all Tasks based upon the scope of work detailed in the SOQ and the draft Professional Services Agreement Exhibit in the event they are deemed to be the most highly qualified team.

### Project Schedule

The professional design service firm/team shall adhere to the Project schedule identified below unless noted otherwise in the submitted SOQ. Firms shall provide verification in their submission that they will be able to adhere to the following schedule and have the internal resources available to commit to adhering to this schedule.

- SOQ Submission Deadline: April 14<sup>th</sup>, 2023
- SOQ Interviews & Follow Up Questions (As Needed): Week of April 24<sup>th</sup>, 2023
- Firm Selection, Scope of Service Discussions, & NTE Budget Determination: Week of May 1<sup>st</sup>, 2023
- Port Authority Board Meeting & Contract Authorization\*: May 11<sup>th</sup>, 2023
  - \*Pending MARAD's PIDP Pre-Award Authorization currently pending
- NTP & Contract Execution: No Later than May 19<sup>th</sup>, 2023
- Project Kick Off: No Later than June 1<sup>st</sup>, 2023
- Substantially Complete Port Authority Deliverables: October 31<sup>st</sup>, 2023
- Finalize & Turn Over All Deliverables & Data: November 30<sup>th</sup>, 2023

### Site Security & Safety

A project health, safety, and security plan will be required for this Project and will be included as a requirement of the Contract. Consultants and sub-consultants shall familiarize themselves with the safety and security requirements of the Port Authority's Tariff and the Health and Safety & Environment plan. A link to the tariff can be found on the Port Authority's website on the Maritime & Logistics page and a copy of the Port Authority's health and safety plan is available upon request for review. The consultant(s) will be responsible for always complying with the Terminal's security plan, which requires all personnel to obtain their TWIC credentials to obtain access.

### Release of Firms & Future Contracts

Firms selected to participate in this phase of the preliminary planning and design efforts in support of this Project will be released to participate in the next phase of the Project. While the Port Authority envisions this scope as complementary to the next phase, we do not believe the same firm/team and or project personnel will be required. This next phase of the Project includes detailed design development, final PS&E development, and local permitting of on and off Terminal infrastructure.

## Legal Statements

The Port Authority 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 Port Authority’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 Port Authority when SOQs are evaluated. Please attached executed non-collusion affidavit forms (Exhibit L) & tax disclosure documentation (Exhibit M) with submitted proposals.

## SOQ Evaluation Criteria & Contract Process

The Port Authority will review the submitted SOQ and score each of the proposals based upon the following criteria:

1. Submitted SOQ will be evaluated and scored by a review committee consisting of two members of the Port Authority staff and one member of Cleveland Public Power’s staff.
  - a. DELIVERY (15% Total Score)
 

i. PM & Key Team Members Qualifications	10%
ii. Performance on Port Authority & CPP Projects	5%
  - b. QUALIFICATIONS (50% Total Score)
 

i. Relevant Firm & Sub-Consultant Experience	15%
ii. Support Team & Balanced Levels of Resources	15%
iii. Key Team Member Availability & Schedule	10%
iv. Business Opportunity Program Participation	10%
  - c. TECHNICAL APPROACH (25% Total Score)
 

i. Project Understanding & Confirmation	25%
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2. Upon completion of the scoring and ranking of the submitted SOQs, *the Port Authority may make a selection based upon the above criteria* or elect to perform follow up interviews with selected firms/teams to gain additional clarity and information. Interviews will occur per the schedule detailed above. 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. Interviews (10%)
  - i. Response Questions & Communications 10%
3. Upon completion of this process, the Port Authority will enter final scope of work and fee negotiation discussions with the highest ranked firm in accordance with the Ohio Revised Code. The Port Authority will require total order of magnitude budgets, with hourly breakdowns of the tasks to be performed under the Scope of Services of the Project. This information will be needed for the Port Authority board meeting, where authorization to enter a contract for this Project will be requested from the Port Authority board. The contract will be structured as a cost-plus mark up, hourly fee-based contract with not to exceed capped task order budgets 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 packages, they should also be preparing their NTE fee and hourly rate information in order to be prepared to deliver this to the Port Authority if they are selected as the most qualified firm to enter into final negotiations. This SOQ and the Port Authority's standard professional service contract (Attached) will be used as a basis of this negotiation. If the Port Authority cannot reach a final agreement with the highest ranked firm, the Port Authority may enter into negotiations with the second highest ranked firm. All firms that submitted SOQs will be notified of the results of the ranking process.
4. The Port Authority will make a recommendation to its Board of Directors to enter into an agreement based on the review of SOQ submissions, interview(s), and initial fee and scope of service negotiations. The Port Authority's intention, so long as we receive the required authorizations from the U.S. Department of Transportation Maritime Administration, is to take this Project to our Board of Directors at the upcoming meeting scheduled on May 11<sup>th</sup>, 2023.
5. Once Board approval is achieved, the Port Authority's standard professional services contract will then be finalized and executed by the Port Authority and the successful professional design service firm/team for this Project. The Port Authority 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 service firm/team.

# APPENDIX

## CONTENTS (Attached Separate Links):

- Exhibit A: Cleveland Harbor Location Map
- Exhibit B: General Cargo Terminal & Project Limits Map
- Exhibit C: Stormwater Master Plan w/ Dock 24 & 26W Stormwater Design Details
- Exhibit D: Port Authority Professional Services Agreement Draft Contract
- Exhibit E: List of Existing Dockside Equipment
- Exhibit F: Available Geotechnical Information
- Exhibit G: Warehouse A Overhead Crane Rail Condition Inspection Report
- Exhibit H: Warehouse A Roof Inspection Report
- Exhibit I: Port of Cleveland FY2022 PIDP Grant Application
- Exhibit J: Existing AutoCAD Basemap & GIS Data
- Exhibit K: Warehouse A Historic Drawings
- Exhibit L: Non-Collusion Affidavit
- Exhibit M: Tax Disclosure Documentation