

**Request for Qualification (RFQ) for Development of Port Infrastructure “South River-Bank Barge Wall Related Project,” by the St. Joseph Regional Port Authority**

The St. Joseph Regional Port Authority (PA) in St. Joseph, Missouri, is seeking qualified engineering firms to develop engineering plans, bidding, and construction management for an ARPA and MoDOT Waterway funded port infrastructure associated with the South River-Bank Barge Wall Related Project at the St. Joseph Regional Port facility located at mile marker 450 along the east back of the Missouri River in St. Joseph, Missouri. The selected firm may also serve as the PA’s Engineer of Record for other projects and engineering needs.

The scope of work and related services needed to be performed include but are not limited to the following:

- Consultation with PA on project scope and objectives and initial estimating on scope of overall project to funding availability. Scope of work may include but is not limited to, South River-Bank Barge Wall (bank wall to south of existing dock and in alignment with existing crane pads, length of bank to be determined by budget, additional existing crane pads constructed with support infrastructure driven to bed-rock, rip-rap and/or paving, and other infrastructure such as winches, anchors, ties, safety devices, electrical, railing, retractable ramping or ladders to gain barge access, drainage, hard-surface paving to withstand heavy weight and turning usage, etc.
- Ultimate design of scope of work, including alternate bidding to ensure project can be funded with available funds.
- Services will include consultant to determine and secure all necessary studies, permits, licenses, and any other required authorizations for use of funds, for project implementation, and use from any, and all regulatory agencies, including but not limited to MoDOT, Missouri DNR, City of St. Joseph, US Army Corps of Engineers, and others.
- Complete oversight of bidding to MoDOT and federal procurement requirements including required bid documents to meet federal and state procurement requirements, notices, reviews, recommendation of award (s), and if necessary, rebidding to meet budgetary requirements, documentation for compliance to federal procurement requirements, and documentation to meet federal and state requirements in all areas such as Davis-Bacon, etc., and retention of such documents with a copy to the PA for audit purposes by funding agencies.

If your firm would like to be considered for these consulting services, you may express your interest by responding. Limit your letter of interest to no more than 10 pages. This letter should include any information which might help in the selection process, such as:

- Recent experience in projects of similar function and scope as noted above.

- Experience with administering federally ARPA funded and MoDOT projects for compliance to all policies and documentation as required under the funding authority.
- Experience securing approvals for projects from state and local authorities and the U.S. Army Corps of Engineers for structures on or in the Missouri River, and experience working with the Kansas City District Army Corps of Engineers office.
- Describe the engineering challenges you anticipate in designing this type of project? What approach will you use, or have you used in the past, to overcome these obstacles?
- Recent history of the firms estimating accuracy and ability to determine project scope to available funds and to meet project budgets and deadlines.
- Based on the number of projects the firm is currently working on, what is the percentage of time available to dedicate to this project to ensure the project starts, progresses, and is completed to meet funding requirements.
- List of persons or team you would assign to this project and the backgrounds/qualifications of those individuals.
- Ability for team members to make necessary on-site meetings and material testing and construction inspections during construction oversight.
- Recent project references. Please provide references with names and e-mail addresses of the owner's representative who is most knowledgeable of your firm's performance.
- Additional Information that you believe is pertinent to the selection process.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at [www.modot.gov](http://www.modot.gov), in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants that have the capacity and experience to successfully implement such projects.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered **nonresponsive**.

It is required that your firm be E-Verify registered and subsequently eligible for contracting funded by MoDOT and federal funding.

Interested parties must have and will be scored based on the ability to demonstrate experience and capabilities to perform all functions identified previously in the Scope of Work, as well as prior engineering experience with emphasis on related or similar infrastructure; work history; familiarity with Missouri River, MoDOT, the City of St. Joseph, demonstrated ability to work within Federal and MoDOT funding requirements, documentation requirements, and deadlines and prior work experience with the US Army Corps of Engineers and the Kansas City District

office. Criteria for evaluating consultants will be used in the selection process, with the three categories of Experience and Technical Competence, Capacity and Capability, and Past Record of Performance. Each of the three categories will have a maximum of 30 points, for a total scoring with a maximum of 90.

Interested Parties should respond with a letter of Interest and Statement of Qualifications to the St. Joseph Regional Port Authority, 3003 Frederick Avenue, St. Joseph, MO 64506. All submissions must be received in the office either by U.S. Mail or by delivery to said address by 12PM CST, Friday, January 5, 2024. Please provide 8 copies of submitted information.

For more information or questions, please contact Brad Lau, Executive Director, at [blau@saintjoseph.com](mailto:blau@saintjoseph.com), or by calling 816.364.4110.

The St. Joseph Regional Port Authority reserves the right to accept or reject any and all submissions.

## Criteria for Evaluating Consultants

### Point Range Legend

30 – 21 = excellent    20 – 11 = adequate    10 – 1 = fair    0 = inadequate

### Experience & Technical Competence

Rate the qualifications of employees, designated to this specific job, including but not limited to experience in:

- The design and construction oversight of heavy industrial, highway, bridge, and river port infrastructure.
- Oversight of bidding to MoDOT and federal procurement requirements including required bid documents to meet federal and state procurement requirements, notices, reviews, recommendation of award (s), and if necessary, rebidding to meet budgetary requirements, documentation for compliance to federal procurement requirements, and documentation to meet federal and state requirements in all areas such as Davis-Bacon, etc., and retention of such documents with a copy to the PA for audit purposes by funding agencies.
- Experience securing approvals for projects from state and local authorities and the U.S. Army Corps of Engineers for structures on or in the Missouri River, and experience working with the Kansas City District Army Corps of Engineers office.
- Estimating accuracy and ability to determine project scope to available funds and to meet project budgets and deadlines.

For example, assigning between 30 and 21 points for the most qualified personnel. Those rated between 20 and 11 points are considered good but lack extensive experience in the particular type of service desired. A value of 10 or less points is assigned to firms with well-qualified personnel who have no experience in the proposed area of work.

### Capacity & Capability

Evaluate the consulting firm for experience on similar and related types of work it has performed.

- The design and construction oversight of heavy industrial, highway, bridge, and river port infrastructure.
- Oversight of bidding to MoDOT and federal procurement requirements including required bid documents to meet federal and state procurement requirements, notices, reviews, recommendation of award (s), and if necessary, rebidding to meet budgetary requirements, documentation for compliance to federal procurement requirements, and documentation to meet federal and state requirements in all areas such as Davis-Bacon, etc., and retention of such documents with a copy to the PA for audit purposes by funding agencies.
- Experience securing approvals for projects from state and local authorities and the U.S. Army Corps of Engineers for structures on or in the Missouri River, and experience working with the Kansas City District Army Corps of Engineers office.
- Estimating accuracy and ability to determine project scope to available funds and to meet project budgets and deadlines.

For example, assigning between 30 and 21 points is for many years of established practice in the proposed type of work and related studies. A value of between 20 and 11 points may be assigned for above average experience, while 10 or less points may be given for experience adequate to perform the contract. The points for a firm with little operating experience in the selected field may be reduced further. Reduce the rating for a level of personnel inadequate to handle the firm's indicated workload.

## Past Record of Performance

Rate the adequacy of firms that have previously performed similar work in related fields, with similar funding documentation requirements, assigning a maximum number of points for the firms with extensive experience and reducing the points for less experience.

For example, assigning between 30 and 21 points for the most qualified personnel. Those rated between 20 and 11 points are considered good but lack extensive experience in the particular type of service desired. A value of 10 or less points is assigned to firms with well-qualified personnel who have no experience in the proposed area of work.

### Consultant Selection Rating

**Agency:** The St. Joseph Regional Port Authority

**Project: Engineer of Record for Port Infrastructure – Primarily South Riverbank Barge Wall Project**

**Date:**

[illegible]

Comments:

RATED BY: \_\_\_\_\_

DATE: \_\_\_\_\_