

Strategic Marine and Port Master Plan
Upper Mississippi River International Port District, Illinois
Upper Mississippi River

Request For Qualifications

Release Date : February 23, 2022

Response Due : April 20, 2022

UMRIPD
PO BOX 58
Scales Mound, Illinois 61075

The Upper Mississippi River International Port District (UMRIPD) hereby solicits Statements of Qualifications (“SOQs”) from responsible, qualified firms or teams of firms that are interested in providing engineering and planning services (to serve as the “Planning Consultant”) in support of a state-funding assisted “Port Master Plan for Jo Daviess and Carrol Counties” within the Port District’s jurisdiction with specific attention paid to the former Savanna Army Depot location between the UMR miles 543-556.5. The UMRIPD intends to select the Planning Consultant based solely on qualifications.

The Planning Consultant or Team of Consultants must be responsible and possess the ability to perform successfully under the terms and conditions of a contract to be negotiated between UMRIPD and the selected Prime Consultant firm. Consideration will be given to integrity, record of past performance, extent of experience with waterway planning and design services, experience with public involvement and consensus-building, technical resources, existing knowledge of the former Savanna Army Depot and accessibility to other necessary resources.

Below find listed the following information to be used in preparing a responding SOQ:

- Background
- Purpose and Need
- General Scope of Work
- Submittal Requirements
- Selection Criteria and Process
- Notifications

Background

The UMRIPD was created under Illinois Statute 70 ILCS 1863/1, and thus is an instrumentality of local government and a unit of local government as defined by 2 CFR 200.64

Purpose and Need

The purpose of UMRIPD is to:

- Promote industrial, commercial, and transportation activities.
- Construct, operate or lease, and maintain port and terminal facilities.

The UMRIPD was created to transform the now closed Savana Army Depot into a port along the UMR 543-556.5

Purpose and Need

With the closing of the former Savana Army Depot in 1995 jobs and opportunities were lost in our two counties. The UMRIPD was enacted by the State of Illinois to develop the Savana Army Depot into a River Port. A good portion of the land has been turned over to US Fish and Wildlife and the Illinois department of Conservation. There are still hundreds of acres left at the depot that can be developed to provide some economic relief to our two counties and the State of Illinois. In cooperation with the communities and organizations within the Port District, and all of Jo Daviess and Carrol County's, the UMRPD has decided to develop a Strategic Marine and Port Master Plan to enhance the marine assets along the Upper Mississippi River Waterway. Upon completion of this new plan the UMRIPD will make better informed decisions to do the following:

- Perform its statutory role to foster public and private waterway investment to support the economic development of the UMRIPD, by creating the greenest sustainable port in the United States.
- Enhance existing terminal and facility assets at the Depot and promote new facilities to improve other modal connections such as railroads.
- The UMRIPD will consider acquiring land at the Savana Army Depot to facilitate development and invest in infrastructure and utilities to foster new investment. Land that should be acquired should be specified in this plan.
- Better serve the State of Illinois and the communities as an economic development tool within North West Illinois the Counties of Carrol and Jo Daviess.
- Due to our location within the Upper Mississippi River National Wildlife Refuge, UMRIPD and land controlled by the Cops of Engineers, US Fish and Wildlife Service, Illinois Department of Natural Resources, we would like to create the most sustainable and green port for the 21st century.

General Scope of Work

To achieve these goals, existing planning documents will be reviewed, and new documents prepared to create the Strategic Marine and Port Master Plan. The Plan will include the development of the Strategic Direction, an Operational Assessment, and a Resource Evaluation which will include the identification and prioritization of projects within the planning horizon.

- Phase 1: Determine Strategic Direction – Task 1 would include a review and update of the Port's vision, goals, objectives, strategies, action plans and critical partnerships. This

phase will address the Strategic Master Land Use Plan, Economic Development Strategies and Communications/Marketing program. This document will include a commodity flow analysis which will identify freight movement which is or could move too, from or through the region. It will identify roles that the UMRIPD can support in regional freight plans and will identify freight flows that would benefit from value added logistics services. This phase will include an extensive outreach effort which will identify internal and external stakeholders, including peers and potential users, logistics providers and investors.

- Phase 2: Operational Assessment and Evaluation – Phase 2 will complete an analysis which will identify the UMRIPD strengths, weaknesses, opportunities, and threats (SWOT) focusing on support requirements and operational needs. A gap analysis will identify resources needed and potential project infrastructure and facility requirements to support the current state and needs anticipated in the planning horizon. This evaluation will encompass sustainability, resiliency, efficiency, and infrastructure requirements to support new business practices and technology to support on-going operations and maintenance activities. The deliverable will identify current and future port programs, operational and project-based requirements. A phased development program which will be prepared based upon revenue-based development forecast.
- Phase 3: Resources and Investment Priorities – Phase 3 will use the regional goods movement analysis, transportation assets and availability, navigational/dredging issues, fleet issues, shortfalls in capital for infrastructure improvements, permitting (both Federal and State), security, energy, and asset management.

The deliverable will identify resources to improve the UMRIPD, programs to support operational needs and will identify resource needs to meet the UMRIPD direction identified in Phase 1. A list of capital projects to support the Plan will be identified and prioritized. For the top project recommendations, which may include site improvement, land acquisition, terminal development, infrastructure location, facility, equipment, or new service offering, a project plan, a funding and finance mechanism, and project alternatives will be identified.

The Planning Consultant will be engaged with a Project Technical Working Group of local, state, and federal entities/agencies, to be established by the Port District and to provide guidance and direction to the Planning Team during the conduct of the planning project. The Planning Consultant will also assist the Technical Working Group in public involvement/outreach during each phase of the project. The public involvement tasks will be as defined and agreed to during formal scope of work discussions.

Submittal Requirements

Respondents shall deliver a total of three (3) original copies of the submittal in hard copy format to the UMRIPD. An electronic file in a PDF format on a USB portable drive shall also be furnished with the paper copies.

Once submitted, all copies shall become property of the UMRIPD. No electronic

submissions will be accepted.

Submittals shall be addressed to:

Upper Mississippi River International Port District
PO Box 58
Scales Mound, Illinois 61075
ATTN: Kevin Stier Chairman UMRIPD

Sealed Statements of Qualifications will be received no later than 2400 Hrs CT, April 20, 2022. Any Statements of Qualifications received after that time will be considered nonresponsive and returned unopened.

The submittal should be limited to a maximum of thirty (30) pages, exclusive of cover page and transmittal letter, and must include the following items:

- Name, address, website, size, and description of firm and each subconsultant (Team Members).
- The location of the main office and the office(s) where work will be accomplished.
- Qualifications and previous experience in waterway, port, and marina development with dates of work at similar port districts. Emphasis should be placed on qualifications to leverage port/marina investment with public and private intermodal and multi-modal investment.
- Resumes of key personnel assigned to the project.
- Names, addresses, and telephone numbers of references associated with the previous work experience identified.
- A listing of the Illinois and port and marina projects worked on by Team Members during the last five (5) years.
- Evidence, including examples, of the firm's ability to meet required federal and state provisions, including applicable DBE participation.
- Provide evidence of the firm's ability to perform work meeting IDOT's Policies and Procedures.
- Provide any additional information believed to be relevant to a qualification-based evaluation.

All respondents are required to complete all information requested above. Failure to do so may result in the disqualification of a respondent. Any cost or expense incurred by the respondent in responding to this SOQ and during any phase of the selection process shall be solely borne by the respondent.

Selection Criteria and Process

The selection of a Planning Consultant will be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the services required.

The UMRIPD staff will review and score each SOQ independently and develop an ordinal ranking of respondents based on each reviewer's independent review. A select number of respondents may be invited for an oral interview/presentation. Once the final ordinal ranking has been determined, the Port District will notify the highest ranked firm of their preliminary selection and will initiate scope of work and fee negotiations. Upon completion of negotiations, the resulting project contract will be presented to the Board Members for approval. The UMRIPD assumes no responsibility for any costs or expenses incurred by any respondent, including the apparent successful respondent, unless and until the UMRIPD makes an award by execution of a contract.

Respondents should address each of the evaluation criteria listed below, to be assigned a score of 1-5 and weighted equally, and provide specific examples of projects undertaken demonstrating qualifications:

Qualifications and Experience

- Detail relevant services regularly offered by the Team Members, how long the services have been offered, and the number of professional employees dedicated full or part time to providing relevant services.
- Provide examples of comparable projects within the last five (5) years that demonstrate the Team's qualifications to perform the anticipated services. These projects should be complete or near completion.
- Provide start and completion dates and references with names, phone numbers, and email addresses of the owner's representative who is most knowledgeable of your firm's performance and the competence and professionalism of your staff.

Technical Competence

- Present your Team's understanding of standards and policies, special requirements, codes, and regulations pertinent to the anticipated scope of services.

- Demonstrate familiarity with federal, state, and local capital improvement programs that are available for marine and intermodal development programs and the terms, conditions, and assurances of related grant agreements. Provide examples where the firm successfully maintained and maximized grant eligibility.
- Present the Project internal quality control procedures to be used by the Team.

Proposed Organization

- Present a team organizational chart and identify each key team member's role (including team member names) and responsibility for this project. Indicate availability of team members for the project(s). Identify geographic location of all proposed team members.
- Present qualifications and experience of each Team member to be engaged as an outside consultant(s) (if any).
- Describe the specific internal mechanisms and controls in place within the firm to ensure the timely and efficient provision of client services.
- Identify Team's current workload and ability to undertake and complete tasks in a timely manner.

Project Approach/Methodology

- Detail your Team's approach to developing and implementing scopes of work, plans, budgets, and schedules for waterway/port/marina planning projects.
- Demonstrate your Team's proven methods for ensuring on-time, on-budget, high quality planning projects.

Notifications

The UMRIPD reserves the right to reject all, or portions of any or all, submittals. The UMRIPD may, at its sole discretion, withdraw this RFQ, re-advertise, extend deadlines, waive irregularities and technicalities, or modify or amend any or all provisions herein. The UMRIPD reserves the right to request additional information from respondent(s) including but not limited to litigation history, conflicts of interest, licensing status, and general corporate information.

Any award because of this procurement shall be contingent upon the execution of an appropriate contract.

All SOQs submitted to the Port District in response to this RFQ are subject to the Illinois Freedom of Information Act (5 ILCS 140/1 et. seq.).

The Port District, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that for any contract(s) entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

All contracts and subcontracts that result from this solicitation shall incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.