



Wabasha Port Authority and Development Agency

Request for Qualifications

PROJECT OVERVIEW:

The City of Wabasha is seeking a qualified engineering design team that will be responsible for the final design and preparation of construction plans and specifications for the construction of a barge terminal facility along the Mississippi River. The selected design team will also be responsible for completing the required environmental documentation for the MARAD PIDP funding, as well as preparing and submitting permit applications for the project on behalf of the City of Wabasha.

PROJECT BACKGROUND:

The City of Wabasha, in cooperation with the Wabasha Port Authority, is proposing to construct a barge terminal facility on the Mississippi River in the City of Wabasha, Minnesota. The primary purpose and need for the Wabasha Barge Facility project is to fulfill the City of Wabasha's obligations under a memorandum of agreement with the United States Army Corps of Engineers (USACE) under Section 217(d) of the Water Resources Development Act of 2007 to provide facilities for the management of dredged material generated from the USACE's continued operation and maintenance of the 9-foot Navigation Channel in Lower Pool 4 of the Upper Mississippi River (UMR).

The barge terminal facility is proposed on an approximately 54-acre site in Section 30, Township 111N, Range 10W, in the City of Wabasha, Wabasha County, Minnesota. The purpose of the barge terminal facility is to receive and store sand, rock, and gravel materials that are annually dredged from the Mississippi River by the US Army Corps of Engineers to maintain a 9-foot navigable channel along this stretch of the Mississippi River. The proposed project includes dredging an access channel from the Mississippi River main channel and constructing a barge terminal facility to allow for the cost-effective onshore transfer of dredged materials to trucks for hauling to an upland placement site.

The estimated total cost of the Proposed Project is \$4.8 million (2024 dollars). This cost includes construction, contingency, engineering, administrative, and legal costs. Funding for the project will include Port Development Assistance Program (PDAP) grant funding from the Minnesota Department of Transportation (MnDOT), Port Infrastructure Development Program (PIDP) grant funding US Department of Transportation Maritime Administration (MARAD), and Wabasha Port Authority and/or City of Wabasha bond sales.

RFQ SUBMITTAL SCHEDULE

RFQ Advertisement	February 9, 2024
RFQ Submittal Deadline	March 8, 2024
Proposal Review, Consultant Selection and Notification, Interview (Optional)	March 11, 2024
Notify the selected consultant of the award	March 15, 2024
Approve the selected consultant's work order at the Port Authority meeting (tentative)	March 19, 2024

SCOPE OF WORK

This Request for Qualifications is for a design team that will be responsible for the final design and preparation of construction plans and specifications for the barge terminal facility. The selected design team will also be responsible for completing the required environmental documentation for the MARAD PIDP funding, as well as preparing and submitting permit applications for the project on behalf of the City of Wabasha.

The proposed project includes dredging an access channel from the Mississippi River main channel and constructing a barge terminal facility to allow for the cost-effective onshore transfer of dredged materials to trucks for hauling to an upland placement site. Project elements include:

- A. Dredging an access channel from the main Mississippi River navigation channel to the proposed dock area. This will be performed by either hydraulic or mechanical dredging techniques and include deepening the side channel to enable barge traffic to access the proposed fleeting area for loading and unloading material.
- B. Dredging an area to accommodate barge maneuvering and docking. This will be performed by either hydraulic or mechanical dredging techniques and include widening the area immediately adjacent to the proposed fleeting area for improved barge maneuverability.
- C. The dredged material would be used as fill material on the barge terminal facility site to raise the site above the 100-year flood elevation. Initial dredge material offloaded at the site will be used, in addition to re-grading the proposed area, to ensure the access road and temporary storage locations are removed from the 100-year floodplain.
- D. Construct the barge terminal pad and access road. This will include constructing a sheet pile dock face and upstream/downstream steel pipe pile clusters for the barge mooring and maneuvering system. Additionally, the access road off County Road 59 will be improved for truck and vehicle traffic hauling material to and from the proposed barge mooring site.
- E. Construct footings for conveyors and hoppers for material handling and loadout. These will be located immediately adjacent to the barge terminal pad to enable the loading and unloading of material from moored barges.
- F. Install electric, sewer, and water utilities to the project site. Extend city utilities to the project site to ensure adequate operations for the proposed project.
- G. Final design and construction plans will be completed following environmental review and incorporation of any identified avoidance, minimization, or mitigation measures required.

- H. Plans and specifications for the work will be prepared for the work, a bid package will be prepared, and the project will be publicly advertised for bids from qualified marine dredging firms(s) and barge terminal facilities consultants.
- I. The selected design team will also be responsible for completing the required environmental documentation for the MARAD PIDP funding, helping the City of Wabasha submit the required information for the MARAD PIDP and PDAP grants, as well as preparing and submitting permit applications for the project on behalf of the City of Wabasha.
- J. Providing administrative support for construction draws on the grant.
- K. Ensure that all federal regulations, state regulations, and grant requirements are followed during the construction process, including wage compliance.

TENTATIVE PROJECT SCHEDULE:

- Selection of Engineering Firm – March 2024
- Submit environmental review information to MARAD and complete grants checklist- April-May 2024
- Port Authority executes PDAP and MARAD Grant Agreements – April 2024
- Complete Final Plans and Specifications – May 2024
- Permitting – March 2024-June 2024
- Port Authority solicits public bids for dredging and dock construction – June 2024
- Bidding – July 2024
- Construction – August-October 2024
- Barge Terminal Facility available for cargo transfers – Fall 2024/Spring 2025

PROJECT CONTACT:

Caroline Gregerson, City Administrator
900 Hiawatha Dr. E
PO Box 268
Wabasha, MN 55981
(651) 565-4568
cityadmin@wabasha.org

All questions or requests for clarifications on this RFQ must be submitted by email to cityadmin@wabasha.org and the city will respond to all written questions by email. All questions must be submitted by March 8, 2024.

SUBMITTAL OF PROPOSALS:

Proposals must be submitted electronically to the City of Wabasha by 3:00 p.m. on March 8, 2024. **The proposal shall be emailed with the title, “Response to RFQ for City of Wabasha Barge Terminal Project” to: cityadmin@wabasha.org**

PROPOSAL CONTENTS (LIMIT 10 PAGES)

A. Title

- Show the proposal subject, the name of the firm that is submitting the proposal, the address, telephone number, name of the contact person, and the date.

B. Company/Team Experience and Qualifications

- Responders should provide information detailing the background, training, and experience of the company and team members for similar projects. Include the project manager and key personnel.
- If sub-consultants are to be used on this project, responders must also outline their background and experience, including examples of similar work done by each sub-consultant. Responders must also provide a list of the sub-consultant personnel who will perform work on the project, detailing their training and work experience.
- No changes in lead project personnel will be permitted without the written approval of the City Administrator.

C. Firm's Approach to the Scope of Services

- The proposal shall briefly summarize the approach of the firm to the Scope of Work. They should describe strategies to keep the project on time and within budget.

D. List of References and Potential Conflicts

- A minimum of 4 references for public clients shall be provided.
- Potential conflicts of interest must be disclosed.

EVALUATION CRITERIA:

Proposals received by the deadline will be evaluated by a panel of City representatives. The evaluation panel will use a 100-point scale as a basis for the final evaluation recommendation. The factors and weighting that will be used as scoring criteria are listed below.

Rating factor Weighting Percentage

- Company background and experience 30%
- Key personnel qualifications and experience 30%
- References and past performance 10%
- Project understanding and approach 15%
- Work plan and schedule 15%

Proposals will be evaluated, and a successful responder(s) will be chosen based on qualifications only. The successful responder will be required to submit a detailed scope of services and budget promptly after notification of selection. The City Administrator and the successful responder will then meet to negotiate the final scope of services and compensation as part of agreed-upon Work Orders. If the Wabasha Port Authority/City and the successful responder are unable to agree upon a scope of services and compensation within a reasonable time (as determined by the City, in its sole discretion), then the City may declare negotiations to be at an impasse and may commence negotiations with the next highest-ranked responder.

If required, an interview will be conducted with a select set of high-scoring Proposers.

SELECTION PROCESS:

Selection may be made based on proposals supplied or by interviewing the best-qualified applicants. At this time, we don't expect an interview process, but we reserve the right to have one.

Proposals will be evaluated, and a successful responder will be chosen on the **basis of qualifications only**. The successful responder will be required to submit a detailed scope of services and budget promptly after notification of selection. The City Administrator will then meet to negotiate the final scope of service and compensation. If they are unable to agree to compensation, the City may commence negotiations with the next highest-ranked responder.

RESERVATION OF RIGHTS

The City reserves the rights to:

1. Cancel or withdraw the RFQ.
2. Modify or issue clarifications.
3. Reject any submissions for any reason.
4. Consider a submission that is non-compliant with the submission requirements.
5. Reject all submissions that are submitted under the LOI.
6. Modify the timeline and/or deadline for submissions or other actions.
7. Reissue the RFQ.
8. Proposals become property of the City of Wabasha/Wabasha Port Authority and will become public records after an evaluation process.
9. Consultants are solely responsible for their expenses in preparing a proposal.