

REQUEST FOR QUALIFICATIONS (RFQ 25-006)

**TO PROVIDE PROFESSIONAL ENGINEERING SERVICES
FOR**

**LAKESHORE DRIVE TRANSIT SHED AND RAIL EXTENSION PROJECT
(MARAD FY 2024 PIDP GRANT NO. 693JF72440056)**

SEPTEMBER 2025

**PORT OF PORT ARTHUR NAVIGATION DISTRICT
OF JEFFERSON COUNTY, TEXAS**

NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ 25-006)

**PROFESSIONAL ENGINEERING AND CONSTRUCTION MANAGEMENT
SERVICES FOR LAKESHORE DRIVE TRANSIT SHED AND RAIL
EXTENSION PROJECT
(MARAD FY 2024 PIDP GRANT)**

The Port of Port Arthur Navigation District of Jefferson County, Texas (“POPA”, “Port of Port Arthur” or “Port”) is requesting qualification statements for professional engineering services for its Lakeshore Drive Transit Shed and Rail Project (the “Project”) at the Port of Port Arthur facilities. The firm will work directly with the Port’s Director of Engineering.

The Port of Port Arthur has been awarded a grant from the U.S. Department of Transportation Maritime Administration (“MARAD”) for the Project, consisting of the construction of a 50,000 SF land side transit shed, including foundation, electrical, plumbing, lighting, fire protection, site grading, lighting, restrooms and loading dock, and extension of an existing railroad track, and relocation of overhead utilities. The Port of Port Arthur is seeking to contract with a qualified engineering firm, licensed in the state of Texas, to prepare all preliminary and final design plans, specifications, bid, and construction documents and to conduct all necessary interim and final inspections. These services shall be performed in accordance with all local, State, and Federal laws, regulations, and executive orders applicable to this grant program.

Qualification statements will be accepted until **9:00 A.M. local prevailing time, on Wednesday, October 15, 2025** at the offices of the Port of Port Arthur, 221 Houston Avenue, Port Arthur, Texas 77640. Submissions via U.S. Mail should be addressed to Post Office Box 1428, Port Arthur, Texas 77641. Submissions via courier should be addressed to 221 Houston Avenue, Port Arthur, Texas 77640. Qualification statements received after the date and time noted above cannot be accepted and will be returned unopened.

A copy of the complete Request for Qualifications may be obtained from the Port of Port Arthur website at <http://portpa.com>, or by emailing a letter of interest which includes reference to the Request for Qualifications being requested; company name; mailing address; telephone number and email address of the contact person to:

Ed Long, PE
Director of Engineering
Port of Port Arthur
221 Houston Avenue
Post Office Box 1428
Port Arthur, Texas 77641
Telephone (409)983-2011
EMAIL: ed@portpa.com

The Port of Port Arthur reserves the right to reject any and all Qualification Statements and waive any formalities.

I. PURPOSE

The purpose and intent of this Request for Qualifications (RFQ) is to obtain professional engineering services, as necessary, for the engineering design and construction phase services related to the Lakeshore Drive Transit Shed and Rail Project at the Port of Port Arthur. The Port of Port Arthur reserves the right to negotiate with any and all individuals or firms that submit proposals, as per the Texas Professional Services Procurement Act. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals. The Port of Port Arthur is an Affirmative Action/Equal Opportunity Employer.

II. BACKGROUND

The Port of Port Arthur received a U.S. Department of Transportation Maritime Administration Grant under the Fiscal Year 2024 Port Infrastructure Development Program (PIDP) for the construction of a 50,000-sq. ft. metal clad (or tensioned fabric) transit shed, construction of additional rail track with track drainage, relocation or removal of overhead utilities to an underground location, site paving, drainage and lighting. The new warehouse shall contain interior lighting, restrooms, sprinkler system and all-weather loading dock, located on property owned by the Port of Port Arthur. It is the intent of this advertisement and selection process to select and award a single professional services contract to one responder, deemed the most qualified to provide such services.

The Port will provide grant management services with the Maritime Administration (MARAD). This project has already received environmental clearance as a Categorical Exclusion.

III. SCOPE OF SERVICES.

- A. All engineering services shall be performed in compliance with all local, State, and Federal laws, regulations, and executive orders as applicable and required by the U.S. Department of Transportation Maritime Administration grant provisions.
- B. This Project is an “infrastructure project” and that iron, steel, manufactured products, and construction materials used in the Project are subject to the Buy America preferences in the award term which implements §70914(a) of the Build America, Buy America Act, Pub. L. No. 117-58, div. G, tit. IX, subtit. A, 135 Stat. 429, 1298 (2021), Office of Management and Budget (OMB) Memorandum M-24-02, “Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure”, and 2 C.F.R. part 184.
- C. Offerors are required to show the ability to provide all the Engineering services described below. Offerors shall provide a detailed description of how they meet the requirement, describing their knowledge and experience, as well as providing discrete examples of previous work where applicable. This project will also require design and coordination with the Texas Department of Licensing and Regulation (TDLR) for the accessibility (restrooms), electrical design by a licensed engineer, and fire protection system design by a licensed specialist.

D. General Scope of Work

1. Design of a 50,000-sq. ft., clear span, metal-clad (or tensioned fabric) warehouse and foundation, which may connect to existing adjacent building, including:
 - Water and sanitary sewer service
 - Restroom facilities inside building (ADA accessible)
 - Fire protection system using city water
 - LED lighting (interior & exterior & site, as necessary)
 - Doors (ingress, egress, loading dock doors on two sides)
 - Covered loading dock combined with rail siding
2. Site grading, paving and drainage.
 - Underground storm lines to collect the drainage from roof drains and discharge into the new storm line within Lakeshore Drive.
 - Paving the truck loading area on the south side of the warehouse and a ramp to connect the north side of the warehouse to the adjacent Laydown Yard 5.
 - Grade the site to provide positive drainage in the project area.
 - Coordinate drainage improvements with Jefferson County Drainage District No. 7.
3. Extension of railroad track along Lakeshore Drive.
 - Install new turnout in vicinity of Lakeshore Drive.
 - Extend existing rail track by approximately 275 track feet and add approximately 565 track feet of parallel track.
 - Install underground French drain between the two rail tracks.
4. Assist Port in its coordination with franchised utilities to remove and/or relocate overhead utilities to an underground location. Areas include utility easement behind Gulf Maritime Building, west side of Houston Avenue (between Lakeshore Drive and 4th Street), south side of 4th Street between Houston Avenue and San Antonio Avenue.

E. Preliminary Engineering and Design Support

Offerors will be required to show their ability to provide all the Preliminary Engineering services described below.

1. Provide preliminary engineering, investigations, investigations, and drawings to sufficient to achieve the preliminary design milestone, including at a minimum:
 - Schedules for design, permitting, procurement & construction
 - Project layout/staging areas
 - Cross sections / elevations
 - General notes

- Special notes
 - Design details
 - Specifications
 - Utility relocation designs
 - Required permits
 - Quantities
 - Estimate of construction costs +/- 25%
2. Design Surveying, topographic and utility mapping.
 3. Perform subsurface explorations (ie: geotechnical) for project site, as necessary.
 4. Prepare horizontal alignments/layouts for proposed project features.
 5. Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs.
 6. Identify, acquire and submit all necessary permits and approvals required for design approval and construction, including coordination of the drainage with Jefferson County Drainage District No. 7.
 7. Identify and address potential obstacles to the project implementation (ie: pipelines, easements, permitting, etc) prior to moving forward with the final design.

F. Engineering and Final Design Support

Offerors will be required to show their ability to provide all the Engineering services described below as they relate to final design support.

1. Prepare plans and specifications, including necessary design information sufficient to achieve all detailed design milestones. Examples include, but are not limited to:
 - Items listed in paragraph 3.D.1, above,
 - Estimate of construction costs to within 10%
 - Identify and assist the Port in acquiring all permits (permit applications to be prepared by consultant) and approvals
 - Provide hardcopy, if necessary, plan drawings and bid documents upon design completion, and as requested during the design phase. Electronic copies shall be in the native format (AutoCAD dwg) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.

G. Bid and Award Support

Offerors will be required to show their ability to provide all the Engineering services described below as they relate to bid and award support.

1. Prepare a complete bid package for competitive bidding. The Port will provide the Notice to Bidders, Construction Agreement, forms for bonds, EJCDC C-700 Standard General Conditions of the Construction Contract,

and required certificates required by state and Federal regulations. The consultant will be responsible to provide supplementary conditions, bid schedules, instructions to bidder, specifications and other project related items necessary for the bid documents.

2. Port will coordinate the public notice for the bid solicitation.
3. Consultant will support the development and issuance of bid-related documents necessary to complete the bid process (e.g. addenda and supporting documentation).
4. Attend and support the Port at a mandatory pre-bid conference and at the bid opening.
5. Prepare a complete bid tabulation and evaluation of bids, perform reference checks of the apparent low bidder(s) and provide a recommendation for award.
6. Assist the Port in the conducting of a preconstruction conference.

H. Contract Management and Construction Oversight

Offerors will be required to show their ability to provide all the Engineering services described below as they relate to contract management and construction oversight.

1. Ensure delivery of the project in accordance with the contract.
2. Provide ongoing Construction Oversight Reports detailing status of construction.
3. Review all submittals to ensure compliance with the construction contract documents and provide recommendations to the Port.
4. Provide periodic and final inspections as required by the Port.
5. Coordinate the Port's third-party quality control testing services (ie: concrete testing, densities, etc.).
6. Provide on-site oversight of construction activities at a minimum of twice weekly, and as necessary to confirm contractor compliance with plans & specifications and at other times as may be deemed necessary by the Port.
7. Review construction Change Orders and provide written recommendations to Port as to appropriate action.
8. Review and respond to Requests for Information.
9. Attend project coordination meetings during the course of construction.
10. Support Port with issue identification and claims resolution, if necessary.
11. Perform other contract management and construction oversight duties as required to ensure success of the project.
12. Develop and issue a substantial completion punch list.
13. Coordinate final TDLR inspection of the facility.
14. Develop a final "as-built" report of quantities, drawings and specifications.
15. Prepare and issue an Engineer's Certificate of Construction Completion.

IV. SCHEDULE.

The following is the proposed schedule for this project:

Issue Request for Qualifications:September 24, 2025
Receive Design Engineer Qualifications:October 15, 2025 (9:00 AM Local Time)
Review Firm Qualifications and Rank:.....October 20-24, 2025
Select Firm for Negotiation:October 24, 2025
Award Design Contract and issue NTP:November 19, 2025
30% Plan submittal:January 16, 2026
60% Plan submittal:February 20, 2026
90% Plan submittal:March 20, 2026
Final Design Complete:April 15, 2026
Begin Construction:June 2026
Construction Completion:August 2027

V. SERVICES PROVIDED BY PORT OF PORT ARTHUR.

The Port will provide (1) Record drawings of the project area; (2) Contract documents previously described in this RFQ; and (3) access to Port facilities.

VI. QUALIFICATION STATEMENT REQUIREMENTS.

- A. Qualification Statements shall be signed by an authorized representative of Offeror. Qualification Statements shall be prepared simply and economically, providing straight-forward, concise description of the engineering firm's capabilities to satisfy the requirements of the RFQ.
- B. Qualification Statements shall be single spaced, using a font size not less than 12pt and limited to a total of twenty (20) one-sided pages. Emphasis should be on completeness and clarity. Resumes and dividers do not count toward the page count.
- C. One (1) manually signed original, four (4) copies, and one (1) electronic copy in PDF format of the Qualification Statements shall be submitted to the Port. Each copy of the submittal shall be bound in a single volume where practical. All documentation submitted with the Qualification Statements shall be bound in that single volume. Elaborate brochures and other representations, beyond which are sufficient to present complete and effective Qualification Statements, are neither required nor desired.
- D. The following is the minimum to be considered a complete submittal. The format required for the Qualification Statements to be considered is to be presented and submitted with **TABS AS NOTED BELOW**:

1. **General and Background Information:** Provide the following:
 - a. Firm's legal name, address, Texas Registered Engineering Firm Number, location of office that would be performing services, date of firm formation, and contact information for key personnel.
 - b. A summary of any litigation, claim(s), or contract disputes filed by or against Offeror in the past five (5) years which is related to the services that Offeror provides in the regular course of business.
 - c. A statement of conflicts (if any) the proposing entity or key personnel may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.
2. **Expertise and Experience:** Describe the overall expertise and experience of the engineering firm relative to the scope of services contained in this RFQ, including, but not limited to, public works construction, Federally funded construction projects, and project construction management experience. Qualifications shall address the following design elements at a minimum:
 - a. Building design
 - b. Fire protection systems
 - c. Railroad design
 - d. Mechanical, electrical, plumbing (MEP) design
 - e. Architectural barriers
3. **Project Approach/Performance:** Provide a project approach describing how the design team will meet the overall objectives of the Port, provide a quality project, coordinate with the local agencies and drainage district and meet the schedule as described above. Submit a proposed schedule showing conformance to the project schedule and identify any tasks that could affect the schedule.
4. **Design Team:** Identify and provide a statement of qualifications of the principal, project manager and significant project team members and any subconsultants who will be assigned to the project for actual "hands on" work and specifically for the design elements listed above. Provide resumes for each significant project team member. Provide a list of projects jointly designed by the prime engineering firm and any proposed subconsultants, if any, for the past five (5) years.
5. **References:** Provide references for similar type work as that which is requested in this RFQ. This section should include recent project information of similar type work completed by Offeror along with the name and telephone number of the point of contact for each project. A minimum of five (5) similar projects and references shall be provided.
6. **Professional Liability Insurance:** The engineering firm shall at all times while this Agreement remains in effect maintain insurance as set forth in

Exhibit 1 attached hereto and incorporated herein for all purposes. The amount of insurance shall remain in effect throughout the period of responsibility of the project involved in accordance with the statute of limitations or for ten (10) years from the issuance of the Certificate of Completion, whichever is shorter. Liability insurance in excess of the minimum requirement shall be a point of consideration in negotiations between the Port and Offeror.

VII. EVALUATION AND AWARD OF CONTRACTS.

A. Evaluation Criteria. Qualifications shall be evaluated by the Port and ranked using the following criteria:

1.	General and Background Information:	5 points
2.	Expertise and Experience	35 points
3.	Project Approach/Performance	25 points
4.	Design Team	25 points
5.	References	<u>10 points</u>
Total		100 points

B. AWARD OF CONTRACT.

1. This RFQ provides information necessary to prepare and submit a Statement of Qualifications (SOQ) for consideration and ranking by the Port of Port Arthur using the evaluation criteria described above. The Port will rank the responses in order of the most qualified, based on demonstrated competence and qualifications to perform the services, and then make a determination as to whether or not an informal meeting will be required of the top ranking firms. If necessary, the Port may engage in individual discussions and interviews with two or more Offerors deemed fully qualified, responsible, and suitable on the basis of initial responses, and with professional competence to provide the required services. Offerors shall be encouraged to elaborate on their qualifications, performance data, and staff expertise pertinent to the proposed contract.
2. Proprietary information for competing Offerors shall not be disclosed to the public or to competitors. The Offeror must, with specificity, identify those portions of its Qualification Statements which are "proprietary". Offerors may not designate their entire Qualification Statement "proprietary" and any attempt to do so may result in rejection of same.
3. At the conclusion of the review of the Qualification Statements received, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price. The fee for basic services will be either fixed price or a cost reimbursement with an agreed maximum. If a contract is deemed satisfactory and advantageous to the Port and can be negotiated at a fair and reasonable fee, the award shall be made

to that Offeror. If negotiations are not successful, the negotiations shall be formally terminated, and the Project offered to the next firm for negotiation and possible award of the Contract. Should the Port determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.

VIII. GENERAL TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES.

- A. **MANDATORY USE OF POPA FORMS AND TERMS AND CONDITIONS:** Failure to submit a Qualification Statement in accordance with requirement stated in Section No. VI of this RFQ shall be a cause for rejection of same. Return of the complete document is required. Modification of, or additions to, any portion of solicitation may be cause for rejection of the Qualification Statement; however, The Port reserves the right to decide on a case-by-case basis, in its sole discretion, whether or not to reject such Qualification Statement as non-responsive. Supplementary data and information which respond to inquiries, demonstrate qualifications and expertise, etc., may be attached to the forms.
- B. **DEFAULT:** In case of failure to deliver the reports, documents or services in accordance with the contract terms and conditions, the Port, after due oral or written notice, may procure them from other sources and hold Offeror responsible for any resulting additional procurement and administrative costs. This remedy shall be in addition to any other remedies which The Port may have.
- C. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Offeror in whole or in part without the written consent of The Port.
- D. **ANTITRUST:** By entering into a contract, Offeror conveys, sells, assigns and transfer to the Port all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Port, relating to the particular goods or services purchased or acquired by The Port under said contract.
- E. **ETHICS IN PUBLIC CONTRACTING:** By submitting their Qualification Statements, all Offerors certify their Qualification Statements are made without collusion or fraud and they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their Qualification Statement, and they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- F. **ANTI-DISCRIMINATION:** By submitting their Qualification Statements, all Offerors certify to the Port they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Texas Commission of Human Rights Act, Tex. Labor Code § 21.001—21.306 (Vernon's Supp. 1995) ("TCHRA").
- G. **DEBARMENT STATUS:** By submitting their Qualification Statements, all

Offerors certify they are not currently debarred for submitting Qualification Statements on contracts by any Agency of the State of Texas, nor are they an agent of any person or entity that is currently debarred from submitting Qualification Statements on contracts by any Agency of the State of Texas.

- H. **APPLICABLE LAW AND COURTS:** Any contract resulting from this solicitation shall be governed in all respects by the laws of the State of Texas and any litigation with respect thereto shall be brought in the courts of Jefferson County, the State of Texas. Offeror shall comply with applicable federal, state, and local laws and regulations.
- I. **QUALIFICATIONS OF OFFERORS:** The Port may make such reasonable investigations, as deemed proper and necessary, to determine the ability of the Offeror to perform the work/furnish the item(s) and the Offeror shall furnish to the Port all such information for this purpose as may be requested. The Port reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding Offeror's capabilities. The Port further reserves the right to reject any Qualification Statement if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Port that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
- J. **DRUG FREE WORKPLACE POLICY STATEMENT:** Offeror acknowledges and certifies that it understands the following acts by the Offeror, employees, and/or agents performing services on Port property are strictly prohibited:
 - 1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
 - 2. Any impairment or incapacitation from the use of alcohol or other drugs.Offeror further acknowledges and certifies that it understands a violation of these prohibitions constitutes breach of contract and may result in default action being taken by the Port in addition to any criminal penalties, which may result from such conduct.
- K. **DISADVANTAGED BUSINESS UTILIZATION:** It is the policy of the Port to contribute to the establishment, preservation, and strengthening of disadvantaged business enterprises and to encourage the participation of disadvantaged business. Towards that end, the Port encourages firms to provide for the participation of disadvantaged owned businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities, all in compliance with the Port's Policy Directive on Diversity in Contracting, adopted June 24, 2020. A copy of this Policy can be obtained from the Port's website at <https://portpa.com/wp-content/uploads/2021/04/POPA-CAP-Policy-dated.pdf>.
- L. **OPERATING AUTHORITY AND CREDENTIALS:** Wherever and whenever during the course of performing any work under the Contract, the Offeror will ensure all motor vehicles utilized to accomplish the terms of the Contract are properly titled, registered, plated and have the required operating authority and credentials in accord with the motor vehicle codes and regulations of the State of

Texas.

IX. SPECIAL TERMS AND CONDITIONS.

- A. **INSURANCE:** Prior to the start of any work under the contract, Offeror shall provide the Port Certificate(s) of Insurance on forms approved by the Port which evidence coverage as set forth on Exhibit 1 attached hereto and incorporated by reference herein.
- B. **AUDIT:** Offeror agrees to retain all books, records, and other documents relative to the contract for five (5) years after final payment, or until audited by the Port, whichever is sooner. The Port, its authorized agents, and/or MARAD auditors shall have full access to and the right to examine any of said materials during said period.
- C. **OWNERSHIP OF MATERIALS:** Ownership of all material and documentation originated and prepared pursuant to the RFQ shall belong exclusively to the Port and subject to public inspection in accordance with applicable Texas law. Trade secrets or other proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction may not be subject to disclosure; however the bidder, offeror, or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or materials to be protected and state the reason why the protection is necessary.
- D. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the Port. In the event that Offeror desires to subcontract some part of the work specified herein, Offeror shall furnish the Port the names, qualifications, and experience of its proposed subcontractors. In any event, the Offeror shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of that contract.
- E. **SOURCE OF FUNDS:** By submitting their Qualification Statements, all Offerors certify their Qualification Statements are made with the knowledge, a portion of the project funding may be obtained from the U.S. Department of Transportation Maritime Administration and that the use of such federal funding requires the Port and the selected Offeror to comply with all federal regulations and requirements in regard to the use of such funds.

X. ATTACHMENTS

- A. Exhibit 1 – Insurance Requirements
- B. Exhibit 2 – Agreement for Engineering Services