# REQUEST FOR QUALIFICATIONS

FOR PORT CONSULTANT SERVICES
ST. LOUIS PORT AUTHORITY
DECEMBER 18, 2015

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**Introduction and Background:**

The City of St. Louis Port Authority ("the Authority") is a Public Body Corporate and Politic organized to pursue economic development and manage river-related activities in the City of St. Louis Port District (see Exhibit A). The Authority is issuing a Request for Qualifications ("RFQ") to professional service firms with inland river expertise to provide consulting services in the following disciplines: law, engineering, and real estate development. Firms may submit singly or as teams. The firms selected as a result of this RFQ process will be placed on a "short list" and provide services on an as-needed basis. Responding firms must have recent experience in river port development and/or activities.

**Scope of Services:**

The professional services to be furnished pursuant to this request will include, but are not limited to, the following:

1. Maritime Law

Analysis or preparation of legal documents pertaining to Port District facilities or properties; represent and advise the Authority in negotiations or litigation needed to enforce, revise, or create such documents.

2. Marine Engineering

Design, analysis, or testing of existing or proposed river-oriented cargo handling infrastructure, facilities, or structures; provision of underwater dive surveys for river structures; hydrographs, soundings, or other assessments of riverbed depths and conditions.

3. Port Real Estate Development

Economic impact analysis, market research, financial projections, or other data regarding existing or proposed shipping facilities; identification and development of multimodal opportunities; assessment of rates, facilities, or services provided in river ports in other cities; management, assessment, or inspection of leased, vacant, or underutilized Port District properties.

**Qualifications Criteria:**

Responses to this Request for Qualifications must include, at a minimum, the following information:

1. Statement of Qualifications for the Professional Services you would furnish:

   Experience/Qualifications of Assigned Professional(s) - Submit a resume for each individual who may provide or oversee the provision of services. Individuals must have recent (within the past 5 years) river-port experience.

   Experience of Firm - Include a detailed description of the firm's experience, including a list of recent (within the past 5 years) clients and/or projects with contact information. Past experience must be river-port related.

2. Disclosure of Potential Conflict of Interest:

   Provide a statement regarding any current or, to the extent possible, potential conflict of interest issues the firm or any individual assigned to a project might have or encounter in taking on this engagement.

3. Proposed Fees/Expenses:

   If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement.

   Provide an explanation if fees will be calculated on any other basis.

   Itemize the type of expenses [other than fees] for which your firm would seek reimbursement.

   It is anticipated that a maximum not-to-be-exceeded amount will be established for these services per project.

**Evaluation of Qualifications:**

Evaluation of Qualifications for consulting services will be based on the following criteria:

- Expertise and experience of individuals assigned from firm;
- Expertise and experience of firm;

- Participation of Minority and Women owned Businesses;
- Rates for services;
- Responsiveness of firm to the Request for Qualifications categories.

The City of St. Louis is committed to the growth and development of women and minority business enterprise (M/WBE). In furtherance of this commitment, the policy of the City of St. Louis is to encourage minority participation in all contracts financed in whole or part by the City and its affiliated agencies and authorities. The City seeks to obtain participation by women- and minority-owned business enterprises and has as a goal at least twenty-five percent (25%) minority business enterprise participation and at least five (5%) women business enterprise participation as defined in the Mayor's Executive Order #28.

***St. Louis Port Authority reserves the right to establish further criteria for evaluation of qualifications, to require submission of additional information, to waive any informalities in submissions, to reject any or all submissions and to negotiate with successful respondents.***

**No Guarantee of Work:**

It should be understood by all firms submitting responses to this RFQ, and by those firms ultimately selected for the short list, that no firm can or will be guaranteed any amount or type of work during the period of time the short list is in effect. When the Authority requires consulting services, the Authority may, in its sole unrestricted discretion, without offering the work to any other firm on the short list, make an award to a firm on the short list as it deems best qualified, most ready, willing, and able to perform in a timely manner and/or most familiar with the subject matter of the pertinent project. Alternatively, the Authority may decide to take oral or written cost proposals from one or more of the short-listed firms for a specific project. Moreover, for certain projects deemed by the Authority to be particularly complex, time-sensitive, or of particular importance, the Authority reserves the right, in its sole and unrestricted discretion, to publicly issue a separate Request for Proposals and/or Request for Qualifications, unrestricted by the short list. Furthermore, the Authority reserves the right to reconstitute the short list at any time.

**Response Format and Deadlines:**

Responses shall be limited to 15 pages or less of general information plus resumes in an 8.5" x 11" format. Six (6) bound paper copies and one emailed version of your response must be received in the offices of the St. Louis Port

Authority by 3 p.m. Central Standard Time on Friday, January 22, 2016. Responses should be delivered to:

Susan Taylor, Director of Port Business Development
St. Louis Port Authority
1520 Market Street, Suite 2000
St. Louis, Missouri 63103
taylors@stlouis-mo.gov

**Inquiries:**

Please email any inquiries about this Request for Qualifications to Susan Taylor.

# Port District
# City of St. Louis