

REQUEST FOR QUALIFICATIONS (RFQ)

FOR PORT PLANNING AND DEVELOPMENT FOR THE MATAGORDA COUNTY NAVIGATION DISTRICT #1, PORT OF PALACIOS (RFQP&D2021)

On or before 4:00 p.m., Central Daylight Time, April 27, 2021 Matagorda County Navigation District #1 Port of Palacios, Texas, (Port) will receive Statements of Qualifications (Statements) from any and all Consultancies and engineering firms (Consultant/s) interested in assisting the Port with determining the feasibility of diversifying the Ports business portfolio/customer base and properties including all land currently owned by the Port as well as any future customers, facilities and property acquisitions and development.

A selection is anticipated to be made on April 28, 2021 during the regular monthly meeting of the Board of Commissioners and the Consultant's services would be utilized immediately thereafter. The assistance sought may be needed only on a temporary basis or, depending on the findings of the Study, may/may not continue to and beyond a formal master plan and engineering services. The Statements must be received in the Port's office at the address below prior to the deadline. All Statements received by the deadline will be opened at that time by the Port' Director or his designee and the names of the submitting parties, but not the contents of the Statements, will be made public at that time. Statements received after the deadline will not be accepted. All Statements received will become part of the public records of the Port and will not be returned.

Interested parties should submit an original and four copies of their Statements by carrier or hand delivery to:

Victor Martinez, Port Director
Matagorda County Navigation District #1
1602 Main Street
Palacios, TX 77465
ATTN: RFQP&D2021

By mail,

Victor Martinez, Port Director
Matagorda County Navigation District #1
P.O. Box 551
Palacios, TX 77465
ATTN: RFQP&D2021

Further information on this RFQ may be obtained by contacting:

Matagorda County Navigation District #1 at (361) 972-5556

Further information on the Port may be obtained by visiting the District's website: www.portofpalacios.com

PLEASE NOTE:

The selection of the Consultant/s to provide the described scope of services will be based on the consideration of qualifications and related factors contained in this RFQ.

GENERAL SCOPE OF SERVICES

The Port is a political subdivision of the State of Texas created by the Texas Constitution and now governed by Texas Water Code.

The Port is a 400-acre (200 ha) port in a rural area of Texas along the Gulf Inter-Coastal Waterway ("GIWW") mostly serving the local shrimp and commercial fishing industry. The Port is a public taxing entity however it operates according to the landlord port management model with the port relies mainly on lease fees for its revenues. The Port wishes to

explore the feasibility of enhancing and diversifying the Port's commercial profile and therefore its revenues. To achieve this ambition, the Port is considering the feasibility of, but not limited to: acquiring additional land, partner with private parties, and exploring new commercial opportunities. As part of its planning for future development, the Port seeks assistance from a qualified Consultant/s to develop a Study of such diversification, expansion and land acquisition, which may/may not lead to an overall master plan of Port owned properties and potential future land and facility acquisitions. With regards to the commercial opportunities, the Port currently is exploring opportunities for the following but not limited to: load/unload and staging of industrial and renewable energy equipment and materials, maritime services, and shipping in/out goods and products including, but not limited to, products related to: agriculture, petrochemical, oil and gas, aggregate and containers.

A map of current land and facilities is attached and posted to the Ports website: www.portopalacios.

The Port is requesting Statements of Qualifications from interested Consultant/s who are qualified and capable of presenting the aforementioned Study which may lead to an overall master plan for current and future facilities. The Study will address development of existing and possible future facilities, including but not limited to potential subdivisions of the existing facilities, water and sewer utilities, storm water management, roadways, barge load/unload, railroads and offshore load/offload facilities. The Study will also include recommendations for any future land acquisitions. In preparation of the Study, the Consultant/s may or may not take into account the previous development of the Port on sites already developed at the Port complex. The Study will include a Quick Scan Opportunity Analysis or SWOT Analysis.

The Study will include but not limited to: Executive Summary, Commercial opportunity Analysis, Spatial Analysis, Institutional/Organizational Analysis, Conclusions and Recommended Strategies.

INFORMATION REQUIRED FOR STATEMENT OF QUALIFICATIONS

The Statement of Qualifications must clearly address each of the following criteria in the order listed.

1. Name of the firm, owner, address, email and telephone number.
2. General qualifications and availability.
3. Personnel qualifications. Identify the key individual/s who will serve as the consultant to the Port along with his/her résumé and summary of experience.
4. Specialized Feasibility/Master Planning services competence. Provide information about the Consultancy and/or firm's experience with such studies and plans.
5. Consultancies proficiency and history of Port related planning, Port development and the potential for future business relationships between the Consultancy and the Port of Palacios.
6. Capacity and capability. Provide information about the Consultancy and firm's capacity and capability to perform the services described herein on short notice and in a timely manner.
7. References of at least three ports for whom the Consultancy has completed a feasibility study within the last five years including contact information.
8. Provide information on any Engineering proficiencies of the Consultant/s.
9. Approach to communicating with the Port. Describe the approach to communicating with the Port in regard to progress reports, status reports, recommendations, etc.
10. Understanding of services to be provided. Describe the Consultancy's understanding of the scope of work.
11. Work schedule and Current Assignments. Provide a plan for service delivery. Provide a statement concerning your Consultancies ability to devote sufficient time and resources to the Ports work with relation to existing assignments the Consultant/s and the abovenamed individual(s) are currently involved with or will become involved with over the next several months.
12. The Port of Palacios is committed to environmentally sustainable and responsible practices for all potential future expansions and design of all potential future facilities. Describe the Consultancy's commitment to environmentally sustainable and responsible practices. Describe current and future plans for environmentally sustainable and responsible practices for the Consultancy.
13. Additional submission requirements:

a. THE RFQ MUST INCLUDE THE FOLLOWING CERTIFICATE:

"I certify that the above information is correct and complete to the best of my knowledge. I also certify that to the best of my knowledge or belief, no commissioner or employee of Matagorda County Navigation District #1, Port of Palacios is financially interested, directly or indirectly, in my firm or in the purchase of services as described in this RFQ."

Date:

Name of Lead Consultant:

Title:

b. A copy of Consultant’s current **certificate of insurance** for professional liability.

c. A statement of conflicts (if any) the proposing entity or key employees 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.

d. Conflicts of Interest Questionnaire (Form CIQ) Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person’s employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire Form CIQ must be submitted with the response.

e. Certificate of Interested Parties (Form 1295) Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the Port will require the completion of Form 1295 “Certificate of Interested Parties” pursuant to Government Code § 2252.908. Form 1295 must be completed by awarded vendor at time of signed contract submission.

QUALIFICATION EVALUATION

Evaluation Criteria - The proposal received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	60
Work Performance	25
Capacity to Perform	15
Total	100

Upon evaluation, the most qualified respondent will be selected. This respondent will then be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.

By submitting its Statement of Qualifications in response to this Request for Qualifications, respondent accepts the evaluation process set forth above.

The Port reserves the right to establish further criteria for evaluation of qualifications, to require additional submissions, to waive any informalities in submissions, to reject any or all submissions and to negotiate with successful parties.

The Port reserves the right to contact any other references at any time during the RFQ/P process. The Port makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever.

Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. – Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFQ. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:

- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
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Respondent Evaluation Rating Sheet

Name of Respondent _____

Name of Program RFQP&D2021

Date of Rating _____

Evaluator's Name _____

Experience -- Rate the respondent for experience in the following areas:

Comments

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Has previously provided comprehensive studies and plans	20	_____
2. Has worked with other Ports and Navigation Districts on similar projects	15	_____
3. Has worked on projects that were located in this general region.	10	_____
Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)		
4. Extent of experience in port planning and development	15	_____
Subtotal, Experience	60	=====

Work Performance

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Past projects completed on schedule	10	_____
2. Manages projects within budgetary constraints	5	_____
3. Work product is of high quality	10	_____
Subtotal, Performance	25	=====

NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.

Capacity to Perform

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Staff Level / Experience of Staff	5	_____
2. Adequacy of Resources	5	_____
3. Professional liability insurance is in force	5	_____
Subtotal, Capacity to Perform	15	=====

TOTAL SCORE

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	60	_____
<input type="checkbox"/> Work Performance	25	_____
<input type="checkbox"/> Capacity to Perform	15	_____
Total Score	100	=====