



REQUEST FOR QUALIFICATIONS (RFQ)

RFQ ID: 2023-Smartport

Friday, June 30, 2023 4:00 PM (CT)

June 12, 2023





1.0 GENERAL INFORMATION

1.1 PURPOSE

This Request for Qualifications (RFQ) is issued by The Water Institute of the Gulf (the “Institute”) for the purpose of soliciting service providers for resilience dashboard development. Specifically, these duties include:

- **Development of a port-level resilience, web-based interactive dashboard that will be piloted for an individual port and could be implemented at other ports.**

1.2 DESCRIPTION

The Institute is currently preparing resilience plans for several port industry clients. As part of this effort, the Institute seeks services to develop web-based interactive dashboards that can present the results of these resilience plans and facilitate adoption of resilience activities and monitoring.

The Institute seeks to collaborate with the service provider on the design and specific elements that should be included in the dashboard. At a minimum, it is anticipated that the dashboard will include a geospatial mapping component, data plots, and ways for port operators to self-score their progress toward their resilience goals (Whitlock et al., 2018).

Upon selection of a service provider, the Institute will meet with the selected service provider to introduce them to the project, familiarize the service provider with the resilience plan efforts to date, and to develop a detailed scope of work for integration of the resilience plan into the dashboard. This effort is expected to take around 1,000 hours at an average rate of ~\$150 / hour.

1.3 BACKGROUND

In 2021 the Institute was funded through the United States Economic Development Agency to pursue the development of SmartPort, a grant funded project to develop advanced analytics for forecasting river conditions, as well as dynamic resilience plans and dashboards for the sponsoring ports. The Lower Mississippi River Comprehensive Port Resilience Index (LMRCPRI) and probability/consequence risk matrixes inform the dynamic plans and dashboards. The LMRCPRI quantifies a port’s overall resilience, and the tailored probability/consequence risk matrix prioritizes risks and hazards for each port. The goal of the dashboards is to present this information in a dynamic and adaptive framework. These customized resilience dashboards will be created and maintained for the ports of New Orleans, South Louisiana, Lake Providence, Madison, Vidalia, Baton Rouge, St. Bernard, and Plaquemines. These dynamic tools will assist in tracking progress and adaptively managing port resilience.

1.4 RFQ SUBMISSION REQUIREMENTS

Proposals, including all attachments, should be submitted in PDF format no later than 4:00 PM (CT) on **Friday, June 30, 2023**. Proposals shall be submitted electronically to the following email address: grants@thewaterinstitute.org.



Questions Concerning this RFQ:

Please send questions and inquiries regarding this RFQ to grants@thewaterinstitute.org by **Friday, June 16, 2023**, no later than 4:00 p.m. CT. Responses to all questions will be posted as a single response on the same website as the RFP at the following address: <https://thewaterinstitute.org/projects/lower-mississippi-river-smartport-resilience-center> by close of business on **Wednesday, June 21, 2023**. Questions will not be accepted, nor answers provided, by any other means of communication.

Oral Discussion and Presentations

The Water Institute may, at its discretion, interview Proposers with the most competitive proposals. The Interview provides the opportunity for the Proposers to address questions and to describe their approach to this project.

1.5 RFQ SCHEDULE OF ACTIVITIES

Milestone	Date
RFQ Released	June 12, 2023
Deadline for written questions	June 16, 2023
The Institute Responds to written questions	June 21, 2023
RFQ Due no later than 4:00 p.m. CT	June 30,2023
Expected Notifications of Selection	July 14, 2023

Note: The Water Institute reserves the right to revise this schedule. Revisions, if any, before the RFQ submission deadline will be formalized by the issuance of an addendum to the RFQ. Revisions after the RFQ submission deadline, if any, will be by written notification to the eligible Proposers. RFQ is not to be construed as a contract or a commitment of any kind, nor does it commit The Water Institute to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.

2.0 PROPOSAL CONTENT

2.1 OVERALL PROPOSAL STRUCTURE

Proposals should be submitted as a single PDF (portable document format) file. The prime firm and any subcontractors should be clearly identified as such. Only a single PDF file containing information for the



prime contractor and any subcontractors will be accepted. Submissions with multiple PDFs will be rejected.

Responders should focus on content and limit stylistic formatting or layout of the response. Responses will be evaluated based on the work described therein, not on the formatting or layout of the response. It is recommended that respondents use a standard font (e.g., Times New Roman, Calibri, and Arial) and a 12-point font size with 1-inch margins. For this submittal, the Institute prefers simple layouts and scoring will focus on example projects (dashboards) provided therein.

All page limits described below apply to the combined qualifications of the prime and any subcontractors. For example, Key Project Descriptions can be any combination of prime and subcontractor projects, but the limit specified below applies to these in total.

2.2 PROPOSAL SECTIONS

2.2.1 Cover Page

Cover page providing a brief introduction to the firm, the firm's point of contact, and motivation for response to the RFQ. This section should also clearly reference the RFQ announcement id. This section shall be limited to a single (1) page.

2.2.2 Description of Organization

Describe your organization's structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the organization. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project, number of employees on staff, number of employees available for this project, and years in existence. This section shall be limited to three (3) pages.

2.2.3 Project Staffing Plan

Provide an organizational chart showing ALL **relevant** prime consultant and sub-consultant (if applicable) personnel assigned to each work element of the contract, specific duties for each, and reporting lines for the purposes of this contract. This section shall be limited to one (1) page.

2.2.4 Key Personnel Qualifications and Experience

Provide qualifications and experience for up to 10 key personnel that are available to work on the project. Descriptions should include:

- Name, domicile, email address
- Name of firm by which employed
- Education
- Years experience with this firm and with other firms
- Contract role/clear description of responsibilities
- Other qualifications and experience relevant to the proposed contract.

Individual descriptions may be shorter or longer than a single page, but this section shall be limited to 10 pages total.



2.2.5 Key Project Descriptions

Provide descriptions for up to five (5) key projects that best represent the resilience dashboard work the firm has completed. Please include:

- A summary of the project
- Duration of the project (in years)
- Date completed
- Client name and contact information (please indicate if we can not contact)
- Project budget
- Link to the dashboard (if publicly available)
- Identify which key personnel contributed

Individual project descriptions may be longer (or shorter) than a single page, but this section shall be limited to five (5) pages total.

2.2.6 Small Business, Disadvantaged Business, Hudson Initiative Status

Points will be awarded to prime firms that are registered with the US Federal Government as a disadvantaged business (8(a)) or with the State of Louisiana as a Hudson Initiative firm. Points will not be awarded if the prime firm does not qualify for these programs. In order to receive points, copies of certification certificates for the Prime firm must be submitted in the response and certifications with the Louisiana Department of Economic Development (or equivalent entity) must be active at the time of submission.

3.0 SCORING

Points will be awarded based on the following evaluation criteria and point allocations.

3.1 DESCRIPTION OF ORGANIZATION (0-20 POINTS)

Up to 20 points will be allocated based on the description of the organization and the project staffing plan. Key items for scoring will be extent of the project staffing plan, and experience and resources related to development of port resilience dashboards or similar projects performed for clients with an emphasis on transportation needs. Primary focus should be on prime consultants' experience to perform the major items of work.

3.2 KEY PROJECT DESCRIPTIONS (0-35 POINTS)

Up to 30 points will be allocated based on key projects included in the response request. Projects should focus on resilience dashboards. Projects with dashboards accessible to the scoring team (i.e., publicly available on the internet) will receive additional consideration.



3.3 KEY PERSONNEL QUALIFICATIONS AND EXPERIENCE (0-35 POINTS)

Up to 30 points will be awarded based on key personnel qualifications and experience. Key personnel should include a mix of senior and junior staff (i.e., those providing leadership and those primarily participating in execution).

3.4 SMALL BUSINESS, DISADVANTAGED BUSINESS, HUDSON INITIATIVE (10 POINTS)

Up to 10 points will be awarded to firms who provide certification as specified in section 2.2.7.

4.0 RIGHTS, RESERVATIONS AND REQUIREMENTS

4.1 RESERVATIONS

Issuance of this RFQ in no way constitutes a commitment by The Water Institute to award a contract. The Water Institute reserves the right to accept or reject all proposals, in whole or in part, or cancel this RFQ at its sole discretion.

4.2 INSURANCE REQUIREMENTS

The selected Proposer shall maintain and provide evidence of the following insurance or equivalent self-insurance: Worker's Compensation, Commercial General Liability, Cyber Security, Errors and Omission, Professional Liability and Automobile Liability.

4.3 CONTRACT NEGOTIATION

Contract negotiations may begin with the announcement of the selected Proposer. Prior to contract execution, the selected Proposer will be expected to attend one (1) or more scoping meetings with Institute staff and enter discussions based on the initial proposal and projected scope of work and work hours. The selected Proposer will not be compensated for scoping meetings. The selected Proposer is expected to execute a contract with The Water Institute within thirty (30) calendar days of selection. If at any time during negotiations it becomes apparent to The Water Institute that the terms of the contract cannot be agreed upon, The Water Institute has the option to cease negotiations with the selected Proposer.



1110 RIVER ROAD S., SUITE 200
BATON ROUGE, LA 70802

(225) 448-2813

WWW.THEWATERINSTITUTE.ORG