

REQUEST FOR QUALIFICATIONS/PROPOSALS:  
CONSTRUCTION MANAGEMENT, PROCUREMENT  
AND OWNER'S REPRESENTATIVE SERVICES

February 3, 2025

Detroit/Wayne County Port Authority  
130 E. Atwater Street  
Detroit, MI 48226  
313-259-5091



The Detroit/Wayne County Port Authority (the “Port Authority”) is a public corporation formed under Public Act 639 of 1978 and incorporated by the City of Detroit and Wayne County in 1978. It is governed by a five-member Board of Directors that includes two appointees by the Mayor of the City of Detroit, two appointees by the Wayne County Commission, and one by the Governor of the State of Michigan. More information about the Port Authority can be found at [www.portdetroit.com](http://www.portdetroit.com).

The Port Authority has been awarded a grant by the Environmental Protection Agency under its Clean Ports Program to deploy zero emission port equipment (the “Grant”) including the purchase of battery electric equipment and installation of chargers and related upgrades, as described in more detail below. The grant implementation period is from January 1, 2025, through December 31, 2028. The Port Authority, through this Request for Qualifications and Proposals (“RFQP”), is seeking a qualified construction management firm or individual to serve as a not-at-risk construction management firm or individual (“Contractor”) to manage all construction and equipment procurement funded by the Grant, among other tasks defined below. This RFQP will also seek proposals for a not-to-exceed cost for the work and hourly rates for any additional and related work.

## PROJECT OVERVIEW

The Grant will fund the procurement and deployment of battery electric port equipment, vehicles and boats within the Port of Detroit. It will also fund the installation of charging equipment and a photovoltaic solar array. The project sites include three marine terminals located along the Detroit River in Detroit and Ecorse, Michigan, and two police agency docks. Below is a chart showing the project sites, equipment to be procured and the type of charger to be installed.

Site	Equipment and Installation Scope
<b>Nicholson Terminal</b> 360 E. Great Lakes, Ecorse, MI	3 medium duty and 3 heavy duty forklift trucks and 3 DC fast chargers
<b>Waterfront Terminal</b> 5431 W. Jefferson, Detroit, MI And Zug Island	1 boom lift, 1 terminal tractor, 1 rail car mover, 1 forklift, 1 mobile gantry crane and 2 DC fast Chargers
<b>Holcim Terminal</b> 1301 Springwells Ct., Detroit, MI	1 medium duty and 2 light duty forklift trucks, 1 rail car mover, 2 DC fast chargers and a 316-kW solar array
<b>Wayne County Sheriff</b> 4 Grosse Ile Pkwy, Trenton, MI	1 patrol boat with electric inboard motor, 4 additional electric outboard motors for existing boats and 2 DC fast chargers
<b>Detroit Harbormaster</b> Belle Isle, Detroit, MI	1 patrol boat with electric inboard motor, 4 additional electric outboard motors for existing boats and 2 DC fast chargers

The Port Authority is the Grant recipient and fiduciary for the funds and will be responsible for all procurement, construction and project management, financial accounting, reporting and compliance. Terminal operators, which are privately owned and are not tenants on Port Authority property, will be responsible for providing local match funding and cooperating with the Contractor and other entities selected to implement the work. The two police agencies will provide site access and will cooperate with the Contractor. The terminal owners and police agencies will participate in the selection of equipment and contractors to implement the work.

The Port Authority has committed in the Grant to enter into a project labor agreement with the local building trades to ensure a union workforce for any construction under the Grant. In addition, the Grant will fund a pre-apprentice program, community engagement, and worker development programs, which will require coordination by the Contractor as the work progresses. The next section outlines the tasks and deliverables of the selected Contractor.

## SCOPE OF SERVICES

The Port Authority seeks to engage a construction management firm or individual (“Contractor”) to provide complete construction management services for all construction and procurement services funded by the Grant. Below is a non-exhaustive list of those services, all of which will be incorporated into a construction management agreement with a not-to-exceed cost of services, along with hourly rates for the Contractor’s staff:

1. Budget Development and Management: The Contractor will be responsible for verification of the initial budget, refinement of the budget after inspections, site investigation with an engineering firm or firms, and other methods to develop confidence in the project budget. The project’s available funding is limited; therefore, it will be critical to achieve high confidence in the anticipated costs before entering into fixed contracts with construction firms, equipment manufacturers and starting work. The Port Authority will look to the selected Contractor to develop the high level of confidence in the budget and building in contingencies for cost escalation during the project.
2. Procurement: The Port Authority will be responsible for issuing requests for quotes, bids and proposals, in compliance with federal rules applicable to the Grant. Managing this broad and important task will be the responsibility of the Contractor, with input from the selected design engineer(s) for any construction work, and from the terminals and police agencies who will share information about the equipment specifications, site conditions, among other things, and engineering firm(s) selected to develop the specifications. The Contractor will also assist in the entire procurement process, including developing the schedule, assisting in identifying a pool of contractors and equipment providers, developing bid specifications, evaluation of bid proposals, organizing evaluation reviews, drafting recommendations for Port Authority Board approval (in coordination with Port

Authority staff), and finalization of contracts (with input from Port Authority legal counsel). The Port Authority will provide legal counsel to assist in developing procurement materials and finalization of contracts.

3. Project and Construction Oversight and Management: The Contractor will be responsible for managing the work under the contracts – equipment purchases, installation of chargers and related electrical upgrades – from inception, throughout the project, maintaining schedule/s, leading progress meetings, pay application reviews and recommendation for approval, change order management, inspections for quality (with engineers), dispute resolution, commissioning, and closeout.
4. Project Accounting, Documentation and Audit: The Contractor will work with the Port Authority’s accounting staff to ensure a full and accurate accounting of all expenditures of Grant funds and local match funding provided by terminal operators. This will include cash flow forecasting, regular updating of project budgets versus actual spending, ensuring submission of required documentation by contractors (including Davis-Bacon, among other things), approval of pay applications and approval by design firms, file organization, and assisting the Port Authority with periodic Grant fund requests. The Grant will undergo an external audit, and the Contractor will assist in establishing the document organization, procedures and controls early in the project to ensure a successful audit.
5. Labor Engagement: The Contractor will assist the Port Authority in negotiating a Project Labor Agreement with the local building trades association to provide for union workers on the construction sites, as well as furthering the goals of the Grant to promote the employment of workers living in the areas of the project. In addition, the Contractor will work with the Port Authority and a community engagement partner to stand up a pre-apprentice program (or build on an existing one) to recruit new workers into the trades, as set forth in the Grant.
6. Owners Representation: Unless already described above, the Contractor will serve as the Port Authority’s representative for the project. Even though the work will be performed on property owned by terminal operators and two other governmental agencies, the Contractor shall serve the Port Authority’s goals by acting in the same interests of those entities – ensuring an efficient, cost-effective, quality construction project, as well as equipment purchases.

## RFP PROCESS AND REQUIREMENTS

1. **Open RFQP.** This RFQP is open to any qualified individual or firm with experience in providing construction management services relevant to achieving the objectives of the Scope of Work.
2. **Competitive Procurement Process.** The Grant agreement and corresponding federal regulations require that all procurement for materials and services be undertaken in

compliance with federal procurement standards set forth in 2 CFR Sections 200.317 thru 200.327, which, among other things, require competitive processes, prohibition of conflicts of interest, non-discrimination, equal opportunity, and the inclusion of certain provisions in the award of contracts, as provided in Appendix II to 2 CFR part 200. The Port Authority incorporates by reference all of the requirements in 2 CFR Sections 200.317 thru 200.327 and Appendix II to 2 CFE Part 200.

3. **Registration.** Firms interested in participating in this RFQP process should send an email to: [rfp@portdetroit.com](mailto:rfp@portdetroit.com), with “RFQP for Construction Management Services” in the regarding line. Please include:
  - a. Firm Name
  - b. Contact Person
  - c. Email and Cell PhoneRegistered firms will receive email addenda and responses to questions submitted.
4. **Questions and Answers.** Questions regarding this RFQP may be submitted no later than **5 p.m. EST February 20, 2025**. Answers along with questions (but not the identity of the questioner) will be emailed to registered firms and posted on the Port Authority website by 5 p.m. February 25, 2025.
5. **Submission.** Proposals in response to the RFQP are due no later than **5 p.m. EST, March 4, 2025**. Please submit only ELECTRONIC responses to the following email address: [rfp@portdetroit.com](mailto:rfp@portdetroit.com).
6. **Submission.** Each submission should include the following sections:
  - a. **Credentials and Experience** of personnel employed by the proposer that will be used to substantiate the proposer’s qualifications and who will be performing and delivery of the work contemplated herein.
  - b. **A Qualifying Projects List** from the proposer should be carefully selected from the proposer’s most recent project history and should demonstrate relevant experience to construction management and procurement services in general and managing federally funded projects in particular.
  - c. **A Client Reference List** with contact person names, addresses, telephone numbers, and a brief project description for completed work within the last five (5) years.
  - d. **Demonstrate an understanding of the Scope of Services** contemplated within the RFQP and should reflect the proposer’s ability to perform the work requested.
  - e. **Pricing Sheet** that includes:
    - i) a not-to-exceed price for the Scope of Services
    - ii) hourly rates for the proposer’s personnel for any services beyond the Scope of Services.
  - f. **Proposed Construction Management Agreement.** Submit your proposed construction management agreement.

**g. Primary Contact Person.** Provide full contact information for the primary contact person for your firm.

## **7. Evaluation Criteria**

The responses to this RFQP will be evaluated for each of the following criteria:

- a. Knowledge, experience, and capability of the key personnel identified to perform work.
- b. Experience performing services similar to the Scope of Work
- c. Experience managing federally funded construction and procurement projects.
- d. Contractor's proposed cost for the Scope of Services and hourly rates.

## **8. Schedule**

- **RFQP Issued:** February 3, 2025
- **Questions Due:** 5pm February 20, 2025
- **Q&A Posted:** 5pm February 25, 2025
- **Proposal Due:** 5pm March 4, 2025
- **Interviews:** March 10-11, 2025
- **Selection and Negotiations:** March 12-13, 2025
- **Board Approval:** March 21, 2025
- **Dates subject to change.**

## **9. Additional Information**

The Port Authority reserves the right to request additional information or clarification from firms, conduct interviews, and negotiate terms prior to making a final selection. This RFQP does not constitute a commitment by the Port Authority to award a contract.

## **10. Disclaimers**

The Port Authority reserves the right to reject any or all responses to this RFQ and to waive any informalities or irregularities in the submission process. All materials submitted in response to this RFQ become the property of the Port Authority and may be subject to public disclosure. The Port Authority assumes no liability to any person or entity for the costs incurred in responding to this RFQ.

## **11. No Contact During RFQP Period**

Potential responders to this RFQP are cautioned not to communicate with Board Members or employees of the Port Authority during the pendency of this RFQP until an award is made. Violations of this requirement could result in disqualification of the firm or individual involved.

The Port Authority appreciates your interest in providing services and your efforts in submitting a proposal.

Respectfully,

Mark Schrupp  
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