

REQUEST FOR QUALIFICATIONS/PROPOSALS: ENGINEERING AND DESIGN SERVICES

May 19, 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.

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 engineering firm or individual to serve as lead engineering and design firm or individual (“Licensed Professional Engineer”) to design all electrical and civil improvements needed to execute the equipment and installation scope specified in the Clean Ports Program 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, and two police agency docks located along the Detroit River in Detroit, Ecorse and Trenton, Michigan,. 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 |
|--|--|
| Nicholson Terminal 360 E. Great Lakes, Ecorse, MI | 3 medium duty and 3 heavy duty forklift trucks and 3 DC fast chargers |
| Waterfront Terminal 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 |
| Holcim Terminal 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 |
| Wayne County Sheriff 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 |
| Detroit Harbormaster 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 Licensed Professional Engineer and other entities selected to implement the work. The two police agencies will provide site access and will cooperate with the Licensed Professional Engineer. The terminal owners and police agencies will participate in the selection of equipment and design process to support implementation of the scope of services. The next section outlines the tasks and deliverables of the selected Licensed Professional Engineer.

SCOPE OF SERVICES

The Port Authority seeks to engage an engineering firm or individual (“Licensed Professional Engineer”) to provide complete data gathering and design services for all electrical, civil, and geotechnical work needed to install new utilities funded by the Grant. All services shall ensure compliance with relevant codes, standards, and client requirements. Below is a non-exhaustive list of those services, all of which will be incorporated into an engineering and design agreement with a not-to-exceed cost of services, along with hourly rates for the Licensed Professional Engineer’s staff:

1. **Electrical Design Services.** Prepare conceptual and detailed electrical system designs including switchgears, transformers, distribution lines, EV chargers, and solar arrays to execute the Equipment and Installation Scope specified in the Clean Port Program grant. Develop single-line diagrams, electrical load calculations, and power flow analyses, as required. Specify electrical equipment, protective devices, and control systems. Develop system layout and drawings including layout plans, wiring diagrams, and schematics. Ensure design adheres to local electrical codes, standards, and safety regulations. Prepare technical specifications and datasheets as well as issue for bid, issue for construction and as built design packages.
2. **Civil Engineering Services.** Develop cable trenches and other civil infrastructure designs, as needed, to execute the Equipment and Installation Scope specified in the Clean Port Program grant. Prepare site layout plans optimizing space utilization, accessibility, and safety. Design supports for electrical equipment, as required. Specify construction materials, reinforcement details, etc. Produce detailed drawings, sections and specifications for construction.
3. **Survey Services.** Conduct topographical and boundary surveys, as needed, to establish existing features, boundaries, and relevant landmarks to inform electrical and civil designs. Identify existing utilities, access roads, and other relevant infrastructure. Prepare base maps and geospatial data necessary for design.
4. **Geotechnical.** Collect samples of near-surface soils, as appropriate, to gather sufficient data to progress engineering and design. This may include boreholes, soil sampling, and testing.

Analyze soil properties, bearing capacity groundwater conditions, and stability. Prepare geotechnical reports with findings, recommendations and design parameters, as needed.

RFP PROCESS AND REQUIREMENTS

1. **Open RFQP.** This RFQP is open to any qualified individual or firm with experience in providing engineering and design 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.** Registration to participate in this RFQP process should send an email to: mschrupp@portdetroit.com, with “RFQP for Engineering and Design 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 5 p.m. June 3, 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. June 9, 2025.
5. **Submission.** Proposals in response to the RFQP are due no later than 5 p.m. June 15, 2025. Please submit only ELECTRONIC responses to the following email address:
mschrupp@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 complete electrical engineering, civil engineering, and other services necessary to provide complete designs for the funded project elements.
 - 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. Provide at least three (3) references.
 - 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 Engineering and Design Agreement.** Submit your proposed engineering and design 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 designing solar arrays and electrical utility expansions for electric vehicle charging.
- d. Licensed Professional Engineer's proposed cost for the Scope of Services and hourly rates.

8. Schedule

- **RFQP Issued:** May 19, 2025
- **Questions Due:** 5pm June 3, 2025
- **Q&A Posted:** 5pm June 9, 2025
- **Proposal Due:** 5pm June 15, 2025
- **Interviews:** June 21-22, 2025
- **Selection and Negotiations:** June 23-30, 2025
- **Board Approval:** July 19, 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
Executive Director
Detroit/Wayne County Port Authority
130 E. Atwater St.
Detroit, MI 48226
mschrupp@portdetroit.com