



REQUEST FOR QUALIFICATIONS/PROPOSALS:
ELECTRICAL ENGINEERING SERVICES

October 10, 2023

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

PURPOSE

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.

DWCPA owns a facility located at 130 E. Atwater, Detroit, MI 48226 that includes approximately 20,000 square feet of office and event space on two floors (the "Facility"). The Facility is located on the Detroit Riverwalk where the Port Authority also owns and operates at cruise ship "T" dock (the "Dock"). The Facility does not have a natural gas line. Consequently, electricity is the only fuel for heating, contributing to high heating costs. To assist in reducing costs for electricity, the Port Authority sought and received two federal grants that will fund alternative energy electrical projects. One will support the installation of solar panels on the Facility's south-facing flat rooftop. The other will fund an experimental hydrokinetic energy harvester to be mounted under the Dock.

Through this Request for Qualifications ("RFQ") the Port Authority seeks to engage a qualified engineering firm to carry out the services described herein and finalized in a scope of work at the end of the RFQ process.

In compliance with federal, state and its own procurement standards, the Port Authority is soliciting qualifications from interested electrical engineering firms to provide services described herein and finalized in a scope of work at the end of the RFQ process.

SCOPE AND DELIVERABLES

The Port Authority seeks to engage an electrical engineer to prepare design-build technical specifications and bid documents for the procurement and installation of a solar panel array and necessary related equipment for proper interconnections with the Port Authority's electrical panel and the DTE Energy grid. The electrical engineer will also ensure that the installed equipment meets all code requirements and delivers a project that will generate electricity from the sun and achieve the agreed upon levels of energy production and cost-savings over the life cycle of the equipment. Finally, the electrical engineer will provide coordination with the Hydrokinetic energy harvesting project that will follow the installation of the solar panels.

Below is a more detailed overview of the Solar Project that is included in the Port Authority's grant agreement. The selected electrical engineering firm will perform the tasks indicated:

Phase 1- Task Summary: Engineering/Scope Development/Bidding

The selected engineering firm will serve as owners representative and develop appropriate performance specifications and bid documents. The firm will prepare specifications and bid documents for the Solar Energy Project. The specifications will

include details regarding the types of photovoltaic modules to be provided, the type of inverter required, the rapid shutdown equipment and racking system that will be acceptable. They will also include requirements to ensure that excess power is sold to DTE Energy. Once bid documents are issued and bids are received, the engineering firm will assist the Port Authority in the review and evaluation of proposals. The Port Authority board, with the advice and guidance provided by the engineering firm, will select the contractor to perform the work of installing the solar panel array and related equipment.

Phase 1.1 – Coordination with Hydrokinetic Energy Project

As indicated above, the Port Authority has received a grant to install a Hydrokinetic Energy Harvester under the Dock that will generate electricity for the Facility. The selected electrical engineering firm will meet with the Hydrokinetic Energy team and engineers and provide coordination and owners representation services between both projects to ensure that the electricity generated by both projects will be integrated into the Facility's electrical panel and allow the Port Authority to receive the benefits of both alternative energy projects.

Phase 2 Go/No-Go Decision Point:

The Port Authority will decide, with the electrical engineering firm's recommendation, if the bid process produced at least one proposal that meets the technical requirements and is within budgetary constraints.

Phase 3 Construction

Following award of the construction contract, the Port Authority will proceed with the construction phase of the project, with the engineering firm as its owner's representative. The following tasks are included under this phase, which should take approximately 180 days:

- Electrical engineer will lead the kickoff meeting between contractor and owner to review specifications, design, installation methods, project schedule, permitting, milestones, deliverables, commissioning and closeout.
- Electrical engineer will ensure that all required construction permits are obtained, as well as permits required by DTE Energy for solar panel installation and connection to the DTE electrical grid.
- Electrical engineer will review and signoff on contractor designs, equipment and material samples, schedule and deliverables.
- Electrical engineer will ensure there is proper submetering equipment to verify performance of panels and savings generated from solar collection
- Electrical engineer will lead monthly progress meetings to review schedule and ensure timely progress and approve payments, less retention.

Phase 4 Commissioning and Closeout

Electrical engineer will oversee this phase of the project, which testing and verification of performance of the installed equipment. Planning for commissioning begins actually begins during the pre-construction and construction phase. This phase also includes the delivery of warranties, service and maintenance schedules and training of owner's staff and maintenance contractors in the ongoing maintenance and service needs of the equipment.

Phase 5 – Utilization of Equipment

The electrical engineer will provide a report evaluating the performance of the equipment and the measurement of electricity generated by the equipment.

RFP PROCESS AND REQUIREMENTS

1. **Open RFQ.** This RFQ is open to any qualified individual or firm with experience in providing electrical engineering services relevant to achieving the objectives of the Scope of Work.
2. The grant for the Solar Project and Hydrokinetic Project 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. Such regulations also encourage the contracting with small and minority businesses and women's business enterprises. 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. **Schedule and Submission.** Proposals in response to the RFQ are due no later than **4 p.m. EST, October 27, 2023**. Please submit only ELECTRONIC responses to the following email address: mschrupp@portdetroit.com.
4. **Submission.** Each submission should include the following sections:
 - a. **Credentials and Key Experience** of personnel employed by the consultant that will be used to substantiate the consultant's qualifications and who will be performing and delivery of the work contemplated herein.
 - b. **A Qualifying Projects List** from the consultant should be carefully selected from the consultant's most recent project history and should demonstrate relevant experience to solar panel design and installation projects in particular, as well as any other experience integrating alternative energy sources into an electrical panel of facilities similar in size to the Facility.
 - 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 RFQ and should reflect the proposer's ability to perform the work requested.
 - e. **Pricing Sheet** that includes average hourly rates for:

- i) Preparation of design-build bid documents
 - ii) Owner's representative
 - iii) Project management
 - iv) Commissioning and Closeout
- f. Engagement Agreement.** Submit your proposed professional services agreement.
- g. Primary Contact Person.** Provide full contact information for the primary contact person for your firm.
- 4) Evaluation Criteria:** The Qualification Packages will be evaluated for each of the following criteria:
- a. Knowledge, experience, and capability of the key personnel identified to perform work.
 - b. Demonstration of Firm's knowledge pertaining to the services proposed.
 - c. Demonstration of Firm's capability to provide the types of services described in the scope of work.
 - d. Demonstration of Firm's ability to meet federal requirements for diversity, equity and inclusion.
- 5) No Contact During RFQ Period.** Potential responders to this RFQ are cautioned not to communicate with Board Members or employees of the Port Authority during the pendency of this RFQ until an award is made. Violations of this requirement could result in disqualification of the firm or individual involved.
- 6) Questions** regarding the RFQ should be directed to Mark Schrupp, Executive Director via email: mschrupp@portdetroit.com, using "Engineering RFQ" in the subject line. No calls please.