

September

2020

Request for Proposals

To Provide a Strategic Plan for the Port of Lake Charles



Submittal Deadline: October 15, 2020

Lake Charles Harbor & Terminal District
Lake Charles, Louisiana

1. Introduction

The Port of Lake Charles is soliciting proposals from interested firms to provide the Port with professional services to complete a strategic plan. The most recent strategic plan for the Port was conducted over ten years ago. Additionally, in August of 2020, Hurricane Laura struck the Port as a category 4 hurricane, causing significant damage to transit sheds, warehouses, ship loaders and ship unloaders. The Port estimates nearly \$200 million in damages to property and improvements necessary to recover, allowing for the rebuilding of a Port for the future. Considering the damages inflicted by Hurricane Laura and changes in the world economy, cargo logistics, technology and infrastructure since the previous strategic plan, the Port is seeking a qualified consultant to undertake the project. The foundation of the strategic plan must place a strong emphasis on the Port's competitive position and potential market opportunities along with an evaluation of the financial feasibility of undertaking any proposed projects. The Port will select a firm on the basis of best value to the Port, including various criteria such as experience, qualifications of staff, schedule, past performance and cost. As noted above regarding the damages from Hurricane Laura, the Port has numerous major capital investment decisions to make regarding rebuilding, therefore, time to complete the project will be a key driver in determining the firm chosen for the project.

2. Overview

The Port is an independent political subdivision of the State of Louisiana created by action of the Louisiana Legislature in 1924 and authorized by Louisiana Revised Statutes 34:201 et seq. The Port operates a deep-water port on the Calcasieu Ship Channel and encompasses 203 square miles in Southwest Louisiana. Presently, the Port owns and manages five public marine terminal facilities commonly designated as the Port of Lake Charles.

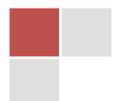
The Port provides the infrastructure for marine terminal facilities designed to accommodate a wide range of cargoes. Some of these facilities are owned and operated by the Port; some are owned by the Port and leased to private terminal operators.

Cargoes shipped through Port facilities are classified into two primary categories, bulk cargoes and break-bulk cargoes. Bulk cargoes include primarily dry bulk commodities such as petroleum coke, barite, rutile and grains. These cargoes are loaded through one of the Port's bulk terminals, with the most active bulk terminal being Bulk Terminal No. 1. Break-bulk cargoes are unitized cargoes such as bagged flour, bagged rice, lumber, and linerboard. Break-bulk cargoes typically move through the transit sheds, berths and warehouses in the area of the Port known as City Docks.

The Port owns two dry bulk terminals specializing in commodities such as petroleum coke, barite, rutile, aggregate, and caustic soda. These terminals are equipped with loading and unloading facilities that include ship loaders, ship unloaders, rail car rollover, truck and rail hoppers, pits and chutes, conveyor systems, scales, silos and open-air storage pads.

The City Docks area has 11 transit sheds, 15 back warehouses, open laydown areas, two open berths, and can accommodate 12 ships in port simultaneously. The City Docks have approximately 1.6 million sq. ft. of covered storage. City Docks is an intermodal facility accessible via road, rail, or water. However, many of these transit sheds and warehouses were badly damaged by Hurricane Laura.

During 2019, the Port was successful in attracting a shipper of windmill blades to City Docks. The windmill blades are being railed and trucked out to windmill farms throughout the United States. The primary reason



the shipper was attracted to the Port is related to the available storage space, access to deep water via the Calcasieu Ship Channel, and inland distribution modes.

The Port owns approximately 5,400 acres in Southwest Louisiana. These properties include leased acreage to both traditional and non-traditional port related tenants, spoil disposal sites, and acreage available for future development. During 2019, lease revenues accounted for approximately \$17.6 million, or 44% of total Port operating revenues.

3. Scope of Services

Task 1: Conduct a market analysis for the Port.

Task 2: Assess the strengths and weaknesses of the Port in terms of physical location, surrounding industries, operational capabilities, facilities and intermodal transportation and logistics.

Task 3: Identify potential market opportunities along with a detailed strategy to fully participate in the potential market.

Task 4: Identify capital improvements necessary to meet current and potential market opportunities while considering the financial feasibility and return on investment of any recommendations.

Task 5: Assess the threats facing the Port over the next 10 years.

Task 6: Create a market and cargo forecast for a 3-year, 5-year and 10-year timeframe. Information should be categorized by cargo type, by commodity and by domestic and international markets.

Task 7: Create a new Strategic Plan document summarizing the work products above.

Task 8: Integrate the recommended strategic plan into the Port's recovery from Hurricane Laura.

Task 9: Identify federal funding opportunities for financing of proposed strategic plan projects.

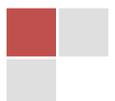
4. Proposal Submission Information

All proposals are to be submitted no later than 3:00 pm on October 15 at the Port's Administration Building located at 1611 West Sallier St., Lake Charles, LA 70601. Each firm must deliver at least 2 hard copies and a pdf copy of the proposal in accordance with all requirements set forth in this RFP. **Late Proposals will not be accepted.**

The Port will consider only responsive proposals from responsible firms for a contract award. A responsive proposal is a proposal that complies with requirements stated in this RFP. A responsible firm is one that demonstrably possesses the skill, ability, and integrity necessary to faithfully perform business development, market analysis, feasibility analysis, capital analysis, financial analysis and strategic planning for the Port.

Based upon an assessment of the technical qualifications of responding firms, the Port will request selected respondents to appear for interviews.

The Port at its sole discretion will award the contract to the candidate submitting the most advantageous proposal, taking into consideration each proposal's relative merits. A contract will only result when a proposal has been approved by the Board of Commissioners of the Port.



Request For Proposals

All questions will be submitted to sdavis@portlc.com with a deadline for questions of October 7.

Interested firms should prepare a written proposal for services based upon the scope of work noted in section 3 above. Proposals should clearly demonstrate an understanding of the scope of services and should reflect the proposer's ability to perform the work requested. Include the following sections:

1. Introduction
 - a. Firm, team or joint venture along with relevant history and overall services
2. Capabilities
 - a. Provide a description of the types of services
 - b. Describe capabilities of the firm to provide the services and complete the work
3. List of Relevant Qualifying Projects
 - a. List shall include relevant current and completed projects within the last five (5) years
 - b. No more than ten (10) projects should be listed
4. Client Reference List
5. Strategic Approach
6. Project Team
 - a. Identify specific team members working on the timely completion of the project
7. Project Cost Proposal and Billing Schedule
8. Project Schedule

The Port reserves the right to amend this RFP and to reject any or all of the proposals submitted.

5. Selection Criteria:

A committee comprised of the seven members of the board of commissioners will evaluate the proposals and determine which firms will be requested to provide oral presentations. The evaluation criteria will include, but is not limited to, the firm's understanding of the Port, understanding of the scope of services in section 3, along with the firm's specialized knowledge, qualifications, experience and resources to successfully complete the project timely.

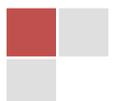
Submission of the Proposal:

The proposal may be submitted via email to sdavis@portlc.com.

The proposal must be received by 3:00 PM CST October 15, 2020. Each firm shall submit at least two (2) hard copies and one (1) electronic copy (*.pdf format) of their proposal for review. Each proposal will be evaluated. This is not a public call for bids; therefore, there shall be no public opening of RFPs. All materials provided to the Port shall become property of the Port and will not be returned to the firm.

Schedule: Dates are tentative and subject to change:

<u>Task</u>	<u>Target Date</u>
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Request For Proposals

Request for Proposal	September 25, 2020
Proposals Due	October 15, 2020
Oral Presentations	TBD
Award Contract	October 26, 2020
Contract Execution	October 30, 2020
Notice to Proceed	November 2, 2020

6. Terms and Conditions:

RFP POLICIES AND PROCEDURES

- Anyone who intends to submit a proposal must contact the Port directly and specifically request a copy of this RFP by mail, phone or email. Contact Shaunna Davis at the Port of Lake Charles:

Shaunna Davis
1611 West Sallier Street
Lake Charles, LA 70601
337-493-3538

Liability for Errors and Omissions:

- While the Port has employed considerable effort to ensure an accurate representation of information in this RFP, the information is not guaranteed or warranted to be accurate by the Port, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve firms from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Oral Presentation:

- The Port may request any firm to make an oral presentation of its proposal. However, the terms of the proposal may not be changed during these oral presentations.

7. Questions:

Questions pertaining to this request for RFP must be directed in electronic format via e-mail to sdavis@portlc.com. All questions will be considered. Those that are considered to add clarity to the RFP will be addressed in writing with the question and answer provided to all firms.

