



NOTICE OF SOLICITATION OF SOQS

Request for Qualifications (RFQ) for Professional Consulting Services for Engineering Program Management Office

The Port of Oakland ("Port") is soliciting Statements of Qualifications (SOQs) from qualified consultants to assist in establishing an Engineering Program Management Office. This multi-disciplined team will assist in establishing and deploying the systems needed to manage the Engineering Portfolio. As well as establishing the ongoing process and procedures.

The Port anticipates executing a contract for three years with two, one-year options to extend.

The Port has posted this Request for Qualification (RFQ) in digital format on a hosting website that can be accessed via the 'Current RFQ's: Engineering Consulting Services' link at the following URL: <http://www.portoakland.com/business/bids-rfps/rfq-engineering/>. The proposed consultants should carefully review the requirements of this RFQ to ensure that they meet all of the stated requirements.

SOQ will be received at the location, and until the time/date, specified under "RFQ Schedule" and "Instructions for Submitting SOQ", below.

Port policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation. It is the policy of the Port of Oakland to encourage and facilitate full and equitable opportunities for small local businesses to participate in its contracts for the provision of goods and services. It is further the Port's policy that no discrimination shall be permitted in small local business participation in Port contracts or in the subcontracting of Port contracts. The successful Respondent shall comply with the Port's non-discrimination policy.

To the extent that the scope of services includes work that falls under the Labor Code definition of "public works" (Cal. Labor Code Section 1720 et seq), this project will be subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR). Consultants submitting a SOQ, and subcontractors or subconsultants performing any portion of the work that falls under the "public works" definition, must be registered with the DIR pursuant to DIR requirements prior to submission of the SOQ, and the Prime Consultant must include in its SOQ its own DIR registration number and the DIR registration numbers of all listed subcontractors and subconsultants that will participate in the "public works" portion of the scope of services.

Qualified firms submitting SOQ will receive credit for utilizing businesses that satisfy the requirements of the Port's Non-Discrimination and Small/Local Business Utilization Policy (NDSLBP), a summary of which is included herein as Attachment II (b). Prime consultants who wish to partner with small/local subconsultants can obtain information regarding Port-Certified SBE Professional and Engineering Firms from the Port's website, by performing a search of the Social Responsibility Division's on-line database at: <https://srd.portoakland.com>.

Questions regarding this RFQ must be addressed in writing to the appropriate contact person listed under "RFQ Contacts", below. All questions not directed specifically to the primary contact person must be copied to said primary contact person. Proposers are advised that questions received less than seven (7) calendar days prior to the SOQ due date may not be answered. Where appropriate, the Port will

respond in writing to proposer questions submitted in a timely fashion via an addendum or a 'Log of Responses to Proposer Questions'; see "Port Responses to Proposer Questions", below.

The Port reserves the right to reject any or all SOQs, to waive any irregularities or informalities not affected by law, to evaluate the SOQs submitted and to award the contract according to the SOQ which best serves the interests of the Port.

RFQ Schedule

Deadline for Submission of Proposer Questions	Seven (7) calendar days prior to SOQ Due Date
SOQ Due Date	February 23, 2024 at 12:00 noon
Short List of Qualified Consultants *	Mid March 2024
Consultant Interviews/Presentations *	Late March 2024
* Note that all dates subsequent to the SOQ due date are subject to change.	

Instructions for Submitting SOQs

Electronic Submission of SOQ	The Port will receive SOQ for this work in electronic format only, via the Liquid Files secure file transfer service. No hard copy or faxed SOQ will be accepted.
SOQ Format	Each SOQ must be submitted in a single PDF file containing all items listed in Section II.D, SOQ Format and Contents, in the order specified therein. Note that, as per Section II.D, properly executed copies of all forms contained in Attachment 3 must be included in the SOQ. Submitted PDF must be unencrypted, universally viewable, printable, transferable and enable copy.
Submittal Instructions	All SOQs must be submitted via the following procedure: <ul style="list-style-type: none"> • Navigate to the Port of Oakland page on the Liquid Files server, at the following URL: https://lf.portoakland.com/ • If you already have a Liquid Files account, you can log in to your existing account and proceed to send a message per the instructions below. • If you don't have an account, click the "Register" button at the bottom of the page and follow the prompts. (There is no charge to register and send a message.) • Once you're registered, whenever you log in to Liquid Files, you will be taken directly to the "Message" page. • Upload your SOQ to the Liquid Files server by clicking on the "Add Files" button or dragging the SOQ into the "Drop Files Here" box. • Address your message to tchu@portoakland.com. • Subject line must contain: • "Professional Consulting Services for Engineering Program Management Office"

	<ul style="list-style-type: none"> • Company name. • Sent date. • Body of the message must contain: <ul style="list-style-type: none"> • Complete RFQ Title. • Company Name. • Address. • Primary Contact: <ul style="list-style-type: none"> ○ Name, Title, Email, Phone Number. <p>You will receive an automatic reply to your message, which will constitute the Port's acknowledgment of receipt of your SOQ.</p>
Late Submittals	SOQs received after the time and date stated above will be disqualified.

RFQ Contacts

	Name	Phone Number	E-mail Address
Primary Contact	Tony Chu	510.627.1239	tchu@portoakland.com
NDSLBP *	Kamal Hubbard	510.627.1162	khubbard@portoakland.com
Living Wage Policy *	Kamal Hubbard	510.627.1162	khubbard@portoakland.com
Insurance Requirements *	Josh Schultz	510.627.1535	jschultz@portoakland.com
* Questions submitted to NDSLBP, Living Wage Policy, and Insurance contact persons should be copied to Primary Contact.			