

July 8, 2022

Notice of Request for Proposals: Survey Research Services

American Association of Port Authorities
1201 Maryland Avenue SW, Suite 860
Washington, D.C. 20024
Contact: Derek Miller, Government Relations Manager
dmiller@aapa-ports.org

Proposals due: August 5, 2022 by 5 p.m. PST

This is a re-issuance of an RFP for consultants, educational institutions and other qualified contractors that was originally advertised in the AAPA Advisory on June 2, 2022 ("June RFP"). AAPA will consider all proposals received in response to the June RFP in addition to any new responses to this RFP. IF YOU RESPONDED TO THE ORIGINAL RFP, YOU NEED NOT RESUBMIT YOUR PROPOSAL. However, respondents to the June RFP are free to change or supplement their previous response or to provide a new response. No negative inference will be made about any respondent that chooses not to change, update or supplement a previous response.

1. Overview

The American Association of Port Authorities (AAPA), operating under a cooperative agreement with the Maritime Administration (MARAD) within the U.S. Department of Transportation (DOT), is soliciting proposals from qualified contractors to provide survey research services.

2. Statement of Work

The selected contractor shall scope, develop, and execute a comprehensive survey for U.S. ports and terminals and identify manufacturers of cargo handling equipment and port items—with a particular focus on electrified equipment and domestic manufacturing.

Task 1 Industry Survey

The selected contractor will work with AAPA to build a survey instrument, conduct the survey, analyze the data, and report survey findings. The survey distributed to U.S. ports and terminals should identify current and future demand for:

- cargo handling equipment (e.g., ship-to-shore [STS] cranes, rubber-tired gantry cranes [RTGs], rail-mounted gantry cranes [RMGs], straddle carriers, top loaders, reach stackers, forklifts, dry trucks) to include electric equipment; and
- port items that have limited or no domestic suppliers (e.g., STS cranes, fenders, bollards, rail frogs).
- a pooled procurement model wherein ports and terminals aggregate demand and coordinate procurement of cargo handling equipment and other port items.



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Task 1 Deliverables

- Draft survey instrument, with final questions to be approved by AAPA and MARAD
- Presentation of intermediate and final interview results with all data provided to AAPA/MARAD
- Presentation of intermediate and final survey results with all data provided to AAPA/MARAD
- Tabulation of results, with the option to sort data in such a way that it will be useful for Task 2

Task 2 Identify Manufacturers

The selected contractor will utilize the data and findings from Task 1, along with their own research including interviews, to identify manufacturers capable of successfully producing the required equipment in the U.S., either directly or through a joint venture with an American company that satisfies applicable domestic preference requirements as laid out in the Build America, Buy America Act with respect to government funding.

The contractor will also estimate the investment and timelines needed to begin or scale production to the necessary levels identified in Task 1 over the next five to ten years. If barriers are identified that would make cost-effective domestic production challenging or impossible, then those barriers shall be documented.

Task 2 Deliverables

- A list of manufacturers to be contacted and methodology used to select manufacturers
- Draft interview guide for manufacturers, with final questions to be approved by AAPA/MARAD
- Presentation of intermediate and final interview results with all data provided to AAPA/MARAD

Final Deliverables

- Draft report
- Final draft report
- Final report, including executive summary



3. Solicitation Provisions

The following terms and conditions apply to the submission of proposals.

3.1 Proposal Format

Each proposal must consist of:

Cover letter

The Proposer shall include a cover letter that contains the following information:

- Proposer's name and mailing address
- Primary point of contact – name, phone number and e-mail address
- Proposed team members
- Dunn & Bradstreet Number (DUNS)
- Federal Tax ID (EIN, TIN, SS)
- Validity of quote for 6 months
- A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set

Technical Proposal

The Proposer shall provide a technical proposal that contains the following information:

- Executive Summary - Summary of the contents of the Proposal to provide a broad understanding of the Proposer's approach, qualifications, experience, and staffing.
- Team Qualifications - Discussion of Team's qualifications, including:
 - Team Profile (organizational structure, partnership, business size, state/federal certifications – MBE, 8(a), HUBZone, etc.)
 - Number of years in business;
 - Affiliates;
 - Technical qualifications (e.g., relevant background and experience, etc.);
 - References (at least 2) per team member to include client name, period (dates) of performance, POC name/e-mail/phone number and summary of work performed.
- Approach - Provide a brief description of the methodology the proposer will use to meet the Statement of Work (SOW) requirements listed in Section 2, including:
 - An organizational chart/staffing plan;
 - Key personnel who will be assigned to the project with resumes no longer than 2 pages in length, and describe how staff continuity will be provided;
 - The proposer's quality control plan used to ensure the required services are provided as specified in the SOW; and
 - Proposed scheduled and any assumptions or variables that may impact the scope or schedule.



- Privacy and Information Security Requirements - Provide the Proposer’s Information Security Policy describing how data is protected, where it is stored and when/how it is destroyed. Include information related to secure transmission of data.

Cost Proposal

The Proposer shall provide a cost proposal that contains the following information:

- Pricing methodology and structure (e.g., time and materials, fixed price, milestones, etc.);
- Breakdown of proposed estimated cost (plus fee) and labor hours by task;
- Any anticipated expenses; and
- Any assumptions or variables that may impact the pricing.

3.2 Proposal Timetable

The timetable for this RFP is as follows:

Activity	Date
Release of RFP	07/08/2022
Questions due to AAPA	07/20/2022
RFP Proposals due by 5:00PM PST	08/05/2022
Vendor Selected	08/12/2022

3.3 Submission of Proposals

Proposals shall be submitted to AAPA, as follows. An electronic copy shall be submitted to: Attention: Derek Miller, AAPA Government Relations Manager, 607-321-9765. dmiller@aapa-ports.org. Proposals must be submitted to this email address.

Preparation and submission of a Proposal by proposers will be at no cost or obligation to AAPA. AAPA reserves the right to terminate its efforts to contract for said services without obligation. Proposals and other materials submitted will become the property of AAPA and will not be returned.

3.4 Withdrawal of Proposals

A Proposer may modify or withdraw its proposal upon written or electronic notice if received not later than the closing date and time for receipt of proposals.

3.5 Validity of Proposals

Proposals submitted in response to this solicitation must remain valid for a period of at least six (6) months (183) calendar days.

3.6 Evaluation of Proposals

The selection of the contractor will be based upon evaluation by AAPA considering all appropriate factors and criteria (subjective and otherwise) AAPA may, at its sole discretion, deem relevant.

Proposers will be evaluated on the following factors:

- Qualifications/Experience
- Approach
- Available Resources
- Privacy and information security infrastructure
- References/Previous relevant experience
- Cost/Pricing

3.7 Questions about this RFP

Proposers may submit written questions regarding this RFP by email to the POC identified above. All questions must be received by 07/20/2022.

3.8 Amendment of RFP

AAPA retains the right to amend the RFP by a written amendment.

4 Non-Disclosure Agreements (NDA) and

The selected contractor shall not release any sensitive, confidential or proprietary information, without prior written approval from AAPA. At the time of award, the selected contractor will be required to sign an NDA.

5 Organizational Conflict of Interest (OCOI)

The selected contractor, upon award, shall sign a statement confirming that it does not have and will prevent any organizational conflict of interest. If a conflict arises, the selected contractor will immediately advise AAPA.

6 Payment

The selected contractor will be paid by AAPA with grant funds provided by MARAD. MARAD will review all invoices.



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