



**Columbiana County
Port Authority**

Request for Qualifications

Criteria Engineer

**Seaforth Minerals – Dock Wall Repair
Project**

August 17, 2026

**Columbiana County Port Authority
Haedan Panezott, Project Coordinator
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Lisbon, Ohio 44432
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Website: <https://www.ccpa-ohioriver.com>**

1. GENERAL INFORMATION

1.1 Purpose of this Request for Qualifications

The Columbiana County Port Authority (CCPA), through this Request for Qualifications (RFQ), is seeking a qualified professional engineering firm to serve as the project's Criteria Engineer and assist CCPA in establishing design criteria and procuring a design-build firm for the Seaforth Minerals-Dock Wall Repair Project.

The selected firm will assist CCPA with items including, but not limited to:

- a. Review of available existing project information, studies, preliminary engineering, and design information;
- b. Development of baseline design criteria and related project requirements;
- c. Identification of additional information, investigations, studies, or technical services that may be necessary to advance the project;
- d. Assistance with preparation of procurement documents for the design-build firm;
- e. Assistance in evaluating qualifications, proposals, and/or other submissions from design-build firms;
- f. Coordination with CCPA, Seaforth Minerals, the Ohio Department of Transportation (ODOT), and other applicable parties, as appropriate; and
- g. If requested by CCPA, design review, project oversight, construction administration, and other services necessary to assist CCPA through design and construction.

The selected Criteria Engineer will work with CCPA to further define the project's design requirements and criteria. The specific scope of services and level of services ultimately required may be refined and established through contract negotiations with the selected firm.

This solicitation is being issued in accordance with applicable State of Ohio procurement requirements, including Ohio Revised Code Chapter 153.

1.2 Background Information

CCPA is working with Seaforth Minerals to rehabilitate portions of its existing dock infrastructure along the Ohio River in East Liverpool, Ohio.

The project is intended to address structural deterioration of the existing dock wall and restore safe, reliable, and efficient barge unloading operations. The existing dock wall has experienced deterioration and failure of structural anchors, resulting in reduced operational capacity and the need for Seaforth Minerals to utilize a temporary unloading location farther from its covered storage facilities.

The project is being funded in part through the Ohio Department of Transportation's Maritime Assistance Program.

CCPA has existing preliminary project information and design materials that will be made available to the selected Criteria Engineer. The selected firm will be expected to review the available information and assist CCPA in determining the appropriate design criteria, project requirements, investigations, and procurement approach necessary to advance the project through design and construction.

The purpose of this RFQ is to select a consultant with demonstrated experience and expertise relevant to the project, preferably including marine/maritime infrastructure, dock and/or wharf rehabilitation, structural rehabilitation, waterfront facilities, Ohio River or inland waterway projects, public-sector projects, design-build procurement, and applicable regulatory and permitting requirements.

1.3 Type of Contract and Contract Term

CCPA prefers to award a contract to one firm to serve as the project's Criteria Engineer.

The contract period will begin upon notification from CCPA of selection and execution of an agreement. The contract is anticipated to continue through completion of the project, subject to CCPA's determination of the services required and the terms of the final agreement.

The contract may include development of baseline design criteria, assistance with procurement and selection of the design-build firm, and, if requested by CCPA, design review, project oversight, construction administration, and related services during design and construction.

2. STATEMENT OF QUALIFICATIONS REQUIREMENTS

2.1 General Expectations

Consultants are asked to submit Statements of Qualifications describing their firm's capacity, experience, and familiarity with the types of services and project components identified in this RFQ.

CCPA is particularly interested in firms with relevant experience in dock wall rehabilitation, marine/maritime infrastructure, structural rehabilitation, waterfront facilities, Ohio River or inland waterway projects, design-build procurement, public-sector projects, and applicable regulatory and permitting requirements.

Any clarification or questions regarding this RFQ shall be submitted in writing via email to the contact person identified below. CCPA anticipates providing responses to questions within three (3) business days. Phone calls or in-person visits regarding this solicitation will not be accepted.

Haedan Panezott

Columbiana County Port Authority

Email: haedanp@ccpa-ohioriver.com

Statements of Qualifications should be prepared on standard-size paper and limited to ten (10) single-sided pages, exclusive of a maximum of five (5) resumes, limited to two (2) pages each. Standard advertising brochures should not be included in the submission.

The Statement of Qualifications shall include the following information in the order presented below:

1.0 Business Organization

Provide the firm's name, contact information, a brief history of the firm, size, office locations, and applicable areas of expertise.

The name, address, telephone number, and email address of the specified contact person and/or proposed project manager shall be included.

2.0 Management Outline and Project Approach

Provide a description of how the consulting firm proposes to work with CCPA in:

- reviewing available project information and preliminary design materials;
- developing baseline design criteria and related project requirements;
- identifying additional information or investigations that may be necessary;
- assisting in preparing procurement documents for a design-build firm;
- assisting CCPA with the evaluation and selection of a design-build firm; and
- providing design review, project oversight, and construction administration services, if requested by CCPA.

The consultant may identify any additional services or considerations it believes would be beneficial to CCPA in successfully advancing the project.

3.0 Experience and Capabilities

The relevant management and technical experience and capabilities of the consulting firm shall be described with respect to the following, as applicable:

1. Experience with dock wall rehabilitation, dock or wharf projects, or other maritime infrastructure;
2. Experience with structural rehabilitation and waterfront facilities;
3. Experience with Ohio River or other inland waterway projects;
4. Experience developing design criteria and/or procurement documents for design-build projects;
5. Experience with public-sector projects and applicable public procurement requirements;
6. Experience with applicable regulatory and permitting requirements; and
7. Other experience the firm considers relevant to the Seaforth Minerals-Dock Wall Repair Project.

4.0 Project Experience of Key Personnel

Provide resumes for proposed key personnel and a demonstration of their relevant experience, as applicable, including:

1. Marine/maritime infrastructure;

2. Dock and/or wharf rehabilitation;
3. Structural rehabilitation;
4. Waterfront facilities;
5. Ohio River/inland waterway projects;
6. Design-build procurement;
7. Public-sector projects; and
8. Applicable regulatory/permitting requirements.

The proposed project manager and other key personnel who are anticipated to have significant involvement in the project should be identified.

2.2 General Process

CCPA will review and evaluate Statements of Qualifications based on the firm's demonstrated qualifications, relevant project experience, qualifications and experience of proposed personnel, understanding of the project, proposed approach, and ability to provide the requested services.

CCPA intends to evaluate and rank firms in accordance with applicable Ohio Revised Code requirements governing professional design services and criteria architect/engineer selection.

CCPA reserves the right to accept or reject any or all Statements of Qualifications in accordance with applicable law and the terms of this RFQ.

2.3 Terms and Conditions

CCPA reserves the right to accept or reject any and all Statements of Qualifications, or portions thereof, in accordance with applicable law and without stated cause.

CCPA reserves the right to re-issue this RFQ or cancel the RFQ if none of the submissions are deemed satisfactory to CCPA.

If CCPA, for any reason, is unable to reach a final agreement with the selected firm, CCPA reserves the right to reject such firm and negotiate a final agreement with another qualified firm, as permitted by applicable law. CCPA may also elect to reject all Statements of Qualifications and re-issue a new RFQ.

CCPA reserves the right to modify the anticipated scope of services, project schedule, or other requirements as necessary to meet project needs, funding requirements, or applicable laws and regulations.

2.4 Public Information

Information supplied by the Proposer to CCPA is subject to the Ohio Public Records Law. Such information shall become public unless it falls within an applicable exception under Ohio law, such as security information, trade secret information, or labor relations information.

If the Proposer believes any information that is not public will be supplied in response to this RFQ, the Proposer shall take reasonable steps to identify for CCPA what data, if any, it believes falls within an applicable exception.

If proposal data is not marked in such a way as to identify information the Proposer believes is not public, CCPA may treat the information as public and release it upon request. CCPA reserves the right to make the final determination regarding whether information identified by a Proposer as not public falls within an applicable exception under Ohio law.

2.5 Proposal Time Schedule

The anticipated timeline for completion of this Request for Qualifications is as follows:

August 17, 2026 – Formal announcement/release of RFQ

September 3, 2026 – Deadline for submission of Statements of Qualifications

September 11, 2026 – Evaluation and ranking of Statements of Qualifications anticipated to be completed

TBD – Contract inception date

CCPA reserves the right to modify this schedule as necessary.

2.6 Notification of Award

CCPA anticipates selecting a consultant by September 11, 2026.

Should either party fail to execute a contract within thirty (30) days of notification of selection, CCPA reserves the right, as permitted by applicable law, to rescind the selection and proceed with another qualified firm.

2.7 Number of Submissions; Deadline; Mail and Hand Delivery Address

One (1) original and three (3) copies of the Statement of Qualifications shall be submitted by 4:00 p.m. Eastern Time on September 3, 2026.

Statements of Qualifications shall be submitted to:

Columbiana County Port Authority
Attn: Haedan Panezott
7860 Lincole Place
Lisbon, OH 44432

Email: haedanp@ccpa-ohioriver.com

Electronic submissions may be accepted at the discretion of CCPA. If submitting electronically, the complete Statement of Qualifications should be provided in a single PDF document.

2.8 Late Submissions

Statements of Qualifications received after the deadline will not be considered.

2.9 Applicable Requirements and Conflict of Interest

The selected Criteria Engineer shall be required to comply with all applicable provisions of the Ohio Revised Code and Ohio Administrative Code governing professional design services, criteria architect/engineer services, and design-build procurement.

The Criteria Engineer shall not be eligible to provide design-build services for the Project where prohibited by applicable law.

The selected Criteria Engineer shall disclose any actual or potential conflict of interest involving CCPA, Seaforth Minerals, prospective design-build firms, or other parties associated with the Project.

3. VENDOR REQUIREMENTS

The Proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age.

When required by law or requested by CCPA, the Proposer shall furnish a written affirmative action plan.

The selected firm shall comply with all applicable requirements associated with the Ohio Department of Transportation Maritime Assistance Program and any other applicable project funding requirements.

END OF REQUEST FOR QUALIFICATIONS

Evaluation form for Statements of Qualifications

Name of Project: Seaforth Minerals – Dock Wall Rehab – Criteria Engineer

Name of Firm: _____

Name of Evaluator: _____

Criteria	Total Value	Scoring Criteria	Score
Business Organization	25	Firm Organization & Experience – 10 pts Firm Capacity & Resources – 10 pts Proposed Contact/ Project Manager – 5pts Location & Availability – 5pts	
Management Outline & Project Approach	25	Understanding of Project – 5pts Approach to Developing Design Criteria – 5pts Approach to Additional Investigations/ Technical Needs – 5pts Design-build Procurement & Selection Approach – 5pts Design Review, Oversight & Construction Administration – 3pts Overall Approach/ Additional Considerations – 3pts	
Experience & Capabilities	25	Dock/ Wharf & Maritime Infrastructure – 5pts Structural Rehabilitation & Waterfront Facilities – 4pts Ohio River/ Inland Waterway Experience – 3pts Design Criteria & Design-build Procurement – 4pts Public-Sector & Procurement Experience – 3pts Regulatory & Permitting Experience – 3pts Other Relevant Experience – 3pts	
Project Experience of Key Personnel	25	Marine/ Maritime & Dock/ Wharf Experience – 5pts Structural Rehabilitation & Waterfront Experience – 4pts Ohio River/ Inland Waterway Experience – 3pts Design-Build Procurement Experience – 3pts Public-Sector Project Experience – 3pts	

		Regulatory/Permitting Experience -2pts Qualifications, Experience & Availability of Project Manager/Key Personnel – 5pts	
		Total Score =	

I hereby certify that the score above was calculated using the materials that were provided to me by each firm and nothing else and that each firm was evaluated fairly.

Evaluator's Signature: _____

Date: _____