REQUEST FOR QUALIFICATIONS

Engineering Design, Construction Oversight,
and Federal Grant Management Services
Hannibal Port-Led Economic Advancement Project

A Maritime Administration Port Infrastructure Development Program (MARAD PIDP FY 2025) -- Federally Funded Project

Issued by: GROWMARK, Inc.

RFQ ISSUED	RFQ DEADLINES AND KEY DATES
Issue Date: Wednesday, November 25th, 2026 **Procurement Officer:** Jeff Hall, Sr. Facility Engineer GROWMARK, Inc. (309) 557-6059 mrrpapidpprocurement@growmark.com	**Questions/RFI Deadline:** Tuesday, January 5th, 2027 **Optional Pre-Submittal Virtual Conference:** Thursday, January 7th, 2027 @10:00 AM CST (See Section 6 for Invite Request Instructions) **SOQ Submission Deadline:** 4:00 PM CST, Tuesday, January 19th, 2027 **Evaluation Period:** Wednesday, January 20th to Monday, February 1st, 2027 **Notification of Selection:** Tuesday, February 2nd, 2027 **Fee Negotiation:** Following notification of selection **Contract Execution Target:** Tuesday, February 16th, 2027

SECTION 1: INTRODUCTION AND PROJECT OVERVIEW

1.1 Issuing Entity

GROWMARK, Inc. ("GROWMARK") is issuing this Request for Qualifications ("RFQ") as the designated subrecipient for the MARAD Port Infrastructure Development Program (PIDP) FY 2025 grant awarded to the Marion-Ralls Regional Port Authority ("Port Authority") for the Hannibal Port-Led Economic Advancement Project ("Project"). This procurement is conducted in accordance with GROWMARK's Written Procurement Procedures, federal procurement guidelines under 2 CFR Part 200, and all applicable MARAD grant requirements.

The Marion-Ralls Regional Port Authority (MRRPA) serves as the public sponsor. The MRRPA does not issue this solicitation and is not a party to the resulting contract. The resulting contract will be executed between GROWMARK and the selected firm.

1.2 Project Background and Site

The Hannibal Port-Led Economic Advancement Project is a greenfield port development on the Mississippi River in West Quincy, Missouri. The Project site, totaling approximately 26 acres, is comprised of nearly 17 acres within 87 acres of industrial-zoned land owned by the MRRPA and the remaining 9 acres within adjacent land owned by the U.S. Army Corps of Engineers. The site is located at approximately 39°55'29.2"N and 91°25'50.5"W, adjacent to BNSF rail subdivisions, and in proximity to U.S. Highway 24, U.S. Highway 61, and the Memorial Bridge connecting West Quincy to Quincy, Illinois. The site is protected by a FEMA-accredited 100-year industrial levee managed by the Fabius River Drainage District.

GROWMARK is an agricultural supply cooperative and private operating partner for this Project, responsible for all engineering, procurement, and construction activities as subrecipient under the MARAD PIDP grant.

Note on NEPA: GROWMARK has separately engaged an environmental consulting firm to conduct the NEPA Environmental Assessment under a privately funded contract outside the scope of this grant. The selected engineering and grant management firm will coordinate with the NEPA consultant on EA timelines and will support NEPA-related engineering documentation, but is not responsible for conducting the EA.

1.3 Project Description

The current Project includes the construction of a new greenfield multimodal fertilizer receiving, storage, blending, and distribution facility on the Mississippi River limited to barge receiving and truck loading, with planning provisions for future rail receiving and loading capabilities. Primary Project components include:

- Floating barge receiving dock with safe access capability across high and low water conditions

- Enclosed conveyor system connecting the barge dock to the inland warehouse facility, rated at 800 tons per hour (TPH) including a portion of the conveyor system capable of pivoting to accommodate fluctuating river levels
- 21,000-ton dry fertilizer storage warehouse with advanced ventilation, temperature, and moisture controls
- Precision blending and loadout system with truck loading capability
- Wholesale loadout tower for truck and rail
- Working barge for flexible river-based receiving during variable water levels
- Site equipment, office and shop, truck scales, material handling machinery, and truck circulation systems
- Site grading, paving, utility connections, stormwater management, and access road integration

The facility will receive, store, blend, and distribute bulk fertilizers by river barge with direct-to-field distribution capability. Designed annual throughput capacity is 221,000 tons.

1.4 Grant Funding

Total Phase 1 project cost is estimated at $39,366,069. GROWMARK will be awarded $27,324,552 in MARAD PIDP FY 2025 funding. Non-federal match totals $12,041,517, provided by GROWMARK and the Missouri Department of Transportation (MoDOT) Capital Improvement Program (CIP). This is a federally funded procurement subject to all applicable requirements of 2 CFR Part 200, the MARAD PIDP grant conditions, Build America Buy America Act (BABA), Davis-Bacon prevailing wage, Cargo Preference Act, and 49 CFR Part 26 DBE requirements.

SECTION 2: SCOPE OF SERVICES

GROWMARK is soliciting Statements of Qualifications from qualified multidisciplinary engineering firms to provide comprehensive engineering and project management services in partnership with GROWMARK and the Port Authority for the development of the proposed project.

The selected firm will work collaboratively with the GROWMARK project team to advance the project through final design and procurement. Services will include, but are not limited to, finalizing the facility layout; preparing bid-ready drawings, technical specifications, and contract documents; and developing Design-Build procurement packages for the flat storage building as well as automated material handling equipment with all necessary access and supports structures.

The selected firm will serve as the lead engineering consultant and will be responsible for managing the engineering design process, coordinating environmental reviews and regulatory permitting, providing bidding and procurement assistance, and furnishing construction-phase engineering and contract administration services. The firm will also provide post-award grant administration support and ensure compliance with all applicable federal, state, and grant funding requirements.

The selected firm shall serve as the Engineer of Record for all project components included within its scope of services. Design responsibility for project elements specifically identified as Design-Build components shall remain with the Design-Build contractor and its Engineer of Record.

Federal Grant Management and Compliance

The selected Consultant shall provide comprehensive post-award grant management and compliance services from execution of the MARAD Grant Agreement through final design, procurement, construction, project closeout, and the full grant performance period. The Consultant shall serve as GROWMARK's primary grant compliance advisor and administrator, ensuring the Project is delivered in accordance with all applicable federal grant requirements, including those established by the U.S. Department of Transportation (USDOT), MARAD, and other applicable federal agencies.

Services shall include, but not be limited to, the following:

- Establish, implement, and maintain a grant compliance management program consistent with 2 CFR Part 200 (Uniform Guidance), 2 CFR Part 1201, MARAD grant requirements, and all applicable federal regulations
- Develop and maintain grant compliance procedures, documentation systems, and project records throughout the grant performance period
- Prepare quarterly and other required progress, financial, and performance reports for GROWMARK's review and subsequent submission to the Marion-Ralls Regional Port Authority and MARAD

- Prepare, assemble, and support all grant reimbursement requests, including required supporting documentation and expenditure tracking
- Assist GROWMARK in developing and administering procurement procedures and contract documentation to ensure compliance with applicable federal procurement requirements
- Monitor compliance with federal labor, procurement, and domestic preference requirements, including the Davis-Bacon Act, Build America, Buy America (BABA) Act, Disadvantaged Business Enterprise (DBE) requirements, and the Cargo Preference Act, as applicable
- Review certified payrolls and maintain documentation demonstrating Davis-Bacon Act compliance throughout construction
- Review and maintain BABA compliance documentation, including manufacturer certifications, mill certifications, and domestic content documentation for all applicable materials and equipment
- Coordinate and document Cargo Preference Act compliance for eligible ocean-shipped materials in accordance with 46 U.S.C. § 55305 and 46 CFR Part 381
- Monitor DBE participation, maintain documentation of good-faith efforts, and prepare required DBE reporting
- Coordinate grant administration activities and compliance matters with GROWMARK, the Marion-Ralls Regional Port Authority, MARAD, MoDOT, contractors, and other project stakeholders
- Maintain complete grant records to support audits, monitoring reviews, and federal oversight activities
- Provide grant closeout services, including preparation of final performance and financial reports, audit support, record organization, and completion of all documentation necessary to satisfy grant closeout requirements

Phase 01 – Preliminary Engineering and Facility Layout

The engineering partner shall coordinate directly with marine contractors, equipment vendors, and building suppliers to develop preliminary engineering and project layouts, confirm feasibility, support environmental permitting and establish basis for final design and procurement. All preliminary engineering services shall be performed by the responding engineering firm or by subconsultants contracted directly with the responding firm.

1.1 Project Management

- Lead overall engineering coordination under the direction of Growmark's project team
- Prepare project schedules, engineering work plans and design coordination meetings
- Develop opinion of probable cost estimates, constructability reviews, evaluations and key design milestones at each phase of design development

1.2 Civil and Site Engineering

- Site grading, earthwork, and drainage design for the 26-acre greenfield site
- Stormwater management, NPDES compliance, and erosion control
- Access road design and truck circulation layout
- Truck scale integration and site paving
- Utility layout and coordination (water, sewer, electrical service, communications)
- Preliminary track geometry layout for future rail development
- Coordination with firms retained by the Port Authority working on separate developments within the Port Authority's 87-acre property outside of the Project site limits
- Constructability reviews and cost modeling at design milestones

1.3 General Arrangement / Process Engineering

- Coordination with equipment vendors for the overall general arrangement of the site including the flat storage building, truck and rail loadout, future rail receiving, barge receiving and conveyance
- Develop separate design-build bid packages for the flat storage building and automated material handling equipment with necessary access and support structures
- Enclosed conveyor system design and process layout from barge dock to warehouse
- Barge receiving system mechanical design including unloading equipment and dust control
- Establish process flow diagrams and material handling capacities
- Coordinate equipment interfaces and operational requirements

1.4 Port & River Engineering and General Arrangement

- Barge receiving dock general arrangement layout for proposed floating dock system. Coordination with material handler equipment suppliers and layout of receiving hopper, conditioner, receiving conveyors,

barge haul and breasting system, barge access system, MCC room, storage and the overall functionality of the barge unloading dock
- Marine structural engineering of the total floating barge dock design including dock structure, barge haul system, mooring system, breasting and mooring dolphins, fendering, and land-water interface structures including support of a pivoting conveyor bridge from land to the floating dock
- Design for variable water level conditions and Mississippi River
- Coordination with equipment vendors for the pivoting enclosed conveyor system spanning from the receiving hopper at the barge dock to the support tower on shore

1.5 Structural Foundation Engineering

- Develop preliminary foundation recommendations for conveyor support structures, towers, equipment foundations, and marine facilities
- Coordinate anticipated foundation systems with geotechnical recommendations
- Coordinate Design-Build building foundation interfaces with the building supplier
- Provide preliminary foundation design for miscellaneous site foundations including signs, lighting and electrical bases, truck scale, automated kiosks, and other general foundations not included in the design-build packages for the storage building and material handling equipment

1.6 Geotechnical Engineering

- Geotechnical investigation program planning and oversight for riverfront, floodplain, and levee-adjacent conditions
- Coordination with geotechnical subconsultant for soil borings, laboratory testing, and design recommendations
- Review and integration of geotechnical findings into structural and civil design

1.7 Electrical Engineering

- Develop preliminary electrical distribution concepts
- Establish connected loads and power requirements
- Coordinate controls, automation, communications, networking, and lighting concepts
- Electrical service design and distribution for the full facility
- Power systems design for barge unloading, conveyor, blending, and loadout equipment
- Controls and automation systems for bulk handling operations
- Lighting design for dock, conveyor, warehouse, and site areas
- Arc flash hazard analysis and electrical safety compliance

1.8 Hydraulics, Hydrology, and Floodplain Compliance

- Develop preliminary hydraulic analyses of river conditions
- Evaluate impacts of Mississippi River water level fluctuations
- Begin floodplain and levee coordination requirements
- HEC-RAS or equivalent hydraulic modeling for Mississippi River stage impacts on dock and conveyor structures
- FEMA-accredited levee no-rise certification for all proposed construction within or adjacent to the levee protection area
- Floodplain analysis and coordination with FEMA and USACE levee requirements, including the Fabius River Drainage District
- Stormwater hydrology modeling and site drainage design

1.9 Environmental Permitting and Regulatory Coordination

- Support environmental documentation required for NEPA
- Coordinate engineering information required for federal, state, and local permitting
- Initiate coordination with USACE, FEMA, MDNR, and other regulatory agencies
- USACE Section 408, 404 and Section 10 permit preparation and coordination for barge dock construction, conveyor corridor through bottomland forest, and any other in-water or waterway-affecting work
- Missouri Department of Natural Resources (MDNR) permitting including NPDES stormwater permit, air quality or hazardous materials notifications, and applicable construction and operational permits
- FEMA and USACE coordination for levee-adjacent construction permits and no-rise certification
- Coordination with the NEPA environmental consultant on EA timelines and required engineering documentation

- Environmental compliance monitoring and documentation support throughout construction

1.10 Surveying and Bathymetric Surveying

- Boundary, topographic, hydrographic, and construction surveys of the 26-acre site and river frontage
- Bathymetric survey data for dock and river structure design
- As-built survey documentation at project completion
- Coordination with local survey subconsultants familiar with Missouri and USACE Little Rock District standards

Phase 02 – Final Design and Bid Document Development

The engineering partner shall prepare complete engineering documents suitable for bidding construction.

2.1 Civil and Site Engineering

- Complete final site grading, earthwork, pavement, truck circulation, and drainage design for the 26-acre greenfield site
- Stormwater management, NPDES compliance, and erosion control
- Constructability reviews and cost modeling at design milestones

2.2 General Arrangement / Process Engineering

- Finalize process flow diagrams and general arrangement bid drawings
- The Consultant shall prepare a complete Design-Build procurement package for:
  - Flat storage building
  - Material handling equipment
  - Conveyor galleries and bridges
  - Equipment support towers
  - The package shall include performance specifications, design criteria, interface requirements, procurement documents, and technical requirements necessary for competitive bidding

2.3 Port & River Engineering and General Arrangement

- Complete final barge receiving dock general arrangement layout for proposed floating dock system. Coordination with material handler equipment suppliers and layout of receiving hopper, conditioner, receiving conveyors, barge haul and breasting system, barge access system, MCC room, storage and the overall functionality of the barge unloading dock
- Finalize marine structural engineering of the total floating barge dock design including dock structure, barge haul system, mooring system, breasting and mooring dolphins, fendering, and land-water interface structures including support of a pivoting conveyor bridge from land to the floating dock
- Coordination with equipment vendors for the pivoting enclosed conveyor system spanning from the receiving hopper at the barge dock to the support tower on shore

2.4 Structural Foundation Engineering

- Complete foundation designs for all non-Design-Build structures including pile foundations, spread footings, drilled shafts, and equipment pads as appropriate
- Coordinate building interfaces with the Design-Build contractor

2.5 Electrical Engineering

- Prepare complete electrical construction documents including:
  - Power distribution
  - Motor control
  - Controls and automation
  - Lighting
  - Grounding
  - Communications and networking
  - Arc flash analysis

2.6 Hydraulics, Hydrology, and Floodplain Compliance

- Complete HEC-RAS or equivalent hydraulic modeling
- Prepare FEMA no-rise certification documentation
- Complete floodplain analyses and stormwater modeling

2.7 Environmental Permitting and Regulatory Coordination

- Develop, facilitate and submit full permitting packages to applicable AHJs for both construction and operation
- USACE Section 404 Permit
- Section 10 Permit
- Section 408 Permission
- MDNR permits
- NPDES permits
- FEMA and levee coordination

Phase 03 – Bidding and Procurement Assistance

The Consultant shall assist GROWMARK throughout procurement and contractor selection.
Services shall include:

- Preparation of final bidding documents
- Assistance during advertisement
- Attendance at pre-bid meetings
- Responses to Requests for Information (RFIs)
- Preparation of addenda
- Evaluation of contractor bids
- Review of Design-Build technical proposals
- Assistance with contract award recommendations
- Coordination between Design-Build contractor and Owner
- Support procurement activities required for federal funding compliance including Davis-Bacon, Build America Buy America (BABA), Disadvantaged Business Enterprise (DBE), and Cargo Preference Act requirements

Phase 04 – Construction Administration, Engineering Services and Grant Compliance

All services below shall be performed by the responding engineering firm or by subconsultants contracted directly with the responding firm.

4.1 Construction Materials Testing Coordination

- Coordination and oversight of all construction materials testing required for the Project including Design-Build packages
- Identification, vetting, and management of qualified local testing firms
- Review of test results against project specifications; non-conformance tracking and resolution

4.2 Construction Oversight and QA/QC

- Construction phase engineering services including shop drawing and submittal review
- Response to contractor Requests for Information (RFIs)
- BABA compliance documentation review as materials arrives on site (mill certifications, manufacturer certifications, component cost breakdowns)
- Construction observation at critical milestones consistent with a milestone-based oversight approach appropriate for this scale of project
- Review and recommendation on contractor pay applications
- Coordination with the construction contractor to ensure work conforms to approved design documents
- Maintenance of daily field observation logs and photo documentation

Project Schedule

The estimated Project schedule:

- Phase 01 - Preliminary Engineering and Facility Layout: 3 to 5 months
- Phase 02 - Final Design and Bid Development: 4 to 6 months
- Phase 03 - Bidding and Procurement: 3 months
- Construction Duration: 24 to 30 months

The selected firm's services will span the full project lifecycle from notice to proceed through grant closeout.

SECTION 3: ELIGIBILITY AND MINIMUM QUALIFICATIONS

To be considered responsive, the submitting firm or team must demonstrate:

1. Demonstrated experience providing engineering design services and post-award federal grant administration and compliance on at least two (2) federally funded ports, marine terminal, inland waterway, or multimodal bulk handling facility projects within the past ten (10) years
2. Demonstrated experience on comparable fertilizer distribution/logistics on the Mississippi River or inland waterway port, marine terminal, or multimodal bulk handling and agricultural distribution facility projects
3. Experience with greenfield port development. Depth and breadth of in-house engineering disciplines including marine, rail, structural, civil, mechanical, electrical, and hydraulics. Experience with federally funded infrastructure projects of similar scale and complexity, with particular relevance given to projects involving USDOT Maritime Administration discretionary grant programs for port and waterway infrastructure, including post-award administration, federal reimbursement management, Buy America or Build America Buy America (BABA) compliance documentation, and Davis-Bacon prevailing wage administration on maritime or waterside construction projects
4. Licensed Professional Engineer (PE) on the proposed team for each major engineering discipline required by the project scope, licensed in Missouri
5. Demonstrated experience with riverfront or waterside construction permitting, including USACE Section 408, 404/Section 10 permitting and floodplain/levee compliance
6. No active debarment or suspension in the System for Award Management (SAM.gov)

Firms that fail to meet minimum qualifications will be deemed non-responsive and will not be evaluated further.

SECTION 4: EVALUATION CRITERIA

A single, duly convened Evaluation Committee will score every submittal against the criteria below as one unified evaluation. Four of the five criteria are assessed on qualifications alone, in keeping with the qualifications-based selection process required for architecture and engineering services under 2 CFR § 200.320(b)(2)(iv); **cost carries no weight in those four criteria**. The fifth criterion, Federal Grant Management Capability, Approach, and Fee, combines qualifications and price into a single score, as required by 2 CFR § 200.320(b)(2) for grant management services, which are not eligible for price-blind selection. Every criterion contributes to one composite ranking worth a 100-point base. GROWMARK will select a single firm and execute one contract covering both the architecture/engineering and grant management scope, based on that composite ranking.

Pts	Criterion	What Evaluators Will Consider
25	**Firm Qualifications and Relevant Experience**	Demonstrated experience and capability on projects comparable in size, scope, complexity, and funding structure, including port facilities, marine terminals, inland waterways, bulk material handling systems, and federally funded infrastructure improvements.
25	**Key Personnel Qualifications**	Relevant qualifications, licensure, credentials, and project experience of the proposed Principal-in-Charge, Project Manager, Grant Manager, and discipline leads.
20	**Proposed Project Approach**	Effectiveness and clarity of the proposed methodology for design, permitting, construction management, and grant management across each project phase.
10	**Past Performance and References**	Client references and the firm's record of schedule adherence, deliverables, and

		compliance on comparable federally funded projects.
20	**Federal Grant Management Capability, Approach, and Fee**	The sole criterion for which price is considered. Evaluation will be based on the firm's proven expertise in managing federal grant compliance requirements under 2 CFR Part 200 and MARAD programs, including Davis-Bacon, BABA, the Cargo Preference Act, and reimbursement procedures, as well as the competitiveness of the proposed grant management fee relative to GROWMARK's independent estimate and competing proposals.
100	**TOTAL**	

IMPORTANT: Every Statement of Qualifications submittal must include a Grant Management Fee Proposal (see Tab 6). That fee covers grant management services only — architecture and engineering services remain qualifications-only, and GROWMARK is not soliciting fee or cost information for that part of the scope. A submittal that leaves out the Grant Management Fee Proposal will be treated as non-responsive. The Fee Proposal is scored alongside grant management qualifications under the Federal Grant Management Capability, Approach, and Fee criterion, as required by 2 CFR § 200.320(b)(2). GROWMARK will award a single contract to the firm selected for the combined architecture/engineering and grant management scope, based on each offeror's composite score across all evaluation criteria.

SECTION 5: SUBMITTAL REQUIREMENTS

Statements of Qualifications ("SOQ") must be received by GROWMARK no later than 4:00 PM CST on the deadline date specified on the cover page. Late submittals will not be considered. Submittals shall be organized as follows:

Tab 1 -- Cover Letter (Maximum 2 pages)

Cover letter on firm letterhead signed by an authorized principal, including firm name, address, and contact information; statement of interest; identification of primary point of contact; and certification that the firm is not debarred or suspended under 2 CFR Parts 180 and 1200.

Tab 2 -- Firm Qualifications and Experience (Maximum 12 pages)

- Overview of the firm's services, in-house engineering disciplines, size, and organizational structure
- At least three (3) comparable project references completed within the past ten (10) years. For each: project name and owner; description; federal funding source and amount; the firm's scope and role by discipline; and a client reference name and contact. Projects involving Mississippi River or inland waterway port development and/or MARAD PIDP funding are especially relevant
- Description of experience with MARAD PIDP or comparable DOT federal grant programs
- Description of experience with barge dock and marine structure design, enclosed conveyor systems, and bulk material handling facility engineering
- Description of experience with USACE Section 404/Section 10 permitting, FEMA levee requirements, and Missouri or Illinois regulatory environments
- Description of experience with BABA compliance, Davis-Bacon administration, Cargo Preference Act, DBE reporting, and 2 CFR Part 200
- Relevant professional licenses, certifications, and Missouri PE registrations

Tab 3 -- Key Personnel (Maximum 10 pages)

Resumes or biographical summaries for each proposed key personnel member, including at minimum:

- Partner or Principal in Charge
- Project Manager / Primary Point of Contact
- Lead Grant Manager
- Lead Marine or Structural Engineer
- Lead Civil Engineer
- Lead Mechanical/Process Engineer

- Lead Electrical Engineer
- Lead Hydraulics/Water Resources Engineer
- Environmental Lead (or identification of qualified subconsultant)

Each resume shall include the following: education; professional registrations and states; and years of experience.

Tab 4 -- Proposed Project Approach (Maximum 8 pages)

- Proposed methodology for full engineering design of all disciplines identified in Section 2, including design milestone schedule and QA/QC approach
- Approach to federal grant management under MARAD PIDP, including reimbursement, reporting, BABA, Davis-Bacon, and Cargo Preference Act compliance
- Proposed project team organizational chart identifying in-house staff and any subconsultants with their proposed roles and disciplines
- Approach to USACE permitting, FEMA levee coordination, Missouri DNR, and coordination with the NEPA environmental consultant
- Approach to construction oversight and QA/QC as engineer of record, including BABA documentation review as materials arrive on site.
- Understanding of site-specific risks (greenfield site, floating dock, levee proximity, bottomland forest conveyor corridor, floodplain) and proposed mitigation strategies.
- Proposed project schedule framework from notice to proceed through grant closeout.

Tab 5 -- Certifications and Representations

- Conflict of Interest Certification (including disclosure of any corporate affiliation with firms already engaged on this Project)
- Debarment and Suspension Certification (2 CFR Parts 180 and 1200; SAM.gov verification printout attached)
- Byrd Anti-Lobbying Certification (if contract value anticipated to exceed $100,000)
- DBE Participation Statement (identifying DBE-certified firms on the proposed team, or documenting good-faith outreach efforts)

Format Requirements

- 8.5 inch by 11-inch paper, minimum 11-point font
- Page limits apply as specified above
- Submit one (1) original hard copy and one (1) electronic copy (PDF) to the Procurement Officer
- DO NOT include fee schedules, hourly rates, or cost information of any kind

Tab 6 -- Grant Management Fee Proposal (No Page Limit)

Each offeror shall submit a Grant Management Fee Proposal as a distinct, separately identifiable component of the SOQ submittal (a separate section, tab, or sealed envelope within the submittal package, at the offeror's discretion, provided it is clearly labeled and easily distinguishable from the technical/qualifications submittal). This fee applies solely to the grant management scope of services described in Section 2; no fee or cost information shall be submitted for architecture and engineering services. The Grant Management Fee Proposal shall include:

- A proposed fixed fee or not-to-exceed fee for the grant management scope of services described in Section 2 of the RFQ, broken out by major phase consistent with the scope structure in Section 2
- A proposed fee breakdown by grant management service category (compliance program setup and administration, progress and financial reporting, federal compliance monitoring, construction-phase site oversight, grant closeout, and post-construction performance monitoring), sufficient to support a cost/price analysis by GROWMARK
- Hourly billing rates for all grant management personnel (Grant Manager, Compliance Specialist, Project Coordinator, and Administrative Support, as applicable), for use in evaluating any additional grant management services that may be requested outside the base scope
- A statement identifying any assumptions or exclusions material to the proposed fee

Grant Management Fee Proposals will be evaluated for reasonableness and competitiveness together with grant management qualifications, consistent with the Federal Grant Management Capability, Approach, and Fee criterion in Section 4. GROWMARK will conduct a cost or price analysis of all submitted fee proposals consistent with 2 CFR § 200.324.

SECTION 6: SUBMISSION INSTRUCTIONS AND CONTACT

6.1 Submission Address

Jeff Hall
Sr. Facility Engineer
GROWMARK, Inc.
1705 Towanda Ave, P.O. Box 2500
Bloomington, Illinois 61702-2500
Email: mrrpapidpprocurement@growmark.com
Phone: (309) 557-6059

See Format Requirements on previous page. Submit one (1) original hard copy and one (1) electronic copy (PDF) to the Procurement Officer.

6.2 Questions

All questions must be submitted in writing to the Procurement Officer via email by the Questions/RFI Deadline. Do not contact the Marion-Ralls Regional Port Authority, MARAD, or MoDOT directly. Written responses will be issued as addenda to all registered firms.

6.3 Addenda

GROWMARK reserves the right to issue addenda at any time prior to the submission deadline. Addenda will be distributed via email to all registered firms. Offerors are responsible for verifying receipt of all addenda prior to submission.

6.4 Pre-Submittal Conference

An optional Pre-Submittal Conference is scheduled for Thursday, January 7th, 2027, at 10:00 AM CST. Please request an invitation for the virtual conference by emailing mrrpapidpprocurement@growmark.com by Tuesday, January 5th, 2027, including a list of names and email addresses of those expected to attend.

SECTION 7: EVALUATION AND SELECTION PROCESS

A single Evaluation Committee applies one integrated set of criteria to every SOQ submittal under this procurement, in accordance with 2 CFR § 200.320(b)(2). Four of those criteria are qualifications-only, consistent with the qualifications-based selection process for architecture and engineering services; the fifth, Federal Grant Management Capability, Approach, and Fee, factors in both qualifications and price, since grant management services cannot be selected on a price-blind basis. A single firm will be awarded one contract covering both the architecture/engineering and grant management scope, based on its composite score across all criteria.

1. GROWMARK will first confirm that each timely submittal meets the minimum qualifications and is complete, including the Grant Management Fee Proposal called for under Tab 6. Submittals that fall short, including those missing a Grant Management Fee Proposal, will not advance to scoring.
2. Each responsive submittal is then scored independently by the Evaluation Committee against every criterion in Section 4. Four of the criteria are scored with no reference to price; the Federal Grant Management Capability, Approach, and Fee criterion weighs both the firm's grant management qualifications and how reasonable and competitive its proposed grant management fee is.
3. From there, the Committee tallies each offeror's composite score across all five criteria and ranks the responsive offerors accordingly.
4. GROWMARK may invite the top-ranked offerors to interview or present. Every shortlisted offeror gets an equal opportunity to present, under the same conditions. Grant Management Fee Proposals stay fixed at this stage unless GROWMARK elects to run a formal best-and-final-offer process applied uniformly to all shortlisted offerors.
5. For A&E professional services, GROWMARK will rank firms based on all five categories and identify the firm with the highest composite score. Subsequently, GROWMARK will negotiate fair and reasonable A&E compensation with that firm. GROWMARK will run a cost or price analysis of that offeror's proposed grant management fee, as 2 CFR § 200.324 requires, before a contract is executed. If an agreement cannot be reached, GROWMARK may terminate negotiations and negotiate with the next highest scoring firm.
6. Upon successful negotiation, GROWMARK will execute a single contract with the selected offeror covering both the architecture/engineering and grant management scope, subject to review and acknowledgment by the Marion-Ralls Regional Port Authority.

GROWMARK retains the right to reject any or all submittals, waive minor informalities, and cancel this RFQ at its discretion, without obligation. Nothing in this RFQ commits GROWMARK to award a contract.

SECTION 8: FEDERAL REQUIREMENTS NOTICE

This procurement is subject to all requirements of the MARAD PIDP FY 2025 grant. The resulting contract will include, at minimum:

- Compliance with 2 CFR Part 200 (Uniform Guidance) throughout contract performance.
- Build America, Buy America Act (BABA) -- all iron, steel, manufactured products, and construction materials used in the Project must be domestically produced; documentation requirements apply throughout design and construction.
- Buy American Act (41 U.S.C. sections 8301 through 8305).
- Davis-Bacon Act prevailing wage requirements for all construction-related services (40 U.S.C. sections 3141 et seq.).
- Cargo Preference Act (46 U.S.C. section 55305 and 46 CFR Part 381) -- U.S.-flagged vessels required for ocean shipment of materials; this is a MARAD-unique requirement.
- DBE Program requirements (49 CFR Part 26).
- Termination for cause and termination for convenience provisions.
- Debarment and suspension certification (SAM.gov active registration required).
- Byrd Anti-Lobbying Act certification and flow-down to subcontracts.
- Equal Opportunity employment provisions.
- Access and audit rights for MARAD, DOT OIG, GAO, and the Marion-Ralls Regional Port Authority
- Record retention requirements (minimum 3 years from final payment per 2 CFR section 200.334).

The selected firm must maintain an active SAM.gov registration throughout contract performance.

See Exhibit A on last page

EXHIBIT A: REQUIRED CERTIFICATIONS

The following certifications must be completed, signed by an authorized representative, and included in Tab 5.

CONFLICT OF INTEREST CERTIFICATION

I, the undersigned authorized representative of _____ ("Firm"), hereby certify that:

- To the best of my knowledge, neither the Firm nor any of its employees, officers, board members, or agents has a real or apparent conflict of interest with respect to this procurement or with GROWMARK, Inc.
- The Firm has not offered or provided any gift, gratuity, or favor to any employee or officer of GROWMARK or the Marion-Ralls Regional Port Authority in connection with this solicitation.
- The Firm will promptly disclose any conflict of interest that arises during this procurement or during contract performance.
- If the submitting firm has a corporate affiliation with any firm already engaged on this Project, the firm discloses that affiliation here: _____ [or indicate "None"]

Firm Name: _____
Signature: _____
Printed Name: _____
Title: _____
Date: _____

DEBARMENT AND SUSPENSION CERTIFICATION

I, the undersigned authorized representative of _____ ("Firm"), hereby certify that the Firm and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency.
- Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction within a three-year period.
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of fraud or a criminal offense in connection with a public transaction.

Firm Name: _____
Signature: _____
Printed Name: _____
Title: _____
Date: _____
SAM.gov Verification Date: _____

(Attach SAM.gov active registration printout)