

**ALABAMA STATE PORT AUTHORITY
REQUEST FOR QUALIFICATIONS**



PROFESSIONAL SERVICE CONTRACT

**INTERMODAL CONTAINER TRANSFER FACILITY
MONTGOMERY, ALABAMA
PROJECT MANAGEMENT SERVICES**

**RFQ Number: ASPA 2022-03
October 2022**

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROJECT MANAGEMENT FOR CONSTRUCTION OF
INTERMODAL CONTAINER TRANSFER FACILITY (ICTF) MONTGOMERY, ALABAMA
INFORMATION AND INSTRUCTIONS TO ARCHITECT / ENGINEERS**

1.0 GENERAL INFORMATION

1.1 The Alabama State Port Authority (ASPA) intends to procure professional project management staff (A/E) for the design-bid-build construction project Intermodal Container Transfer Facility (ICTF) in Montgomery, Alabama. The estimated total cost to construct the terminal is approximately \$70,000,000. This RFQ is the first step in the process of selection of a qualified firm. Up to five (5) firms will be selected, based on qualifications, to submit Technical and Fee Proposals for the Project. **NOTE: The Firm selected under this solicitation, ASPA-2022-02, will be precluded from proposing on any subsequent work for the Construction of the Intermodal Container Transfer Facility (ICTF) Montgomery, Alabama.**

1.2 The Statement of Qualifications (SOQ) must be submitted as outlined in Section 7 at the date and time described therein.

1.3 Questions and inquiries pertaining to the selection process should be directed to the ASPA Project Manager, Pete Olivero at pete.olivero@alports.com or (251) 622-2688 by the date indicated in Section 7.

1.4 ASPA shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be posted on the website <https://alports.com/procurement/>

1.5 ASPA reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.

1.6 An optional pre-submittal TEAMS meeting is scheduled for the date and time indicated in Section 7. Prospective SOQ providers must contact the ASPA Project Manager at least 3 days in advance of the pre-submittal meeting to be included in the forthcoming TEAMS meeting invitation. ASPA staff will discuss the scope of work, general contract issues and respond to questions from the attendees.

1.7 The purpose of this project is to design, construct, equip and commission an intermodal container transfer facility (ICTF) near Montgomery Alabama to support existing international shipping volumes as well as future growth. This project involves the construction of a new intermodal facility on 270 acres of unimproved land just south of the Highway 80 and bounded on the east side by Hwy 31 and bounded on the west side by the CSX . main line. This project includes earthwork; erosion control; soil stabilization; drainage improvements; utilities, high mast lighting and compressed air lines; approximately 25,000 feet of new track with turnouts; multi-track at-grade crossing at Wasden Road; stormwater detention; container storage yard served by reach stackers; chassis staging area; 4 bay stacking facility served by two 97 foot span RTG's; entrance facilities to highway 31; access roads; stackers, reach stackers, pin carts, and other related equipment; perimeter security fencing and cameras; administration and maintenance facilities.

1.8 The Project Manager will be selected on the basis of demonstrated competence and qualification for the type of services required without regard to fee, and thereafter ASPA will negotiate the terms of

the Professional Services Contract at a fair and reasonable fee with the best qualified firm, within the ASPA Board of Directors approved budget.

1.9 The Project Manager will be an integral member of the Project Team, consisting of the Project Manager, Design consultants, Environmental consultants, Equipment Vendors, Design-Bid-Build Contractor(s), ASPA, and other consultants as required.

2.0 ANTICIPATED SCOPE OF SERVICES

After being selected, the Project Manager will execute a Professional Services Contract with ASPA to complete the Scope of Services. A more detailed scope of services will be provided in the next phase of the selection process. A brief scope is listed below. It is noted that the below list is not intended to be all inclusive, but to provide a brief overview of the anticipated scope. The final Scope of Services will be negotiated with the selected Firm. The anticipated Scope of Services includes, but is not limited to:

- Management/Coordination/Technical Support of all contracts for studies, environmental permitting, design, equipment/material procurement and construction.
- Overall management of the design-bid-build (DBB) program; review of design plans at each step of the project prior to construction; schedule management; budget management; cost management and control; Quality Assurance of the DBB contractor; safety oversight; shop drawing review and approvals; document control and management; and administrative support.
- Serves as ASPA local project manager for the entire project including full-time on-site presence.
- Coordination with CSXT for the entire project.
- Coordinate with county engineers, ALDOT, municipalities, utilities, engineering and geotechnical firms and environmental firms.
- Construction contractor selection support if necessary.
- Coordination with ASPA, Environmental consultants and Federal Railroad Administration (FRA) for NEPA approvals.
- Coordination with and providing documentation required by the grant administrator (FRA).

3.0 REQUIRED QUALIFICATIONS

- Import/Export Terminal Planning and Engineering
- Rail and Truck Terminal Planning and Engineering
- Grant-Funded Program Management
- Security Planning and Engineering
- Bid Administration
- Sustainable Infrastructure Development Planning and Engineering
- National Environmental Policy Act (NEPA) Compliance and Coordination
- Construction Management and QA/QC
- Previous experience working with CSXT or other Class 1 railroad operators.

4.0 STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

4.1 The Project Manager will be selected through a qualification-based selection process. Firms interested in providing construction administration services must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their

submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

4.2 Cover Letter (1-page) containing at a minimum: Company name, contact name, physical address, mailing address fax number, and email address

4.3 SOQ Submission Verification

THIS PAGE MUST BE INCLUDED AS THE LAST PAGE OF YOUR SUBMISSION

By signature below I verify that I have read and understand this request for qualifications, including:

- Willingness to perform the proposed work in accordance with the ASPA Board of Directors approved agreement and fee.
- Timely execution of the Professional Services Contract
- Willingness to sign ASPA’s standard form agreement
- Acknowledge number of Addenda received: _____

I hereby submit these qualifications for consideration

SUBMITTING FIRM NAME: _____
SIGNATURE OF PRINCIPAL: _____
PRINTED NAME: _____
DATE: _____

4.4 Qualifications Criteria

4.4.1 General Information

Description of firm/team including sub consultants
Legal company organization
Organization Chart with names (1 page max.)

4.4.2 Relevant Firm Experience

- a. Applicant’s overall reputation, service capabilities and quality as it relates to this project.
- b. List and briefly describe 2-3 comparable projects completed by your firm or currently in progress; include your firm’s role, and discuss contract amendment history, if applicable. For each project, include: contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number, and email address.
- c. A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.

- d. List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- e. Applicant's capacity and intent to proceed without delay if selected for this work.

4.4.3 Team Experience & Qualifications

- a. Describe each team member's position within the firm. Provide resumes of each proposed team member. List relevant professional continuing education.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.
- d. Identify proposed sub consultant, their proposed role and relevant experience
- e. Provide home office location of each team member and sub-consultant.

4.4.4 Project Understanding and Approach

- a. Describe your understanding of the project.
- b. Identify and discuss potential problems your team may have to address during design and construction.
- c. Identify and discuss methods to mitigate those problems.

4.4.5 Approach to Project Management

- a. Describe your firm's project management approach and team organization during programming, design and construction phases.
- b. Describe systems used for planning, scheduling, estimating and managing design and construction services.
- c. Describe the firm's experience on quality assurance and dispute resolution.

4.4.6 Other Factors

- a. Location of home office of team member and ability to conference.
- b. Current workload and ability to proceed promptly.
- c. Willingness to abide by ASPA's standard form Agreement
- d. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- e. Relevant factors impacting the quality and value of work.

5.0 SUBMITTAL REQUIREMENTS

5.1 The SOQ shall include a one (1) page cover letter, a one (1) page table of contents and not more than 10 pages to address the SOQ criteria specified in Section 3. Attach resumes in Appendix A for each key team member.

5.2 **One (1) electronic PDF copy on disk or flash drive and one (1) hard copy of the Statement of Qualifications with Appendix A must be submitted by the date and in the location indicated in Section 7 below.** The name of the firm must be included in the title of the submittal.

5.3 Failure to comply with the following criteria is grounds for disqualification:

- Receipt of submittal on or before the date and time at the location specified in Section 7
- Adherence to page limits

5.4 Please comply with the page limits; Pages that have photos, charts and graphs will be counted towards page limits.

6.0 GRANT REQUIREMENTS

6.1 The Project will utilize federal grant funds being administered by the Federal Railroad Administration (FRA). The Contract awarded under this RFQ, along with all contracts procured under the Project, will be required to abide by federal grant requirements. Disadvantaged Business Enterprises (DBE) grant requirements are expected. In the next phase of the selection process, all respondents will be required to submit information as to how much DBE participation each team is proposing.

7.0 SELECTION PROCESS AND SCHEDULE

7.1 A minimum 3-member Project Evaluation Board will evaluate each Statement of Qualifications (SOQ) according to the above criteria, as well as past performance evaluations, and select three to five finalists that will be Short Listed for the project. A Request for Proposals (RFP) containing a more detailed scope of work will be sent to these Short List firms.

Proposal guidelines, requirements, ranking criteria, and a detailed scope of work will be included in ASPA's Request for Proposal.

The Short List firms will meet with the Project Evaluation Board for interviews. The purpose of the interview will be to expand on the information provided in the Proposal, not to repeat information already provided. Those firms selected for the Short List will be provided additional instruction by ASPA. Those firms not selected for further consideration will be notified.

7.2 The following tentative schedule has been prepared for this project. Firms interested in this project must be available on the interview meeting date. **All times listed are local times for Mobile, Alabama.**

Optional Pre-submittal virtual meeting is scheduled for October 19, 2022 at 10:00am. A TEAMS meeting invitation will be emailed 24 hours prior to the scheduled date and time to all parties recorded as having requested to attend.

Deadline for inquiries: October 26, 2022 at 4:00 PM

RFQ Submittal Deadline: November 2, 2022 at 4:00 PM

- Submittal Information

The SOQ shall be submitted in a sealed container that is plainly marked "STATEMENT OF QUALIFICATIONS FOR RFQ ASPA-2022-02 PROJECT MANAGEMENT FOR CONSTRUCTION OF

INTERMODAL CONTAINER TRANSFER FACILITY (ICTF) MONTGOMERY, ALABAMA” and bear the name of the prime provider.

- The SOQ package must be submitted to the ASPA Engineering Department **no later than 4:00 PM on November 2, 2022.**
- Submissions made by regular mail may be sent to
Alabama State Port Authority
Attn: Pete Olivero, P.E., Facilities Engineer
P.O. Box 1588
Mobile, AL 36633
- Submissions made by express mail or hand delivery:
Alabama State Port Authority
Attn: Pete Olivero, P.E., Facilities Engineer
250 North Water Street
Mobile, AL 36602
(251) 622-2688

| | |
|--|--------------------------|
| Notification of Short List Selection /Non-selection: | November 9, 2022 |
| RFP Issued to Short Listed Firms: | November 14, 2022 |
| Proposal Submittal Deadline: | November 30, 2022 |
| Interviews with Selection Team - Week beginning: | December 5, 2022 |
| Notification of Intent to Award Professional Services Contract: | December 14, 2022 |

- Note that the Professional Services Contract must be signed within 10 days of the issuance of the Intent to Award Professional Services Contract.

8.0 APPENDICES & ATTACHMENTS

8.1 The following appendices are attached as part of the RFQ.

- Appendix A – Conceptual Site Layout
- Appendix B – Insurance requirements
- Appendix C – Beason-Hammon Certification
- Attachment 2.6 – Acknowledgement of Revision / Addenda
- Attachment 6.0 – Sample SOQ Score Sheet

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APPENDIX A: Conceptual Site Layout

EXHIBIT A

LEGEND

- TERMINAL BOUNDARY
- EXISTING MAINLINE TRACK
- PROPOSED LEAD TRACK
- PROPOSED TERMINAL TRACKS



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APPENDIX B: Insurance Requirements

ALABAMA STATE PORT AUTHORITY
INSURANCE REQUIREMENTS FOR CONTRACT WORK

INDEMNIFICATION

The Contractor shall assume all liability for and shall indemnify and save harmless the State of Alabama and the Alabama State Port Authority, doing business as Alabama State Docks (ASD), and its officers and employees from all damages and liability for injury to any person or persons, and injury to or destruction of property, including the loss of use thereof, by reason of an accident or occurrence arising from operations under the contract, whether such operations are performed by himself or by any subcontractor or by anyone directly or indirectly employed by either of them occurring on or about the premises, or the ways and means adjacent during the term of the contract, or any extension thereof, and shall also assume the liability for injury and/or damages to adjacent or neighboring property by reason of work done under the contract.

INSURANCE REQUIREMENTS

The Contractor shall not commence work under the contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by ASD, nor shall the Contractor allow any subcontractor to commence work until all similar applicable insurance has been obtained by the subcontractor or the Contractor has provided coverage for the subcontractor. The Contractor shall provide, at his expense, insurance in accordance with the following:

General Requirements (applicable to all policies) (Required for this project if contractor is on property)

All policies of insurance must be written with companies acceptable to ASD. The Contractor shall furnish to ASD certificates of insurance, signed by the licensed agent evidencing required coverages. ASD reserves the right to require certified copies of any and all policies. Each policy of insurance shall provide, either in body of the policy or by endorsement, that such policy cannot be substantially altered or cancelled without thirty (30) days' written notice to ASD and to the insured. *Except for Workers Compensation, said policies will identify Alabama State Port Authority, its officers, officials, agents, servants and employees as Primary and Non-contributory Additional Insureds in connection with work performed for, on behalf of, or on the property of ASD, including a waiver of all rights of subrogation.*

General Liability (Required for this project)

The Contractor shall take out and maintain during the life of the contract Commercial General Liability insurance, including Blanket Contractual and Completed Operations coverages, in an amount not less than \$3,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

Automobile Liability (Required for this project)

The Contractor shall take out and maintain during the life of the contract Business Automobile Liability insurance covering any auto in an amount not less than \$1,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

Workers Compensation (Required for this project)

The Contractor shall take out and maintain during the life of the contract Workers Compensation and Employers Liability insurance providing coverage under the Alabama Workers Compensation Act in an amount not less than that required by Alabama law.

Where applicable, Contractor shall take out and maintain during the life of the contract insurance providing coverage as required by Federal statute, including but not limited to U.S. Longshoremen and Harborworkers' Compensation Act (USL&H), Jones Act, and Railroad Federal Employers Liability Act (FELA).

Professional Liability (Required for this project)

The Contractor shall take out and maintain during the life of the contract Professional Liability insurance including design with limits not less than \$1,000,000 per occurrence.

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APPENDIX C: Beason Hammon Certification

State of _____

County of _____

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

DATE: _____

RE Contract/Grant/Incentive (describe by number or subject):

_____ by and between
_____(Contractor/Grantee) and
_____(State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:

a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.

b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

- ____ (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.
- ____ (b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____ 20 _____

Name of Contractor/Grantee/Recipient

By: _____

Its _____

The above Certification was signed in my presence by the person whose name appears above, on

this _____ day of _____ 20 _____.

WITNESS: _____

Printed Name of Witness

ATTACHMENT 2.6

ALABAMA STATE PORT AUTHORITY

**INTERMODAL CONTAINER TRANSFER FACILITY MONTGOMERY,
ALABAMA PROJECT MANAGEMENT SERVICES**

RFP NO.: ASPA-TS-2022-03

ACKNOWLEDGEMENT OF REVISION AND/OR ADDENDA

By signing this Attachment 2.6, the undersigned bidder acknowledges receipt of the following revisions and/or addenda to the RFQ for the above designated project which were issued under cover letter(s) of the date(s) shown hereon:

- 1. Addendum Number _____
- 2. Addendum Number _____
- 3. Addendum Number _____
- 4. Addendum Number _____

Signature

Date

ATTACHMENT 6.0 - SAMPLE SOQ SCORE SHEET

ASPA-TS-2022-03

Project Management Services for Construction of Intermodal Container Transfer Facility in Montgomery, AL

| CRITERIA | TO BE RATED | Maximum Points | Respondent 1 | Respondent 2 | Respondent 3 | Respondent 4 |
|---|--|----------------|--------------|--------------|--------------|--------------|
| 1. Knowledge & Experience | The firm/team knowledge and experience of the variety of Professional Services required | 250 | | | | |
| 2. Professional Qualifications | The qualifications of firm members expected to participate on this Contract including relevant experience, technical experience, and professional registration | 200 | | | | |
| 3. Capacity to Perform the Work (Multiple Disciplines) | The overall availability and adequacy, in both number and quality, of the firm/team to perform the proposed Professional Services | 150 | | | | |
| 4. Railroad experience | The firm/team knowledge and experience interfacing with CSXT and other Class 1 Railroads | 175 | | | | |
| 5. Past Performance Record | The past performance of the firm/team on projects or tasks that are similar to this project including grant funding and extensive railwork | 150 | | | | |
| 6. Geographic Location | The geographic location and Ability for Timely Response of the firm and/or team members relative to the project site in Montgomery, Alabama | 75 | | | | |
| Maximum Total Points | | 1000 | | | | |
| Ranking by Score | | | | | | |