



Scope of Services

Project Management Services for Alabama Port Authority, Montgomery Intermodal Terminal

Project Description - Alabama Port Authority Intermodal Terminal, Montgomery, AL

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.

The preliminary site plan dated October 10, 2022 is attached for reference only. The scope of construction and extent of buildout is subject to funding constraints.

Construction Format: The Alabama Port Authority intends to utilize the design-bid-build method of delivery for the design and construction of the facilities. The goal of this RFQ/RFP is to hire a full-time project management firm to represent the owner in oversight of all aspects of the project.

Progress to Date: In December 2021, the owner engaged EMH&T to prepare a 30% design for the proposed Intermodal facility including geotechnical investigation and a detailed topographic survey. At the same time, the owner engaged GMC to complete an ALTA survey as a basis for the real estate purchase which the owner completed in July. The owner has secured project funding and continues to prepare and execute documents required by the funding agency (FRA). The owner has Engaged EMH&T to complete the facility design and provide support during the bidding and construction phases. The Owner has engaged David Volkert & Associates to prepare environmental studies and permit documents.

PM Selection Criteria: Project management will require experience with county engineers, state DOT, municipalities, utilities', engineering and geotechnical firms, environmental firms, and relevant site development experience on large construction projects with extensive track work. The selected Project Manager will need to demonstrate through the RFP process their years of experience on relevant construction projects to produce sound and realistic management decisions regarding planning, stakeholder coordination, specialty equipment acquisition,



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construction site activity and overall project coordination and delivery. In person interviews are scheduled for the week of December 5th, 2022, in the Killian Room at the International Trade Center, 250 N Water Street, Mobile, Alabama.

Term of Services: 12 Calendar Months Base Term with two (2), twelve-month (12) month renewal options. Exercising of renewal options shall be at the sole discretion of the owner. Services will begin immediately after selection and execution of the Professional Services Agreement between ASPA and the selected firm.

Required Services: The selected firm shall employ competent professional staff capable of providing Construction Project Management Services for all phases of the design-bid-build project herein referred to as the Montgomery, Alabama Intermodal Terminal.

Project Management Services shall include, but may not be limited to, overall management of the design-bid-build (DBB) project; 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 construction contractor; safety oversight; shop drawing review and approvals; document control and management; and administrative support. Required services are further defined to include, but not be limited to:

- (1) The selected firm shall represent the owner during the remaining design and planning phase by Coordinating the activities of the facility Design team (EMH&T), Environmental Impact team (Volkert), our partners (CSX and Hyundai), the Owner and local jurisdictions. The Project Manager shall conduct and report out on meetings of the stakeholders throughout the term of service through project closeout.
- (2) CSX will have responsibility for the design of switches and signaling on CSX track. The selected firm shall facilitate the CSX design process.
- (3) The selected Project Manager shall serve as the Owner's on-site representative for this project and shall coordinate and conduct the Preconstruction Meetings and develop an outline of responsibilities.
- (4) In conjunction with Owner staff, Contractor's Superintendents and Safety Officer, review Contractor Safety Project. CSX



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safety procedures are required to be part of the safety plan to the extent that work is performed on CSX operating right-of-way. Oversee compliance of the Plan throughout the project and across all project teams. Onsite employees may be required to complete FRA Roadway Worker Training and obtain e-RAILSAFE certification.

- (5) Schedule and conduct weekly progress meetings with Contractor, Owner staff, and others as required.
- (6) Review of Shop Drawings submittals and Samples with respect to design specifications and CSX standards where appropriate. Administer processing and approval of shop drawings and samples.
- (7) Maintain at the Project site, on a current basis, records of all necessary contract documents, latest drawings and revisions, samples, purchases, materials, equipment, maintenance and operating manuals and instructions, and other construction related documents, including all revisions. Obtain data from the Contractor(s) and maintain a current set of record Drawings and Specifications. Construction contractor will be required to provide on-site construction management office.
- (8) Maintain a database of incoming and outgoing project correspondence, submittals, Requests For Information (RFIs), meeting minutes, Notices to Comply, safety documents, building inspection reports, testing reports and any and all project correspondence between owner, the PM, the Contractor and/or other third parties.
- (9) Observe, monitor, and inspect daily construction performed by the contractor and other forces on Owner facilities and affected CSX facilities. Provide daily input and immediate communication when necessary to the Owner's Project Manager. Manage the day-to-day planned construction activities with CSX Flagman and others as may be required. Manage testing services required by construction contract documents including, but not limited to, proof rolling, soils and aggregate compaction tests, concrete slump, and test cylinders, etc.
- (10) Manage the procurement and delivery of material. Monitor project material deliveries to ensure compliance with schedule. Ensure that all materials meet specifications and are timely on site and available when required.
- (11) Develop CPM schedule and provide regular monitoring of the



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Project Schedule as construction progresses. Identify potential variances between scheduled milestones and completion dates based on the Contractor's actual progress. Review schedule for work not started or incomplete and recommend schedule adjustments and recovery methods and action to Contractor to meet the projected completion date. Provide summary reports of each schedule update and coordinate schedule document changes with Contractor. Contractor to be responsible for schedule up-dates. Schedule monitoring must include impacts on the site-specific schedule.

- (12) Monitor the adequacy of the Contractor's resources (personnel, equipment and available materials and supplies) necessary to meet the project schedule. Recommend recovery methods and actions when the Contractor's resources are not sufficient to meet the project schedule.
- (13) Assist CSX team in resolving scheduling and resource conflicts
- (14) Maintain detailed Daily Work Journal reports, signed, and dated by Contractor's Superintendent or Project Manager.
- (15) Cost Control – Review contractor cost breakdowns and estimates for change order work.
- (16) Cash Flow – develop tentative monthly cash flow projections for Owner's resource planning.
- (17) Claims Management and Resolution – if necessary, participate in dispute resolution including claim evaluation, factual and technical investigation, and time and cost impact analysis. Provide litigation support and expert testimony, if required.
- (18) Budget Management – Develop project cost report and provide monthly updates of cost in comparison to budget report.
- (19) Extra Work – This is a Design-Bid-Build Contract. Any additional unforeseen work will need pre-approval, in writing, by the owner.
- (20) Review contractor's monthly payment request and provide timely recommendation for payment.

Staffing Requirements: The selected firm will provide competent professional staff meeting the stated minimum education, experience and skill set requirements for each position. The required time commitment to the project of each position is shown in parenthesis.



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(1) Construction Project Manager (Part time): BS in Construction Management or Civil Engineering is required. Minimum fifteen (15) years relevant design, planning and construction management experience with a strong preference given to intermodal projects. Recent experience managing design, bid, build projects with a minimum constructed value of \$10 million. The Project Manager will be responsible for the project from the date the selected firm is officially engaged until the date the project is officially accepted by the owner and closed out.

(1) On-Site Project Manager (Full Time): BS in Construction Management or Civil Engineering is preferred. Minimum ten (10) years relevant construction management experience with a strong preference given to intermodal projects. Design-bid-build experience required.

(1) Administrative Assistant / Document Control (As needed): Minimum five (5) years experience. AA/AS degree preferred. Must be proficient in Microsoft Office suite of programs – EXCEL; Word; Outlook; and PowerPoint. Experience as an administrative assistant in a construction environment strongly preferred.

(1) Schedule Manager (As needed): BS in Construction Management or Engineering preferred. Minimum five (5) years practical experience scheduling construction projects with at least one project being design/build. This individual will not be located onsite and can be located anywhere in the organization.

Quality Assurance Manager (As needed): BS in engineering preferred but strong practical experience may substitute in place of degree. Minimum 10 years experience performing QA /QC functions on construction project. Design-bid-build experience strongly preferred

Shop Drawing Reviewer(s) (As needed): Experienced staff capable, knowledgeable, and experienced at reviewing shop drawings submitted in any Construction Specification Institute (CSI) Standard Specification divisions. Experience in review of Division 10 - Specialty and Division 13 – Specialty Construction as they relate to an intermodal / railroad environment. This will require different individuals by discipline.

Additional Services: Owner reserves the right to review the resume/qualifications of any professional proposed to perform work on the project identified as additional services.



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Return RFP responses via mail (1 copy) and e-mail (pdf) by 4:00 pm central time, December 5th, 2022 to:

Pete Olivero, PE, PLS, Facilities Engineer
Alabama Port Authority
250 N. Water Street
Mobile, AL, 36602

Email: Pete.olivero@alports.com

Sealed Financial Proposals

In a separate sealed envelope labeled:

“Montgomery ICTF Financial Proposal from respondent firm name”

provide a schedule of hourly rates for each of the required staff together with any additional staff that may be utilized from time to time. Provide travel expense guidelines and home office location of staff that will be employed on this project.

The owner will return unopened financial proposals from non-selected firms. Owner and selected firm will negotiate precise financial terms prior to contract execution. If Owner and selected firm cannot agree to financial terms, owner may at its sole discretion, begin negotiation with next highest rated respondent.