

REQUEST FOR PRE-QUALIFICATION PROPOSALS



PORT OF MOBILE
ALABAMA PORT AUTHORITY

RFQ #: ASPA-TS-2025-04

**International Trade Center
Fourth Floor Renovation, Phase II
Mobile, Alabama**



Alabama Port Authority
Request for Pre-qualification Proposals

Project: International Trade Center Fourth Floor Renovation Ph II
Location: 250 North Water Street Mobile, AL 36602

PRE-QUALIFICATION INFORMATION FOR GENERAL CONTRACTORS

Please provide all information requested below. Failure to provide all information requested, and failure to provide full disclosure will be cause for rejection by the Owner of any pre-qualification submittal. Attach additional pages as necessary. There are no page limitations for the proposal. However, including general marketing type information is strongly discouraged.

Only General Contractors who have been approved to bid pursuant to the pre-qualification procedures and criteria established by the Owner will be eligible to bid the project. General Contractor's submittal must demonstrate successful completion of projects of similar size, type, and complexity.

The Owner may, at the Owner's discretion, add additional General Contractors after the due date set forth below.

Submittal Deadline:

Proposals shall be submitted electronically in PDF document format to pete.olivero@alports.com and abby@wavarchitects.com no later than 4:00 p.m. Central Time August 1, 2025.

Two (2) hardcopies with original signatures shall be delivered no later than 4:00 p.m. on August 6, 2025 to:

Pete Olivero
Alabama State Port Authority
250 North Water Street
Mobile, AL 36602

Contractors submitting pre-qualification proposals will be notified regarding their pre-qualification status on or around August 15, 2025.

The target date for bid documents to be provided to pre-qualified contractors is September 15, 2025.



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PROJECT BACKGROUND:

The Alabama Port Authority's primary administrative offices are located in the International Trade Center (ITC) at 250 North Water Street, Mobile, Alabama. The fourth floor of the ITC was formerly a mixed use office, meeting and restaurant space. Beginning in 2021 renovation work commenced. Work completed includes replacement of the HVAC system, demolition of most interior improvements, and installation of impact resistant store front windows. In 2024, the first Phase of construction included floor leveling, new restrooms, and interior walls along the perimeter.

PROJECT DESCRIPTION:

Phase II of the construction is intended to complete the renovation providing office and meeting space for ASPA's executive staff. Work included in this project includes, but is not limited to, the following.

- Limited demolition
- Electrical, mechanical, and plumbing installation
- Construction of walls, ceilings, floors and finishes

Contractor qualifications submittal must demonstrate that the contractor has successfully completed projects in executive office spaces suitable for hosting foreign guests and political leaders. Construction will take place adjacent to on-going ASPA operations on the lower floors of the ITC.

The project floor plan will be provided upon request to Licensed General Contractors to aid in preparing their pre-qualification submittal. **THIS FLOOR PLAN IS SUBJECT TO CHANGE. IT IS PROVIDED FOR INFORMATION ONLY.** Please contact Pete Olivero by email at pete.olivero@alports.com to request the floor plan. The Owner will not accept, nor respond to, detailed technical questions regarding the proposed design.



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PRE-QUALIFICATION QUESTIONNAIRE FORM FOR GENERAL CONTRACTORS

Company Name: _____

Alabama G.C. License #: _____
(Although an Alabama G.C. License is not required to submit pre-qualification, it may not be practical to complete the GC licensing procedure in the time available before anticipated bid submittal)

Address of organization's principal place of business: _____

Business Phone: _____

Contact Name and title: _____

Contact's direct phone: _____

Contact's e-mail: _____

Largest Value Similar Project: _____

Current Aggregate Value under Construction: _____

Five Year Average: _____

Surety Company: _____

1. Has your organization ever received a letter as a formal "Notice to Cure" letter (or equivalent) on any unfinished work and/or defective work or defaulted on a contract with any State, County, or City Governmental Agencies?

Circle one: YES / NO
(If yes, provide description of the notice and outcome)

2. Is your organization currently involved in, or previously been, involved in a claim that has resulted in a bond claim, mediation, arbitration, or litigation on any projects with any State, County, or City Governmental Agencies?

Circle one: YES / NO
(If yes, provide description of the claim and outcome)



3. As General Contractor, has your organization completed projects of similar type, size, scope and complexity for projects in excess of \$2,000,000?

4. Provide project descriptions for three to five projects of similar type, size, scope and complexity, including commercial office construction or renovation which you, as General Contractor, have completed over the past five years. The project descriptions should include, at a minimum, the following information.

- (attach extra sheets if necessary)**

[illegible]



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5. Does your organization have the ability to provide 100% Performance and Payment Bonds for projects of \$3,000,000 contract amount?

Circle one: YES / NO

(Provide a bondability letter from surety)

6. Confirmation that the indemnification and insurance requirements of the ALABAMA PORT AUTHORITY stated herein can and will be furnished and a letter of confirmation from your company's underwriter, broker, and/or agent indicating the required insurance is either in place or obtainable by the company submitting this pre-qualification proposal:

Circle one: YES / NO

Contract award, if any, for this project will be subject to the following INDEMNIFICATION AND INSURANCE REQUIREMENTS

INDEMNIFICATION

The Contractor shall assume all liability for and shall indemnify and save harmless the State of Alabama, the Alabama State Port Authority and its officers and employees, and Engineer 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.

CONTRACTOR COVERAGE

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 the Owner, nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar applicable insurance required of the subcontractor has been obtained and approved. If the subcontractor does not take out insurance in his own name, then the principal Contractor shall provide such insurance protection for subcontractor and his employees by endorsement to the Contractor's policies or by taking out separate policies in the name of the subcontractor.

COMMERCIAL GENERAL LIABILITY

The Contractor shall take out and maintain during the life of the Contract Commercial General Liability insurance, including Blanket Contractual and Completed Operations coverage, in an amount not less than \$3,000,000 for any one occurrence for bodily injury, including death, and property damage liability. Policy shall include endorsement identifying the Owner and Engineer as Primary and Non-contributory Additional Insureds as respects the Contractor's work for the Owner, to the extent required by written Contract, including a waiver of all rights of subrogation.



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BUSINESS AUTOMOBILE LIABILITY

The Contractor shall take out and maintain during the life of the Contract Business Automobile Liability insurance covering owned, non-owned and hired vehicles in an amount not less than \$1,000,000 for any one occurrence for bodily injury, including death, and property damage liability. The Owner and Engineer shall be identified as Additional Insureds, to the extent required by written Contract.

WORKERS COMPENSATION – AL WC/EL

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 Harbor Workers Act (USL&H), Jones Act, and Railroad Federal Employers Liability Act (FELA).

PROOF OF CARRIAGE OF INSURANCE

The Contractor shall furnish to the Owner, in triplicate, Certificates of Insurance, signed by the licensed agent, evidencing the required coverage, along with letter of transmittal giving date of delivery. A copy of this letter shall also be delivered to the Engineer. The Owner reserves the right to require certified copies of any and all policies.

All coverage and bonds shall be provided by companies acceptable to the Owner. 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 the Owner and insured.

7. Provide resumes of key personnel anticipated to be involved in this project. Include the following key personnel at a minimum.

- 1. Principal-In-Charge / Project Executive**
- 2. Project Manager**
- 3. General Superintendent***
- 4. Quality Control Manager**
- 5. Safety Manager**

An asterisk indicates a full-time on-site position. Failure to provide the resumes requested, changing of listed key personnel prior to bid, or after contract award without the approval of the Owner may be cause for disqualification at the sole discretion of the Owner.

Has your proposed Project Manager and Project Superintendent been with your organization at least 3 years?

Project Manager: YES / NO
Project Superintendent: YES / NO



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8. Provide a brief description of your company's safety and quality programs. Proposal may include copies of sample project plans in lieu of descriptions.

9. Provide your company's OSHA accident frequency rates and Experience Modification Rate for the last three years.

Note that following this Pre-qualification process, a Mandatory Pre-Bid Conference will be held at the project location. Attendance by Pre-qualified Contractors will be required. Bids from Pre-qualified Contractors not attending the Pre-Bid Conference will be rejected.

The Contract award, if made, is anticipated to be made to the lowest cost responsive Bidder.

The undersigned certifies under oath that the information provided in this Contractor's Pre-Qualification Statement is true and sufficiently complete so as not to be misleading.

Signature (Officer of the Submitting Firm)

Printed Name and Title

Date