

# **REQUEST FOR PROPOSAL**

## **Construction Management – National Gateway Initiative**

### **CSX Transportation**

**July, 2010**

#### **I INTRODUCTION AND PURPOSE**

CSX Transportation (CSX) is seeking proposals including statements of qualifications, for construction management services for the duration of the National Gateway Initiative (NGI), a federal and state funded project.

The firm selected will provide plan review, inspection, quality assurance and contract administration under the overall supervision of CSX's Project Manager.

#### **II Project Description**

The National Gateway Initiative will provide for double-stack intermodal service and necessitates clearance work on obstructions in Ohio, Pennsylvania, Maryland, West Virginia, Virginia, North Carolina, and Washington, D.C. This request seeks proposals for the work along the CSX route between Greenwich, OH and Chambersburg, PA (Phase1)

There are a total of 40 obstructions in the first phase (Phase 1) of the NGI. These include modifications to two (2) through truss bridges, track lowering at seven (7) overhead bridges, replacement, removal or raising of twenty (20) overhead bridges, modifications to ten (10) mountain tunnels, and the reconstruction of the J&L Tunnel. In addition, there are three (3) new interlockings that must be built to provide flexibility for train operations while the construction is occurring.

The mountain tunnels range in length from 307 to 4,475 lf, with a total length of 15,595 lf. One of the tunnels was constructed for single track; the other nine were constructed with a width for two tracks. However, three of the double width tunnels presently have a single track. All ten are either concrete or masonry lined.

Overall ten (10) mountain tunnels have vertical clearance deficiencies. Two of those tunnels have relatively minor deficiencies with less than a 6" encroachment and will be notched. Three of the tunnels are to be open cut. The liners of the remaining tunnels will be modified to achieve 21' clearance.

NOTE: There are seven (7) projects in the State of Ohio that are being funded by Ohio ARRA Funding. They are Mud Lake Road, Park Street, Kent Interlocking, Knapp Road, Rock Springs Road, Ravenna Interlocking and 5<sup>th</sup> Street. The day to day management of these projects has been assigned to a local construction inspection consultant. These projects however will be assigned by CSX to the Construction Manager selected for NGI oversight and coordination.

Funding for Phase 1 of the National Gateway Initiative has been approved. Phase 1 is the segment Between Greenwich, OH and Chambersburg, PA. The total cost of Phase 1 is \$ 183m. The breakdown as follows: TIGER ( OH ) - \$ 30 M, TIGER ( PA ) - \$ 35 M, TIGER ( W.VA ) - \$ 33 M, ARRA ( OH ) – \$ 20 M, OH Dev. - \$ 10 M, PA TAP - \$ 35 M, CSX ( if req'd ) - \$ 20 M, Total - \$ 183 M.

Funding for Phase 2 and 3 of the National Gateway is still being secured.

The Environmental review is being conducted by the Federal Railroad Administration and assisted by the Eastern Federal Lands Highway Division, the Federal project managing agency.

Appendix A provides a list of the structures, their general characteristics, and type work proposed, and the current project schedule. Appendix B is a Map that shows the all of the clearance locations.

### **III SCOPE OF SERVICES**

It is imperative that the selected Construction Manager has construction management experience. It is expected that the selected Construction Manager firm will need to provide additional personal (Resident Engineers, Task Leaders, etc) in addition to the Construction Manager during the project's duration.

The selected Construction Management Firm will provide complete construction management services including: construction management, railroad coordination, budget controls, scheduling, administration, construction engineering and inspection, quality assurance, drawing submittal review and approval coordination, project records and federal close-out documents for the project.

The Construction Management Firm shall provide technical and administrative services and coordination oversight for all activities taken by outside entities in connection with the project. The Construction Manager shall maintain a close liaison with the CSX Project Manager.

Throughout the duration of the project, the Construction Manager shall perform the following services to include, but not limited to, the following:

A. Pre-construction Phase

- Conduct a peer review of construction documents (plans and specs) and comment on constructability
- Provide bidding cycle services (including scoping meetings if needed)
- Complete review of bids and recommendation for low bidder
- Process construction agreement for signature with the railroad
- Complete review of the submitted schedule of work
- Review and coordinate analysis of Contractor's submittals with the design team
- Conduct pre-construction conference
- Review and comment on the Contractor's schedule

B. Construction Phase

- Provide all necessary project administration including:
  - Perform site inspections
  - Provide inspectors for day-to-day on –the-job observation/inspection of work. The inspectors shall make reasonable efforts to guard against defects and deficiencies in the work of the Contractor and to ensure that provisions of the contract documents are being fulfilled:
  - Prepare daily inspection reports documenting observed construction activities.
  - Take and maintain digital photographs providing documentation of construction activities; bind and label them.
  - Review the Contractor record drawing markups prior to the "As Builts" being approved.
  - Assist in monthly progress payment recommendations by making measurements of bid items.
- Conduct weekly project meetings and prepare minutes:
  - Prepare minutes and distribute to designated parties.
- Monitor project budget, purchases and payment.
- Review the updated construction schedules and maintain records.

- Establish and process job control documents including:
  - daily inspection diaries.
  - weekly progress reports
  - monthly construction payments
  - requests for information
  - material certifications
  - material submittals
  - weekly statements of working days, including a detailed record of track time
  - construction change orders
  - review of certified payroll records
  - ARRA and other Federal and / or State documentation
- Review of schedule updates:
  - Compare work progress with planned schedule and notify the Construction Contractor of project slippage. Review the Contractor's plan to get back on schedule.
  - Analyze the schedule to determine the impact of weather and change orders.
  - Obtain monthly updates from the Construction Contractor of construction schedule incorporating actual progress, weather delays and change order impacts.
  - Negotiate time extensions due to change orders or other delays
- Assist CSX in negotiation of change orders:
  - Perform quantity and cost analysis as required for negotiation of change orders.
  - Analyze additional compensation claims that are submitted during the construction period and prepare responses.
  - Perform claims administration including coordinating and monitoring claims responses, logging claims and tracking claim status.
- Review, comment and facilitate responses to requests for information:
  - Prepare responses to RFI related construction issues.
  - Transmit design-related RFIs to design engineer and copy the CSX Project Manager.
  - Conduct meetings with the Construction Contractor and other parties as needed to discuss and resolve RFIs.
- Evaluate cost reduction incentive proposals and provide recommendations to the CSX Project Manager for acceptance or denial.
- Monitor and enforce Construction Contractor's compliance with SWPPP.
- Identify actual and potential problems associated with the construction project and consult with the CSX Project Manager and the design engineer.
- Maintain an awareness of safety and health requirements and enforce applicable regulations and contract provisions for the protection of the public and project personnel.
- Facilitate any necessary utility coordination with CSX C&S Department, the applicable utility and the Construction Contractor.
- Prepare a monthly progress report for the CSX Project Manager describing key issues, cost status, and schedule status.

- Prepare monthly progress payment requests; negotiate differences over amount with the Construction Contractor and process payments through the CSX Project Manager.
- CSX is currently developing a Project Controls System to assist in managing construction projects. The selected construction management firm will need to incorporate this new Project Control System on all NGI Projects when it is put into effect.

#### C. Quality Assurance.

The Construction Manager shall enforce the quality assurance plan, in conformance with the plans and specifications.

- Schedule and perform quality assurance materials testing to verify compliance of the work with the contract documents.
  - Source Inspections
  - Materials Acceptance
- Review test reports submitted by others to substantiate contract compliance.
- Ensure that Certificates of Compliance or source release tags are furnished by the Construction Contractor along with the applicable delivered materials at the project site.

#### D. Federal Contract Management Requirements

- Maintain construction documents per federal and / or state requirements.
- Enforcement of Labor Compliance requirements, including completion of federal Labor Compliance Pre-job checklist.
- Enforcement of Quality Assurance requirements.

#### E. Post-Construction Phase

- Prepare initial punch list and consolidate comments into final punch list.
- Finalize the bid items, claims, change orders, punch list items and correct shop drawings.
- Oversee completion of record drawing.
- Preparation of federal final report including all necessary attachments.
- Preparation of Report of Expenditures Checklist include all necessary attachments.
- Transmit all project files and record drawing to CSX for archiving.

## F. Project Headquarters

Construction Manager shall maintain a suitable headquarters in the project area for the duration of the project, and provide separate construction site trailers only as they deem necessary. The construction contractor will be required to provide a construction trailer for their use as well as weekly construction meetings, which shall include desks, layout table, phone, computers, fax machine, reproduction machine, and file cabinets. Construction Manager shall provide all necessary safety equipment required for their personnel to perform the work efficiently and safely. Construction Manager personnel shall be provided with radio or cellular-equipped vehicles, digital camera, and personal protective equipment suitable for the location and nature of work involved, and in accordance with FRA Roadway Worker and Bridge Worker requirements.

## IV CONTRACTUAL STRUCTURE

The successful vendor will be awarded a contract. Proposals should include a list of all job classifications that will perform work on the project with an estimate of time for each job classification, based on the project schedule.

A sample contract is provided as Appendix C.

Also included are:

“Special Terms and Conditions For Projects Funded in Whole or in Part by The American Recovery and Reinvestment Act of 2009”

CSX “Travel and Business Expense” requirements

CSX – ARRA Form entry instructions

## V INFORMATION AVAILABLE

**CSX** will make the project preliminary engineering report, and the individual preliminary engineering report for each tunnel listed in Appendix A available through a password protected link on its website. The design team consists of AECOM, Jacobs Associates, and AMEC. The design contract includes a provision for design activities related to construction.

## **VI PROPOSAL REQUIREMENTS – TECHNICAL PROPOSAL**

### **A. Corporate Qualifications**

The proposal should include a comprehensive statement of firm qualifications. These should focus on the extent to which the Construction Management firm has experience working on tunnel construction or enlargement projects on Class I railroad properties. If multiple firms are proposed, information for all firms should be submitted. Personnel entering railway property must have FRA Roadway Worker training and must have identification badges from e-Railsafe program at e-Verifile.com.

### **B. Key Personnel**

The Proposal should include a brief section describing the backgrounds of all key personnel, as well as the role these individuals will play in the proposed project. Complete resumes are to be provided in an appendix of the proposal.

## **VII PROPOSAL REQUIREMENTS – COST PROPOSAL**

The Construction Management Firm should submit cost estimates, in a separate sealed envelope with the Technical proposal. The cost estimates furnished should detail all personnel costs, material costs, equipment costs, overhead costs, and the costs of any necessary subcontracts. The cost listed above should also be broken down by each of the 43 clearance improvements. This cost estimate will not be used as part of the selection criteria. This cost estimate will be used as the initial proposal from which the final contract will be negotiated.

## **VIII SUBMISSION INFORMATION**

### **A. Point of Contact**

Technical questions should be directed to:

Michael Hoey

Project Manager – National Gateway Initiative

CSX Transportation

2000 West Cabot Blvd., Suite 130

Langhorne, Pa 19047

Michael\_ Hoey @csx.com

215-891-5520

Questions regarding the submission process, as well as proposal submissions should be directed to:

Lisa Benz

Manager Procurement

CSX Transportation

500 Water Street

9<sup>th</sup> Floor – J 430

Jacksonville, Fl 32202

Lisa\_Benz@csx.com

904-359-4829



### C. Proposal Format

Proposals should be no more than 25 pages total. Construction Management Firm should include 10 paper copies of all materials and one electronic copy of the Proposal on August 27, 2010 by 3PM local time to:

CSX Transportation  
500 Water Street J430  
Jacksonville, FL 32202  
Attn: Lisa Benz

The electronic form must also accompany all information, via either email, CD ROM or Flash Drive. Microsoft Word format is preferred. CSXT maintains an e-mail restriction size to not more than **2MB**. CSXT does not allow transmitted e-mail attachments such as .BAT, .CMD, .COM, .EXE, .LNK, .MDA, .PIF, SHS, .URL, .VBS.

### **IX PRE-BID CONFERENCE**

A pre-bid conference is scheduled for 9:00 AM, Tuesday, August 10, 2010 at the Crowne Plaza located at 1160 Thorn Run Road, Coraopolis, PA, telephone (412) 262-2400. Attendance at this pre-bid conference is mandatory. Only proposals from Construction Management Firms who are represented at the pre-bid meeting will be considered. Each organization attending is limited to two (2) people at the Pre-Bid Conference.

### **X SELECTION CRITERIA**

The successful proposal will be decided based on the following criteria (importance is not indicated by order).

- Firm Qualifications, with focus on experience gained in successful completion of similar clearance improvements performed under traffic on a Class 1 railroad – 30 points
- Qualifications of Key Personnel, specialized experience and technical competence in the type of work required, including where appropriate, experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials – 25 points
- Adequacy of Resources to perform the work – 20 points
- Past performance on contracts with government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. – 15 points
- Location in the general geographic area - 10 points