

# West Virginia Department of Transportation, Division of Highways

## REQUEST FOR QUALIFICATIONS

A Design-Build Project

Prichard Intermodal Facility and Access Road

Wayne County, West Virginia

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### **PURPOSE OF REQUEST**

The purpose of this Request for Qualifications (RFQ) is to solicit letters of interest and qualifications from firms interested in providing roadway, bridge and intermodal facility design services and construction services necessary for the construction of an Intermodal Port Facility located just west of US 52 and 13 miles south of I-64. The future bridge, access roads and intermodal facility in the unincorporated community of Prichard in Wayne County is bordered by the Big Sandy River to the west and Norfolk Southern Railway Company (NSRC) to the east. The proposed access road and single span bridge are to cross the railroad and connect to CR 252/14 (Old US 52). The West Virginia Department of Transportation, Division of Highways, hereinafter referred to as "DOH", will be utilizing the Design-Build method of contracting for this project. The Division of Highways will serve as "contracting agency" for the West Virginia Public Port Authority, "WVPPA". This Prichard Intermodal Facility is hereinafter referred to as the "Project". The term "Proposer" as used herein includes a firm or firms, consortia, partnerships, joint ventures and others.

The DOH will use a two-step process to select a Proposer with which to execute a contract for this Project. This RFQ represents the first step in the process. After evaluations and scoring of responses to the RFQ, the DOH will invite the three highest scoring Proposers and up to three more Proposers within five points of the lowest scored Proposer of the three highest scores to respond to the Request for Proposals (RFP). In the event less than three proposals are received, the DOH may utilize a smaller number of proposals.

The second step in the process will be to receive a technical proposal and cost proposal from each of the selected Proposers. After review of all technical proposals received, cost proposals will be opened. The DOH will then award the Project to the low cost Proposer who is deemed responsive to the RFP.

It is not the intention of the DOH to receive project specific design or engineering recommendations as part of this RFQ. Proposers should limit their submittals to the information required by this RFQ and other information regarding qualifications and experience.

### **OVERVIEW**

All work is intended to be performed on property acquired, or to be acquired by the WVPPA. Additionally, work will be performed on existing DOH right of way and on NSRC property by agreement.

Project services shall include but are not limited by the following:

- Design Services – production of construction plans
- Construction Services – necessary to build and ensure high quality workmanship of the designed facility.

Currently, the Project has been developed as an Environmental Assessment and the FONSI was signed by FHWA 1/5/12. The selected Proposer will also handle all utility relocations required for the construction of the Project.

(See attached Prichard Intermodal facility Site Plan)

<http://www.bidx.com/index.html>

## **I. SCOPE**

The Scope of Work for this Project will include design, construction and construction engineering and management. The design work will include any additional surveys, geotechnical work, hydraulic analysis and design. All design elements shall meet all current DOH design policies and procedures. These procedures include but are not limited to our Design Directives, Drainage Manual, Bridge Design Manual, Erosion and Sediment Control Manual, Traffic Engineering Directives, and Standard Details Volumes 1 and 2. These documents are available at the DOH website:

<http://www.transportation.wv.gov/highways/engineering/Pages/publications.aspx>

Additionally, all design shall meet all current appropriate AASHTO Policy on Geometric Design of Highways and Streets (latest edition), AASHTO Standard Specifications for the Design of Highway Bridges (latest edition), Seismic Design Specifications for Highway Bridges (latest edition), and AASHTO LRFD Bridge Design Specifications (latest edition).

Construction will include but not be limited to all necessary roadway and bridge work and intermodal facility work, drainage, erosion and sediment control work items, foundation work, substructure work, superstructure work, and traffic control. Construction engineering and management, including quality control (QC), will be the responsibility of the contractor. The DOH will perform quality assurance (QA) verification sampling and testing. The DOH will have a Project Engineer/Supervisor onsite with staff as needed. The DOH will utilize the DOH 2012 Construction Manual as a guide in administering the Project. Construction will comply with the DOH Standard Specifications for Roads and Bridges, adopted 2010, 2012 Supplemental Specifications, and any special provisions. These documents as well as the DOH 2002 Construction Manual are also available at the DOH website mentioned in the previous paragraph.

It is imperative that the Design-Build Team has railway engineering experience. A registered professional engineer with experience with projects involving railway operations is essential. Items of work related to Prichard Intermodal Facility to be constructed in accordance with NSRC Standard Specifications for Materials and Construction as well as any site specific

special provisions. These documents are made available on the bidx website: Regarding Protection of Railroad Operations. The design-build team shall arrange and conducted the work in such a manner that there will be no interference with the operation of NSRC intermodal or rail facilities. Any damage done to the NSRC property including signals, telephone and telegraphic services, poles, wires, and other facilities of tenants on NSRC right-of-way will be the responsibilities of the design-build team. All work affecting the above items shall be subject to the approval of the NSRC Engineer. The design-build team's operations adjacent to, over, or under tracks, facilities, right-of-way, and property shall be governed by the NSRC rules and regulations, FRA Railroad Protection Rules and by such other requirements as specified by NSRC Engineer so as to insure the safe operation of trains, prevent delay to trains, and insure the safety of all concerned. Equipment used by the design-build team shall be in first class condition to preclude any failure that would cause interference and the operation of tracks or facilities without obtaining authorization from NSRC.

In intermodal facilities, yards, or terminals, the design-build team shall notify and coordinate all activities with the yardmaster and/or terminal manager.

Areas of work require for this Project will include but are not limited to the following items:

- Survey/Mapping
- Drainage Design
- Geotechnical Design
- Final Roadway Plan Preparation
- \*Intermodal Facility Plan Development and Construction
- Preliminary and Final Bridge Design
- Construction
- Project Management
- Construction Management
- QC including inspections and testing

\*Intermodal Facility Plan Development and Construction. Major components include:

1. One pad track providing clear length of 2,400 feet
2. One storage track with clear length of 2,400 feet
3. Construction of 191 trailer parking spaces, each 53 feet by 12 feet for the intermodal facility using roller compacted concrete.
4. Construction of a Maintenance Area which will consist of the following:
  - a. Maintenance Office Trailer
  - b. 100 feet by 55 feet Concrete Maintenance Pad
  - c. Concrete Pad for Fueling Hostler Trucks

- d. Installation of an oil/water separator to treat storm water runoff from the concrete maintenance pad
  - e. Three 40 feet containers with power
  - f. Yard Water Hydrant at Maintenance Pad
  - g. Air for Power Tools at Maintenance Pad. Air system capable of producing 165 PSI pressure for inflation of packer and cranes
  - h. Electrical receptacles at Maintenance Pad for Power Tool
  - i. Electrical receptacles for heaters in cranes
  - j. 3,000 Gallon Tank
  - k. 500 Gallon Tank
  - l. Five-300 Gallon Tanks
  - m. Six hostler parking spaces with electrical receptacles for heaters
  - n. Employee Parking Consisting of 14 spaces
5. Provide track air to both ends of pad tracks and storage track being constructed for this project.
  6. Proposed building for this facility will consist of a 40 feet by 28 feet modular Intermodal Maintenance Building.
  7. Provide fire protection as required by local and state regulations.
  8. Lighting
  9. Fencing
  10. Landscaping
  11. Security Camera System
  12. Drainage System

Anticipated major work required to design this facility includes but is not limited to:

- Drainage Design & Permitting
- Develop Plans for Soil & Erosion Control
- Grading Design
- Pavement Design
  - Pavement design between pad track and trailer parking will be designed to handle to loading of a Reach Stacker (see bidx.com)
- Track Layout
  - Lighting/Electrical
  - Providing utilities to the site including verification and relocation as required.
- Air Systems
- Architectural Work

## **II. SUBMITTAL FORMAT**

The RFQ response shall contain no more than twenty-five (25) double-spaced pages typed on one side only, excluding appendices. Responses should address Sections III through VI in the same order as listed below. The Proposer may wish to include additional information.

### III. MANAGEMENT EXPERIENCE AND APPROACH

Provide the qualifications and experience of firm or firm's personnel on the Proposer's team as follows:

1. Identify the lead organization and primary members of the team. Name the entity with whom DOH will be contacting, and identify if this will be a partnership, corporation, joint venture, etc.
2. Provide an organizational chart of *each* member of the Proposer's team. Describe the role and responsibilities of each team member, including the major subcontractors and consultants. Identify all team members that are Disadvantaged Business Enterprise (DBE) firms. ***After initial submittal, changes to team members, including subcontractors and consultants, cannot be implemented with DOH approval.***
3. The team must include at a minimum the following in order for the response to this RFQ to be deemed acceptable:
  - a. Project Manager – The Project Manager shall be the primary person in charge of and responsible for delivery of the Project in accordance with the contract requirements. The project manager must be present onsite as the Project progresses, have full authority to make the final decisions on behalf of the Proposer and have responsibility for communicating these decisions directly to the DOH. The individual assigned to this position must be dedicated to the duties of the Project Manager, and no additional assignments can be placed on this person. The Project manager shall also have experience constructing railway projects. This person shall work with the Railway Design Engineer and representatives of Norfolk Southern railway to insure delivery of all facets of the Prichard Intermodal facility portion of the project in accordance with the contract documents.
  - b. Lead Design Engineer – The Lead Design Engineer shall be in charge of and responsible for all aspects of the design of the Project (road, bridge, railway, hydrology and geotechnical).
  - c. Construction Manager – The Construction Manager shall be responsible for coordination between the design and construction teams and resolution of problems arising between the design and construction during the Project, subject to oversight by the Project Manager.
  - d. Environmental Manager – The Environmental Manager shall be responsible for adherence to all environmental requirements and commitments, including erosion control inspections as required by NPDES and other environmental rules and regulations.
  - e. Quality Control Manager – The Quality Control Manager shall be responsible for ensuring that all workmanship, materials, inspections, and testing are in compliance with the contract requirements. The Quality Control Manager shall not report directly to the Project Manager or to other personnel on the Project, but shall report to a responsible officer of the entity with DOH. Quality control shall

- be the sole responsibility of this person, and no additional assignments can be placed on this person.
- f. Safety Manager – The Safety Manager shall be responsible for compliance with all applicable safety regulations. Project-wide safety shall be the sole responsibility of this person, and no additional assignments can be placed on this person. The Safety Manager shall be responsible for following eRailSafe procedures for its employees, subcontractors, or other agents working on NSRC property. For more information, see [www.eRailSafe.com](http://www.eRailSafe.com).
  - g. Railway Design Engineer – The Railway Design Engineer shall be responsible for the design and plan development of the Intermodal Facility Work as described in the scope of the RFP.
- 4. Describe the approach to accomplish the various items of work required by the Project as identified in the Scope.
  - 5. Identify any firms on the team who have previously worked together on similar projects.
  - 6. Identify the Project Manager and the firm by which he/she is employed. Give a clear definition of the role and responsibility of the Project Manager relative to the member firms. List the Project Manager’s experience leading this type and magnitude of project.
  - 7. Indicate the team’s ability to comply with DBE participation requirements.
  - 8. Demonstrate the team’s ability to commit necessary resources successfully to complete the Project.
  - 9. Provide a financial statement for each major firm on the Proposer’s team and any major partners. Provide information on the Proposer’s insurance and bonding capacity.

#### **IV. EXPERIENCE OF KEY INDIVIDUALS**

Provide information demonstrating key individuals possess the required minimum qualifications listed below:

- 1. All team members shall hold or obtain licenses required for performing work on the Project under state and local laws.
- 2. Any design reports or plans shall be signed and sealed by a Registered Professional Engineer registered in the State of West Virginia.
- 3. The Proposer’s design team shall meet the following minimum qualifications:
  - a. The design team shall have personnel with experience and expertise in all phases of roadway design, bridge structure design, and maintenance of traffic.
  - b. The lead design engineer shall have a minimum of five (5) years experience and expertise in the design of roads and bridges, utilizing DOH design polices, as well as a minimum of five (5) years experience and expertise in the design of projects of similar scope and magnitude.
  - c. The lead bridge design engineer shall have a minimum of five (5) years experience and expertise in the design of bridges utilizing DOH design policies.

- The lead hydraulic engineer shall have a minimum of five (5) years experience and expertise in hydraulic analysis/engineering and bridge scour.
- d. The design team shall have personnel with experience and expertise in roadway design and design of bridge structures as will be required for this Project.
  - e. The design team shall have personnel with experience and expertise in railway design as will be required for this project.
  - f. The design team shall have the necessary equipment and personnel to provide the designs and plans in a timely manner.
4. The Proposer shall provide for a geotechnical engineer to conduct a geotechnical investigation and provide specific recommendations for the design and construction of the foundations, fill slope design and analysis, cut slope design and analysis, and design of earth retainage structures. The geotechnical staff shall contain at least one Registered Professional Engineer with a minimum of five (5) years experience in the design of bridge foundations.
  5. The Proposer's Project Manager must have at least five (5) years experience managing projects of similar scope and magnitude. Describe the Project Manager's experience leading this type and magnitude of project. Provide a list of the projects that the Project Manager has managed in the past. For each project listed, provide:
    - a. A brief description of each project managed, including the year(s) of construction and size and type of project, including any unusual features.
    - b. Name of Owner the work was performed for and the name and phone numbers of owner's representatives who can verify and discuss the Project Manager's participation in the project.
  6. Provide information that the Proposer's construction team meets the following minimum qualifications:
    - a. The Proposer shall be prequalified as a contractor (Classification A) by the DOH prior to the date the RFQ is to be submitted.
    - b. Each construction manager shall have a minimum of five (5) years experience in the management of projects of similar scope and magnitude.
    - c. Each construction superintendent shall have a minimum of five (5) years experience in supervising projects of similar scope and magnitude.
    - d. The project surveyor of the construction team shall be a Registered Land Surveyor (PLS) in the State of West Virginia, shall have a minimum of five (5) years experience and demonstrate experience in roadway and bridge construction work.
  7. The Proposer's QC team shall meet the following minimum qualifications:
    - a. The QC team shall have a DOH approved lab for testing purposes.
    - b. The inspection personnel must obtain appropriate certification as required by the DOH for each specific test to be performed. All project construction inspectors shall have certifications from Bridgemont Community and Technical College. All certifications must be reviewed and approved by the DOH.
    - c. The QC manager shall have a minimum of five (5) years experience on railway construction of similar scope and magnitude.

- d. The QC team shall have a minimum of (5) years experience on railway construction of similar scope and magnitude.
8. Submittal of Qualifications
- a. Provide information sufficient to show the minimum qualifications stated in items above
  - b. Provide a list of all project experience in the past (5) years, including the year of construction.
  - c. Provide name of owner for whom the work was performed.
  - d. Provide names and phone numbers of owner's representatives who can verify and discuss the firm's participation in these projects.
  - e. Provide a brief description of each project.
  - f. Provide resumes of key individuals that are considered critical to the success of this Project, including team members discussed above. This information may be included in the appendices and will not be counted against the 25-page maximum requirement.
  - g. Provide a list of all projects managed, including the year(s) of construction.
  - h. Provide a brief description of each project size and type, including any unusual features.
  - i. Provide name of owner the work was performed for and the name and phone numbers of owner's representatives who can verify and discuss the construction project manager's participation in these projects.

**Key individual and team members are to remain for the duration of the project and changes cannot be made without DOH approval.**

**V. PAST PERFORMANCE**

1. For each firm included in the Proposer's team, provide information demonstrating the firm's qualifications for performing work included in this Proposal. The information is to include a list of project experience in the past (5) years, including year(s) of construction.
2. For each project listed, provide:
  - a. A brief description of the project.
  - b. Name of owner for who the work was performed.
  - c. Name and phone numbers of owner's representatives who can verify and discuss the firm's participation in these projects.
3. Provide brief answers and explanations to the following questions:
  - a. Has any member of the Proposer's team been declared delinquent and/or in default on any project within the last five (5) years?
  - b. In the past five (5) years, has any member of the Proposer's team been suspended, debarred, disqualified from bidding, or declared ineligible for work by any entity, or are any such actions pending against them?
  - c. In the past five (5) years, has any member of the Proposer's team submitted a claim on a project that was not resolved without litigation and if litigated was not resolved in favor of the member of Proposer's team?



- d. Has any member of the Proposer’s team been assessed liquidated damages on any project(s) within the past five (5) years?
- e. Does any member of the Proposer’s team have active projects that are behind schedule?
- f. In the past five (5) years, has any member of the Proposer’s team been found in violation of any local, state, or Federal laws or regulations, or is any member of the Proposer’s team currently under investigation for violation of any such laws or regulations? This includes but is not limited to safety, environmental, and erosion/sediment control issues.
- g. Within the last five (5) years, has any member of the Proposer’s team received incentives for early project completion?
- h. In the past five (5) years, has any member of the Proposer’s team been involved in design and construction related litigation?

**VI. QUALITY CONTROL (QC) PLAN**

Provide information on how the QC responsibilities, including sampling and testing, will be performed on this project. It is anticipated that the DOH will use its normal QA/QC procedures on this project. The selected Proposer will become the Engineer of Record for the Project.

**Proposers who respond to this Request for Qualifications may be asked to provide additional information.**

**VII. QUALIFICATIONS EVALUATION**

A Selection Committee has been established by the DOH to review the RFQ responses. Members of the Committee include the Commissioner, State Highway Engineer, Deputy State Highway Engineer/Operations, Deputy State Highway Engineer/Development, Director of Contract Administration, Director of Engineering Division, Director of Traffic Engineering and Director of Materials Control, Soils and Testing Division. A non-scoring FHWA representative may also be present.

The Selection Committee will follow the general procedures outlined in the DOH Procurement Procedures for Negotiated Contracts for Architectural and Engineering Services, dated September 2006, except as noted in this RFQ and the Qualification Evaluation Criteria shown below.

The criteria shown below will be considered in determining the firm’s qualification score. The maximum points for each evaluation category will be as follows:

Management Experience and Approach.....	35
Experience of Key Individuals.....	30
Past Performance.....	25
Quality Control Plan Approach.....	10
<b>Maximum Score.....</b>	<b>100</b>

<b>QUALIFICATION FACTOR SCORING RANGE GUIDLINES</b>				
<b>QUALIFICATION FACTOR</b>	<b>TOTAL POINTS POSSIBLE</b>	<b>RANGE</b>		
Management Experience and Approach	35	1-10	11-25	26-35
		Meets minimum requirements	Exceeds requirements in certain areas	Exceeds in most required areas
Experience of Key Individuals	30	1-8	9-22	23-30
		Meets minimum requirements	Exceeds requirements in certain areas	Exceeds in most required areas
Past Performance	25	1-6	7-19	20-25
		At or below expectations	Satisfactory meeting project needs	Excellent with completed project exceeding requirements
Quality Control Plan Approach	10	1-3	4-7	8-10
		Meets minimum requirements	Exceeds requirements in certain areas	Exceeds in most required areas

#### **VIII. FINANCIAL CONDITION**

Proposer must be prequalified, as per IV.6.a of this RFQ, in an amount equal to or greater than proposed cost proposal.

#### **IX. GENERAL INFORMATION**

The DOH reserves the right, at its sole discretion, either to proceed no further with the Project RFQ process, or to re-advertise in another public solicitation.

The DOH reserves the right to accept or reject any or all responses and/or discontinue the selection process at any time prior to contract execution.

The DOH assumes no liability and will not reimburse costs incurred by Proposers (whether selected or not) in developing responses to this RFQ.

The DOH reserves the right to request and obtain additional information about any or all responses to the RFQ. DOH may also issue addenda to the RFQ which will be posted on the previously mentioned site.

The DOH may require a Disadvantaged Business Enterprise (DBE) goal for this project. An exact goal will be indicated in the RFP.

This project will be partially funded by the Transportation Investment Generating Economic Recovery (TIGER) Grants Program. As such, the DOH will be required to report quarterly information on project progress, payments and performance measures.

All Proposers must visibly mark as “CONFIDENTIAL” each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of personal privacy. All unmarked pages will be subject to release in accordance with law. Proposer should be prepared, upon request, to provide justification of why such materials should not be disclosed under the Freedom of Information Act.

## **X. MILESTONES**

Submit (10) copies of Qualification – March 6, 2012

Submit to:

Mr. Stephen T. Rumbaugh, P.E.  
Director of Contract Administration Division  
West Virginia Division of Highways  
1900 Kanawha Boulevard, East  
Building 5, Room 722  
Charleston, WV 25305-0430  
Phone: (304) 558-3304

Any submissions received after 4:00 p.m. March 6, 2012, will not be considered.

- Evaluation of Qualifications – by March 20, 2012
- Letters to selected Proposers and letters to unselected Proposers – by March 27, 2012
- RFP to selected Proposers – March 2012 (approximate date)
- Received proposals – June 2012 (approximate date)
- Selection of firm – June 2012 (approximate date)
- Completion of project – September 2014 (approximate date)

Any technical questions concerning the requirements for this Request for Qualifications should be directed to Mr. James M. Colby, Contract Administration Division at (304) 558-9667 or e-mail [James.M.Colby@wv.gov](mailto:James.M.Colby@wv.gov).