



August 1, 2014

MERCHANTS BRIDGE WEST APPROACH – ADDENDUM #1

Addendum #1 Contents:

- Questions and Answers from the Site Visit
- List of Attendees who Submitted Business Cards
- Revised RFQ – Addendum #1

Questions & Answers

1. Question -- 3rd Party Quality Assurance – Will this be provided by the Contractor?

Answer – No

2. Question -- Item 2.10 on the RFQ dated July 28, 2014 defines “Major Participant” to include any subcontractor that will perform work valued at more than 10% of the construction work. Please confirm that a subcontractor, performing more than 10% of the work, can submit qualifications to multiple prime contractors, and if that prime contractor is selected to submit a proposal, ultimately provide a proposal along with multiple prime contractors.

Answer – The RFQ will be revised to define “Major Participant” as follows:

The term Major Participant is defined as any of the following entities:

- All general partners or joint venture members of the Submitter; all individuals, persons, partnerships, limited liability partnerships, corporations, limited liability companies, business associations, or other legal entities, however organized, directly or indirectly holding a 15% or greater interest in the Submitter.
 - The lead engineering/design firm(s).
3. Question -- Do subcontractors need insurance for \$2/\$10 Million
- Answer – The insurance requirements are listed in the RFQ.
4. Question -- Is TRRA acquiring property for lay down area?



Answer – Yes, TRRA will negotiate the lease for the lay down area that can be included in the contractor's proposals. The lease will be available during the RFP process.

5. Question -- Will information be provided on allowable track outages?

Answer – More information will be available in the RFP.

6. Question -- Is DBE goal applicable to both design and construction?

Answer – No, there is only one goal for the contract.

7. Question -- Do we need to follow the LPA permitting procedures?

Answer – Permitting procedures will be included in the RFP. TRRA will obtain the MSD permit and the Contractor will be responsible for finalizing the City of St. Louis BPS permit.

8. Question -- Ferry Street – Will crossing dimensions be supplied and does STL have any plans to improve Ferry Street?

Answer – Underpass at Ferry Street minimum clearance dimensions will be provided. St. Louis does not have any current plans to improve Ferry Street.

9. Question -- Have discussions been started with MSD regarding access?

Answer – TRRA will finalize MSD access east of Pier W6.

10. Question -- The RFQ section 1.4 of the Procurement Process it alludes to the stipend for proposers in the RFP phase. Do you have any idea of the amount or approximate amount the TRRA will be providing?

Answer – The stipend will be \$30,000.00 per unsuccessful proposer at the RFP phase.



Attendees who provided Business Cards

Company	Last Name	First Name	E-mail Address
ABNA	Luer	Jon	jluer@abnacorp.com
Access Engineering	Early	William	bearly@acceng.com
Access Engineering	Dennis	Marie	mdennis@acceng.com
AMEC	Solari	Jim	james.solari@amec.com
AMEC	Terry	Aaron	aaron.terry@amec.com
Alberici	Burt	Rodney	rodney@alberici.com
Burns & McDonnell	Eisenbeis	Kevin	keisenbeis@burnsmcd.com
EDSI	Hock	John	jh@engdesignsource.com
EFK Moen	Eilers	Darrell	dleilers@efkmoen
Elastizell	Rachford	Michael	elastizellstlouis@sbcglobal.net
Geotechnology	Hobbs	Pamela	p_hobbs@geotechnology.com
Goodwin Brothers	Goodwin	Jay	jgoodwin@goodwinbros.com
Goodwin Brothers	Goodwin	Charlie	cgoodwin@goodwinbros.com
HDR, Inc.	McCauley	Shannon	shannon.mccauley@hdrinc.com
HDR, Inc.	Kriete	Kevin	kevin.kriete@hdrinc.com
Haywood Baker	Weingart	Daniel	dwweingart@haywardbaker.com
Haywood Baker	Terri	Gregory	gaterri@haywardbaker.com
Jacobs	Niemietz	Robert	robert.niemietz@jacobs.com
KES	Kivindyo	Clem	clem.kivindyo@keservicesstl.com
Keeley & Sons	Lehmann	Richard	rjlkeeley@yahoo.com
KCI	Huster	Tom	tomhuster@kciconstruction.com
Millstone Weber	Wilmes	Chris	cawilmes@fredweberinc.com
Mix On Site	Weiner	Jordan	jweiner@mixonstl.com
Millstone Bangert	Tallman III	Charles	charliet@mbke.com
MODOT	Budd	Matthew	matthew.budd@modot.mo.gov
Nexus	Priesmeyer	William	btp@nexus-csg.com
Project Controls Group	Pancratz	Viola	vpancratz@projectcontrolsgroup.com
Pillar Design Group	Czernikiewicz	Izabela	izabela@pillardesigngroup.com
Railworks	Sorcic	Matt	msorcic@railworks.com
Rizzo Associates	Smith	Dan	daniel.smith@rizzoassoc.com
SCI Engineering	Casey	Thomas	tcasey@sciengineering.com
Shannon & Wilson	Abkemeier	Tom	tja@shanwil.com



St. Louis Bridge	Johnson	William	
TSI Engineering	Kottemann	John	jkottemann@tsi-engineering.com
TWM	Holdener	David	dholdener@twm-inc.com
TSI Engineering	Lodewyck	Paul	plodewyck@tsi-engineering.com
TSI Engineering	Roe	Linda	lroe@tsi-engineering.com
TWM	Christmann	Kermit	rchristmann@twm-inc.com
Terra Engineering	Recker	Greg	grecker@terraengineering.com
Transystems	Smith	Allen	fasmith@transystems.com
URS	Marchetto	Jeffrey	jeff.marchetto@urs.com
URS	Cauble	Douglas	douglas_cauble@urscorp.com
Volkert	Hillis	Don	don.hillis@volkert.com
URS	LaKemper	Jean	
Walsh	Hayes	Eric	ehayes@walshgroup.com

August 1, 2014

REQUEST FOR QUALIFICATIONS for the Merchants Bridge West Approach Replacement

Addendum #1 – August 1, 2014

St. Louis City Missouri

Project Number: FR-HSR-0077-11-01-00
RFQ Issued: July 28, 2014
SOQs Due: September 4, 2014

Terminal Railroad Association of St. Louis
415 South 18th Street, Suite 200
St. Louis, Missouri 63103



**Terminal Railroad Association of St. Louis
Merchants Bridge West Approach Replacement
Request for Qualifications**

August 1, 2014

1	INTRODUCTION AND PROJECT OVERVIEW.....	1
1.1	Project Description.....	1
1.2	Project Goals	6
1.3	Estimated Cost and Maximum Time Allowed	6
1.4	Procurement Process	6
1.5	Work Provided by Owner	6
1.6	Federal Funds.....	7
1.7	Additional Relevant Information.....	7
2	RFQ PROCESS.....	7
2.1	Submitter Information	7
2.2	Communications	7
2.3	Procurement Schedule	8
2.4	Addenda	8
2.5	Ineligible Firms.....	8
2.6	Confidentiality	9
2.7	Organizational Conflicts of Interest.....	9
2.8	Equal Employment Opportunity	9
2.9	Disadvantaged Business Enterprises	9
2.10	Major Participant.....	10
2.11	Key Personnel	10
2.12	Site Visit	10
3	CONTENTS OF SOQ	10
3.1	Organization of SOQ	10
3.2	Cover Letter	11
3.3	Part 1 – Submitter Experience	11
3.4	Part 2 – Key Personnel and Organization	11
3.5	Part 3 – DBE Plan	12
3.6	Appendix A – Major Participant Information	12
3.7	Appendix B – Reference Projects.....	13
3.8	Appendix C – Resumes	13
3.9	Appendix D – Receipt of Addenda.....	13
4	SUBMITTAL REQUIREMENTS	14
4.1	Page Limits	14
4.2	Format	14
4.3	Due Date and Quantities	14
5	EVALUATION PROCESS	14
5.1	SOQ Evaluation	14
5.2	Short Listed Submitters	15
5.3	Debriefing Meetings.....	16
6	PROTEST PROCEDURES.....	16
6.1	RFQ Protests	16

**Terminal Railroad Association of St. Louis
Merchants Bridge West Approach Replacement
Request for Qualifications**

August 1, 2014

FORMS

- Form 1 – Major Participant Information
- Form 2 – Reference Project Summary
- Form 3 – Resume Summary
- Form 4 – Receipt of Addenda

EXHIBITS

- A – Existing Structure Drawings
- B – Geotechnical Investigation Information
- C – Insurance Requirements
- D – Safety Instructions and Contractor Requirements
- E – e-RAILSAFE Training

**Terminal Railroad Association of St. Louis
Merchants Bridge West Approach Replacement
Request for Qualifications**

August 1, 2014

ADDENDA ISSUED

Addendum	Issued	Comments
1	August 1, 2014	Changed Definition of Major Participant in section 2.10.

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

1 INTRODUCTION AND PROJECT OVERVIEW

The Terminal Railroad Association of St. Louis (TRRA) is soliciting Statements of Qualifications (SOQ) from entities (Submitters) interested in providing design-build services for the Merchants Bridge West Approach Replacement, located in the city of St. Louis, Missouri.

1.1 Project Description

Site Conditions:

The West Approach is located adjacent to Ferry Street in north St. Louis. The original west deck truss spans were replaced with a new structure in 2005. This new structure extends from the west end of the main truss spans to Pier W6. The remaining portion of the West Approach extends from Pier W6 as a double track structure to a Y, where the structure splits into two legs. One continues to the west and currently carries a single operating track. The other leg turns to the south and carries two tracks toward downtown St. Louis. This leg crosses Ferry Street.



Google earth image of the Merchants West Approach.

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014



Looking west along Ferry St. at south side of Merchants Bridge West Approach.



Looking east along Ferry Street at south side of West Approach toward Pier W6 and main river spans.

Soil Conditions:

The West Approach is located on the floodplain of the Mississippi River. Limestone bedrock is located at a depth of 45 to 70 feet below the existing ground surface. The top layers of soil typically consist of fill material. Alluvial deposits below the fill include a variety of soil types such as sands, silts, fat and lean clays, and mixtures of those types.

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

Extensive geotechnical investigations and analyses have been done as part of the design of the replacement structure. These analyses indicate that the site has some settlement potential.

Utilities and Existing Facilities:

The St. Louis Metropolitan Sewer District has a large waste-water treatment facility (Bissell Point) north of the West Approach. An access road crosses below the structure to connect Ferry St. to a gate on the south fence of the Bissell Point facility.

Ferry Street is a public street that runs south of the West Approach and approximately parallel to it. Ferry Street currently has a 60' wide right-of-way and is unpaved in the vicinity of the structure.

A number of utilities cross the West Approach area. The major utility conflicts that are in the protection/relocation process are:

- A large natural gas main (16" diameter) runs along Ferry St. south of the existing structure. It passes below the south track leg where Ferry St. goes below the structure. The line crosses to the north side of the structure several spans west of Pier W6.
- A 78" reinforced concrete sewage pipe crosses below the structure near the abutment of the westbound main (north track).
- An 8'x10' brick arch and a 102" reinforced concrete pipe runs below and adjacent to the existing structure around Pier W6 and to its west. The brick arch sewer is reportedly abandoned and filled.

ROW and Permitting:

To compensate for filling the existing Ferry Street alignment near the east end of the project, TRRA is acquiring the adjacent property to the south. Several utilities will relocate into this location and the roadway will shift to the south.

The City of St. Louis has provided preliminary approval of the conceptual design for an infill and will be permitting the final roadway design. The design build contractor will be responsible for obtaining the final permit.

Proposed Replacement:

The proposed replacement of the West Approach consists of cellular concrete fill within MSE-type facing walls. This fill would extend from the west abutments (north and south) to existing Pier W6. It is anticipated that the cellular concrete fill will extend from the existing ground level to just below the bottom of the existing steel stringers. Ballast will be placed on top of the cellular concrete fill to support the new tracks. It is anticipated that ground treatment will be needed to reduce settlement during and after construction. The design-build contractor will be responsible for checking the final design for global stability.

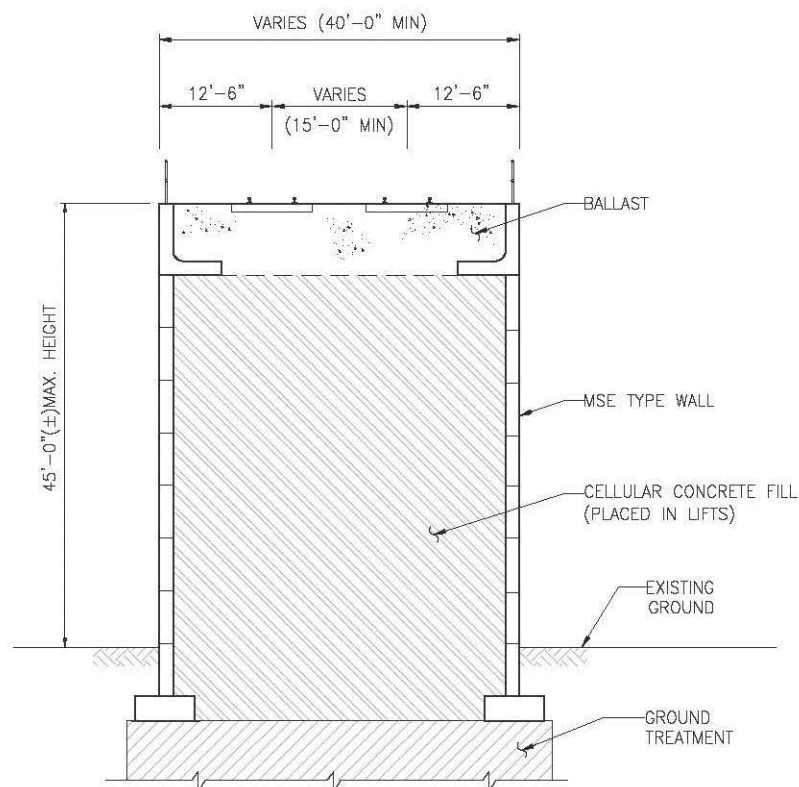
The current plan is to protect the natural gas main and sewer pipes with micropile-supported concrete protective covers (utility bridges). The design of these utility

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

bridges is in progress and the completed designs (approved by the utilities) will be provided with the RFP. The design-build contractor will be responsible for constructing the utility bridges.

A conceptual typical section for the fill is shown below:



Cross-Section of Cellular Concrete Fill (note that the 15' minimum track center is to allow for future track widening)

Anticipated Construction Sequence:

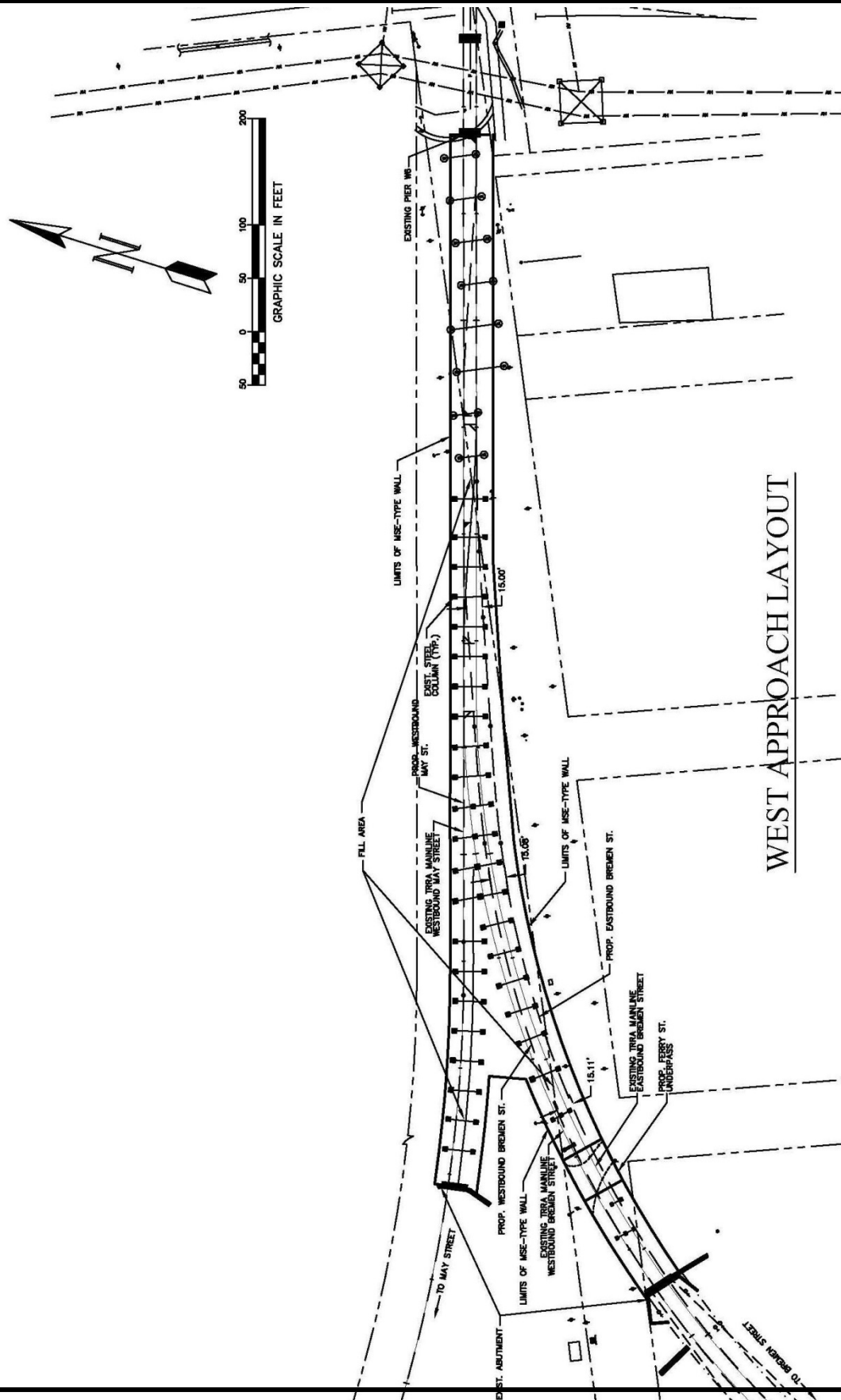
The work would begin with the construction of the utility bridges, Ferry Street underpass and ground treatment (ground improvement). Following this, the concrete pads below the MSE-type wall facing would be placed.

The concrete wall panels would be set and the cellular fill material placed in lifts. The fill material can flow through the steel bridge towers and encase the existing structure. Note that the cellular concrete fill would not be placed around the existing steel superstructure girder spans as this would prevent their later removal.

Ballast would be stockpiled to the right and/or left of the existing superstructure during construction. During the change-out period, the superstructure spans would be lifted off the towers. The stockpiled fill would be pushed into the areas where the spans had set and would be compacted. Ballast and trackwork would be placed into the final position and the track returned to service.

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014



Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

1.2 Project Goals

The following goals have been established for the project:

- Deliver the project within the program budget.
- Complete the project no later than June 30, 2016.
- Provide a stable and durable fill for supporting rail traffic over a 100 year life.
- Minimize the number, length, and impact of track outages during construction.
- Provide a quality product, following the American Railway Engineering and Maintenance-of-Way Association (AREMA) *Manual for Railway Engineering* and industry standards, resulting in a long-lasting transportation facility.
- Perform all work safely and in compliance with all local, state, federal and railroad requirements.

1.3 Estimated Cost and Maximum Time Allowed

The estimated design-build contract budget range is \$20 to \$40 million. The Project must be completed by June 30, 2016.

1.4 Procurement Process

TRRA will use a two-phase procurement process to select a design-build contractor to deliver the Merchants Bridge West Approach Replacement project. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information, in the form of SOQs, that TRRA will evaluate to determine which Submitters are the most highly qualified to successfully deliver the Project. TRRA will short list at least two (if any) but not more than four most highly qualified Submitters.

In the second phase, TRRA will issue a Request for Proposals (RFP) for the Project to the short listed Submitters. Only the short listed Submitters will be eligible to submit proposals for the Project. Each short listed Submitter that submits a proposal in response to the RFP is referred to herein as a Proposer. TRRA will award a design-build contract (if any) for the Project to the Proposer offering the best value, to be determined as described in the RFP. TRRA will provide a stipend to unsuccessful proposers at the RFP phase.

1.5 Work Provided by Owner

The following items have been performed by TRRA or its consultants and will not need to be designed/performed by the design-build team:

- Track plans for final alignment
- Utility relocation coordination and utility bridge design
- Right-of-way acquisition
- Design of signal platform additions on existing spans east of Pier W6
- Signal design, relocation, and construction

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

Plans showing these items, where applicable, will be provided to short-listed firms when the RFP is released.

1.6 Federal Funds

Federal funds in the amount of \$13.5 million have been appropriated for this project. The remainder of the project cost will be provided by TRRA. Federal procurement requirements will apply to this project. These funds are administered by the Missouri Department of Transportation (MoDOT).

1.7 Additional Relevant Information

Exhibits A through E attached to this RFQ provide additional information on the project. These include:

Exhibit A: Existing Structure Plans
Exhibit B: Geotechnical Investigation Information
Exhibit C: TRRA Insurance Requirements
Exhibit D: TRRA Safety Instructions and Contractor Requirements
Exhibit E: TRRA Requirements for eRAILSAFE Training

It should be noted that all information provided prior to the release of the RFP is provided **FOR INFORMATION ONLY**. The requirements given in Exhibits C, D and E may be modified prior to issuance of the RFP.

2 RFQ PROCESS

2.1 Submitter Information

If an entity intends to submit a proposal as part of a team, the entire team is required to submit a single SOQ as a single Submitter. No stipends will be paid for submitting SOQs.

2.2 Communications

TRRA's Chief Engineer, Eric Fields, is TRRA's sole contact person for receiving all communication regarding the project. Each Submitter is solely responsible for providing a single contact person.

Inquiries and comments regarding the Project and the procurement must be sent to Mr. Fields as shown below. E-mail is the preferred method of communication for the Project.

Eric P. Fields, P.E.
Chief Engineer
Terminal Railroad Association of St. Louis
415 South 18th Street, Suite 200
St. Louis, Missouri 63103
efields@TerminalRailroad.com

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

During the Project procurement process, commencing with issuance of this RFQ and continuing until award of a contract for the Project (or cancellation of the procurement), no employee, member, or agent of any Submitter shall have ex parte communications regarding this procurement with any staff member of TRRA, their advisors, or any of their contractors or consultants involved with the procurement, except for communications expressly permitted by this RFQ (or subsequent to issuance of the RFP, except for communications expressly permitted by the RFP). Any Submitter engaging in such prohibited communications may be disqualified at the sole discretion of TRRA's Chief Engineer. However, communication is allowed with local entities and utilities.

Questions and requests for clarifications regarding this RFQ must be submitted via e-mail to TRRA's Chief Engineer by 4:00 pm, Central Time, on the date shown in Section 2.3.

2.3 Procurement Schedule

Deadlines for submitting RFQ questions and SOQs are shown below. This schedule is subject to revision by addenda to this RFQ and by the RFP.

Item	Date
Issue RFQ	July 28, 2014
Site Visit	July 31, 2014
Deadline for submitting RFQ questions	August 14, 2014
TRRA post responses to questions	August 19, 2014
Final RFQ Addendum issued	August 21, 2014
SOQs due	September 4, 2014
TRRA notifies short-listed Submitters	September 11, 2014
Issue RFP	September 16, 2014
Proposals due	November 14, 2014

2.4 Addenda

TRRA reserves the right to revise this RFQ at any time before the SOQ due date.

2.5 Ineligible Firms

TRRA has retained the consulting firms of Design Nine, Inc., Modjeski and Masters, Inc., and W.N. Marianos, Jr., P.E. (a sole proprietorship) to provide guidance in preparing and evaluating this RFQ and the RFP and advice on related contractual and technical matters. These firms are not eligible to submit a proposal or to act as a member of any Submitter's team. In addition, a firm is ineligible to submit a proposal, in either a prime or subconsultant role, if it assists in the development of the scope of work, the RFQ, or the RFP.

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

2.6 Confidentiality

Documents submitted pursuant to this RFQ will be subject to the Missouri Public Records Act, (§§ 610.010, et.seq., RSMo). Information clearly marked as confidential and proprietary will be kept confidential by TRRA, unless otherwise provided by law. TRRA will notify the Submitter if a request is made for such information, and the denial is challenged, so that the Submitter may take any action it deems necessary to defend the challenge. The Submitter, not TRRA, shall be the entity responsible for defending against the Missouri Public Records Act disclosures for any records claimed by the Submitter to be confidential and proprietary.

2.7 Organizational Conflicts of Interest

Pursuant to 23 CFR 636.116, consultants and subconsultants who assist TRRA in the preparation of an RFP document are not allowed to participate on a Submitter's team. Submitter must provide to TRRA information regarding all potential organizational conflicts of interest in its proposal, including all relevant facts concerning any past, present or currently planned interests which may present an organizational conflict of interest, as required by 23 CFR 636.116. TRRA's Chief Engineer will determine whether an organizational conflict of interest exists, and the actions necessary to avoid, neutralize, or mitigate such conflict.

TRRA may disqualify a Submitter if any of its Major Participants (as defined in Section 2.10) belong to more than one Submitter organization.

2.8 Equal Employment Opportunity

The Submitter will be required to follow Federal Equal Employment Opportunity (EEO) policies.

TRRA will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

2.9 Disadvantaged Business Enterprises

It is the policy of MoDOT that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, MoDOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any federally assisted contract because of sex, race, religion, or national origin.

A DBE goal of 8% has been established for the project. MoDOT has implemented the Unified Certification Program and has formed the Missouri Regional Certification Committee (MRCC). DBE firms will need to be certified with MRCC. The MRCC DBE Directory can

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

be viewed at the following website:

http://www.modot.mo.gov/business/contractor_resources/External_Civil_Rights/DBE_program.htm.

2.10 Major Participant

The term Major Participant is defined as any of the following entities:

- All general partners or joint venture members of the Submitter; all individuals, persons, partnerships, limited liability partnerships, corporations, limited liability companies, business associations, or other legal entities, however organized, directly or indirectly holding a 15% or greater interest in the Submitter.
- The lead engineering/design firm(s).¹

Major Participants identified in the SOQ may not be removed, replaced, or added without written approval of TRRA. Written request must document the proposed change and demonstrate that the change will be equal to or better than the Major Participant submitted in the SOQ.

The prime contractor in the team must be on the MoDOT Qualified Contractor List. All firms listed on the team must have all necessary licenses and authorizations to work in Missouri by the time proposals are submitted.

2.11 Key Personnel

Key Personnel identified in the SOQ may not be removed, replaced, or added without written approval of TRRA. Written request must document the proposed change and demonstrate that the change will be equal to or better than the Key Personnel submitted in the SOQ.

2.12 Site Visit

A site visit will be held at 9:00 a.m. Central Time on the date shown in the table in Section 2.3. All participants must use the proper Personal Protective Equipment (PPE) as described in Exhibit D. Participants should meet on Ferry Street at the south abutment of the west approach.

3 CONTENTS OF SOQ

3.1 Organization of SOQ

The SOQ shall be organized as follows:

- Cover Letter
- Title Page
- Table of Contents

¹ Addendum 1 – Changed Definition of “Major Participant”.

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

- Part 1 – Submitter Experience
- Part 2 – Key Personnel and Organization
- Part 3 – DBE Plan
- Appendix A – Team Member Information
- Appendix B – Reference Projects
- Appendix C – Resumes
- Appendix D – Receipt of Addenda

3.2 Cover Letter

A one-page cover letter shall be included in the SOQ. The cover letter must contain the business name, business type (corporation, joint venture, partnership) and must identify one contact person. The address, phone, fax, and e-mail for the contact person must be included.

3.3 Part 1 – Submitter Experience

Demonstrate experience with projects similar to the Merchants Bridge West Approach Replacement project (or projects with key aspects similar to key aspects of the project). Identify the team member's ability to meet the goals of the West Approach Replacement project. At a minimum, demonstrate experience in each of the following areas:

- Use of innovative approaches to deliver a project within budget.
- Experience and approaches to delivering projects on schedule or ahead of schedule.
- Design and construction of major transportation projects.
- Design and construction of ground treatment with estimation of short and long-term surface settlement.
- Condition inspection and evaluation of existing railroad structures.
- Design of large embankments, including consideration of local and global fill stability.
- Experience performing major construction around active railroad lines, including successful completion of track change-outs within limited track outage periods.
- Meeting or exceeding project DBE goals.

A maximum of 12 reference projects can be described for each Submitter. Work on the reference projects must be within the past ten years.

Appendix B shall be incorporated into Part 1 by reference. TRRA reserves the right to contact references identified in Form 2 – Reference Project Summary.

3.4 Part 2 – Key Personnel and Organization

Each Submitter shall define Key Personnel and develop a corresponding organizational chart that demonstrates the Submitter's knowledge of the Project and approach to meeting the project goals. Each Submitter shall describe the organization of the team and indicate how the qualifications of each Key Personnel increase the Submitter's ability to meet or

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

exceed the Project goals.

Submitters should define the following three positions as Key Personnel:

- **Project Manager** – The Project Manager is responsible for all aspects of the Project, including, but not limited to, overall design, construction, quality management, and contract administration. The Project Manager should have at least ten years of recent experience managing the design and construction of major transportation projects. The Project Manager must be assigned to the Project full time and shall be required to be on site for the duration of the Project.
- **Quality Manager** – The Quality Manager's responsibilities include, but are not limited to, creation and execution of the Submitter's quality program, quality personnel, assurance activities independent of production, enforcement of quality procedures, and documentation of quality records including public information, environmental compliance and DBE/labor compliance. The Quality Manager shall report directly to the Submitter's executive management team. The Quality Manager should have at least five years of recent experience developing, implementing, and overseeing quality programs.
- **Design Manager** – The Design Manager is responsible for ensuring the project design is completed and all design requirements are met. The Design Manager must be assigned to the Project full time when design activities are being performed. The Design Manager should have at least ten years of recent experience managing the design of major transportation projects of a similar nature and must be a registered professional engineer in the State of Missouri.

Additional Key Personnel may be included in the RFP. Submitters may provide resumes for up to six additional personnel.

Appendix C shall be incorporated into Part 2 by reference.

3.5 Part 3 – DBE Plan

Describe your detailed plan to meet or exceed the DBE participation goals described in Section 2.9 for the Project.

3.6 Appendix A – Major Participant Information

Appendix A must include:

- **Form 1 – Major Participant Information.** One form is to be completed for each Major Participant.
- **Letter(s) of Bonding Capacity** – Provide a letter(s) from a surety or insurance company or companies stating that the Submitter is capable of obtaining a performance bond and payment bond covering the Project in the amount of up to \$40 million. In the case of a joint venture, multiple letters may be provided for members who will be jointly and severally liable for the work. Letters indicating “unlimited” bonding capability are not acceptable. The surety or insurance company

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

or companies providing such letter(s) must be licensed as a surety or sureties and qualified to do business in the State of Missouri and must be listed in the current edition of US Department of Treasury, Fiscal Service – Circular 570, *Companies Holding Certificates of Authority as Acceptable Sureties of Federal Bonds and as Acceptable Reinsuring Companies*.

3.7 Appendix B – Reference Projects

Appendix B must include:

- Form 2 – Reference Project Summary. One summary is to be completed for each reference project described in Part 1. Each summary is limited to a maximum of three pages. A maximum of 12 reference projects can be described for each Submitter.

3.8 Appendix C – Resumes

Appendix C must include:

- Form 3 – Resume Summary
- Resumes – Resumes for the three identified Key Personnel are to be included. Additionally, resumes may be included for up to six additional personnel. Each resume is limited to two pages.

3.9 Appendix D – Receipt of Addenda

Appendix D must include:

- Form 4 – Receipt of Addenda

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

4 SUBMITTAL REQUIREMENTS

4.1 Page Limits

The maximum number of pages is shown in the following table:

Item	Maximum Number of Pages
Cover Page	1
Title Page	1
Table of Contents	1
Part 1 – Submitter Experience	10
Part 2 – Key Personnel and Organization	
Part 3 – DBE Plan	
Appendix A – Major Participant Information	as needed
Appendix B – Reference Projects	36
Appendix C – Resumes	21
Appendix D – Receipt of Addenda	1

Dividers between sections of the SOQ are not counted.

4.2 Format

The SOQ must be formatted for 8.5" x 11" paper. Charts and other graphical information may be formatted for 11" x 17" paper. Use of 11" x 17" format shall be limited to a maximum of two pages. Minimum font size is 11 points. However, 10-point text may be used within graphs or tables.

4.3 Due Date and Quantities

SOQs must be submitted by 4:00 pm, Central Time, on the date shown in Section 2.3. Five hard copies of the SOQ are to be delivered to the TRRA Chief Engineer as shown in Section 2.2. Submitters shall also e-mail one Adobe Acrobat format of the SOQ, in a single .pdf file, to efields@TerminalRailroad.com by the same due date and time.

5 EVALUATION PROCESS

5.1 SOQ Evaluation

TRRA will evaluate all responsive SOQs to determine the most highly qualified Submitters.

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

TRRA will use the criteria set forth in this RFQ using the following weightings:

Item	Weight
Part 1 – Submitter Experience	50%
Part 2 – Key Personnel and Organization	50%
Part 3 – DBE Plan	pass/fail

The ratings to be used during the evaluation process for Parts 1 and 2 are as follows:

Rating	Description
Exceptional +/-	The Submitter has demonstrated an approach that is considered to significantly exceed stated requirements/objectives and provides a consistently outstanding level of quality. There is very little or no risk that the Submitter would fail to meet the requirements of the RFP. There are essentially no weaknesses.
Good +/-	The Submitter has demonstrated an approach that is considered to exceed stated requirements/objectives and offers a generally better than acceptable quality. There is little risk that the Submitter would fail to meet the requirements of the RFP. Weaknesses, if any, are minor.
Acceptable +/-	The Submitter has demonstrated an approach that is considered to meet the stated requirements/objectives and has an acceptable level of quality. The Submitter demonstrates a reasonable probability of meeting the requirements of the RFP. Weaknesses are minor.
Unacceptable	The Submitter has demonstrated an approach that is considered to fail to meet the stated requirements/objectives and/or provides unacceptable quality and/or demonstrates no reasonable likelihood of meeting the requirements of the RFP and/or contains weaknesses that are so major and/or extensive that a major revision to the SOQ would be necessary.

5.2 Short Listed Submitters

TRRA will use the SOQ Evaluation Process to determine a ranked list of Submitters. TRRA will short-list at least two (if any) but not more than four most highly qualified Submitters.

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

TRRA will publish a list of short listed Submitters on the MoDOT website and will notify, via e-mail, all Submitters of the posting of this information.

5.3 Debriefing Meetings

After the short list is posted, Submitters may request an informal debriefing meeting with TRRA to discuss the RFQ and the short-listing process.

6 PROTEST PROCEDURES

6.1 RFQ Protests

A Submitter may protest the results of the above-described evaluation and qualification process by filing a written notice of protest by hand delivery or courier to the Chief Legal Officer of TRRA with a copy to the TRRA Chief Engineer. The protesting Submitter shall concurrently file a copy of its notice of protest with the other Submitters. The notice of protest shall specifically state the grounds of the protest.

Notice of protest of any decision to accept or disqualify an SOQ on responsiveness grounds must be filed within five calendar days after the earliest of notification of non-responsiveness or the public announcement of short listing. Notice of protest of the decision on short listing must be filed within five calendar days after the public announcement of short listing.

Within seven calendar days of the notice of protest, the protesting Submitter must file with the Chief Legal Officer of TRRA, with a copy to the TRRA Chief Engineer, a detailed statement of the grounds, facts and legal authorities, including all documents and evidentiary statements, in support of the protest. The protesting Submitter shall concurrently deliver a copy of the detailed statement to all other Submitters. Evidentiary statements, if any, shall be submitted under penalty of perjury. The protesting Submitter shall have the burden to prove that the decision of TRRA was arbitrary and capricious.

Failure to file a notice of protest or a detailed statement within the applicable period shall constitute an unconditional waiver of the right to protest the evaluation or qualification process and decisions thereunder, other than any protest based on facts not reasonably ascertainable as of such date.

Other Submitters may file by hand delivery or courier to the Chief Legal Officer of TRRA, with a copy to the TRRA Chief Engineer, a statement in support of or in opposition to the protest. Such statement must be filed within seven calendar days after the protesting Submitter files its detailed statement of protest. TRRA will promptly forward copies of any such statements to the protesting Submitter.

Unless otherwise required by law, no evidentiary hearing or oral argument shall be provided, except, in the sole and absolute discretion of the Chief Legal Officer of TRRA, a hearing or argument may be permitted if necessary for protection of the public interest or an expressed, legally recognized interest of a Submitter or MoDOT. The Chief Legal Officer of TRRA or his designee will issue a written decision regarding the protest within 30 calendar days after TRRA receives the detailed statement of protest or any allowed (discretionary) evidentiary hearing or oral argument. Such decision shall be final

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement

August 1, 2014

and conclusive. The Chief Legal Officer of TRRA or his designee will deliver the written decision to the protesting Submitter and copies to the other Submitters.

If a notice of protest regarding responsiveness is filed prior to release of the draft RFP, TRRA may proceed with issuance of the draft RFP before the protest is withdrawn or decided, unless the Chief Legal Officer of TRRA or his designee determines, in his or her sole discretion, that it is in the public interest to postpone issuance of the draft RFP. Such a determination shall be in writing and shall state the facts on which it is based.

If the Chief Legal Officer of TRRA or his designee concludes that the Submitter filing the protest has established a basis for protest, the Chief Legal Officer of TRRA or his designee will determine what remedial steps, if any, are necessary or appropriate to address the issues raised in the protest. Such steps may include, without limitation, withdrawing or revising the decisions, issuing a new request for qualifications or taking other appropriate actions.

Form 1

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement Major Participant Information

Submitter (Team) Name:

Company Name:		Year Established:	
Company Address:		Federal Tax ID:	
Company Phone:		Organization:	<input type="checkbox"/> Corporation
Company Fax:			<input type="checkbox"/> Joint Venture
Contact Name:			<input type="checkbox"/> Partnership
Contact Phone:			<input type="checkbox"/> Other
Contact E-mail:		State of Incorporation: (if applicable)	

Under penalty of perjury, I certify that:

- I am the company's Official Representative;
- The company is either prequalified to perform work as a consultant or contractor for MoDOT or is able to obtain prequalification status prior to submitting a Proposal;
- To the best of my knowledge and belief, following reasonable inquiry, the information submitted in this SOQ is true and correct.

Signature

Date

Typed Name

Title

Form 2

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement Reference Project Summary

Submitter (Team) Name:

Reference Project Name:

Project Location:

Contact Name:		Type of Project:	<input type="checkbox"/> Design-Build
Contact Address:			<input type="checkbox"/> Design
Contact Phone:			<input type="checkbox"/> Construction
Original Project Budget:		Project Start Date:	
Final Project Cost:		Project End Date:	
DBE % Goal:		Actual DBE %:	

Form 2

Description of Project:	
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Form 2

MAJOR PARTICIPANTS INVOLVED IN REFERENCE PROJECT			
MAJOR PARTICIPANT	ROLE	DESCRIPTION OF WORK PERFORMED	PERCENTAGE OF WORK

PERSONNEL INVOLVED IN REFERENCE PROJECT		
List only individuals shown in Appendix C		
NAME (Last, First)	ROLE	DESCRIPTION OF WORK PERFORMED

Form 3

Terminal Railroad Association of St. Louis Merchants Bridge West Approach Replacement Resume Summary

Submitter (Team) Name:

Position	Name (Last, First)	Years of Experience	% Assigned to this Project		On Site (yes/no)
			During Design Phase	During Construction Phase	
Project Manager					
Quality Manager					
Design Manager					

Form 4

**Terminal Railroad Association of St. Louis
Merchants Bridge West Approach Replacement
Receipt of Addenda**

Submitter (Team) Name:

Addendum Number:		Dated:	
Addendum Number:		Dated:	
Addendum Number:		Dated:	
Addendum Number:		Dated:	
Addendum Number:		Dated:	

The undersigned acknowledges receipt of the addenda to the RFQ as indicated above.

Signature

Date

Typed Name

Title