

REQUEST FOR QUALIFICATION STATEMENT/PROPOSAL

Norfolk Southern Railway February 24, 2011

I INTRODUCTION AND PURPOSE

Norfolk Southern Railway (NSR) is seeking statements of qualifications for construction management services for the duration of the Intermodal Train Capacity Improvements Project at the Toledo Airline Terminal in Toledo, Ohio, a federally funded project. The selected Contract Engineering firm (Contract Engineer) will designate an individual who is an engineer/inspector under the supervision of a Professional Engineer registered in the State of Ohio. Contract Engineer is to serve as Construction Manager and provide plan review, inspection, construction surveying, materials testing, and contract administration under the overall supervision of the NSR Manager-Construction.

II Project Description

The Train Capacity Improvements Project at the Toledo Airline Terminal in Toledo, Ohio has three fully contracted out sub-projects that will require construction management services. They are as follows:

- A. The construction of proposed yard tracks at Milepost CD 292 – Airline Yard Toledo, Ohio
- B. The construction of proposed Dorr Street Connection Track near Mileposts TM 9 and XK 300 – Toledo, Ohio
- C. The Westwood Avenue closure project – Toledo, Ohio

III SCOPE OF SERVICES

It is imperative that the selected Contract Engineer has railway engineering and construction management experience. A registered civil engineer with experience with projects involving railway operations is essential. The selected Contract Engineer will need to provide Construction Managers during each project's duration.

The selected Contract Engineer will provide complete construction management services including: construction management, coordination, scheduling, administration, inspection, construction, staking, materials testing, drawing submittal review and approval coordination, project records and federal close-out documents for the project.

The Contract Engineer shall provide technical and administrative services and coordination oversight for all activities taken by outside entities in connection with the project. The Contract Engineer shall maintain a close liaison with the NSR Manager-Construction. The Contract Engineer shall copy the NSR Manager-Construction on all correspondence.

Throughout the duration of the project, the Contract Engineer shall perform all necessary services as instructed by the NSR Manager-Construction in conjunction with NSR, ARRA, and ODOT guidelines. The Contract Engineer shall perform the following services to include, but not limited to, the following:

- A. Pre-construction Phase
 - Conduct a peer review of construction plans and comment on constructability.
 - 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.
 - Mark up a field blueline set of drawings to incorporate the Contractor record drawing markups.
 - 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
 - survey requests
 - material receipts
 - weighmaster certificates
 - material submittals
 - weekly statements of working days, including a detailed record of track time
 - construction change orders
 - review of certified payroll records
- 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 NSR 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 NSR Manager-Construction.
 - 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 NSR Manager-Construction 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 NSR Manager-Construction 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 NSR C&S Department, the applicable utility and the Construction Contractor if necessary.
- Prepare a monthly progress report for the NSR Manager-Construction 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 NSR Manager Construction.
- Perform a topographical survey before and after grading in order to determine unclassified grading quantities. Calculations of these quantities need to be presented to the NSR Manager-Construction.

C. Quality Assurance. The Contract Engineer 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, including the Norfolk Sothern Standard Specifications for Materials and Construction.
- 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. Construction Surveying

- The Contract Engineer shall preserve survey baselines established by the design engineer, perform construction survey as needed.
- The survey shall be under the supervision of a licensed Land Surveyor with substantial experience in performing construction staking on similar projects.
 - Construction staking shall be performed no later than two working days after the initial request is made through the construction-engineering consultant.
 - The Surveyor shall make reasonable efforts to organize the work to meet the Contractor's operations schedule.
 - Provide office support for the field crews including checking of the field notes after staking.
 - Maintain a log of construction staking requests.
 - Maintain a construction-staking plan set.
 - Maintain files of all field notes.
- The surveyor shall provide all labor, tools, equipment and materials, including stakes, hubs, flagging, nails and paint, for establishment of one set of construction stakes as required by the construction contract, including but not limited to the following:
 - Limits of Clearing and Grubbing: Limits of clearing and grubbing will be flagged at 100-foot intervals.
 - Limits of stockpile areas: Limits of stockpile areas shall be flagged at 50 ft. intervals.
 - Rough Grading/Slope Stakes: Slope stakes will be placed at 100-foot intervals; intermediate slope stakes will not be required. Rough grade will be staked at all grade breaks and at 50-foot intervals. Slope stakes to be provided for roadway.
 - Finished Grading: Finished grading stakes for curb and gutter and edge of pavement will be placed at all grade breaks, at 50-foot intervals on straight sections, and at 25-foot intervals on curved sections, and at beginning and end of curves.
 - Top of Rail: Top of rail and centerline of track referencing for surfacing shall be performed at 50 foot intervals on curves and 100 ft. intervals in tangent track.

E. Construction Testing. The Contract Engineer shall provide construction testing services including:

- Implementation of the Quality Assurance program
 - Source inspections
 - Materials acceptance

F. Federal Contract Management Requirements.

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

G. 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 NSR for archiving.

H. Contract Engineer shall confirm completed work conformance with the design clearance envelope by means of a laser survey or other method approved by NSR Manager Construction.

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 proposed contract rates. The final agreement will be based on the contract engineering firm rates.

V 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 contract engineering 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

Contract engineering firm should submit not submit cost estimates at this time.

VIII SUBMISSION INFORMATION

A. Point of Contact

Technical questions should be directed to Mr. Michael Thomas, Manager-Construction, at (404) 375-9476, e-mail mike.thomas@nscorp.com, or Mr. Daniel Olausen, Design Engineer, at (404) 529-1350, e-mail dan.olausen@nscorp.com.

Questions regarding contracting should be directed to Don Smith, Manager Service Contracts, at (540) 981-3644, e-mail don.smith@nscorp.com.

B. Submission of Qualification Statements:

All submissions are due by 12:00 PM (NOON) Eastern Standard time on March 21, 2011. Submissions received after that time and date will be returned unopened. Proposals shall be submitted as follows:

One Copy to: Mr. Donald W. Smith
Manager Service Contracts
Norfolk Southern Railway Co.
110 Franklin Road
Roanoke, VA 24042-0072

Don.smith@nscorp.com
540-981-3644

One Copy to: Mr. Michael Thomas
Manager Construction
Norfolk Southern Railway Co.
521 Thornberry Drive
Carmel, IN 46032

Mike.thomas@nscorp.com
404-375-9476

C. Submission Format:

Submissions are to be submitted by surface transportation by the due time and date.

X SELECTION CRITERIA

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

- Firm Qualifications in Construction Management, with focus on experience gained in successful and safe completion of civil/site projects on Class 1 railroads – 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 – 25 points
- Past performance on contracts with government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules – 20 points