Request for Proposals - Construction Management Services for the Louisiana International Terminal

Port of New Orleans

Board of Commissioners of the Port of New Orleans
Construction Management Services for the Louisiana International Terminal

Scope and Schedule of Services

Exhibit A

PROJECT DESCRIPTION

The Board of Commissioners of the Port of New Orleans ("Board") plans to construct the Louisiana International Terminal ("LIT") on the Mississippi River in Violet, Louisiana. LIT is a maritime shipping container terminal capable of handling 2 Million, Twenty-foot Equivalent Unit ("TEU") containers annually at full build-out.

The Board intends to hire a construction management firm (hereinafter, "CM") to provide construction management services during Phase 1 of LIT construction. The CM's services will include construction inspection, construction contract administration, and construction materials testing. The CM's work will be conducted in full cooperation with the Board and the Board's program manager ("Program Manager").

The LIT project will be built in three main phases (Phase 1, 2, and 3) as shown in the LIT Master Plan attached hereto as **Attachment A.** The scope of the CM's services herein is limited to Phase 1, which includes Phase 1A and Phase 1B. Phases 2 & 3 are shown for informational purposes only. The Board reserves the right to extend the Agreement to cover additional phases, or solicit proposals for the construction management services upon completion of Phase 1.

The LIT Phase 1 project scope may include, but is not limited to:

- Demolition of existing buildings and structures, including marine structures
- Clearing and grubbing
- Erosion control
- Site drainage
- Drainage pump station (4 - 150 cfs pumps)
- Temporary access roads
- Electrical substation (230KV)
- Sewage force main pipeline (~20,000 gpd)
- River sand harvesting operation
- Surcharge ground improvement program
- Highway relocation with temporary bypass and bridge overpass
- Rail relocation and Industry rail tracks
- Existing utility relocations
- New utility connections
- Permanent terminal access roads with signalized highway interchange

- Wharf, pile supported (~2,600 LF)
- Wharf access ramps over the Mississippi River Levee
- Localized levee raising
- Dredging
- Harbor Police station and boat dock

The Board is a landlord port and is currently in negotiations with a third-party terminal operator/tenant to build, operate, and transfer the backland area of the terminal (container yard and ancillary facilities). As part of the negotiations, the Board intends to provide site access, wharf and ramps, utilities, ground improvements, and drainage (collectively called "Wharf, Ramps, and Site Development"). The terminal operator/tenant will provide the infrastructure and buildings needed for commercial opening. The terminal opening date and project budget are to be established during the terminal operator/tenant negotiations, and the terminal operator/tenant's construction is expected to be performed concurrently with those of the Board's Construction Manager At Risk ("CMAR") and within the same project limits. Careful CM coordination will be required.

The Board has applied for a Joint Permit Application ("JPA") with the Louisiana Department of Natural Resources, Office of Coastal Management, and the U.S. Army Corps of Engineers for Coastal Use and Section 10/404 permits, respectively, for construction of the LIT project. Because a portion of the terminal will be within 1500-feet of the Mississippi River levee, a U.S. Army Corps of Engineers Section 408 permission will also be required. All work must comply with applicable permit conditions.

The Board has been awarded federal grants for the LIT project. The project must therefore comply with all federal requirements, including but not limited to, federal wage rate compliance, Buy America/Build America, small and disadvantaged business requirements, and prohibitions on certain telecommunications and video surveillance services or equipment, as well as certain recertification and reporting requirements. The project is also exempt from certain state and local sales or use taxes as outlined in the Board's existing CMAR agreement.

The Board has hired a Program Manager for delivery of the overall LIT project. The Program Manager acts as an extension of Board staff and will manage each design contract, the CMAR, and CM contract. The Program Manager is also referred to as the "Engineer" in the construction contracts. The Program Manager intends to assign resident engineers ("Resident Engineers") to oversee design and construction packages. The Resident Engineers will be the CM's primary point of contact with the Board.

The Wharf, Ramp, and Site Development is divided into several design packages, as listed below. Each of these design packages will be executed by a different designer. The designers are referred to as the "Design Professionals" in the construction contracts:

1. Wharf and ramps
2. Relocation of E. St. Bernard Hwy and associated utilities
3. Offsite terminal rail and relocation of the Chalmette Branch rail line

4. Drainage, earthwork and ground improvements
5. Drainage pump station
6. E Judge Perez Drive interchange and terminal access roads
7. Harbor Police station
8. Harbor Police boat dock

Although the Board is the overall authority having jurisdiction, each design package may have different agency requirements, such as the Louisiana Department of Transportation and Development ("LADOTD") for the roads and bridges, Norfolk Southern Railroad ("Norfolk Southern") for the rail, and utility owners on their respective utility relocations.

The Board has hired a CMAR to provide pre-construction services to make the designs as constructible and cost-effective as possible through participation in the 30%-100% design process. Assuming the Board can agree with the CMAR on a Guaranteed Maximum Price (GMP), the Board intends to execute construction contract(s) with the CMAR for construction of the LIT Wharf and Phase 1 Site Development.

SCOPE OF SERVICES

The anticipated scope of services to be performed by the CM are as follows:

1) Consultant Kick Off Meeting: Participate in a kickoff meeting with the Board after award of the contract to discuss expectations and clarify roles and responsibilities.

2) Constructability Review: Review design phase plans and specifications as requested. Look for sequencing issues, interoperability between different systems and components, bid item clarity, and overall adequacy and completeness for construction. Identify risks including conflicts, errors and omissions that could impact cost, schedule, or quality of the work. Provide written comments and participate in review meetings as directed.

3) Document Control: Serve as primary contact, during the construction phase, for project documentation from the CMAR, Design Professionals, Engineer, testing agencies, and Board personnel. Maintain complete and updated logs. Verify required information is received and distributed. Provide review of submitted documents and make recommendations/comments as applicable.

    a) Design Drawings and Specifications: Maintain a set of the most current design drawings and technical specifications (by others) in the latest revisions. Verify that CM field personnel have ready access to all design plans and specifications, preferably accessible remotely using handheld electronic devices.
    b) RFIs: Receive Requests for Information (RFIs) from CMAR, log them, and distribute as appropriate for action. If requested, review and provide recommended response. Track outstanding RFIs until resolution and verify all project partners receive final resolved RFIs.

c) Submittals: Receive submittals from the CMAR, log them, and distribute as appropriate for approval. If requested, review and provide approval/disapproval recommendation on submittals. Track submittals through approval. Regularly review submittal log to verify submittals are submitted timely and no work is proceeding for items without approved submittals. Verify that CM field personnel have ready access to final approved submittals, preferably accessible remotely using handheld electronic devices.
d) Test Reports: Receive test reports from CMAR and construction materials testing labs, log them, and distribute as appropriate. Review test reports for compliance with contract documents and make notifications as necessary for non-conforming work. Maintain a database of test results, with the capability of plotting test result trends graphically over time and by representative location on a site map.
e) Non-Compliance Reports: Whether generated by self or others, log non-compliance reports (NCRs) and distribute them as appropriate. Track NCRs through issue resolution.
f) Payment Applications: Review pay applications for accuracy of quantities of work presented for payment. Notify the Engineer of discrepancies in quantities complete or for items that are not in compliance with the contract requirements. Forward pay application to the Board's representative for final review and approval.
g) Change Orders: Receive notices and change order requests from CMAR and log. Review change order requests, make comments and/or recommendations, and forward to Board for final resolution. Track change order requests until disapproval or formal issuance. Represent the Board in negotiations as necessary. Prepare a change order recommendation document to include each item to be changed, the reason supporting the change, an analysis of the schedule impact, and a check estimate of cost.
h) The CM shall review documentation submitted by the CMAR and their subcontractors to verify compliance with the federal aid provisions of their contract, which include Prevailing Wage requirements, the Disadvantaged Business Enterprise (DBE) program, and Build America Buy America Act. The CM shall also conduct on-site reviews as needed to verify the CMAR's documentation corresponds with the work being performed by the CMAR and their subcontractors.
i) Field Change Directives: For minor changes to the work not requiring a change to contract quantities, contract price, or contract time, issue Field Orders upon written approval from the Board's representative.
j) Schedule and Monthly Status Report: Receive project schedule and monthly status report submission from CMAR. Review both for general compliance with contract, accuracy, and feasibility. Verify progress is accurately reflected. For the duration of project, track progress against contractual milestones. Provide the Board with recommendations regarding action to be taken regarding delays or risks indicated on the schedule or status report. Advise the Board when CMAR falls behind schedule and recommend corrective action to the Board. The schedule should be reviewed using the same software used by the contractor to prepare it.
k) Other Documents: Maintain other project documentation as required such as meeting minutes, visitor logs, etc.

4) Field Representation: Assist the Board with general field coordination:
   a) Meetings: Attend pre-construction, pre-activity, progress, close-out, and other meetings as requested or required by the contract documents. Prepare and distribute minutes for all meetings unless the contract requires others to do so. When others prepare minutes, review their minutes for accuracy and verify distribution to attendees and the Board.
   b) General Coordination: Communicate information that facilitates coordination between the CMAR, tenants, Design Professionals, Engineer, Board staff, and others to inform all parties of relevant project events and progress, potential operational conflicts, opportunities for resource coordination, and other communications as needed.
   c) Public Affairs: Provide photos, progress updates, and other information as requested by the Board for Public Affairs purposes. All direct communication with the public shall be referred to the Board.

5) Inspection/Quality Control: Provide on-site inspector(s) to verify CMAR activities are performed in compliance with the contract and applicable industry standards. Inspect material deliveries for compliance with submittals and contract documents. Issue written non-compliance reports for any deviations from the contract. Although the CM is responsible for its own worksite safety, report observed unsafe conditions to the CMAR, the Engineer, and the Board's Project Manager.

   The CM shall provide qualified inspectors in sufficient quantity to perform the necessary inspection required to verify the CMAR's compliance with the plans and specifications for the work. Types of work anticipated on the LIT project include:

   a) Civil/Soil/Concrete
   b) Ground improvement
   c) Deep and shallow foundations
   d) Highway and Bridge
   e) Rail
   f) Buildings (IBC Chapter 1 & 17)
      i) Foundations (including deep foundations)
      ii) Structural (including welding and bolted connections)
      iii) Mechanical (HVAC)
      iv) Electrical / Controls
      v) Plumbing
      vi) Life Safety and Fire Protection
      vii) Energy Code
      viii) Americans with Disabilities Act
      ix) Commissioning
   g) Structural, including Marine Structures
   h) Dredging
   i) Welding
   j) Coatings
   k) Electrical (Medium Voltage, Low Voltage, Controls)

l) Security
m) Utilities
n) Concrete and Asphalt Manufacture (onsite and/or offsite)
o) Manufactured components (offsite)

6) Materials Testing/Reporting: The CM shall provide an accredited materials testing laboratory to perform the testing required by the Board, DPs, and the permitting agencies involved. Such agencies include LADOTD, Norfolk Southern Railroad, and the U.S. Army Corps of Engineers.
   a) The testing laboratory must meet the latest requirements of ASTM E 329.
   b) Accredited laboratories: Acceptable accreditation programs may include the National Institute of Standards and Technology (NIST) National Voluntary Laboratory Accreditation Program (NVLAP), the American Association of State and Highway Transportation Officials (AASHTO) program, and the American Association for Laboratory Accreditation (A2LA), and the U.S. Army Corps of Engineers. Furnish with this proposal a copy of the Certificate of Accreditation, Scope of Accreditation, and latest directory of the accrediting organization for accreditation laboratories.
   c) The scope of the laboratory's services shall include the test methods referenced in the approved project Technical Specifications. These specifications are in development at the time of this RFP, but are anticipated to include, at a minimum:
      a) Soil/aggregate testing
      b) Concrete testing
      c) Asphalt testing
      d) Rebar/steel pull testing (as required)
      e) Embedded anchor testing (pull-out tests)
      f) Pavement profiler / smoothness testing

7) Specialty Testing: It is anticipated that specialty testing and inspections will be done by others. However, the CM may be called upon to assist in sample collection or provide specialty inspection and testing services on a case-by-case basis if qualified. Specialty testing may include but is not limited to:
   a) Geotechnical testing and monitoring (such as settlement plates, inclinometers, piezometers, plate load testing, ground penetrating radar)
   b) Material analysis (fender cone rubber, steel or concrete forensic analysis)
   c) Fender load testing
   d) Electrical testing
   e) Pile dynamic and integrity testing
   f) Leakage testing
   g) Pipe video inspections
   h) Pavement marking adhesion
   i) Noise and vibration monitoring
   j) Underwater testing/inspections

8) Test & Inspection Results: Cite applicable contract requirements, tests, or analytical procedures used. Provide actual results and include a statement that the item tested or analyzed conforms or fails to conform to specified requirements. Conspicuously stamp the cover sheet for each report in large red letters "CONFORMS" or "DOES NOT CONFORM" to the specification requirements, whichever is applicable.
    a) Reports shall be signed by a testing laboratory representative authorized to sign certified test reports.
    b) Submit reports, certifications, and other documentation so that they are received by the Engineer no later than seven days after testing.
    c) Reports indicating work not in conformance with specifications shall be immediately sent to the Engineer via email.
    d) Reports shall also be furnished to the CMAR, material supplier and to the design consultants if applicable.
    e) Maintain a database of test results, with the capability of plotting test result trends graphically over time and by representative location on a site map.

9) Pile driving activities: Prepare numbered pile plan and log the driving of piling. The following information shall be recorded on the driving log.
    a) Date driven
    b) Hammer description.
    c) Dimensions and type of pile.
    d) Location of pile / Pile ID number.
    e) Size and depth of predrill if applicable.
    f) Number of blows per foot of penetration for each foot driven for full length of pile
    g) Indicate vertical or degree and direction of batter.
    h) Length of time required for each sequence of work, such as drilling, driving, splicing, following, etc.
    i) Final tip and butt elevations.
    j) Unless specified otherwise, tests and inspections shall conform to applicable ASTM, ACI, AWS and LADOTD Standards or other recognized authority. Equipment used shall be certified and/or calibrated as required. Testing personnel shall be trained and certified in accordance with the standards required by the jurisdiction for which the tests are applicable.

10) SWPPP Inspections: The CM shall demonstrate qualification for the implementation of stormwater controls and best management practices. Suitable qualifications include Erosion Prevention and Sediment Control (EPSC) Inspector, Qualified Environmental Professional (QEP), Certified Stormwater Manager (CSM), or similar credential and experience to inspect the implementation of the Storm Water Pollution Prevention Plan in accordance with the project permit, Louisiana Pollution Discharge Elimination System (LPDES), and the Louisiana Department of Environmental Quality (DEQ) requirements. Inspectors shall be proficient in SWPPP Best Management Practices. LADEQ-specific training in stormwater best practices is preferred.

a) The SWPPP inspector shall participate in project meetings relative to EPSC including pre-construction meetings, on-site meetings with the CMAR, progress meetings, additional meetings required by the regulatory agencies and others as required. The Port or the Engineer may request participation by the CM in biweekly, or similar, meetings to discuss progress, problems, (general, as well as specific), related to erosion control issues and their resolution.
b) The CM shall be responsible for inspecting EPSC activities and features within the project limits and affected areas concurrently with the CMAR. The inspections shall be performed each week and/or as required by the permits and the SWPPP. EPSC activities and features that occur between inspections shall be documented during the next inspection. Inspection shall include:

    i) A baseline evaluation, notes and pictures, at each outfall for Documentation of the current conditions prior to construction activities.
    ii) Inspection of changes related to siltation and notify the CMAR, Engineer and the Board of situations that might negatively impact or have potential for erosion problems (i.e. stability of the bank, sediment deposition, and source impacts) to waters of the State.
    iii) Review and verify the proper installation, maintenance and effectiveness of EPSC devices/measures per project plans and the SWPPP.
    iv) Recommend needed repairs, maintenance and additions to EPSC system.
    v) Provide review of the contractor's repairs, maintenance and additions to the EPSC system.
    vi) Review areas that have been seeded, mulched or otherwise stabilized for effectiveness and make recommendations for any deficient areas.
    vii) Review stabilization efforts which are to be completed as required by the current permits and/or SWPPP after final grading or earth moving activities have ceased.
    viii) Review removal of vegetative ground cover occurring as required by the current permits and /or SWPPP prior to grading or earth moving unless said area is seeded and/or mulched.
    ix) Review requirement of construction phasing for acreage of disturbance soil as required by the current permits and/or SWPPP. Report discrepancies to the Engineer.
    x) Perform oversight of contractor's off-site waste and borrow areas for the project, as specified in the SWPPP.
    xi) The SWPPP inspector shall document all inspections on a form and in a manner approved by the regulatory agencies, in accordance with the SWPPP and approved by the Engineer.

11) Topographic Surveying:

a) The CM shall provide QA surveying services to identify any contractor staking errors to minimize any adverse impacts to the projects and to identify any plan errors. The QA checks do not relieve CMAR of their responsibility to construct the project to the specified lines and grades.

b) Equipment used to verify the CMAR's methods and/or stakes must be independent from the CMAR using files generated by the CM from design data and not from survey files obtained from the CMAR.
c) A QA check should be performed on all control points including the control established by the design survey. The CM shall verify horizontal and vertical control set on the project by the CMAR to be used for construction layout.
d) Earthwork templates for elevation and cross-slope should be checked at 500 ft intervals
e) At least 10% of pipe culverts should be checked for proper alignment and slope.
f) Each element for bridges and other structures shall be checked to verify they are within the horizontal and vertical tolerances required by the specifications.
g) At least 10% of paving grades shall be checked at random locations as well as the cross-slope template of the subgrade, base layer and final pavement.
h) If the quality assurance checks do not compare within specified tolerances, the CM should review the documentation submitted by the surveyor to determine the methods used for the staking. The field notes or electronic raw data files should be reviewed for obvious errors. If the error remains uncertain, then the stakes should be checked with a third instrument.
i) If embankment or excavation payments to the CMAR are based on measured volume quantity, the CM shall perform the surveying and calculations necessary to obtain cross-sections to verify quantities for payment of all earthwork or similar pay items.

12) Bathymetric Surveying
a) The CM shall provide bathymetric surveying services as needed to check the CMAR's pre- and post-dredging surveys and to verify quantities for progress payment.
b) The CM may be called upon from time to time to provide bathymetric surveys of the Mississippi River and accumulated siltation under the wharf, to inform the Board's maintenance dredging and sluicing programs.
c) Bathymetric surveying may include a combination of single-beam, multi-beam and side-scan sonar. It is not anticipated that sub-bottom profiling will be required.
d) The CM's bathymetric surveyor will be responsible for establishing base survey controls and for referencing all deliverables to the established project datum.

13) Daily Reports: Submit a detailed Daily Report for every calendar day from Notice to Proceed until Final Completion, even if no work was performed that day. The report shall include, at a minimum, the following:

a) A record of CMAR and Subcontractor entities on the project.
b) Number and craft description for CMAR and Subcontractor personnel on the project.
c) Number and description of CMAR and Subcontractor equipment on the project and if it is idle or active.
d) Location(s) and description(s) of work performed by the CMAR and Subcontractor(s).
e) Orders given the CMAR and/or conversations or events of note on the project.
f) Safety incidents or near miss incidents.
g) Weather conditions with precipitation amounts obtained from an on-site weather station to be provided by the CM.

h) Issues that affect production, project schedule, or quality.
i) Information is to be reported on a form approved by the Board. Review the CMAR's daily reports for accuracy and provide comments if necessary.

14) Photographs: Take sufficient photographs throughout the project to document progress, quality, and other issues. All photographs shall be electronic, with filenames or other meta data indicating the subject matter, date, time, location, and perspective, in a format approved by the Engineer. Photographs shall be electronically georeferenced to allow incorporation into GIS. Utilize JPEG file format for all photographs. Photos should be full-color with a resolution in the range of 4 – 12 megapixels.

15) As-Built Redline Drawings: Verify the contractor maintains a complete set of contract drawings and specifications, shop drawings, and other documents in their latest revision on site. Contract documents shall be in a format approved by the Engineer, whether hard copy or electronic. Verify the contractor maintains a set of as-built red-line drawings that are regularly updated on the project site. Schedule and conduct as-built document reviews with the contractor at a frequency of no less than once every three months. Sign off or otherwise document the CM's concurrence with each redline notation.

16) Permits: Verify work is accomplished in accordance with applicable permit conditions. If permits are required to be onsite, ensure they are properly posted. For permits requiring close out, verify the responsible party does so. Advise the Engineer of any potential violations of permit conditions.

17) Board Furnished/Salvaged Items: For Board furnished material or equipment, serve as coordinator between contractor and Board for delivery and acceptance of these items. Coordinate with CMAR to develop a comprehensive list of turnover items, and coordinate review with the Board's representative for acceptance. Document the items' condition at time of delivery and verify it meets the contract requirements. For items to be salvaged and turned over to the Board, verify contractor exercises care in the removal and storage of such items and coordinates delivery of items to designated location or has scheduled for pickup by the Board.

18) Time and Material Work: When work items are approved to be performed for Time and Material payment, closely monitor the work being performed. Track CMAR's labor, material, and equipment being utilized for the specific work being performed and verify work is being completed at a reasonable production rate and meets quality requirements. When contractor invoices for such work, verify the invoice accurately reflects what was observed and recorded. Document the work performed on a time and material basis in a manner approved by the Board on a form that is a separate document from the project daily report.

19) Project Closeout: Assist the Board with project closeout, which is defined as reaching completion of all field work and the submission of required documentation by the contractor.

a) Assist the Board with its closeout process to include maintaining the closeout checklist. Track completion of checklist items and follow-up with those responsible for action on those items.
b) Schedule and attend substantial and final completion inspections and prepare punch lists for each to include costs assigned to each item. Track punch lists to ensure work items are completed in accordance with the contract requirements. Recommend to Board if substantial and final completion letter(s) should be prepared and distributed.
c) Submit complete project documentation and correspondence in an organized and acceptable format as directed by the Engineer to the Board. Final project documentation includes correspondence, submittals per submittal log, warranties, O&M manuals, contractor's redline drawings, RFIs, and test reports.
d) Assist Board staff in responding to and resolving any disputes and claims.

20) The Board intends to utilize Autodesk Construction Cloud (Autodesk Build and Autodesk Docs Modules) for the construction management of LIT. This will include management of submittals, RFIs, invoices, official correspondence, inspections, etc. The CM (and its Subconsultants) shall be responsible for providing their own access and licenses to this system for the duration of the Agreement. CM shall provide its own internet access in the field and laptop or tablet with camera capability at no additional cost to the Board. The project will be hosted on the Board's Autodesk site. The Board, designers, contractors, and other contractual parties will be responsible for their own licenses.

E. ST. BERNARD HWY AND E. JUDGE PEREZ DRIVE WORK

The relocation of E. St. Bernard Hwy (Hwy 46) and the interchange onto E. Judge Perez Drive (Hwy 39) will be completed by the Board as "permitted" projects under LADOTD. The roadways and bridges will be designed and constructed by the Board to LADOTD standards. Upon successful completion of the work and submission of required quality control documentation and reports, LADOTD will assume ownership and long-term maintenance of the roadway and bridge.

The CM will be required to provide construction contract administration and construction engineering inspection services typically performed by the LADOTD project engineer and his/her staff. These services will be performed in accordance with LADOTD's Standards and Procedures. Copies of these documents will be made available through LADOTD. LADOTD will assign a project engineer from its local district office to serve as a construction coordinator for LADOTD during project construction. The following services to be performed will be under the direct supervision of the Board:

1. Coordinate with the Board and LADOTD District personnel to schedule and attend the pre-construction meeting. The Engineer will conduct the meeting.
2. Maintain all construction field records for the LADOTD permitted work separate from other contract work on the LIT site so copies of the records can be delivered to the LADOTD upon

completion of the work performed under the permit(s). The records shall include, but not be limited to, the following, daily entries in the project diary (DWR) to indicate CM's personnel present on the job site, CMAR's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time.

3. Coordinate with the Board's Engineer/Representative for relocations/adjustments of utility facilities for the construction of work site.
4. Provide personnel and equipment to perform the required field-testing for quality assurance in accordance with the latest LADOTD Sampling and Testing Manual and pertinent Quality Assurance Manual.
5. If requested by LADOTD, submit sampled materials to be tested by LADOTD local district Testing Laboratory, in accordance with the stipulated Sampling Manual and pertinent Quality Assurance Manual.
6. Inspect CMAR's construction operations (daily) to ensure that work is performed in accordance with the plans and specifications.
7. Keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make monthly progress reports in conformance with LADOTD requirements. Inspection of construction may include shop and mill inspections typically performed by the LADOTD.
8. Prepare final estimate packages, including Form 2059 – "Summary of Test Results" in conformance with LADOTD Construction Contract Administration Manual.
9. CM will be responsible for reviewing technical submittals and routing the submittal for approval to the Design Professional as stated in the Standard Specifications including form drawings. Submittals pertaining to administrative aspects of contract compliance should be reviewed and approved by the CM. Such submittals will include subcontract approvals, payroll & labor compliance, and material certifications.
10. Construction activities shall be coordinated between the CM, Design Professional, Engineer, Board, the FHWA and an assigned representative of LADOTD. Work standards, methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of LADOTD Construction Contract Administration Manual.
11. CM will prepare documentation, as prescribed by the Department. The CM will provide hardware, i.e., computers, printers, internet connections, etc. deemed necessary to efficiently conduct the inspection services.
12. CM may be required to conduct non-reimbursable training sessions for his personnel to receive instructions into the use of the Boards selected Project Management Information System (PMIS). The Board will provide a qualified instructor for this training.
13. CM will be available for conferences, visits to jobsites, and/or inspections by LADOTD authorized representatives.
14. CM will be required to verify "As-Built" plans prepared by the CMAR and the Design Professional. "As-Built" plans are to reflect all changes made from the original plans.
15. When it is stipulated by the Project Specifications, that approval by LADOTD is required for material, equipment, and/or construction procedures, LADOTD policies for obtaining such approval will be followed.
16. All construction inspection personnel utilized by CM must meet and retain the same qualification and certification requirements as required of LADOTD construction personnel.

17. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by LADOTD, prior to the performance of the stipulated work.
18. Change orders throughout the life of the project will be executed by the Board per the CMAR construction contract agreement.
19. CM will monitor and document all construction claims and provide recommendations on disposition of claims.
20. CM will manage the RFI (Request for Information) process as directed by the Engineer
21. CM will coordinate and/or perform the inspection of pre-cast materials with Engineer, CMAR, and the fabricator.
22. CM's inspector shall be responsible for performing and documenting inspections of erosion control devices and reporting deficiencies to CMAR for correction.
23. Meet with the LADOTD Statewide Sign Inspector to review the construction signing for compliance with the MUTCD and Traffic Control Standards.

CHALMETTE BRANCH RAIL TRACK RELOCATION

The relocation of the Chalmette Branch rail track will be completed by the Board as a "permitted" project under Norfolk Southern. The railway will be designed and constructed by the Board to Norfolk Southern's standards. Upon successful completion of the work and submission of all required quality control documentation and reports, Norfolk Southern will assume ownership and long-term maintenance of the railway.

The CM will be required to provide construction contract administration and construction engineering inspection services as required for final acceptance of the completed track by Norfolk Southern. These services will be performed in accordance with Norfolk Southern's Standards and Procedures. Copies of these documents will be made available through the Board.

SITE OFFICES AND LABORATORY FACILITIES

The Board desires a quality assurance/quality control program that is an asset to promoting the timely and efficient completion of the LIT construction. As such, the CM shall describe in its proposal a plan to provide flexible, proactive, and timely inspection, sampling, and sample management that does not hinder day-to-day construction activities.
As such, the CM may propose to manage inspection and testing from its home office facilities remotely or may propose any combination of onsite office and/or laboratory facilities. Preference will be given to proposals that promote the most timely and efficient inspection and testing services.

The CMAR will maintain a central construction trailer complex at the LIT site. If onsite facilities are needed by the CM, the CM shall coordinate with the CMAR on a reasonable number and size of space(s) required for temporary office trailer(s) and onsite laboratory facilities. The CMAR will provide the required space inside the fenced perimeter. The CM shall coordinate with the CMAR for utility connections, including potable water and electricity. The CM may have to provide its

own sanitary sewer and telecommunications. The CM will be responsible for negotiating the cost of any shared utilities with the CMAR.

The CM will be required to provide and set up its own trailer(s) and onsite laboratory facilities, with furnishings, and to coordinate with the CMAR for site access.

PROJECT SCHEDULE

The Pre-Construction Design Phase is ongoing. Phase 1 Construction is anticipated to begin in summer of 2025 and continue through summer of 2031. The schedule is subject to change as the project progresses.

PERSONNEL REQUIREMENTS

The CM shall provide personnel in sufficient numbers, qualifications, and experience to execute this scope of work for the duration of the contract. All persons employed on the project will be subject to the approval of the Program Manager and the Board, who reserve the right to demand the dismissal of any person employed by the CM, in about or upon the work, who engages in misconduct, is incompetent or negligent in the due and proper performance of assigned duties, or who neglects or refuses to comply with any proper directions given. The CM shall submit resumes for all key personnel to the Program Manager and the Board for approval. All personnel employed by the CM will be required to obtain Transportation Worker Identification Credential (TWIC) in order to enter secure areas of the project site.

The following key personnel are required:

1. Sr. Construction Project Manager (1)
2. Assistant Construction Project Manager
    a. Highway and Rail (1)
    b. Sitework and Facilities (1)
    c. Marine Terminal and Dredging (1)
3. Document Control Specialist (1)
4. Senior Construction Inspector (3)
5. Laboratory Manager (1)
6. EPSC Inspector (1)
7. Project Scheduler (1)
8. Construction Inspectors (3)
9. Construction/Materials Technicians (3)

Qualifications for Key Personnel

The key personnel shall be qualified and experienced in the area of work they are assigned, and meet the requirements noted below.

1. Sr. Construction Project Manager shall have at least ten (10) years of experience as a Team Lead on highway, heavy civil, or marine terminal construction projects of varying magnitude and involving similar levels of contractor coordination. The Construction Manager will be expected to supervise and coordinate their staff during the construction of the LIT as required to fulfill this scope of work. The Construction Manager will be the primary point of contact regarding construction issues and quality management between the CM and the Program Manager.

2. Assistant Construction Project Managers shall have at least five (5) years of experience managing inspection teams and providing quality control for construction projects of varying magnitude and involving similar levels of contractor coordination. An Assistant Construction Manager shall demonstrate experience in the area of work to be assigned to coordinate with the Program Manager's Resident Engineers for each of the primary disciplines of work for the LIT, which are:

    a. Highway and Rail
    b. Marine Terminals (Wharfs) and Dredging
    c. Sitework and Facilities Structures

3. Document Control Specialists shall have at least four (4) years of experience maintaining, tracking, and distributing documents through electronic systems that may include, construction management software, shared file storage systems, and email for highway, heavy civil, or marine terminal construction projects of varying magnitude and involving similar levels of coordination. They shall also be familiar with documentation and reporting required for federal aid projects with prevailing wages, and disadvantaged business enterprise (DBE) requirements.

4. Laboratory Manager shall have at least five (5) years of experience managing a materials testing laboratory engaged in quality control testing for materials used on highway, heavy civil or similar projects. They shall be qualified to direct the execution of the appropriate test methods called for by the technical specifications, which may include, AASHTO, ASTM, or other accepted standard testing methods.

5. ESPC Inspector shall demonstrate qualification for the implementation of stormwater controls and best management practices. Suitable qualifications include Erosion Prevention and Sediment Control (EPSC) Inspector, Qualified Environmental Professional (QEP), Certified Stormwater Manager (CSM), or similar credential and experience to inspect the implementation of the Storm Water Pollution Prevention Plan in accordance with the project permit, Louisiana Pollution Discharge Elimination System (LPDES), and the Louisiana Department of Environmental Quality (DEQ) requirements. Inspectors shall be proficient in SWPPP Best Management Practices. LADEB-specific training in stormwater best practices is preferred.

6. Project Scheduler shall have at least four (4) years of experience evaluating Critical Path Method (CPM) schedules using Primavera P6, Microsoft Project or similar scheduling

software programs on highway, heavy civil or marine terminal construction projects of varying magnitude and similar levels of complexity.

7. Senior Construction Inspectors shall have at least ten (10) years of experience providing inspections and quality control functions on highway, heavy civil, or marine terminal projects of varying magnitude and involving similar levels of coordination. The CM shall provide one senior construction inspector who demonstrates experience in each of the primary disciplines of work listed above for the assistant construction managers.

8. Construction inspectors shall have at least five (5) years of experience providing inspections and quality control functions on highway, heavy civil or marine terminal projects. Construction and Material Testing Technicians shall have at least two (2) years of experience in providing material testing, inspections, or quality control functions on construction projects or have obtained a 2-year Civil Engineering Technology degree that included courses in material testing, construction inspection, or construction management. The inspectors and technicians shall be qualified to perform the tasks as outlined in Scope of Work, Paragraph 5).

   Inspectors shall be experienced and certified through a program specializing in the type of inspection or testing required by the nature of the work being performed. Such certifications may include, but not be limited to, the following:

   a. Welding: AWS Certified Welding Inspector
   b. Coatings: AMPP Coating Inspector (formally NACE)
   c. Buildings: IBC B2 Commercial Building Inspector
   d. Highway and Heavy Civil: Louisiana DOTD certification or equal
      i. Grading & Drainage
      ii. Bridges & Structures
      iii. Asphalt Plant & Roadway
      iv. Concrete Plant & Roadway
      v. Traffic Control (ATTSA)