



UNION STATION
REDEVELOPMENT CORPORATION

Request for Qualifications

for

General Contractors



Washington Union Station Concourse Modernization Project and the WMATA North Mezzanine and First Street Entrance

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1 TABLE OF CONTENTS

2	Project Information	3
2.1	Purpose	3
2.2	Background	3
2.3	Project Objectives	4
2.4	Project Overview	4
2.4.1	Amtrak Component	4
2.4.2	WMATA Component.....	5
2.5	Master Schedule	5
2.6	Phasing.....	5
2.7	Work Hours	5
3	Proposal Process	6
3.1	Procurement Process	6
3.2	Phase 1 (RFQ).....	6
3.3	Phase 2 (RFP)	6
3.4	Form of Contract	6
3.5	Pre-proposal Conference.....	6
3.6	Anticipated Procurement Schedule	6
4	RFQ Submission Requirements	8
4.1	Format	8
4.2	Past Performance	8
4.3	Team Qualifications.....	9
4.3.1	Minimum Staffing.....	9
4.3.2	Minimum Standards	9
4.3.3	Organizational Structure.....	10
4.4	References	10
4.5	Questions and Communication Regarding the Solicitation	11

4.6 Clarifications & Addenda11
4.7 RFQ Proposal Due Date12
4.8 Number of Copies12

2 PROJECT INFORMATION

2.1 PURPOSE

Union Station Redevelopment Corporation (“USRC”), in cooperation with the National Railroad Passenger Corporation (“Amtrak”) and the Washington Area Metropolitan Transit Authority (“WMATA”), is issuing this Request For Qualifications (“RFQ”) for a general contractor (“Contractor”) to provide construction services as described in more detail within this RFQ.

The Project, which is comprised of two components, the “Amtrak Component” and the “WMATA Component” (together the “Project”), is being constructed to provide a real and immediate benefit to the roughly 100,000 passengers per day that utilize Washington Union Station (“WUS”).

USRC expects to create an advisory short list of Contractors based on a combination of past performance, team structure and team qualifications.

2.2 BACKGROUND

The Claytor Concourse, the (“Concourse”), was named after William Graham Claytor, Jr., former Amtrak president. The Concourse was originally constructed in the 1980s and comprises approximately 70,000 square feet (“SF”) immediately adjacent to the historic station. The Concourse, the historic station, and adjacent parking garage are leased to and managed by USRC from the Federal Railroad Administration (“FRA”). USRC, as the owner’s representative, oversees and manages the sub-lease of Union Station Investco (“USI”), who in turn leases portions of the Concourse to Amtrak and other tenants, see Attachment 1. Together with the historic portions of the station and the parking garage, the Concourse serves over 37,000,000 visitors per year and is the second busiest Amtrak train station in the country. In addition, the station is one of the top ten tourist sites in the nation and is the venue for many public and private events throughout the year.

The Concourse contains and directly abuts several retail and food establishments, provides passenger amenities such as restrooms and waiting areas, and serves as the main thoroughfare for passenger boarding and alighting Amtrak, Virginia Railway Express (“VRE”), and Maryland Area Regional Commuter Rail (“MARC”) trains. The Concourse also serves as the main connection to the WUS bus deck, parking garage, DC Streetcar, Station Place, and H Street NE. In addition to providing connection to rail, streetcar, and bus passengers, the Concourse provides direct access to the WUS Metrorail Station through WMATA’s 1st Street North Mezzanine (the “Mezzanine”), which opened in 1976 and is the busiest weekday Metrorail Station in Washington, D.C. See Attachment 2 for a general orientation.

Under guidance from USRC, USI is responsible for day-to-day maintenance, operations, and management within the historic station, retail concourse, and the Concourse. Amtrak is responsible for rail passenger and security operations. The taxi road, bus deck, and parking garage operated by USPG, LLC (“USPG”), under an agreement with USRC. USPG is responsible for the day-to-day operation and management of

the for-hire-vehicles, intercity buses, tour/charter buses, and the parking facility. The Concourse is a central part of the station operations and sits at the nexus between the historic station, the tracks and platforms, bus deck, parking garage, connections to Station Place, and Metrorail.

2.3 PROJECT OBJECTIVES

Public safety is the single, highest consideration on all aspects of this Project. Proposers must demonstrate an understanding of this point and make public safety their highest priority throughout the entire duration of the Project while maintaining all Station operations during construction. All intercity and commuter rail service, Metrorail, and bus service will be ongoing throughout the duration of the Project and access must be maintained uninterrupted, throughout the construction of the Project.

The proposers must express how they intend to minimize disruptions of the Stations' operations during the construction phase of the Project. Proposers will be required to explain how they propose to maintain regular and effective communication with FRA, USRC, USI, USPG, Amtrak, WMATA, and all other stakeholders.

The quality of the finished Project is also a key Project objective. Proposers must show their commitment to high standards of workmanship and finish quality.

Proposers must have a proven record of delivering cost effective projects on schedule and within budget.

2.4 PROJECT OVERVIEW

The Project will be comprised of two components with separate Project sponsors for each component. Amtrak is the owner and operator of the intercity and commuter rail infrastructure within the terminal yard at WUS. Amtrak also holds rights, both through lease and reservation, to certain areas within the Concourse. WMATA owns and operates the regional public transit system, including the Metrorail, which has easements on the west side of the station. Together Amtrak and WMATA are the "Project Sponsors."

2.4.1 Amtrak Component

The goal of the primary component of the Project, the Amtrak Component, which is sponsored by Amtrak, is to reconstruct and modernize the WUS Claytor Concourse within their leased space without impacting station operations or adjacent leased spaces. The Project will provide expanded passenger flow, create additional areas for boarding and queuing, improve passenger amenities, address safety and egress issues, update Amtrak back-of-house support spaces on the First Street Level beneath the Concourse, and rehabilitate the North Hangar. Additionally, a major portion of the Amtrak Component will be the construction of a new 10,000 square foot "Metropolitan Lounge" (formerly known as "Club Acela") to provide a brand-new facility and experience for Amtrak passengers.

Overall, the Amtrak Component consists of:

- Renovation of the existing Concourse, including the Metropolitan Lounge, which totals approximately 70,000 SF
- Renovation of the North Hangar, which totals approximately 5,000 SF
- Renovation of the Amtrak support spaces at the First Street Level, totaling approximately 12,000 SF
- Structural repairs and/or replacement to the existing slab on the west side of the station and construction of a new slab on the east side of the station that will support new restrooms.
- A new emergency generator, substations, and other infrastructure upgrades

2.4.2 WMATA Component

The second component, the WMATA Component, which is sponsored by WMATA, is designed to improve the Mezzanine. This includes installation of a new stair connecting the Mezzanine to the Concourse, a new entrance from First Street, NE, as well as the expansion of the fare gate area, the addition of three (3) new Metrorail fare gates, and a relocation of the Metro fare card vending machines.

Overall, the WMATA Component consists of:

- New First Street Entrance including stairs, a platform, a ramp, and canopy
- New Stairs from the Mezzanine to the Concourse
- New fare gates and the relocation of the fare card vending machines

2.5 MASTER SCHEDULE

It is anticipated the schedule for the Project will be approximately 36 months from pre-construction to Project close out.

2.6 PHASING

The Project must be phased in order to avoid an unacceptable level of degradation to passenger capacity and retail disruption, while maintaining passenger access to train gates, Metrorail, and bus deck during construction. Phasing Guidelines will be provided in the RFP phase of the solicitation. See Section 3 below for the proposal process. The Phasing Guidelines will not prescribe a specific approach, but rather will provide guidance and set limitations on minimum service levels, noisy work, station operational needs, and other issues of that nature.

2.7 WORK HOURS

In order to minimize disruption to WUS and its users, it is anticipated that much of the work will be expected to be accomplished during non-peak hours, overnight, and on weekends. The allowable work hours will be included in the Phasing Guidelines.

3 PROPOSAL PROCESS

3.1 PROCUREMENT PROCESS

The procurement method will be a two-phase, competitive, sealed proposal process.

USRC intends to award the contract to the Contractor who presents the best value based on a combination of price and technical factors. Evaluation criteria for this RFQ are listed in Section 4 below.

3.2 PHASE 1 (RFQ)

Phase 1 consists of this Request for Qualifications (“RFQ”). During Phase 1, interested Contractors are asked to submit their general qualifications to USRC in order to establish their capability and capacity to manage the Project.

USRC will use a qualification evaluation committee (QEC) to evaluate the RFQ Proposals it receives.

The result of Phase 1 is an advisory short list. The advisory short list will name the Contractors USRC deems most likely to compete favorably in Phase 2.

3.3 PHASE 2 (RFP)

Phase 2 will consist of technical proposals, pricing proposals, and oral interviews. The details for Phase 2 will be provided to the short-listed Contractors after Phase 1 is completed.

USRC will use a proposal evaluation committee (PEC) to evaluate the RFP proposals it receives. The PEC will consist of a Technical Evaluation Committee and a Price Evaluation Committee. Both committees will include USRC personnel and personnel from each of the Project Sponsors.

3.4 FORM OF CONTRACT

The Phase 2 RFP will include a draft copy of the construction contract. USRC anticipates using AIA documents A102-2017 (Standard Form of Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price) and A201-2017 (General Conditions of the Contract for Construction), as the basis for the contract with some modifications.

3.5 PRE-PROPOSAL CONFERENCE

There will not be a pre-proposal conference for Phase 1.

USRC may hold a pre-proposal Conference for Phase 2. If held, the conference location will be announced in the RFP or in an RFP addendum during Phase 2.

3.6 ANTICIPATED PROCUREMENT SCHEDULE

Phase 1 (RFQ): Jan 2019 to Mar 2019

Phase 2 (RFP): Apr 2019 to May 2019

Interviews: Jun 2019

Contract Award: Aug 2019

4 RFQ SUBMISSION REQUIREMENTS

4.1 FORMAT

Proposals should be typed with a standard 12-point font, 1.5-line spacing, and submitted on 8 1/2" x 11" size paper, using a single method of fastening. Charts and schedules may be included in 11"x17" format. Proposals should not include any unnecessarily elaborate or promotional materials.

4.2 PAST PERFORMANCE

This section of the proposal establishes the Contractor's breadth, depth, and relevance of prior experience. Preference will be given to those Contractors with successful outcomes on projects similar in size, scope, and complexity to this Project.

Please provide a detailed description of **three projects** completed within the **past ten (10) years** that are similar in type, size, scope, and complexity to this Project.

A more favorable evaluation will be given to projects with at least two of the following relevancies:

- Phasing, especially with construction in or near public areas
- Major transportation facilities
- Facilities with heavy pedestrian traffic volume and pedestrian control
- Significant renovation of an Amtrak or WMATA facility
- Historic buildings
- Projects over 75,000 SF
- Projects over \$50 million
- Complex projects with multiple owners or stakeholders

To be considered, a submitted project must have reached substantial completion by the time the Contractor's proposal is submitted.

For each project, please provide the following information:

1. Name and location of the project.
2. Name of the owner or customer.
3. Name of the designer.
4. Form of acquisition used (e.g. firm fixed price, cost reimbursable, incentive fee, award fee, time and materials, etc.).
5. Gross square feet of project.
6. Total dollar value of the project (include the awarded price, the final price, and the number and reason for changes in contract value).

7. Project duration (in calendar days; include original and actual durations; and a brief summary of any time extensions and/or delays).
8. Description of Work and services provided by the Contractor (construction, design/build) including scope. The description should highlight the relevancies listed above.
9. Photographs (up to six photos per project, not counted against page count).
10. Safety record for the project (provide a list of all reportable mishaps, including subs' mishaps, and total man-hours expended).
11. A list of any awards or notable recognitions (copies of award certificates not counted against page count).

Page limit: two pages for each project submitted.

4.3 TEAM QUALIFICATIONS

Identify the personnel that will make up your project team. For each person, include a resume with a complete list of their previous, similar project experiences. Include a list of awards, publications and other professional recognitions.

Each proposed team member will be evaluated based on their qualifications and experience in roles similar to their assigned role on this Project. Each proposed team member must be available for the duration of this Project.

4.3.1 Minimum Staffing

The following are considered Key Project Members:

- Principal in Charge/Project Executive
- Project Manager
- Superintendent
- Quality Control Manager
- Safety Coordinator

4.3.2 Minimum Standards

The Principal-In-Charge shall be an officer of the firm and must be available and able to commit resources and execute contracts on behalf of the Contractor.

Key Project members must have at least ten (10) years of relevant experience on projects similar in size, scope and complexity to this Project.

Educational Requirements for the following positions are defined as follows:

- Principal-In-Charge: A Bachelors of Architecture or Bachelors of Civil, Mechanical, Electrical Engineering, Construction Management, or Business Administration from an accredited institution.
- Project Manager: A Bachelors of Architecture or Bachelors of Civil, Mechanical, Electrical Engineering, or Construction Management from an accredited institution.

Contractors submitting key personnel who exceed the minimum qualifications and experience levels will receive a more favorable evaluation.

Provide a one-page matrix to indicate each project team member, title, and their level of effort, expressed as a percentage, for each of the submitted ***past projects***.

Provide a one-page matrix to indicate each project team member, their title, and their level of effort, expressed as a percentage, for ***the Project***.

Page limit: Resumes for each project team member shall not exceed two pages. In all, submit no more than ten pages of resumes. Each matrix shall be no more than one page.

4.3.3 Organizational Structure

Present an organizational chart and explain in words your intended project team structure which shows clearly the lines of authority. Explain how the proposed organizational structure results in teamwork that will enhance the organization's ability to coordinate a project of this size and complexity.

It is required that the positions of Project Manager, Superintendent, and Quality Control Manager be on the construction site full time and totally dedicated to the Project. The Quality Control Manager and Safety Coordinator shall report directly to the Principal/Project Executive and not the Project Manager.

Page limit: This section shall not exceed two (2) pages including an Organizational Chart.

4.4 REFERENCES

Provide a table of references. Proposers must provide **two (2)** references for each past project and for each key project team member. Each reference must include the reference's name, title, address, phone number, and email address. Project references should be individuals who can attest to the quality of the work provided and should preferably be an owner or owner's representative. Project references may overlap with key project team member references.

It is incumbent upon the Contractor to ensure the information submitted is current and accurate.

Page limit: There is no page limit on the References section. A well-organized table with white space for notes would be appreciated.

4.5 QUESTIONS AND COMMUNICATION REGARDING THE SOLICITATION

All questions or communications regarding this solicitation must be directed in writing to the designated point of contact for this procurement:

Nzinga Bryant, Procurement Officer
Union Station Redevelopment Corporation
750 First Street, NE; Suite 1010
Washington, D.C. 20002
nbryant@usrcdc.com

Contractors should not attempt to contact or communicate with the designated point of contact by telephone or any means other than in writing, nor may they attempt to contact or communicate with any other USRC, Amtrak, or WMATA personnel or representatives about this solicitation. A Contractor's failure to comply with this direction may result in disqualification of the Contractor's proposal.

The following communications, initiated by USRC at USRC's complete discretion, may be excepted from this rule: questions raised during pre-bid/pre-proposal conferences and USRC-sanctioned discussions, negotiations, and/or clarifications of proposals. If USRC initiates one or more of these communications, Contractors must strictly comply with USRC direction regarding the nature and timing of such communications. This provision does not mean that any Contractor is guaranteed an opportunity to engage in pre-bid/pre-proposal conferences, discussions, negotiations, or clarifications of proposals.

Any response made by USRC will be provided in writing to all known potential Contractors by addendum. No verbal responses shall be authoritative.

4.6 CLARIFICATIONS & ADDENDA

Contractors must prepare requests for information or clarification in writing for USRC's consideration as set forth in this section. While USRC has not placed an initial limitation on the number of requests that may be submitted, Contractors are cautioned that if Contractors do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), USRC may set restrictions on the frequency and number of requests permitted.

Contractors are advised that this section places no obligation on the part of USRC to respond to any or all requests for information or clarification, and that USRC's failure to respond to any such request will not relieve the Contractor of any obligations or conditions required by this RFQ. Requests for information or clarification regarding this RFQ shall only be submitted in writing (letter or email) to the designated point of contact.

All responses to written requests for information or clarification, or additional information will be distributed as addenda by email to all recipients known to USRC.

No oral interpretation, instruction, or information concerning this RFQ given by any employee or agent of USRC shall be binding. Contractors who submit a Proposal in reliance on any such oral information risk having their response to USRC deemed non-responsive.

During the period provided for the preparation of Proposals, USRC may issue addenda to this RFQ. These addenda will be numbered consecutively and will constitute a part of this RFQ. Each Contractor is required to acknowledge receipt of each addendum in writing to the designated point of contact. This acknowledgment shall include all addenda distributed prior to the Proposal Due Date. All responses to this RFQ shall be prepared with full consideration of the addenda issued prior to the Proposal Due Date.

USRC will not respond to written requests received after January 21, 2019 at 2:00 p.m.

4.7 RFQ PROPOSAL DUE DATE

All proposals are due at the Reception Desk of the Union Station Redevelopment Corporation on or before March 14, 2019 (the "Proposal Due Date"), at 12:00 p.m.

USRC office is located at 750 First Street, NE; Suite 1010, Washington, D.C. 20002.

All submitted proposals will be time and date stamped according to the computer clock at the Reception Desk of USRC. Please allow 30 minutes to get through building security. Any proposals received after this appointed time will be considered late and will be returned unopened to the Contractor.

The Proposal Due Date can be changed only by addendum.

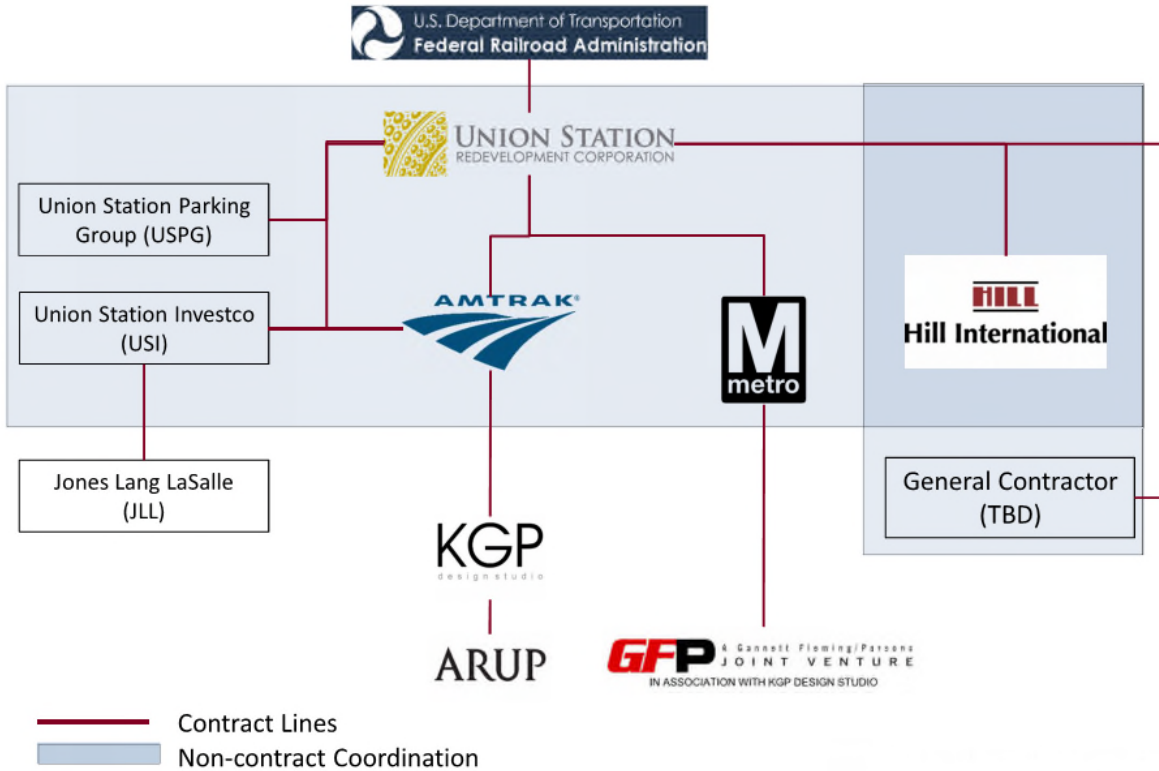
4.8 NUMBER OF COPIES

Provide a complete copy of the RFQ Proposal in PDF format on a USB Flash Drive.

Provide ten (10) paper copies, bound.

Attachment 1: Union Station Stakeholder Chart

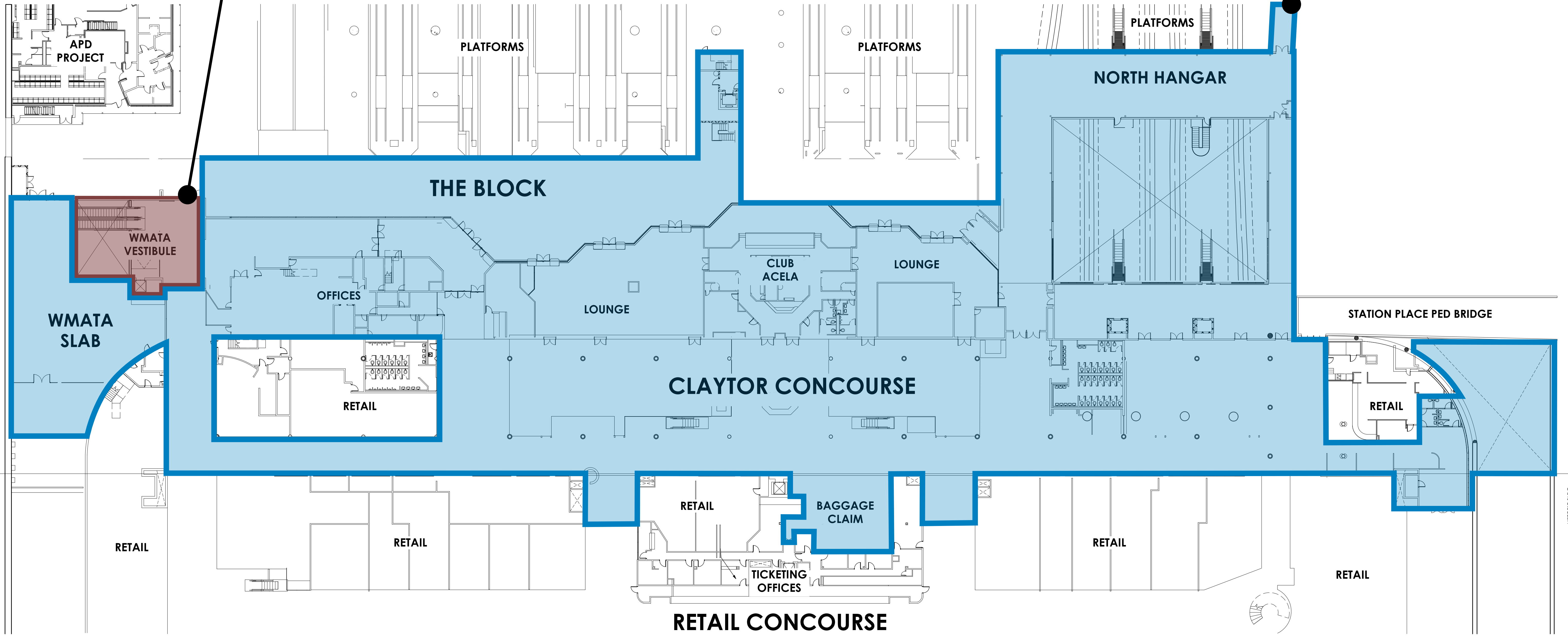
Union Station Concourse Modernization – Organizational Lines



Attachment 2: Concourse Orientation Maps

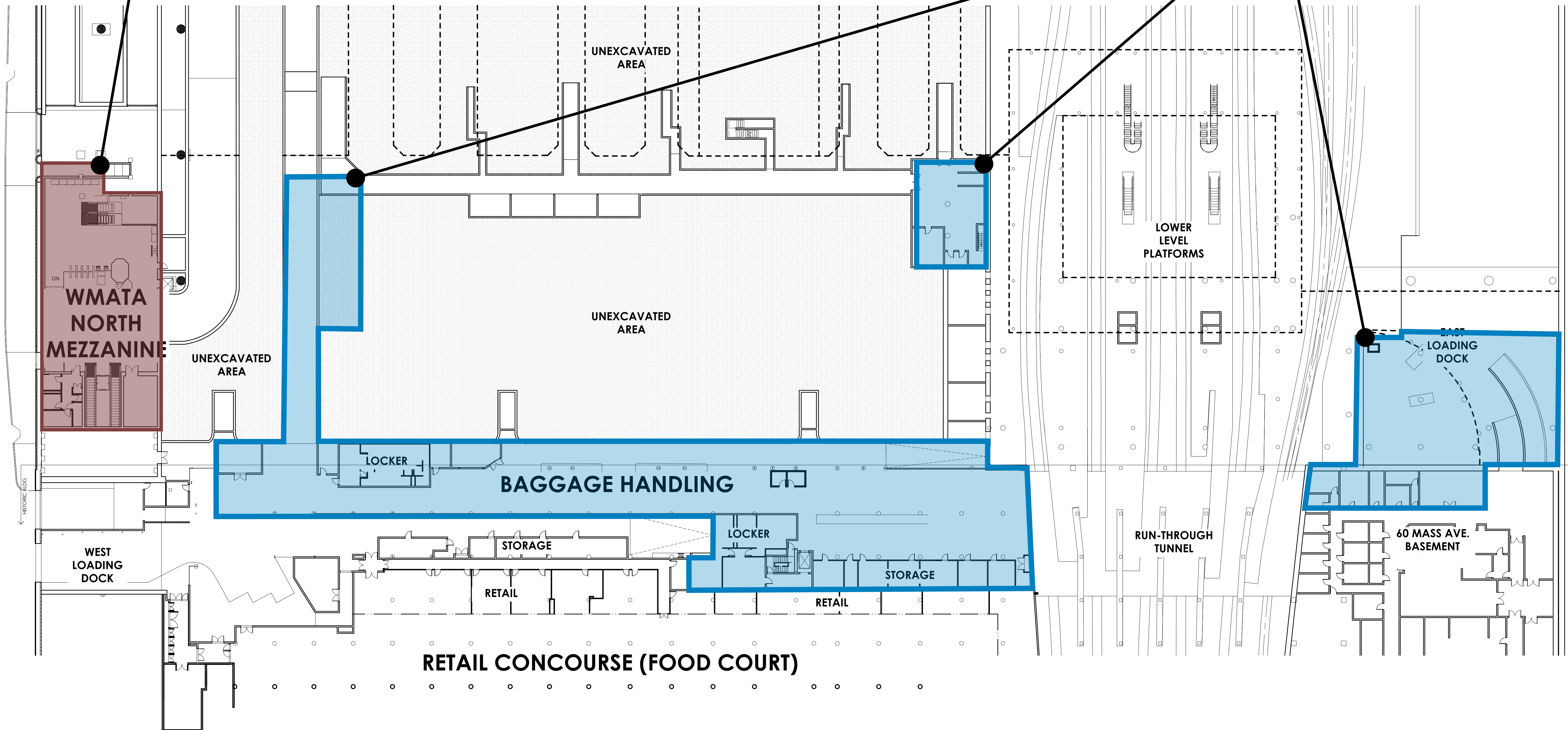
**GENERAL AREA OF
WMATA NORTH
MEZZANINE
PROJECT
(UPPER LEVEL)**

**GENERAL AREA OF
CONCOURSE
MODERNIZATION
PROJECT**



**GENERAL AREA OF
WMATA NORTH
MEZZANINE
PROJECT**

**GENERAL AREA OF
CONCOURSE
MODERNIZATION
PROJECT**



**GENERAL AREA OF
CONCOURSE
MODERNIZATION
PROJECT**

H STREET, NE
&
STREETCAR

BUS DECK
PAVILION

NORTH HANGAR
(ROOF)

WUS BUS DECK

BUS
DECK
REST-
ROOM

TABLETOP
STRUCTURE

TAXI ROAD

CLAYTOR CONCOURSE (ROOF)

HISTORIC BLDG

HISTORIC BLDG

