Revised RFP Insurance Requirements

This addendum replaces Section G on pages 10 and 11 of the RFP document in its entirety and replaces the language with the following:

All proposers shall provide and maintain the following insurance requirements through two (2) years following the completion of the project:

The successful proposer, and any sub-contractors, shall provide commercial general liability insurance including products and completed operations with limits of at least $1,000,000 for each occurrence and at least $2,000,000 in the aggregate. The successful proposer shall also provide, at minimum, $2,000,000 umbrella policy. The successful proposer shall provide professional liability insurance covering A/E’s errors and omissions with limits of $1,000,000 for each occurrence and at least $2,000,000 in the aggregate. The successful proposer, and any sub-contractors, shall provide commercial auto liability insurance coverage with limits of at least $1,000,000 combined single limit. In addition the successful proposer, and any sub-contractors, shall provide worker’s compensation insurance, as required by the laws of the Commonwealth of Massachusetts.

The successful proposer, and any sub-contractors, shall furnish to the FRTA Certificates of Insurance showing coverage as set forth above prior to performing the services for this project as described in this document. All insurance coverages required herein shall be issued by carriers with a financial rating of A or better. The successful proposer, and any sub-contractors, shall add the FRTA as project owner and shall name the FRTA as an additional insured with respects to the general liability, excess umbrella insurance, and auto liability insurance policies as outlined above.

The successful proposer, and any sub-contractors, shall be required to provide proof of existing general liability insurance, umbrella insurance, professional liability insurance, auto liability insurance and worker’s compensation insurance prior to FRTA authorizing a Notice to Proceed.

Pre-Proposal Conference

FRTA held a virtual pre-proposal conference on Friday, October 30, 2020 at 10:00am. The following is a list of attendees:
Project Questions

1. Please confirm Concept 7 plan estimated at $18.7M (30% design) is the concept to be developed and that you are looking for that program to be constructed for $9.5M?

   On page 7 of the RFP document FRTA lists out project objectives including review of Concept 7 plan. Yes, the budget for the program to be constructed is $9.5M. FRTA also recognizes the challenges that this presents and has included a listing of project priorities on page 9 of the RFP assuming concessions must be made in order to have the project meet the budget.
2. Is it your objective for the $9.5 million to meet project costs? Or just construction costs?  
   The budget of $9.5M is for the construction of a new vehicle maintenance and transit 
   operations facility and construction of infrastructure upgrades to water, sewer, 
   communications, road, and sidewalk approximately 800 ft along Sandy Ln.

3. Will the list of meeting attendees be made available?  
   Yes, see list of attendees above.

4. Any electric buses or desire for electric bus charging stations?  
   This is not a requirement of the project. While there is a desire for electric bus charging stations 
   and will not be included in this project, it would be beneficial for FRTA to understand 
   implications of this project and planning needs to consider for future expansion to include 
   electric bus charging infrastructure.

5. Will any other site plans from the planning board meeting be made available?  
   All meeting minutes, final decision paperwork, and definitive subdivision plans are available in 
   Appendix I of the RFP. FRTA does not have any other site plans.

6. Is the FRTA considering applying for any grants for sustainability?  
   Any consideration of grants for sustainability will be determined outside of this project.

7. Is the FRTA considering applying for any grants for solar?  
   Any consideration for grants for solar projects will be determined outside of this project.

8. Is there a DBE goal for this project?  
   As stated on page 11 of the RFP document: “While this project does not have any specific DBE 
   goals, the FRTA encourages participation from certified DBEs with this project. As such, DBE 
   proposals will be awarded additional scoring points for proposals submitted with appropriate 
   documentation (See Section IV. of this RFP for more information).”.

9. Will other site plans from Planning Board meeting be available? 1 of 3 & 2 of 3?  
   See question 5 above.

10. There is a very large ground-mount solar field adjacent to the parcel – any tie-in/connection 
    anticipated or desired?  
    There is no anticipated tie-in to the solar field adjacent to the project.

11. Section IV states that hard copies are to be delivered. Is the facility open and is there any 
    anticipated delays with FedEx or UPS delivery?  
    The FRTA facility is currently closed to the public; however, employees are on the property 
    Monday through Friday from 7:00am – 5:00pm and can collect and sign for deliveries. FRTA 
    does not anticipate any delays with FedEx or UPS delivery. If deliveries are delayed in any 
    manner due to weather or other unforeseen events FRTA will only accept deliveries after 
    3:00pm on December 4, 2020 on the following conditions:  
    • Proposer must email michael@frta.org prior to 3:00pm on December 4, 2020 
      acknowledging the delay; and 
    • Proposer must provide proof of acceptance into the delivery system; and 
    • Proposer must provide proof of anticipated delivery at the time of acceptance clearly 
      indicating delivery is scheduled on or before 3:00pm on December 4, 2020.
12. Is the architecture and engineering firm for the initial design phase precluded from submitting a proposal?

As described within the RFP document, in 2017 FRTA contracted with STV Inc. to provide architect and engineering services to design a facility from conceptual design through the construction administration phases of this project. As the project progressed, the 30% design cost estimate came back much higher than the project construction budget. At that point FRTA engaged STV to renegotiate the existing contract to modify the design to within the project budget. While STV is not explicitly excluded from bidding on this project, FRTA is going back out to bid seeking qualified architect and engineering firms because FRTA was unsuccessful in renegotiating the contract.

13. What is the current, anticipated project construction budget?

See questions 1 and 2 above.

14. Please verify that the $9.5M construction cost includes FFE for both the vehicle maintenance equipment and administrative wing, and that the equipment requirements are noted in Appendix F – Concept 7 Space Programming spreadsheet, under the comments column.

Correct, the intention of this project is that the $9.5M construction cost will include FFE for both the vehicle maintenance equipment and administrative wing as noted in Appendix F; however, FRTA also understands the potential challenges the budget for this project brings therefore the FRTA has included a listing of project priorities on page 9 of the RFP assuming concessions must be made in order to have the project meet the budget. FRTA treats vehicle maintenance equipment as a higher priority over other furniture, fixtures, and equipment in the administrative wing.

    a) We note that there is no furniture included in the Transportation Manager/GM Office – what is required?
       Appendix F was a preliminary space programming sheet as part of Concept 7 and does not include an exhausting list of furniture, fixtures, and equipment for each room space. If budget allows for FFE, FRTA and A/E will work to complete FFE requirements for each space.

    b) We note there are no furnishings noted in the Parts Storage area in the Maintenance area – what is required?
       See question 14 a) above.

    c) We note there are no furnishings noted in the Clean Room in the Maintenance area, only the types of repairs to take place there are noted. Is it correct to assume that only work benches/tables are required in this room to accommodate these repair activities?
       See question 14 a) above.

15. What is the expectation for the progress meeting frequency during the design phase and during the construction phase? Is the AE responsible for preparing the meeting minutes?

The expectation for the progress meeting frequency during the design phase will be determined by the A/E to meet the project Critical Milestone Schedule as outlined in Appendix B. The expectation for the progress meeting frequency during the construction phase will be at least bi-weekly. A/E will be responsible for preparing meeting minutes for record during the design
21. What is the expectation for the AE’s involvement on-site during the construction phase (not including code-required special instructions)? How often is the AE expected to be on-site to monitor the work (full-time/part-time)?

The expectation for the A/E’s involvement on site during the construction phase is to ensure the general contractor and other sub-contractors understand and execute the information contained within the construction documents and drawings. While FRTA is open to the expertise of the A/E, it would be expected the A/E be on site at least once every two weeks to monitor the work.

17. Please verify the scope of services the AE is to provide during the Bid Phase and Award Phase shall include: Responding to bidders’ questions/RFI’s; preparation of addenda; attendance at one pre-bid meeting; attendance at one public bid opening; review of bids for completeness and accuracy; reference checks on one most attractive/recommended bidder; and contract award recommendation. Is the AE responsible for preparing meeting minutes?

Yes, the A/E shall assist the FRTA in preparing advertisements for bid, responding to bidders’ questions/RFI’s, attendance at one pre-bid meeting, preparation of addenda, attendance at one public bid opening, review of bids for completeness and accuracy, reference checks on one most attractive/recommended bidder and contract award recommendation.

18. Please clarify which, if any, expenses are reimbursable, including: Reproduction and copying; postage; travel/mileage; meals; vendors.

See question 42 below.

19. Are offsite improvements other than the mentioned utilities, such as traffic signals or traffic studies required?

No. The only offsite improvements to be made as part of this project are bringing water, sewer, communications, sidewalk, and repaving from Turnpike Rd. approximately 800 ft. into Sandy Ln. based on The Town of Montague’s Certificate of Decision on Definitive Subdivision Plan.

20. Does the described $9.5M in available grant funding include land acquisition, soft costs, FF&E, or is it hard construction costs only?

The budget of $9.5M is for the construction of a new vehicle maintenance and transit operations facility and construction of infrastructure upgrades to water, sewer, communications, road, and sidewalk approximately 800 ft along Sandy Ln. Funds for land acquisition and soft costs are from separate funding sources. FF&E is expected to be part of the $9.5M for this project but FRTA understands the potential challenges the budget for this project brings therefore the FRTA has included a listing of project priorities on page 9 of the RFP assuming concessions must be made in order to have the project meet the budget. Furniture, fixtures, and equipment is the lowest priority on this list for this project.

21. Is a backup generator required?

While it would be advantageous for the project to include a backup generator, it is not a requirement of the project.

22. Is the Town providing sizing information for the utility extensions into Sandy Lane from Turnpike Road based on anticipated future needs of the proposed Industrial Park, or will we be required to determine sizing?
The Town of Montague is providing sizing information for the utility extensions into Sandy Lane.

23. Is site utility size and location mapping available?
   See question 22 above.

24. The provided Site Survey in Appendix A does not include topographic information. Is this information available or are we to provide survey?
   Topographic information will be provided in CAD to the selected firm.

25. Will the Survey be provided to the selected designer in an electronic format (AutoCAD, etc.)?
   See question 24 above.

26. What are the proposed limits for sidewalk? Will the sidewalk terminate on Turnpike Road?
   The proposed limits for the sidewalk are from Turnpike Rd. and end near the current animal shelter.

27. Do wetlands need to be reflagged?
   The last delineation of the wetlands was completed in April 2013. FRTA will defer to the A/E to determine if they will need to be reflagged.

28. Can existing sanitary sewer information in Turnpike Road be provided so we know if we are designing a pumped sanitary sewer or if a gravity line is possible?
   See question 22 above.

29. Is the chassis wash to be considered part of the building program?
   Yes?

30. Will FRTA be able to provide a vehicle maintenance equipment list, or will the selected AE need to assist with maintenance equipment selection?
   A/E will need to assist FRTA with maintenance equipment selection.

31. Is construction cost estimating to be included in the scope of services, or will that be performed by others?
   Yes, A/E will need to provide construction cost estimating services.

32. The concept plans indicate a geotechnical engineering consultant was part of the concept design. Is a geotechnical report for the site available?
   The geotechnical report will be provided to the selected firm.

33. Is bonding required by proposing AE firms?
   No.

34. Has an ENF been submitted to Mass. Historic for this project?
   The Categorical Exclusion document in Appendix G of the RFP found that a review of available data has confirmed that there are no previously identified cultural, historic, or archeological resource areas in the immediate vicinity of the proposed project site.

35. Will FRTA provide a detail topographical, utilities survey of the site? Or will this be part of the scope of work for the contract?
   See question 24 above.
36. The schedule in the RFP did not seem to include time for DEP/ConCom permitting related to the wetlands on the abutting property, we are assuming a Notice of Intent will be required. Will the schedule be able to be changed if DEP/ConCom permitting is required? No, 100% design and cost estimate still need to be completed by May 2021.

37. Can the terms of the sample contract be negotiated?
   A/E needs to be prepared to sign agreement as presented.

38. Is STV eligible to submit on this project?
   See answer to question 12 above.

39. Is the project budget of $9.5 million dollars inclusive of designer’s fees?
   See answer to question 2 above.

40. Is the designer expected to prepare easement documents and to participate in negotiations for access to the solar array?
   No.

41. Will the designer be required to design and procure furniture, fixtures and equipment, especially equipment related to vehicle maintenance activities?
   See answer to question 14 above.

42. See attached letter from the Massachusetts Chapters of the American Institute of Architects regarding fee submission information.
   Regarding the letter from the Massachusetts Chapters of the American Institute of Architects, FRTA wants to make clear that this RFP will not use any cost/fee information as consideration for determining the highest ranking proposal. As such, FRTA will strike and remove any reference to cost/fee submission required prior to review of all proposals and recommendation of the highest ranking proposal to the Administrator. The cost/fee will be negotiated between the Administrator and the highest ranking proposer. If negotiations are not successful with the highest ranking proposer then negotiations may be conducted with the next highest ranking proposer and so on down the line until negotiations are successful with a proposal that meets the qualifications.