ARCHITECTURAL & ENGINEERING | CONSTRUCTION ADMINISTRATION SERVICES

Waite Park Facility Expansion
MnDOT Grant Contract Number: 1049399

ADDENDUM 1
Request For proposal
TRI-COUNTY ACTION PROGRAM, INC.
(Tri-CAP)

Lori Schultz, Executive Director
Tri-County Action Program, Inc.
1210 23rd Avenue South
Waite Park, MN 56387
ADDENDUM DATE: August 25, 2022

Preproposal meeting was held on August 19, 2022.
- PowerPoint for preproposal meeting is on Tri-CAP website.
- Notes, including questions and answers are included in this addendum (pages – to --)

Clarifications | Additions for the RFP.

Tri-CAP desires to have the consultant include in their scope of work, estimated hours and costs to include the following optional tasks:

• electrical capacity and related infrastructure for possible future electric buses. Facility shall accommodate this future need if not included in the immediate project.

• integration of solar panels on the roof of the expanded facility, including review and coordination with Xcel Energy for life cycle costs and potential rebates. Accommodate the design to allow for future solar panels.

The following questions were asked after the Pre-Proposal meeting.

Question 1: Is the project within the limits of the City of Waite Park?

Answer: Yes.

Question 2: Will the future facility expansion have vehicle maintenance activities (such as mechanics)?

Answer: No.

Question 3: Does the existing well allow for the additional space added onto the existing facility?

Answer: The existing well will need to be relocated due to the expansion.

Question 4: Is the wash bay intended to be an automatic or manual use (wand with high pressure water)?

Answer: Shall be a wash bay with hand wand, with high pressure for spraying. Shall also include protective area to reduce spray outside area.

Question 5: What is the bus type that the facility shall accommodate?

Answer: Tri-CAP’s fleet are class 500s ~ 39’.

Question 6: What is MnDOT’s role on the project?
Answer: Review and approval of the deliverables. Engaged in meetings based on agenda and decision making. Primary funding source.

Question 7: Has procurement of the construction manager occurred yet?

Answer: No, this will be completed by the A&E company as apart of the scope of work.

Question 8: What are the hours of operation for the existing facility?

Answer: Tri-CAP employees arrive as early as 5:45 am, leave at 6:15 pm (Mon-Fri). Saturday has minimal staff – primarily dispatch.

Question 9: Is the concept plan set in stone?

Answer: No, the consultant shall use their professional judgement to adjust the concept to meet the goals of the project – integrating logistics, safety, security and financial resources available.

Question 10: Has the project documents gone to Waite Park Planning & Zoning for review and / or comment?

Answer: It has not been to City review, but it was discussed for setbacks and typical zoning requirements.

Question 11: Will the garage be heated?

Answer: Yes, assume 40-50 degrees Fahrenheit.

Questions 12: Should the design take into consideration B3 State Sustainability guidelines?

Answer: No, B3 Sustainability Guidelines do not apply to Tri-CAP’s Waite Park Storage project. B3 guidelines exist to meet predetermined facility energy standard and apply only to government buildings funded with state General Obligation bonds. Noted to think thru sustainable practices for landscaping – minimizing irrigation. Specify energy efficient equipment. The building should be aesthetically similar to the existing facilities.

Question 13: Is there DBE goals?

Answer: No, the project is state funded.

Question 14: Should we assume a labor contract for the construction of the facility?

Answer: No, but prevailing wages will be required.
Question 15: Do we need to engage abutting property owners?

Answer: No.

Question 16: Are sprinklers required within the expanded facility?

Answer: There either needs to be some fire separations or it can be sprinkled.

Question 17: Existing tree near entrance – can it go?

Answer: Yes, if required.

Question 18: Include safety / security lighting for the expanded parking area?

Answer: Yes.

Question 19: Snow / Winter maintenance – should consultant look at on-site snow storage?

Answer: For major snowstorms, Tri-CAP will haul away the snow.

Question 20: Driver room – Should we integrate fiber networking?

Answer: Yes, include fiber networking for Driver office area.

Question 21: Should there be a kitchen within the break room?

Answer: No kitchen.

Question 22: What should the Driver room be | include?

Answer: Staff work area – attached stand up / sit down tabletop / counter tops for computers a small office allowing for closed meetings (one on one). Include space for lockers. Include enough outlets in Driver room allowing for charging of phones, computers, etc.

Question 23: Is there a plat map of the current property?

Answer: Tri-CAP will post the survey map and legal description to the website Tricap.org

Question 24: What is driving the completion date of 12/31/24?

Answer: Per our MNDOT contract, Tri-CAP must be 100% operational in the new building by 12/31/24.
**Question 25:** Is the parking going to be an issue during construction?

**Answer:** Yes, the existing building will be 100% operational during this time. Buses will need to be stored in the existing garage at the end of the day. Staff parking will need to be taken into account.

**Emailed questions:**

**Emailed Question 1:** Are proposers required to submit redlines and exceptions to the General Contract Conditions cited in section 6 of the RFP as part of their RFP response or with their Cost proposal as part of negotiations upon notice of award?

**Answer:** Yes, please identify any exceptions to the General Contract Conditions and Tri-CAP will consider these exceptions during final negotiation.

**Emailed Question 2:** Please clarify the “final cost estimate” noted below as required to enter a contract? Does this fact mean the Owners final budget?

The successful proposer shall be required to enter a contract with Tri-CAP. The contract shall consist of the RFP, selected Consultant’s proposal, final cost estimate, pertinent attachments, and the contract form.

**Answer:** This references the consultant’s submitted cost estimate for their services.

**Emailed Question 3:** Does GMT funding require adherence to MNDot design guidelines?

**Answer:** Consultant shall use design guidelines based on the various types of professional services required to complete the project.

**Emailed Question 4:** Does an existing boundary and contour survey exist? If not – will Tri-CAP obtain a survey?

**Answer:** Tri-CAP will post on their website any and all survey information available for the site. Consultant shall verify information and include in their proposal required surveys to complete the project.

**Email Question 5:** Because of the licensing requirements by the state, septic system design is left to the septic system installer. The septic installer is given design parameters to adhere to for the need of the facility by the Design firm. Are we to include a septic system installer as part of the RFP? Or will this be determined at time of bidding.

**Answer:** The consultant shall include in their proposal the scope of work and the associated cost for the installation of the septic system.

**Emailed Question 6:** Typically, parameters are given by the design firm to meet for the functionality of the building. Until the well installer drills the well, the final design can be unknown. Are we to assume design based off
the current well demand? If so, will Tri-CAP be providing a flow test for the existing well? Lastly, will a well installer be required as part of the RFP or be determined at time of bidding?

**Answer:** Tri-CAP will post on their website current information available for the existing well and the related capacity. Should the consultant team identify additional scope and related cost identify in the proposal and associated cost estimate. Illustrate as a separate line item within the cost estimate.