



THE CITY OF KEY WEST
3140 Flagler St,
Key West, Florida 33040

ADDENDUM #3
Public Transit Facility
Request for Proposal: 001-13
19 October 2012

This Addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and a technical nature. The referenced bid package is amended in accordance with the following items:

- The bid due date is changed to 3:00 PM, 28 November 2012
- Contractor questions (RFIs) must be received by 5pm, 12 November 2012
- The site is available for contractor visitation. Visitation hours are from 10am to 3 pm on Saturdays (except Saturday 24 November 2012). Contact B.Ohlinger at bohlinger@keywestcity.com 48 hours before planned visit.
- See attached Questions and Clarifications Sheet(Addendum 3) for this project

All Bidders shall acknowledge receipt and acceptance of this Addendum No 3 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive

Signature

Name Of Business

CITY OF KEY WEST
Public Transportation Facility Project
Addendum No. 3
October 19, 2012

NOTICE TO BIDDERS

- **The bid submission deadline has been rescheduled to Wednesday, November 28, 2012, at 3 p.m. Contractor questions (RFIs) must be submitted by 5pm, 12 November 2012**
- **Site is available for visits, Fridays and Saturdays from 10am to 3pm. Please contact Birch Ohlinger to schedule.**

REVISIONS

- **Section 5.3.7.6 Special Doors-Overhead Coiling Doors – Overhead doors and motors shall come with a 3-year manufacturer's warranty from date of substantial completion.**

QUESTIONS

- Q1. Generator enclosure - RFP 5.7.4.1 page 5-76 calls for the standby power generator to be housed in "a non-walk-in type enclosure." Please advise any acoustical performance criteria for the enclosure.**
- A. *There is no acoustical performance criteria for the enclosure.*
- Q2. It is our intent to complete question 1 on page B-8 and supplement the table with resumes (without client contact information) to gain the full points of "qualifications and experience of Project Manager" and "qualifications and experience of Key Personnel" (page 1-25).**
- A. *Noted.*
- Q3. We assume that the requirement noted at the beginning of Part II (B-8) for client contact information only applies to questions 2 through 5 under Part II (B-9 through B-12). Please confirm**
- A. *Correct. Please include project client reference information for each project detailed. (Name, Company, Address, and Telephone Number).*
- Q4. Geotech borings at scale building - RFP 5.4.13.1 , at the top of page 5-44 calls for the minimum number of borings to be performed by the D/B Geotech and includes "four SPT borings for the scales". As there is not scale in the new project, please advise the correct**

wording.

A. *Please disregard. Paragraph should read:*

“A minimum of five Standard Penetration Test (SPT) (ASTM D-1586) borings for the office/maintenance building and one SPT borings for the bus wash shall be made. The borings should be made to at least 30 feet below the ground surface.”

Q5. LEED effort - RFP 5.6.1.3, page 5-54 Evaluations - requires Whole Building Energy Simulation model. Cost Proposal Alternates 2 & 3 descriptions include wording requiring certification, registration, filing, documentation and all associated fees for LEED Silver and Gold Alternates. During Prebid meeting, there was discussion that some or all of this work would not be required such that actual certification would not be sought. Please advise what portions of LEED effort, registration, calculations, modeling, data compilation, record-keeping, uploading, and fees are to be performed by the Design-Builder.

A. *Complete LEED certification process is required under Alternates 2 & 3. Certification is not required under the base price.*

Q6. Odorous outdoor air - RFP 5.6.1.3 page 5-57 Outdoor Air Filtration indicates that "offices in areas with odorous outdoor air" are to be filtered with activated carbon. The previous section - Location of Ventilation Air Intake, Air Distribution, and Exhaust Air - discusses filtered outside air and indicates that intake points be located to "prevent intake of odorous air and vehicle exhaust." The term "odorous" is not defined. These two sections may intend to require carbon filtration of all outside air drawn into the building, including that drawn into the Service Bays. Please define "odorous" and clarify intent.

A. *Odorous is generally interpreted to mean offensive smells, many of which would likely be encountered in a vehicle maintenance facility, i.e. smoke, vehicle exhaust, noxious fumes, dumpster emissions, etc. The intent is for the design engineer to use his/her best judgment, based on existing and new conditions, including placement of intakes and exhausts, to implement systems which will minimize the introduction of odorous air into the facility.*

Q7. Vehicle exhaust system - general or direct capture - RFP 6.5.3.4, page 6-26 - Areas to be Ventilated - indicates "provide a vehicle exhaust system in service bays." It also indicates the Service Bays are to be continuously ventilated unless the system is equipped with CO sensors. There is no indication if the Vehicle exhaust system is direct capture (attached to each vehicle exhaust tailpipe), or if it is the same system that exhausts the entire room with continuous ventilation/CO2 sensors. Please advise if direct capture, and if so, basis of design manufacturer.

A. *Direct capture is the preferred type of exhaust system. The City does not have a preferred manufacturer.*

- Q8. Vehicle exhaust system - number of bays serviced** If the Vehicle Exhaust System is direct capture, please advise if it occurs at all 6 bays, or only at specific bays.
- A. *If direct capture, the system is needed it at only (4) Bays due to the types of service functions planned for those bays.*
- Q9. Rainwater Harvesting** - RFP 6.5.4.2 Plumbing Services lists "Rainwater Harvesting System". There is no indication of a cistern, or what systems (irrigation, gray water for toilet flushing, etc. this system would service. Please advise.
- A. *The CITY had an interest in Rainwater harvesting as an option to enhance the facility's sustainability, and as such, it would be part of the bid alternates, not part of the base bid. Potential uses at this facility could be toilet flushing, hand watering of landscaping, and vehicle washing.*
- Q10. Invasive Exotic Plants to be removed** - Drawing EC-01, bottom center of the page, includes a note in a box "Invasive exotic plant species to be removed across the street the entire width of the project. Work to be coordinated with the City's Landscaping Department." There is no other mention of this work, or indication which species, how many plants, or the depth into the wooded area from the street this work is to occur, or if the D/B is to do the work or only coordinate with the City. This area is densely wooded with Mangroves in some areas, implying selective removal. Please advise extent, intent and methodology for this work.
- A. *It was a condition on the Tree Removal permit. Design/Builder should assume the entire length of the project lot along College Road (approx. 765') by 10' deep.*
- Q11. Incinerator stack and other drawings** - CH2MHill Drawing D-02 Legend Note 6 for incinerator stack refers to drawing SC4. Notes in lower left hand section of D-02 (note 4 and 5) refer to drawings CE 1-3, SC and S drawings. None of these were issued with the RFP documents. Please provide.
- A. *All as-built drawings will be provided at a later date.*
- Q12. Motor Horsepower** - Please advise motor horsepower for equipment listed in the equipment schedule in RFP section 6.3.1.2 figure 5-3-1.
- A. *This equipment is to be sized by Design/Builder.*
- Q13. Bus Wash options and other data** - Please advise name and contact information for Interclean bus wash so that B/D is aware of options, utility demands, and capacities of bus wash as described to the City during programming conversations.
- A. *Lawrence Newcomer
7986 Avenal Loop
New Port Richey, FL 34655*

South Eastern Consultant

cell 734-904-7834

larry@interclean.com

Q14. Building Height per local code - ChenMoore building elevations indicate top of slab, top of grade, crown of road, and building highest point elevations. Please confirm that these elevations have been reviewed and approved by local AHJ.

A. The building elevations have been reviewed by City of Key West Planning Department. The plans have been approved by Planning and City Commission.

Q15. Galvanized Duct - RFP 5.6.1.3, page 5-58 indicates that all air conditioning supply and return duct is to be Aluminum. Please advise if galvanized duct may be used in air conditioned spaces?

A. Galvanized duct may be offered as a deductive bid alternate for air conditioned spaces only.

Q16. Fuel Island Canopy - fuel island requirements are mentioned in RFP 6.3.1.4, 6.4.4, 6.5.1 and 6.5.5.4. There does not appear to be a requirement for a canopy for rain/shade at the fuel dispenser island. Please advise if a canopy is required and if so, parameters.

A. Canopy or cover is not required at the fuel island.

Q17. Fuel island dispenser system - RFP 6.5.5.4 indicates some requirements for the fuel dispensing system. There is no indication of the number of dispensers, or if a access/recording system is required. Please advise number of dispensers and describe access/recoding system.

A. Two dispensers (one per tank); Access/recording (“Fuel Management”) system should be provided, basis of design: Trak Engineering, Inc.’s “Vehicle Key & Personnel Badge/Card System”.

Q18. Hours of operation - the HVAC loading and energy modeling will be influenced by the facility hours of operation. For example, certain functions may be 7 days/week or 5 days/wk. Operating hours during those days may be different for Admin and Service functions. Please provide typical operating hours for facility.

A. Administration will work 8 am to 5 pm - Monday through Friday. Operations works 7 am to 4 pm - They have two (2) assistant supervisors who flex the 7 day workweek - with shifts starting at 5:30 am and working through 2:30 pm, including holidays and weekends. These positions also perform weekend, holiday and after hours dispatch functions for buses on the road and in active service. Otherwise, maintenance (buses only) will presumably work a 7 am to 4 pm. Monday through Friday.

Q19. People count - the HVAC and energy modeling will be influenced by the number of personnel in the facility throughout the week. For all rooms requiring air conditioning, please provide for each day of the week, a count of how many people are expected to occupy each space.

A. *There are 5 Administrative positions (FTE), 2 Operations Support FT'E's and 7.25 Bus Maintenance FTE's - with 9 FTE's for the CITY (along with 1.5 part time/pooled temporary positions) and as many as up to 10 FTE's as contract employees for the Lower Keys services. Total of 34.75 FTE.*

Q20. Server/Telephone room cooling requirements - the electronic equipment to be housed in the Server/Telephone room is not described in detail. Typically, cooling for this type of equipment can be critical to maintaining function. Please provide a list of the equipment located in the Server/Telephone room and the BTU load for each item.

A. *Information will be provided at a later date.*

Q21. Bid delivery time & date RFP 1.2.11 page 1-9 Preparation and submission of proposals - states proposals must be submitted "by the deadline indicated in this solicitation." The City website page for Bid Proposals/Notices of Intent to Award/Lease Opportunities indicates a bid due date of 10/31/2012 3:00 p.m. EST. Please confirm the website date supersedes the RFP statement.

A. *Please refer to Notice to Bidders for new bid due date.*

Q22. SCTL soil monitoring and testing - Appendix F - FDEP Site Plan Assessment Approval, part 4.0 Conclusions and Recommendations, second and third paragraphs discuss work required if elements or compounds are detected above or below industrial SCTL levels. This suggests that samples will be analyzed during the course of the project and may affect how that material is either capped on site or removed from the site. Please advise if the Design/Builder is responsible for the testing of soil samples.

A. *As stated in addendum #2, Appendix F, part 4.0 continues on to state "No soil contaminant concentrations were detected above industrial SCTLs; therefore, the recommendation for the SWTE Facility is to use materials remaining onsite after demolition as fill material and to cover with 2 feet of clean soil." For costing the work, the design builder shall assume that no soils are above the Industrial SCTL.*

The Design/Builder should assume that no soil sample testing is required.

Q23. Export of material exceeding Industrial SCTL levels - Per Appendix F - FDEP Site Plan Assessment Approval, part 4.0 Conclusions and Recommendations, second and third paragraphs - in the event elements or compounds are detected above industrial SCTL levels during the course of the project, will the Design/Builder be responsible for exporting from the site to an approved disposal location?

A. *See answer to Q 22 above.*

Q24. SCTL ground water monitoring and testing - Appendix F - FDEP Site Plan Assessment Approval, part 4.0 Conclusions and Recommendations, sixth paragraph discuss new monitoring wells to test ground water "for at least four monitoring events". This suggests that there is concern that groundwater may be contaminated, and by extension, there may be a concern that dewatering discharge produced during underground utility trenching, foundation excavation, and retention pond work may also be contaminated. As treatment varies according to the contaminant and concentration, please advise what remedial procedures the Design/Builder will need to include in the bid for testing, filtering or other dewatering discharge treatment.

A. *Dewatering means and methods during construction is the responsibility of the Design-Builder. Location and analytical results of on-site groundwater sampling are included in Appendix F of the Request for Proposal.*

Q25. Experience of Principal members - Proposal Checklist Attachment B, Technical proposal Package No. 1, Part II, Technical Statement - Experience (page B-8) item 1 asks for "design and construction experience of principal members of your organization." Please verify that this item is intended to be for the experience of the primary members of the Design/Builder team for this specific project.

A. *Confirmed. The experience of the primary members of the Design/Builder team is the intend of the statement.*

Q26. CD-ROM/flash drive - RFP article 1.2.11 Preparation and Submission of proposals, 2nd paragraph indicates "and 2 CD-ROM or flash drives, each shall contain one PDF file each of the full response." Please verify that the electronic copies are required to be submitted with the printed material before the bid deadline, as this will require bidders to allow for this step in the bid finalization process.

A. *Electronic copies are required with submittal.*

Q27. Bus Wash Water Softener - interclean is bus wash manufacturer mentioned in RFP 6.4.3. RFP does not indicate optional bush was items. Due to hardness of water available at the project site, optional water softener may result in significant reduction of detergent use during facility operation. Please verify if Bush Wash water softener is required.

A. *Any optional items will be the decision of the Design/Builder. However, designer should prioritize bus wash water reuse.*

Q28. Floor Plan Scale - the RFP drawings showing the building first and second level conceptual floor plans is marked as 3/32" scale. The AutoCAD version scales correctly. The PDF provided as part of the RFP Appendix A indicates the PDF is 11x17. When the

PDF is printed at 11x17, the actual scale is closer to 3/64". Please advise.

A. *Use provided CAD files for scaling.*

Q29. Work Stations and multi-occupant spaces - RFP 6.6.6 Lighting, third bullet requires "task lighting, at high foot candle level at every individual work station, and in all shared, multi-occupant spaces." The narrative and drawings do not indicate which rooms have individual work stations, or which are multi-occupant. Please advise workstation location and quantity, and multi-occupant spaces.

A. *Preliminary counts can be determined by applying the following definitions: Multi-occupant spaces are those indoor spaces used as places of congregation, (i.e. Training Rooms 1 & 2); Individual workstations are those standard workstations (cubicles or desks) used for individual tasks, such as those in private offices (Asst Supv 1 & 2, Grants Coordinator, Dir/Mgr Office, Operations Supv, Trainers Office, Maintenance Foreperson, Farebox Comp & Cannister Storage) and in open office areas with multiple workers (2 in Common Work Room, 2 in Dispatcher, 2 in Mech Rec/Manuals/Comp Station, 4 in Ops Report Room).*

Q30. Lighting at Fuel Island - please advise if the Fuel Island and Fuel Tank area requires night lighting.

A. *Lighting is required at the Fuel Island.*

Q31. Lighting at Bus Wash Exterior - please advise if the Bus Wash exterior area requires night lighting.

A. *Exterior lighting is required at the bus wash.*

Q32. Lighting at Relocated Art - please advise if the relocated art requires night lighting.

A. *Signage lighting is required for the relocated art.*

Q33. Lighting at sidewalk along College Road - the sidewalk adjacent to College Road is mostly, but not entirely, outside of the project property lines. Please advise if this walkway will require pedestrian pathway lighting, and if so, to what extent?

A. *Lighting is not required along the College Road sidewalk.*

Q34. The occupancy load is not listed in the Bid Documents. Can the City of Key West provide the number of full time staff members that will occupy the new facility? Additionally what is the projected maximum number of individuals that will occupy the training rooms on the second floor at any one time?

A. *Aside from the information provided in Question No. 19, the number of people who should occupy the building is the full number of assigned FTE's, at 34.75, along with*

possibly up to 4 guests for an event such as training.

Q35. Page 6-30, Section 6.6.4., Sub-Category “A” reads: “*Sequential Power Panels and Lighting Panels*”, is “*Sequential*” the proper terminology or should it read: “*Essential Power Panels...*” please clarify the intention of this item?

A. *Sequential is correct, in reference to prioritizing generator loads.*

Q36. A radio/communications console has been specified on Page 6-11, Figure 5-3-1. Does the City have a current communications system to include a tower that will be reused in/on the new facility/site, if not, can you please detail the demand, range, portability, and number of units needed to be provided?

A. *The City is in interlocal agreement with Monroe County Sheriff Office for radio communications via the 800 MhZ system. The City will relocate console / base station, but everything else is mobile in nature or portable.*

Q37. Addendum 2 has addressed the vehicle lifts and the welding stations as being provided by the city. Section 6.5.3.4 Buildings, Areas to be Ventilated states: “*Provide a designated exhaust system for welding station (in Machine Shop)*”. Is this system part of the existing Welding Station that the City of Key West is providing or does a new system need to be designed for this station? If a new station shall be designed can you provide the City’s requirements for this system?

A. *The facility will not include a welding station. Please omit an exhaust system for welding station.*

Q38. According to Addendum 2, the vehicle lifts are being provided by the city. Can you provide the number of units, manufacturer and model number(s) for the existing lifts?

A. *(2) - Large Vehicle Maintenance Lift, (1) - Hoist System Maintenance Service Bays, and (1) - Small Maintenance Lift. Manufacturer will be provided at a later date.*

Q39. Section 1.1.8 Sustainability states: “*...comply with the United States Green Building Council (USGBC) Leadership in Energy and Environment Design (LEED) rating system, ...,the Florida Green Building Coalition standards, or a nationally recognized high performance green building rating system as approved by the department*”. Does this mean that the city will accept certification methods other than LEED as allowed for in F.S. 255.252? If so can the bid form be changed to reference the other options available other than LEED (i.e.: USGBC and/or FGBC)?

A. *The City will only accept LEED certification.*

Q40. Based on our review of the Nutting Engineering geotechnical report, the CH2M Hill design drawings and the information discussed at the pre-bid, it appears as if there is sufficient material on-site to achieve an earth change site balance prior to the 2' cap installation and after structure demolition. This would be represented by the major earth change operations reflected between CH2M Hill drawings D-04 to D-05. Can a stated assumption be provided to the design-build teams that sufficient, suitable soil exists on-site to balance the site between these drawings with no need to import soils or for off-site soil disposal at a licensed facility? If this assumption is not allowed by the City of Key West how are we to determine the costs associated with making this significant earth change operation as there is insufficient information in the bid package to confirm this aspect of the project.

A. As stated in Addendum #2, the demolition grading plans (D-04, D-05, D-06) and the proposed grading and drainage plan (C-02) were coordinated as closely as possible to minimize the need to haul material off-site. It is the responsibility of the Design/Builder to finalize the grading plan for the site utilizing the finished floor elevations and storm water system shown on C-02 meeting the requirements of the Design criteria package. CADD drawings were included in addendum #2 for Design-Builders use and verification.

Q41. Section 6.2.6 indicates that the FKAA has determined that adequate capacity exists to provide the potable water and fire flow demand to the facility. Section 5.2.7 indicates that a fire pump station will be required on the project to satisfy the anticipated fire flow demand. We are assuming that by providing a fire pump and utilizing existing infrastructure the fire flow demand for the project can be satisfied without the need for additional provisions for water storage on-site. This assumption will be verified during the design phase with a water flow test, however, for pricing purposes may we assume this assumption is valid?

A. The Design/Builder is ultimately responsible to satisfy fire flow requirements.

Q42. Section 6.3.3.10 provides a specification as to the quality and type of casework (millwork) to be installed on the project; however, no reference in the bid package is made as to the extent of millwork to be installed. Can a millwork schedule or description of desired millwork furnishings be provided so that pricing may be incorporated into our proposal?

A. Information will be provided at a later date.

Q43. Section 5.3.1.3 calls for a project wind speed of 150 miles per hour wind speed, 1.15 safety factor which appears to be based on ASCE 7-05 wind speed requirements. Please confirm that the wind speed shall be based on the ASCE 7-10 as required by the 2010 Florida Building?

A. *Design should be in accordance with ASCE 7-10.*

Q44. No drawings have been provided for the Bus Wash Building. Is this building required to be fully enclosed with overhead roll-up doors and ventilation?

A. *Roll-up doors are not required. Any other requirements per bus wash manufacturer's recommendation and/or local code.*

Q45. Section 6.5.5.3 states that fire protection in the Bus Wash Building shall be as determined by the local Authority Having Jurisdiction. Can a stated assumption whether or not the Authority Having Jurisdiction will require fire protection for the bus wash building?

A. *Design/Builder is responsible to make this determination per local governing codes.*

Q46. Section 3.3 states the drawings and specifications will address "...instrumentation and control requirements". Beyond the control requirements associated with the bus wash does the city have any specific instrumentation and control requirements that the design/builder needs to accommodate?

A. *There are facility requirements described in the RFP which may require instrumentation and control systems. They include, but not limited to, site security, emergency generator, pump station, fire pump, etc. Design/Builder is responsible for these systems.*

Q47. Section 6.5.3.4 indicates that the Lubricant Storage, Non-hazardous Storage, Compressor Room, Tire Storage, Electronics Shop, Equipment Storage, Bus Maintenance and Bus Wash shall be ventilated with both supply and exhaust fans. Is there a need to provide both supply and exhaust fans for these spaces and not just exhaust fans with intake louvers or intake hoods for the spaces listed?

A. *Both supply and exhaust fans are to be provided where required by Code; where not required by Code, exhaust fans with louvers or intake hoods for supply may be utilized.*

THIS IS A FORMAL ADDENDUM THAT HAS TO BE ACKNOWLEDGED IN THE BID ADDENDA ACKNOWLEDGEMENT FORM. IF A BIDDER FAILS TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AS PART OF ITS BID SUBMISSION, THE CITY RESERVES THE RIGHT TO REQUEST, AND THE BIDDER MUST COMPLY WITHIN TWO (2) BUSINESS DAYS AFTER RECEIPT OF WRITTEN REQUEST FROM THE CITY.