

MEETING MINUTES
PRE-BID CONFERENCE
REQUEST FOR PROPOSALS
FOR DESIGN BID BUILD
GROUND TRANSPORTATION CENTER
FARGO, ND

TUESDAY, FEBRUARY 5, 2019 – 2:00 PM
GROUND TRANSPORTATION CENTER
502 NP AVE, FARGO, ND 58102

1. Introductions:

Introductions were made and the following individuals were present at the meeting:

Julie Bommelman, Fargo Transit Director
Jordan Smith, Fleet & Facilities Manager MATBUS/Fargo Transit
Matthew Peterson, Assistant Fargo Transit Director
Sage Thornbrugh, Fargo Transit Planner
Jacob Kovar, Transit Intern
Chris Thomas, EAPC
Tyler Coulombe, EAPC
Wade Erickson, Foss Architecture
Kurt Berglund, Walker Consultants
Cassie McNames, KLJ

2. Review of Contractor Selection Process:

Bommelman briefly described the procurement process and selection criteria from the RFP.

3. Reminders/Clarifications:

- a. Procurement is *Design-Bid-Build* not Design-Build – an excerpt from FTA Circular 42201.F, page 7 was provided clarifying the definitions of each type of procurement and specifying this is a Design-Bid-Build.
- b. Clarify Task 1, Task 2 and Task 3 – (separate billing/invoicing) – Bommelman explained each of the three tasks were being funded separately and how tasks can overlap if it is the most beneficial.
- c. Ensure all required documents are submitted with proposal – Bommelman reminded everyone to ensure they submitted all required

documentation per the RFP; there was a clarification direct wages for construction functions are covered by Davis-Bacon and will need to be documented, including contractor interviews, as required. The design firm is not covered by Davis-Bacon.

d. Proposals are due February 22 at 650 23rd St N, Fargo 2:00 pm CDT

e. Other

4. Response to “Requests for Clarifications and Modifications”:

It was noted there had been no clarifications or modifications requested.

5. Questions and Answers:

a. Is a bid bond required for the architectural and/or engineering firm?
No, the bid bond will be for the contractor portion, not the Architect or Engineering firm

b. Required forms to be submitted with proposal:

Exhibit A Cost Proposal Form (one for each task)

Exhibit B Debarment & Suspension Certification

Exhibit C Lobbying Restrictions Certification

Exhibit D Standard Form 330, Architect – Engineering Qualifications

Exhibits D-1 through H are informational and do NOT need to be resubmitted with proposals

NOTE: Exhibit H, Estimated costs for GTC Garage Repairs, items **2e** and **2g** have been completed and can be removed from the tasks needed underground.

In addition to the Exhibits, proposers must ensure any other required elements of the proposal are submitted, i.e. the cost proposal will be submitted in a separate sealed envelope, etc.

c. Clarification: In addition to the outlined Tasks, the City of Fargo is requesting a portion of any proposal include an option for minimizing or relocating the three (3) air handling vents located on NP directly to the north of the GTC on the sidewalk. The intention is to open up the north facing portion of the GTC.

d. Copies of mechanical drawings will be available by Wednesday, February 13, 2019

6. Tour of the GTC (Available to Interested Parties):

Vendors were invited to tour the GTC.

ATTENDANCE RECORD

Meeting: RFP – DESIGN BID BUILD GTC

Date: 2/5/2019

Place: GTC

Time: 2:00 pm CDT

NAME	ADDRESS OR AFFILIATION	PHONE & EMAIL
CHRIS THOMAS	112 N Roberts St / EAPC	
Tyler Coulombe	112 N Roberts St / EAPC	
WADE ERICKSON	FOSS ARCHITECTURE	
KURT BERGLUND	WACKER CONSULTANTS	
CASSIE McNames	KLJ	
Jage Thornbrink	MATBUS	
Jacob Kovar	MATBUS	
Jordan Smith	MATBUS	

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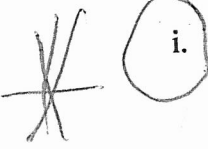
Rev. 1, 04/14/2009

Rev. 2, 07/01/2010

Rev. 3, 02/15/2011

Rev. 4, 03/18/2013

h. Cooperative Agreement means an instrument by which FTA awards Federal assistance to a specific recipient to support a particular project in which FTA takes an active role or retains substantial control, as described in 31 U.S.C. Section 6305.



i. Design-Bid-Build Project means a construction project under which a recipient commissions an architect or engineer to prepare drawings and specifications under a design services contract, and separately contracts for construction, by engaging the services of a contractor through sealed bidding or competitive negotiations to complete delivery of the project.

j. Design-Build Project, as defined in 49 U.S.C. Section 5325(d)(1), means (1) a project under which a recipient enters into a contract with a seller, firm, or consortium of firms to design and build a public transportation system, or an operable segment of such system, that conforms to specific performance criteria; and (2) may include an option to finance, or operate for a period of time, the system or segment or any combination of designing, building, operating, or maintaining such system or segment. Apart from the definition at 49 U.S.C. Section 5325(d)(1), a "design-build project" also means a construction project under which a recipient enters into a contract with a seller, firm, or consortium of firms both to design and construct a public transportation facility that is the subject of the project.

k. Electronic Commerce (E-Commerce) consists of electronic techniques for accomplishing business transactions including electronic mail or messaging, World Wide Web internet technology, electronic bulletin boards, purchase cards, electronic funds transfer, electronic signatures, and electronic data interchange.

l. Force Account means the recipient's own labor forces and equipment, as discussed in this circular in the context of performing project work.

m. FTA means the Federal Transit Administration.

n. Full and Open Competition means that all responsible sources are permitted to compete.

o. Governmental Recipient means a recipient that must comply with the Common Grant Rule at 49 CFR Part 18. This includes a State or local government or a federally recognized Indian tribal government, as defined in this section of this Chapter.

p. Grant means the instrument by which FTA awards Federal assistance to a specific recipient to support a particular project in which FTA does not take an active role or retain substantial control, as described in 31 U.S.C. Section 6304.