

Metro Bus Western Transit Center Project

Written Q&A – Complete List of Questions & Metro Bus Response

Date: March 26, 2025

1. **Q:** The RFP requires DBE forms and DBE's included to be certified, and required forms Schedule C, D and F are related to DBE participation. Page 19 of the RFP states that there is NO DBE goal assigned for this project.
 - a. With no goal stated, is only Schedule D required? Should Schedule C and F be submitted without information included if no DBE participation is included?
M.B. Response: DBE schedules C,D, & F are required to be submitted with each proposal per the FTA regarding whether a percentage goal has been established or not. There is a section at the bottom of each form that can be checked and signed if no DBE is included as part of the bid/proposal.
 - b. Is there an intent for DBE participation goals?
M.B. Response: Even though a percentage goal has not been set as part of this solicitation, DBE participation will always be encouraged in any Metro Bus competitive bid process until we are informed otherwise. A DBE percentage goal will be established for the construction piece of this project.
2. **Q:** Regarding Attachment A: Prime Contractor Response – Responsible Contractor Verification, are pages 4-5, Attachment A-1 and A-2 intended to be completed at the time of response or would those be submitted prior to Contract Award, after consultant selection?
M.B. Response: Attachments A-1 and A-2 should be included at the time of response with your proposal. Metro Bus would like to obtain an idea of the type of sub-consultant work that will need be needed as part of the design phase of this project.
3. **Q:** The RFP refers to "independent" cost estimation. Is it acceptable to have the design team provide cost estimates or is it the intent to have an estimator independent of the design team provide those services?
M.B. Response: The design team can provide the cost estimates.
4. **Q:** With some of the previously stated schedule constraints, has Metro Bus considered, or would Metro Bus consider the procurement and use of a Construction Manager at Risk?
M.B. Response: Our preference would be that the selected firm has the capacity to

assign a dedicated project manager to this project vs. outsourcing this responsibility to another firm.

5. **Q:** For the Cost Proposal, can the respondent alter / add to Exhibit A – Price, Fees and Costs for Services, to illustrate fees for tasks or phases of the project?

M.B. Response: As stated during the Pre-Proposal meeting, the Exhibit A cost spreadsheet was provided as a preferred guide, but can be modified to best fit the needs of the responding firm.

6. **Q:** Does Metro Bus require a copy of a Certificate of Insurance to be included with either the respondents' qualifications or cost submissions?

M.B. Response: Yes, an up-to-date copy of the firms Certificate of Insurance needs to be included with each proposal.

7. **Q:** Is it the intent of Metro Bus to follow both Minnesota B3 Guidelines and USGBC LEED, or only one system?

M.B. Response: Only Minnesota B3 Guidelines will need to be followed.

- a. What level of LEED certification is desired, if LEED is intended?

Response: Our state bond funds contract does not require LEED certification.

- b. Has the project been registered with the USGBC or will that be the responsibility of the Consultant?

Response: This project has not been registered with the USGBC. That will be the responsibility of the consultant.

The chosen firm will need to interact with the University of Minnesota College of Design, they directly manage the B3 program. All of the B3 information the U of M will require will need be provided by the chosen firm as it moves through the design and then construction phases of the project. The standards can be found at this link:

<https://link.edgepilot.com/s/39072830/YB6nPcvTg0eL2y5KZEmdcw?u=https://www.b3mn.org/>

8. **Q:** Is there a project budget that you would be willing to share?

M.B. Response: Metro Bus will not be sharing any project budget info during this phase of the project. This will be discussed with the chosen firm as we move forward into the construction phase.

9. **Q:** Can you provide a sample contract that would be similar to one that the selected consultant would have?

M.B. Response: Not at this time. A sample contract will be provided to the chosen firm for input by both Metro Bus and the A&E.

10. **Q:** A concept predesign prepared by another consultant was mentioned in the preproposal meeting. Will this be issued as an addendum to the RFP, or is that consultant ineligible to propose?

M.B. Response: It is Metro Bus's intent to review the original conceptual design work with the chosen firm. A conceptual design is not a required component when responding to this RFP solicitation and will be required later in the process. We are interested in seeing other concepts that will be presented by the chosen firm, and we will be open to all suggestions and ideas once we get to that point in the process.

The conceptual drawings that were developed by another consultant were part of a separate, feasibility study project. That consultant will be allowed to propose on this project. Award of this solicitation will be based upon the Evaluation Elements listed within the RFP, conceptual designs are not considered as part of the current evaluation process.

11. **Q:** In the meeting it was mentioned that the Architect would hold a contract directly with the General Contractor, which sounds like a Design/Build project, but it was also stated that this would be a traditional Design/Bid/Award project. Architecture and Engineering firms are typically not insured to retain General Contractors directly. Can you clarify this arrangement?

M.B. Response: Metro Bus spoke with our Insurance provider and they were not aware of this arrangement being prohibited or creating any type of conflict of interest. A Builders Risk policy will need to be executed, but it is the expectation of Metro Bus that the A&E will complete the design work, construction bidding, and oversee the overall construction of this facility in partnership with Metro Bus as the project owner.

12. **Q:** What type of communications interface is envisioned between the Western Transit Center and Metro Bus Operations?

M.B. Response: Metro Bus will be utilizing dark fiber that is leased from the City of Saint Cloud for the connection between the new Western Transit Center and its existing facilities. The vendor would be expected to work with the City of Saint Cloud for installation of the fiber. The City of Saint Cloud has asked that we supply conduit from the technology room and run it underground to a hand hole at the curb where they can connect to it. The expectation is that the vendor will use the City of Saint Cloud as a sub-contractor and the City of Saint Cloud will install the fiber from their closest

connection, which is the intersection of 2nd Ave S and 7th St S in Waite Park (approximately 2 blocks away), into the facility using the conduit that will be installed to the curb.

13. **Q:** Can Metro Bus confirm the ultimate date for required occupancy of the building relative to funding requirements?

M.B. Response: Based on the established guidelines that were shared, we will be compliant with funding requirements. Currently, per the issued addendum to the RFP, the only established deadline is the project completion deadline of September 2026.

14. **Q:** Is there a maximum duration period for construction?

M.B. Response: Currently, per the issued addendum to the RFP, the only established deadline is the project completion deadline of September 2026.

15. **Q:** Is there a critical end date for which construction funding must first be disbursed?

M.B. Response: Based on the established guidelines that were shared, we will be compliant with funding requirements. Currently, per the issued addendum to the RFP, the only established deadline is the project completion deadline of September 2026.

16. **Q:** Is there a critical end date for all available funding to be disbursed?

M.B. Response: Based on the established guidelines that were shared, we will be compliant with funding requirements. Currently, per the issued addendum to the RFP, the only established deadline is the project completion deadline of September 2026.

17. **Q:** Has Metro Bus completed a full existing conditions survey of the site, including both above and below ground features, surface topography and tree survey?

M.B. Response: In purchasing the property, Metro Bus received the Title with the legal descriptions listed. No actual survey has been completed to establish legal boundaries. This will be the responsibility of the selected firm and should be included as part of the response to this RFP. Gas, water and sewer have been cut back to the right of way. Electricity has been cut back to the poles.

18. **Q:** Will geotechnical services be provided by the Consultant or Metro Bus?

M.B. Response: Compaction tests have been completed but no geotechnical services have been completed.

19. **Q:** Have any previous soil tests been completed?

M.B. Response: Compaction tests have been completed but no other soil tests have been completed.

20. **Q:** Has there been any environmental assessment (phase 1 or phase 2) completed?

M.B. Response: Phase I has been completed for structures prior to demolition to include asbestos testing. It was determined that no Phase II Assessments are needed for the sites based on Phase I findings. The site has been completely cleared.

21. **Q:** Would the design team need to carry building commissioning agents (envelope/HVAC & Lighting) for compliance with energy code and sustainability guideline requirements, or would Metro Bus procure those evaluation and testing services outside of this contract?

M.B. Response: This would need to be provided by the A&E and Design firm and should be included as part of the response to this RFP. To be clear, as was shared during the pre-proposal meeting, the requirement of this proposal is that the A&E and Design firm manage the entire project to include the construction phase. This includes gathering bids for the construction phase and managing contractors and sub-contractors, where necessary. This is a crucial component of this project and the capacity to do so is a significant portion of the scoring to award this project. If a vendor does not have the capacity or ability to manage all components of this project (except the conditional zoning permit piece which is already under contract), they should not submit a proposal for this project.

22. **Q:** Will Metro Bus release the anticipated program square footage desired for critical spaces?

M.B. Response: The square footage of only the building identified in the feasibility study in 2019 was 6,500 square feet. However, we do not anticipate needing a facility of this size. We do want to ensure we include all the amenities required by law and want to ensure this facility meets the needs of Metro Bus staff and passengers. We will work with the selected vendor to identify the appropriate size of the facility after taking all the necessary needs and requirements into consideration.

23. **Q:** To what extent has the entitlement process been completed?

M.B. Response: Initial discussions with the City of Waite Park have taken place to identify conditional use permitting requirements. The firm that assisted in the NEPA process is still under contract to complete the zoning permit process. They will work with the selected firm to ensure the appropriate permit process is started and completed. The selected firm will be responsible for all construction and engineering related permits.