

Civil RFP - Addenda 01

Communications Record – Civil RFP Questions & Answers

Project **Minnesota Multi-Purpose Stadium**

Project No. **16246**

Date **November 02, 2012**

Submitted By **HKS Inc.**

- Meeting Request Telephone Conversation
 Document Review Qualified Services Memorandum

To AECOM - Mary Claire Potter
EVS - Dennis Kim
HGA - Rebecca Greco
Kimley-Horn and Associates - Tom Lincoln
Langan Engineering & Environmental Services - David Gockel
McCombs Frank Roos Associates - Sirish Samba
Progressive Consulting Engineers - Naeem Qureshi
Rani Engineering - Susan Rani
SRF Consulting Group - David Juliff

From HKS – Kevin A. Taylor

With Hammes Company – Scott Stenman
ICON Venue Group – Art Aaron



Questions & Answers

1Q - I assume that any questions we might have should be directed to your attention.

1A - yes to Kevin Taylor email - ktaylor@hksinc.com copy Joy Smith on email- jsmith@hksinc.com

2Q - What time is our interview?

2A – Until HKS and the Authority receive the RFPs, the interview times cannot be determined. The interview times will be provided to the firms to be interviewed no later than November 7.

3Q - How much time is allotted for presentation and Q/A?

3A - 45 min. presentation, 20 min. Q&A

4Q – Given the current conditions on the east coast, guaranteed on time delivery may not be possible in the coming week. If the electronic copy (we assume PDF is the preferred format) of the proposal arrives on time via email and the hard copies arrive later due to delays in the cargo industry, will that be acceptable as an on-time proposal? Also, is there a specific time by which the proposals are due?

4A – Electronic copies to HKS are acceptable with hard copies provided to the Authority. Proposals are due by 1pm on November 5th.

5Q - Item 1.e. describes services associated with property platting. Is the Civil Engineer expected to prepare the plats, or only identify the requirements for platting of parcels? IF the Civil Engineer is to prepare the plats, is it the intent that all properties within the “red project boundary” be platted at one time? Will computed existing property lines and easements be provided as part of the site survey?

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5A – Platting is required as part of the civil engineers scope of work. The determination of the number of properties to be platted will be determined during Schematic Design, but should be not more than five properties. The property lines and easements will be provided as part of the Owner’s site survey.

6Q - Item 1.f. indicates consultant is to identify buildings to be demolished, and prepare demolition applications. Is the Civil Engineer expected to prepare the bidding documents for building demolition as well, or will bidding documents be completed by others?

6A – The consultant will be expected to prepare demolition documents and permits in coordination with the Authority’s selected CM and HKS. Per the RFP scope item 1.f – “Identify buildings to be demolished. Prepare and file applications for demolition as required.”

7Q - There are several locations within the RFP that refer to “site circulation roads”. Can you elaborate on this further? It is unclear if there will be additional roadways within the project boundary that serve the site, or if the “site circulation roads” refer to the City streets within the project boundary and anticipated changes to them.

7A – Civil engineering services are required for all roads within the red line boundary.

8Q - Will street and plaza lighting be designed by the MEP and/or Landscape Architect?

8A – The Civil Engineer will provide design services for street lighting based on City standards. Plaza lighting design will be provided by others.

9Q - Is the Civil Engineer responsible for preparing traffic control plans for construction and for staging of the contractor’s work, or will the contractor be responsible for those traffic control plans (lane closures, street closures, detour signing, etc.)

9A – The Contractor will be responsible for preparing traffic control plans during construction.

10Q - Is it anticipated that the existing transit station (platforms, waiting areas, and “stone arch bridge structure”) be demolished and replaced with some other structure? If so, will the replacement facilities (platforms specifically) be part of the work by the Civil Engineer?

10A – Expansion of the transit and any revisions to the transit station, although within the red line district, is not within the scope of work.

11Q - Will the MBE/WBE firms be expected to carry the same insurance coverage as required of the Civil Engineer? Note that most of these firms will be unable to obtain these insurance amounts. We will need to understand their requirements when discussing fee structure.

11A – Insurance coverage requirements apply to the firm under contract with HKS. Insurance requirements of the sub-consultants is at the discretion of the consultant.

12Q - Regarding the Pedestrian/Traffic Engineering Services:

- a. Is traffic data collection required of the consultant, or will existing and future traffic data be provided? Will the traffic data from the EIS be made available? **The traffic data from the EIS will be made available when it has been prepared.**
- b. Will game day pedestrian traffic and/or the Event Traffic Management Plan be provided, or will the consultant need to collect pedestrian data? **The consultant will need to collect pedestrian data.**
- c. If existing traffic data is provided, when will it be made available? **This will be determined following selection of the consultant.**
- d. Does “focusing on access and ingress points” mean only dedicated stadium service and car park access point need to be assessed? How many are there and where are these anticipated to be located? **The ingress and egress points directly adjacent to the red line boundary are part of the scope of work.**
- e. Will the Downtown Synchro model be made available to the consultant? **This is unknown at this time.**

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- f. Will the traffic consultant scope include any internal circulation capacity analysis in the car parks (onsite and remote) or service areas? **Yes, internal circulation capacity analysis is part of the consultant's scope.**
- g. Does the pedestrian flow (and accommodation) analysis within the red line include assessment of cross walk levels of service at intersections? This would require integration of junction vehicle and pedestrian flow analysis and expand the traffic analysis locations beyond the ingress and egress points. Please clarify. **This is unknown at this time. Clearly state your assumptions in your RFP response.**
- h. Does HKS expect pedestrian modeling to include visual animations such as those created by VISWALK-VISSIM or Legion Aimsum? **It is preferred that visual animations be provided. Clarify in your response what types of visual graphics and animations will be provided for pedestrian flow analysis.**

12A – See responses above

13Q - The RFP requests a stipulated fee for the work. Please confirm that you do not need a breakdown of hours/tasks – only a fee broken down by Master Planning, Schematic Design, Design Development, Construction Documents, Bidding, Construction Administration and Post Construction and that fees include all expenses. Our intent is to provide a detailed scope, just not a detailed hourly breakdown for each task.

13A – This is correct. Provide a monthly breakdown of fees and expenses for each design phase. An hourly breakdown is not required.

14Q - In providing the Hourly Rate Billing Schedule, do you need to see the rates for only the prime firm or do you require rate schedules for all sub-consultants on the team?

14A – Hourly rates must be provided for consultants and sub-consultants.

15Q - Do you anticipate any trips to Texas by our Civil Engineers to be included in the reimbursable expenses?

15A – Consultants should anticipate a limited number of project meetings in Texas.

16Q - I have reviewed the RFP document and could not determine any requirements for design quality management, QC review or QA. What overall quality program is required on this project and how does it apply to the various design professional subcontract packages? Will HKS or the civil engineering subcontractor require such services on this project?

16A – It is preferred that all civil engineering firms have a thorough Quality Management program for reviewing their construction documents. Clearly state your Quality Management approach in your RFP response.

17Q - Pertaining to the DRAFT Agreement, ARTICLE 1.2 and ARTICLE 2.1 Consultants Responsibilities. In that section it states that the consultant agrees that it will not enter into any other agreement to provide services to this project with the Owner or any Contractor engaged in the Project. Does this mean a firm cannot work for the Authority if they are under a contract with HKS? Does this include Sub-Consultants as well?

17A – If the Consultant has an Agreement in place with the Authority and the Authority signs an Agreement that it is acceptable, the Consultant may work for the Owner if they are also under contract with HKS. This requirement applies to Sub-Consultants as well.

18Q - The Agreement refers to verification of survey. Is there a current survey that will be used for the design work?

18A – The status of the current survey is unknown.

19Q – Is it acceptable to include additional information not requested in the RFP such as value-added items, project understanding, key issues maps, etc.?

19A – This is acceptable.

20Q – Although there is an ADA package, we assume that basic ADA requirement should be addressed as part of our scope. Please confirm.

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20A – Per the RFP scope item 4.a – “This [finish grading] plan is also to clearly indicate the required handicap accessible routes from the property lines to the building entrances. All aspects of the accessible route are to be designed and shown on the plans to be in compliance with the applicable handicap accessibility standards.”

21Q – Will HKS request that the civil team co-locate in a central project office?

21A – It will not be required to co-locate in a central project office.

22Q – Does this package include a site demolition or demolition phasing plans?

22A – Per the RFP scope item 1.f – “Identify buildings to be demolished. Prepare and file applications for demolition as required.”

23Q – Please confirm that construction phasing plans are required as part of the civil scope.

23A – The Contractor will be responsible for construction phasing plans.

24Q – Can you share the area and level of detail of the Owner provided survey? Who conducted the survey?

24A – A survey of the area will be conducted by the Owner and will be provided to the consultant when it is available.

Copy:

Steve Maki

Jim Cima

John Hutchings