

Request for Proposal Number: 13-30

Addendum 1

Date: April 25, 2013

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**Acknowledgment of Addenda**

The undersigned acknowledges receipt of the following addenda to the bidding document:

**THE COMPLETED ACKNOWLEDGEMENT OF ADDENDA FORM  
SHOULD BE RETURNED WITH BID RESPONSE PACKAGE: NOT  
SENT TO RIPTA SEPARATELY**

NOTE: Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the bid.

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Name of Bidder

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Street Address

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City, State, Zip

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Signature of Authorized Official

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Date

**Request for Proposal Number: 13-30**

**Addendum 1**

**Date: April 25, 2013**

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Attached please find the Minutes of the Pre-Proposal Meeting held April 25, 2013

Requests for Approved Equals and RIPTA Response from

Brasco International

Tolar Manufacturing.

Revisions to the Scope of Work.

**Request for Proposal Number: 13-30**  
**Addendum 1**  
**Minutes of Pre-Proposal Meeting April 25, 2013**

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The meeting came to order at 1:02 p.m. Michael J. McGrane, RIPTA Contracts Manager welcomed all those present. Mr. McGrane introduced RIPTA Personnel present. Mr. McGrane gave a brief background of the specifications for the Proposal Package and the purpose of this meeting.

Michael McGrane cautioned prospective bidders to be diligent when completing the required forms, to pay attention to the details such as the required number of copies needed. Vendors need only to submit the required forms listed in the Proposal Package on page 43. Vendors having difficulty completing the required forms are encouraged to contact the Michael McGrane for guidance. He also cautioned bidders not to procrastinate when filling out the paperwork. RIPTA Staff have busy schedules, therefore may not always be available for last minute questions.

Michael McGrane also reminded those present to pay particular attention to the Insurance Requirements listed on Page 65 of the Proposal Package. They are not the same requirements utilized by other State Agencies.

IT should be noted that in the event of any discrepancies between what was orally presented at the meeting and this written document, this written document shall prevail.

Mr. Greg Nordin gave a brief overview of the Project

RIPTA is procuring up to 25 shelters with related passenger amenities including benches, trash cans, and bike racks for installation on RIPTA's first Rapid Bus Route, the R-Line. These shelters and amenities will be combined with signage from a separate RFP and art to create the total package of amenities to be installed at each R-Line stop.

With this RFP, RIPTA is seeking a vendor that can manufacture and deliver these amenities while also working with other vendors to ensure that signage and art components all coordinate when necessary. This RFP does not require installation, only manufacture and delivery of the requested items.

The meeting was opened to questions from the various participants:

The following questions were raised **by Ms. Nadene Parzych of Landscape Forms.**

Quantities are asked to be quoted on as "up to". This is not a viable option for quoting for the prices will differ greatly based on the quantity. A firm number that will be ordered needs to be stated.

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**RIPTA RESPONSE:** It is RIPTA's intention to order the amount requested. However, it is possible that the proposed costs of the successful applicant will exceed RIPTA's available funding. If this happens, RIPTA will need to reduce the quantity of product to fit the budget. This is highly unlikely.

Who will be the responsible party for the secured storage?

**RIPTA Response:** Storage will be the responsibility of the installer. We only ask that the shelter manufacturer deliver to the location requested by the installer

Will the contractor chosen be capable of installing such structures and if they are not installed based on the manufacturer's directions will the contractor be held liable?

**RIPTA Response:** RIPTA has not advertised for the shelter installer at this current time. RIPTA will work with both the shelter manufacturer and the signage manufacturer to ensure that the installer meets the requirements of all parties. The installer will be required to follow the instructions provided by the shelter installer. RIPTA would ask the shelter manufacturer to inspect and approve all shelter installations to ensure the manufacturer's requirements were met. How important is it to see conceptual designs from the manufacturer in the bid if the manufacturer is quoting based on the concepts already developed?

**RIPTA Response:** Conceptual designs are important if there are any stylistic changes to the shelter designs proposed. RIPTA requires all applicants to submit a conceptual design.

How flexible is the installation date? Could the spring of 2014 be considered?

**RIPTA Response** Installation is not required as part of this contract. Delivery of product is expected by September 30, 2013.

The verbiage in the bid is written to pertain to a contractor who would be liable for the installation. If a manufacturer quotes the product, and they will not be installing the product, how are they going to repond to the bid based on the language that they are responsible to hit installation dates?

**RIPTA Response:** Applicants of RFP 13-30 are not responsible for the installation this product. RIPTA is only requesting the manufacture and delivery of this product. Installation will occur as part of a separate contract and RIPTA will hold the installer responsible for hitting target installation dates. Applicants are not required to respond to language that implies installation.

**Mr. Howie Snyder of the Steel Yard** submitted the following questions:

When will the Conceptual Design be submitted?

**RIPTA Response:** The Conceptual Designs for all products must be submitted with the proposal.

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**Minutes of Pre-Proposal Meeting April 25, 2013**

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Mr. Kevin Dorsey of Narragansett Improvement submitted the following questions:

**Where is the bid package available?**

**RIPTA Response:** At the State of Rhode Island Division of Purchasing Website.

Has the Authority considered less expensive material rather than aluminium

**RIPTA Response:** Aluminum is the required material for manufacture of the Shelters. due to its rust-resistance. Other alternate materials maybe considered for the related amenities contingent upon submittal of sufficient documentation of the ability to meet technical requirements of the scope of work.. RIPTA is not considering non-metal alternatives at this time.

Are the locations of underground utilities listed?

**RIPTA Response:** This is not a Construction/Installation Project so they are not listed.

Mark Menard of Nadeau Corporation submitted the following question

Is a custom shelter required or is an off the shelf product acceptable?

**RIPTA Response:** A off the shelf product that meets the scope of work would be acceptable.

There being no further business, the meeting adjourned at 2:15 p.m.

Respectfully submitted  
Michael J. M<sup>c</sup>Grane  
Contracts Manager

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
**Request for Proposals Number 13-30**

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**VI.. REQUEST FOR APPROVED EQUAL FORM**

**This form must be submitted electronically IN MICROSOFT WORD  
FORMAT TO RIPTA CONTRACTS MANAGER**

**REQUEST FOR APPROVAL APPROVED EQUAL QUALIFICATION OR  
CLARIFICATION**

Page: 79

Ref: IFB NO. 13-30  
Project No. Transit Shelters

To: Rhode Island Public Transit Authority

From: Brasco International, Inc. \_\_\_\_\_

Page & Reference: Page 79 – Letter B Shelter Specifications

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**Request Description**

The shelter specification references Cantilever Shelters and the conceptual prototype depicts a cantilever shelter with two support posts in the 5' x 16' size.

Will it be acceptable to provide additional posts for the sides of the shelter in order to adequately support the overhanging roof?

If so, what will be the maximum column to column depth that will be allowed to support the 5' deep roof?

**Use Additional Sheet If More Space Is Required**

Accepted: \_\_\_\_\_ Rejected: X See Addendum # \_\_\_\_\_

Explanation: **Cantilevered Shelters are requested at locations where space is at a premium. Therefore, cantilevered shelters must be cantilevered. The shelter dimensions serve as a guide for the desired shelter design. If an applicant is unable to meet those dimensions, include an explanation stating reasons for changes to the dimensions.**

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Page: 1

Ref: IFB NO. 13-30

Project No. \_\_\_\_\_

To: Rhode Island Public Transit Authority

From: Tolar Manufacturing Company, Inc.

Page & Reference: 65- Performance Bond Information

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**Request Description**

Please confirm if there is a performance bond requirement for this contract. If so, please verify the need for this bond to remain in effect throughout the warranty period. The warranty is in place to address defects in workmanship and other product repair/replacement needs. Given this, the bond remaining in effect throughout this period seems redundant. Such a condition in a contract of this magnitude imposes a limit of the contracted company to perform additional projects requiring performance bonds.

**Use Additional Sheet If More Space Is Required**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ See Addendum # \_\_\_\_\_

Explanation: The Performance Bond shall remain in effect until the  
installation of the Shelters and Amenities is complete.

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Page: 2

Ref: IFB NO. 13-30

Project No. \_\_\_\_\_

To: Rhode Island Public Transit Authority

From: Tolar Manufacturing Company, Inc.

Page & Reference: 84 Delivery

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**Request Description**

The document states "the successful bidder is responsible for the delivery and secured storage of all products to an off-site facility within 10 miles of RIPTA Headquarters...". As a supply contract and as a manufacturer of the supplied product, we typically aren't responsible for secured storage once delivery is complete. Please confirm expectations where this is concerned. Is the contracted company to just deliver to a secured storage area or are they also to pay for the secured storage throughout the installation period?

**Use Additional Sheet If More Space Is Required**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ See Addendum # \_\_\_\_\_

Explanation: **The Contractor is responsible for the delivery and associated freight costs as stated in Xection XXXV. C.**

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Page: 3

Ref: IFB NO. 13-30

Project No. \_\_\_\_\_

To: Rhode Island Public Transit Authority

From: Tolar Manufacturing Company, Inc.

Page & Reference: Non Specific

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**Request Description**

Please confirm the minimum order volume expected for each order placed or if the amount indicated in the RFP will be ordered all at one time.

**Use Additional Sheet If More Space Is Required**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ See Addendum # \_\_\_\_\_

Explanation: The order quantities are clearly listed in Section XXXXVII.

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Page: 4

Ref: IFB NO. 13-30

Project No. \_\_\_\_\_

To: **Rhode Island Public Transit Authority**

From: Tolar Manufacturing Company, Inc.

Page & Reference: 85- Basis of award

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**Request Description**

As a supply contract, are permits required as mentioned in the Basis of Award section? If so, what permits are expected and what is the relative cost expectation for these permits?

**Use Additional Sheet If More Space Is Required**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ See Addendum # \_\_\_\_\_

**Explanation: As stated in the Scope of Work, it shall be the responsibility of the Vendor to insure the proposed shelter will comply with any regulatory requirements of the Authority Having Jurisdiction. They shall include any associated fees in their cost.**

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Page: 5

Ref: IFB NO. 13-30

Project No. \_\_\_\_\_

To: **Rhode Island Public Transit Authority**

From: Tolar Manufacturing Company, Inc.

Page & Reference: Approved Equal Consideration

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**Request Description**

We have attached an example of our standard "Empire" series shelter for consideration of approved equal. The design is modular, makes use of a minimal kit of parts by use of custom extrusions and can be configured in a variety of ways to suit material, performance, and capacity demands. Material options are available for the roof and wall panels and range from lexan or acrylic to aluminum, perforated aluminum and glass from ¼" thick to ½" thick. The "Empire" was specifically designed and engineered to combine the stylish and contemporary style with practical features that make it durable and cost effective as well. Its offset flat roof may be cantilevered over the front of the shelter but this style feature is combined with inexpensive surface mounting on a standard concrete pad using stainless anchors (four post design only). This avoids the costly foundations and site preparation associated with below grade installation requirements making the process relatively quick and inexpensive. Furthermore, all glass is fully framed without any exposed edges that would be susceptible to potential breakage, reducing exposure to vandalism and maintenance costs. Specially engineered extrusions were developed for the supports columns with integral channels for glazing or to serve as raceways for electrical conduit and enables all fasteners at connection points to be concealed. Similarly, the shoes and anchor bolts are concealed with flared escutcheons for a clean finished appearance.

**Use Additional Sheet If More Space Is Required**

Accepted: x

Rejected: \_\_\_\_\_

See Addendum # \_\_\_\_\_

Explanation: \_\_\_\_\_

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\_\_\_\_\_  
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**RHODE ISLAND PUBLIC TRANSIT AUTHORITY**  
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**Revision to the Scope of Work**

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**XXXVII. BASIS OF AWARD**

The contract will be awarded to the vendor that submits the most highly rated proposal. RIPTA and its partners seek a company to design, manufacture, and deliver bus shelters and the associated amenities that respond to the aesthetic and durability criteria stated above. The winning bidder is responsible for acquiring materials, garnering the appropriate permits, and constructing the shelters while complying with all code requirements and following a project schedule. Coordination with chosen artists, signage company, installers, and project landscape architects is required of the successful bidder throughout the duration of the project. ~~RIPTA reserves the right to award this bid in whole or in part to one or more applicants.~~ While RIPTA is asking for pricing for specific quantities of product, the quantities may be adjusted to accommodate the budget. While RIPTA reserves the right to award this contract in parts, applicants must bid on the entire project.