

WASHINGTON METROPOLITAN AREA

TRANSIT AUTHORITY

[WMATA OR AUTHORITY]

Pre-Bid Meeting Agenda

Invitation for Bid Number: FQ15155/WJG

Contract Number: FQ15155

**Bus Bay, Safety, and Access Improvements at
Franconia Springfield Metro Rail Station**

Date: April 20, 2015

Time: 9:00 AM

Contents

Opening Remarks.....	3
Introduction of WMATA Project Team	4
General Scope of Work	5
Solicitation Overview	6
Engineering Presentation.....	9
Questions	9
Site Visit	9

Opening Remarks

Please silence all cell phones and pagers

Sign-In Sheet

Purpose of the Meeting

- ✓ The purpose of this meeting is to provide a forum for potential firms to discuss the project, introduce the project team, and respond to questions¹.
- ✓ Information and responses provided in this meeting are preliminary. Since this is a non-mandatory pre-bid meeting, formal responses to questions and, if issued, amendments will be posted on the WMATA website at:

http://www.wmata.com/business/procurement_and_contracting/solicitations/index.cfm

SAFETY TIP:

Would you be shocked to learn that most of the workers injured by electricity are not electricians? Know your electrical safety basics!

Always ensure others are outside the combined length of your arm and tool.

If you find yourself heading for a fall, remember to roll, don't reach.

¹ The Pre-Bid Meeting is for information purposes only. It may answer some Bidder's questions. Statements or representations made during the Meeting are **NOT** legally binding. Changes resulting from this Meeting are official only if issued through an Amendment to the Invitation for Bid.

Introduction of WMATA Project Team

Hitendra Patel	Director, Program Management
Chen Zhou	Program Manager
Dineshkumar Patel	Project Manager
Ranjith Abeysinghe	Project Manager
Yonatan Guder	Assistant Project Manager
Ezzat Hanna	Construction Engineer
Eric Tombs	Bus Traffic Control Engineer / Bus Planning
Delan A. Johnson	DBE Compliance Specialist
William J. Geroux	Contract Administrator

General Scope of Work

Bus Bay, Safety and Access Improvements at Franconia Springfield Metro Rail Station
6880 Frontier Drive Springfield, VA 22150

- a. Three (3) additional bus bays
- b. Bus Bay Canopy's
- c. Electrical power for:
 - 1. Proposed bus shelters
 - 2. Existing bus shelters for Customer Information Electronics Display Signs
 - 3. New Path lighting
 - 4. New LED pedestrian crossing signs in parking garage
 - 5. Lighting existing bike racks
- d. Access Improvements:
 - 1. Sidewalk improvements
 - 2. Covers on bike rack shelters
 - 3. New directional signage
- e. Safety Improvements:
 - 1. Improved pedestrian crossings

Please Note: This is an active and operating WMATA Rail Station. Activities and operations will be ongoing during the construction of this project.

Solicitation Overview

Basis for Award – The award will be made to the lowest responsible and responsive bidder.

Bidder Responsiveness and Responsibility - To be considered for award, a bid must be responsive and the bidder must be responsible. Bids may be rejected if they are found to be non-responsive or the bidder is found to be non-responsible.

- A bid is responsive if it conforms in all material aspects to the requirements of the solicitation at the scheduled time of submission and does not require further discussions with the bidder.
- A bidder is responsible if the contractor possesses the ability to perform successfully under the terms and conditions of the proposed procurement.

Communications – All communications and/or questions that you might have during the procurement process must be directed to William J. Geroux at wgeroux@wmata.com. Do not contact any WMATA personnel or any other project team members. Submit all questions or requests for clarification in writing. If you have an issue with the solicitation documents, please indicate where that problem or ambiguity appears in the document (e.g., page, paragraph, etc.).

After the meeting, both the meeting agenda and attendance sheet will be posted on our website at:

http://www.wmata.com/business/procurement_and_contracting/solicitations/index.cfm

If an amendment to the IFB is issued, it will also be posted on the WMATA website. It is the bidder's responsibility to acknowledge any and all amendments that are issued by WMATA in its bid.

Explanations – All explanations desired by a Bidder regarding the meaning or the interpretation of the IFB or all other Bid documents must be requested in writing 14 Days prior to the date set for receipt of Bids to allow sufficient time for a reply to reach all Bidders before the submittal of their Bids.

WMATA Bid Forms and Supplements – Make sure your bid utilizes the WMATA forms provided in the bid and Contract Documents included in the IFB. The use of substitute bid forms other than clear and correct photocopies will not be permitted.

Bonding (Bid/Payment/Performance) and Insurance – A bid bond in an amount not less than five percent (5%) of the bidders' Total Bid Price is required as part of each bid. The successful bidder will be required to provide payment and performance bonds for 100% of the Total Bid Price. Insurance requirements, including required coverages and limits, are listed in the Bid and Contract Documents. Each bidder must provide a certificate of insurance indicating that your firm is currently carrying the required coverages/limits, or a letter from your insurance carrier indicating that your firm can provide the required coverages/limits.

Bid – Provide one hard copy and one electronic copy (thumb drive)

Volume 1 Part A Price Submission

Volume 1 Part B Forms and Contractual Information

Bid Opening – Bid Opening is 2:00 P.M. EDT, Wednesday, May 6, 2015. Bids will be publicly opened and read aloud in the WMATA Meeting Room, Lobby Level, 600 Fifth Street, NW, Washington, DC 20001.

Bidders must be licensed contractors in the jurisdiction in which the work is performed. Bid is for the furnishing of all services, labor, materials and equipment for the construction of the project as described in the documents.

Obtaining IFB – Bid Documents may be obtained from the WMATA website as follows:

http://www.wmata.com/business/procurement_and_contracting/solicitations/index.cfm

Bid Schedule for this Project

Issue Invitation for Bid:	April 9, 2015
Pre-Bid Conference:	April 20, 2015 9:00 AM
Contractor Questions:	April 22, 2015
WMATA Responses:	April 27, 2015 Posted on WMATA website
Bid Due/Opening:	May 6, 2015
Projected Contract Award:	On or about May 22, 2015

Period of Performance

Interim and Final Work Completion

- a. Milestone 1: Canopy Shop Drawing Submittal (PE stamped and sealed)
Complete all calculations, design and shop drawings, NTP + 40 Days
- b. Milestone 2: All Work Completion – Perform, complete and advanced all work including final completion and closeout under this Contract, NTP + 275 Days

Required Bid Submittals

00413	Bid Form
00431	Bid Security
00433	Brand Name or Equal Form
00434	Bid Schedule
00451	Representations and Certifications Form
00452	Bid Data Form
00453	Disadvantaged Business Enterprise (DBE) Data
00492	Bid as Accepted

Disadvantaged Business Enterprise (DBE) - The Washington Metropolitan Area Transit Authority hereby notifies all Bidders that the Bidder shall ensure that in regard to any contract entered into pursuant to this Invitation, disadvantaged business enterprises will be afforded full opportunity to submit Bids in response to this Invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for award.

It is the policy of the Authority, the Federal Transit Administration (FTA) and the US DOT that Disadvantaged Business Enterprises shall compete fairly to receive and participate in performing federally assisted contracts, including contracts and subcontracts at any tier. It is further the policy of the Authority, the FTA and the US DOT that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts.

The DBE Liaison Officer is responsible for monitoring DBE participation and related DBE and SBE contract compliance activities in accordance with 49 CFR Part 6 and WMATA's DBE Program Plan, such as reviewing contract records, monitoring work sites, performing compliance reviews, reviewing contractor records and documents pertaining to DBE and SBE participation. Any deficiencies shall be forwarded to the Contracting Officer for resolution and if unresolved will be subject to further compliance actions including affecting responsibility

April 20, 2015

determinations in future procurements, debarment and referral to the U.S Department of Transportation. In addition, the Contracting Officer shall support the DBE Liaison Officer in monitoring and enforcing the Authority's DBE Program as it relates to procurement activities.

The prime contractor shall certify with each payment request to the Authority that payment has been or will be made to all subcontractors due payment within 10 days after receipt of payment from the Authority for work by those subcontractors. Failure by the contractor to carry out the requirements of Appendix B is a breach of the contract. The Contracting Officer shall consider all remedies, including referral to the DOT to initiate suspension or debarment proceedings, enforcement action and or prosecution if the contractor fails to perform as required by the contract.

The goal set forth for this Contract is **18%** of the final Contract price, including amendments and modifications.

Engineering Presentation

Questions

Site Visit

WMATA will be conducting a site visit today; April 20, 2015 at 1:30 pm. Attendees must provide their own transportation.

Meeting point will be Franconia Springfield Metro Rail Station, 6880 Frontier Drive Springfield, VA 22150