



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. Box 778  
DOVER, DELAWARE 19903

CAROLANN WICKS, P.E.  
SECRETARY

(302) 760-2030  
FAX (302) 739-2254

September 16, 2009

Interested Design Builders:

**RE:** Contract No. 25-020-01  
Federal Aid Project No. ERRA-2009(31)  
Dover Transit Center  
Kent County

Attached is Addendum No. 5 to the RFP for the referenced contract consisting of the following:

1. One (1) page, Form RCF, Question Q – 16, page 1 of 1, new, to be added to the Request For Proposal.
2. One (1) page, ITP Appendix A, page 5 of 13, revised, to be substituted for the same page in the Request For Proposal.
3. Two (2) pages, Part 5 - Scope of Services – Utility and Right-of-Way Statements, Certificate of Right-of-Way Status, pages 1 and 2, revised, to be substituted for the same pages in the Request For Proposal.

Please note the revisions listed above and submit your RFP based upon this information.

Very truly yours,

A handwritten signature in black ink that reads "John V. Eustis, Jr." in a cursive style.

John V. Eustis, Jr.  
Contract Services Project Manager

:jve, jr.  
attach.



**FORM RCF**

**SCOPE OF SERVICES PACKAGE RESPONSE COMMENT FORM**

Q No.	Part Number	Section Number	Comment(s)	Reserved for Response
Q – 16	ITP Scope of Services Appendix A	A4.2.1 Page 5 of 13	<p>Under this section, it states: Key elements that should be discussed or detailed include the following:                      B) The building support system to be used. This should include specific information regarding the <b>hardware</b> and how it will be incorporated into the design and construction. Any benefits of the system .....</p> <p>What is meant by hardware?</p>	<p><a href="#">Section A4.2.1 Revised in Addendum No. 5</a></p>



Price. Consideration will be given to a Proposer's ability to commit and mobilize Key Personnel, Equipment, and Materials in order to perform the Work required according to the proposed schedule.

#### A4.2 TECHNICAL SOLUTIONS INFORMATION FOR VOLUME 2 OF THE PROPOSAL

In the Proposal provided in response to each of Sections A4.2.1 through A4.2.4, the Proposer shall indicate and describe features of the proposed design, construction methods, and/or Material offered by the Proposer that will accomplish the following:

- A) Improve the long term performance of Project elements, particularly the canopy structure;
- B) Enhance the inspectability and maintainability of the Project;
- C) Minimize maintenance costs;
- D) Minimize operational costs;
- E) Maximize energy efficiency; and
- F) Minimize interruptions in service or traffic for maintenance.

##### A4.2.1 Future Building Location

The Proposer shall prepare and submit detailed summary information regarding the proposed location for the future building. The information provided shall in general outline how the proposed building structure design and components meets or exceeds the needs of the Department. Key elements that should be discussed or detailed include the following:

- A) A basic layout and scheme for the future building structure. At a minimum, this should include the type, size, and location information (pass/fail);
- ~~B) The building support system to be used. This should include specific information regarding the hardware and how it will be incorporated into the design and construction. Any benefits of the system should be discussed. Specific attention should be given to support installation, inspection, and maintenance Project Specific Requirements specified in Part 1, Project Scope, 2.3 C;~~
- C) The construction sequence proposed for the entire building structure;
- D) The potential energy efficiencies that could be incorporated into the structural design; and
- E) The building structure aesthetics considerations. Any specific aesthetic features proposed will be presented. A discussion should be provided that describes the overall aesthetics of the structure and validates the aesthetic theme chosen.

##### A4.2.2 Roadway Geometrics (Bus Loop and Parking Areas) and Stormwater Management

The Proposer shall prepare and submit the design information meeting the requirements of the Department's Road Design Manual. This information shall include specific roadway geometrics proposed and a narrative discussing transitions, tie-ins, and staging issues between the building and roadway construction.

The Proposer shall prepare and submitted the design approach for stormwater management meeting the requirements of the DNREC and the Department.

##### A4.2.3 Proposed Baseline Progress Schedule

The term "Proposed Baseline Progress Schedule" as used herein means the time-scaled, critical path network depicting Project Sections, Project Components and subordinate activities and their respective durations, and sequences and inter-relationships that represent the Proposer's Work plan for designing, constructing, and completing the Project.

The Proposer shall not show or submit any actual pricing information with the Proposed Baseline Progress Schedule that would be indicative of the Lump Sum Price included in the Price Proposal (Appendix B) (pass/fail). A price-loaded schedule will be required as part of the Price Proposal and should be based on percentages of the Lump Sum Price included in the Price Proposal. Percentage values are to be expressed with two decimal place accuracy (e.g., 3.02%).

The Proposer shall submit the following information pertaining to the Proposed Baseline Progress Schedule:

- A) A Proposed Baseline Progress Schedule for the Project meeting the following requirements:
  - 1) The Proposed Baseline Progress Schedule shall be in color hardcopy format and Primavera P3e Version 3.1 or later compatible electronic format on disk;
  - 2) The Proposed Baseline Progress Schedule shall be consistent with the Department's Project Sections and preferred Project Components listed on Form PCD (see Appendix C). Except where a Value is shown as a mandatory Value, the Proposer may adjust this list to more accurately reflect planned sequences and methods; however, the level of detail shall be similar to that reflected in the list of preferred Values. Mobilization shall not be shown as a Value. Mobilization shall be shown as an activity under Project Component 1;
  - 3) All Project Components shall be assigned to the Project as described in Part 2 - DB Sections 109-1 and 109-2 and shown on Form PCD;
  - 4) The Proposed Baseline Progress Schedule shall be price-loaded (percentage values only) and reflect the Work included in the Lump Sum Price Proposal;
  - 5) The Proposed Baseline Progress Schedule shall show the proposed date for opening to traffic;
  - 6) The Proposed Baseline Progress Schedule shall show the Substantial Completion Date not later than that shown in ITP, Section 1.7.1 (pass/fail); and
  - 7) The Proposed Baseline Schedule shall show the Final Acceptance Date not later than three months from Substantial Completion.
- B) A "stand-alone" narrative of sufficient detail to explain the basis of the Proposed Baseline Progress Schedule. The "stand-alone" narrative shall describe activities and how the activities interrelate and how activity durations were determined. The Proposer shall include and discuss the following at a minimum:
  - 1) Basis for and assumptions used in preparing the Proposed Baseline Progress Schedule;
  - 2) Anticipated order and delivery dates of Material and equipment, especially long-lead time items;
  - 3) Restraints, risks, and limitations;
  - 4) Critical path activities;
  - 5) Holidays and other non-work days;
  - 6) Potential problem areas; and
  - 7) Coordination required;
- C) A plan for mobilizing Key Personnel, equipment, Material, and supplies. The mobilization plan must be consistent with the Proposed Baseline Progress Schedule;
- D) A summary of major risks to the Proposed Baseline Progress Schedule with explanation of planned contingencies and an approach to managing these risks should they arise;
- E) A brief narrative description of the proposed Project controls approach, including the following:
  - 1) A description of the Proposer's system for preparing and updating the Baseline Progress Schedule; and
  - 2) A description of the proposed plan to integrate design and subcontract activities into its scheduling and reporting system; and
- F) A completed Schedule of Values, Form SOV (Appendix C) depicting proposed percentage values of the Lump Sum Price Proposal.

#### **A4.2.4 Public Outreach**

The Proposer shall prepare and submit a Public Outreach Plan in accordance with the Public Outreach Performance Specification (see Appendix A to Part 3 - Design Requirements and Performance Specifications).

The Proposal should clearly identify any proposed public involvement and should discuss any anticipated pedestrian, traffic, or other public impacts.



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**CERTIFICATE OF RIGHT-OF-WAY STATUS**

**STATE PROJECT NO. 25-020-01**

**F.A.P. No. ERR-2009(31)**

**DOVER TRANSIT HUB**

**KENT COUNTY**

**Certificate of Right-of-Way Status – STIPULATED**

As required by 23CFR Part 635, all necessary right-of-way has NOT been acquired in accordance with current State/Federal rules and regulations covering the acquisition of real property.

This is to certify that all necessary rights of way have been acquired and the Department has physical possession and the right to enter upon all lands except:

- Wanda Lee and Gary Lee Williams 434 Water Street .African American Family consisting of 3 individuals 2 males and 1 female. Contract signed, possession and settlement scheduled for September 30, 2009.

**ANY CONSTRUCTION ACTIVITY SHOULD BE PHASED AS TO NOT ENTER UPON THIS PROPERTY UNTIL ADVISED BY DeIDOT REAL ESTATE THAT THE PROPERTY IS VACANT**

**It is further certified that there were individuals and families displaced by this project. Therefore the provisions of 49 CFR Part 24 is applicable to the project.**

- Wilhelmina Craig (Tenant)-430 West Water Street, Caucasian Female. Relocation Benefits have been presented and are being updated. Once presented Mrs. Craig will be provided with a 90 day notice to vacate which will be no later than November 1, 2009.
- Wanda Lee and Gary Williams (Owner Occupants) 434 Water Street. Relocation Benefits have been presented to them along with a 90 day assurance letter Possession to be obtained on October 30, 2009.

**THERE SHALL BE NO TRESPASSING ON THESE PROPERTIES UNTIL NOTIFIED BY DELDOT REAL ESTATE SECTION**

There were improvements to be removed or demolished as part of this project.

- Demolished-George & Lynch Construction Company 562 W. Water Street
- Demolished Chmielewski Property-446 West Water Street
- Demolished Whiteman Property-444 West Water Street
- Demolition Pending Archeological study Moore Property 440 West Water Street To Be Demolished as part of the Project:
- Wilkins Property 430 West Water Street
- Scheer Property 450 West Water Street
- Williams Property-434 West Water Street

**CERT WILL BE UPDATED EVERY TWO WEEKS UNTIL CLEAR**

REAL ESTATE SECTION

V. Wayne Rizzo  
Assistant Director Planning  
Real Estate Services

September 15, 2009