



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
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SECRETARY

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August 28, 2009

Interested Design Builders:

**RE:** Contract No. 25-020-01  
Federal Aid Project No. ERRA2009-(31)  
Dover Transit Center  
Kent County

Attached is Addendum No. 3 to the RFP for the referenced contract consisting of the following:

1. Two (2) page, Form RCF, Questions Q – 12 through Q – 14, page 1 of 2 and 2 of 2, new, to be added to the Request For Proposal.
2. Ten (10) pages, Scope of Services - Part 1 – Project Scope, revised and reissued in its entirety, to be substituted for the same pages in the Request For Proposal.
3. One (1) page, Scope of Services – Part 3 – Design Requirements & Performance Specifications, Appendix A, Performance Specifications - Passenger Canopy Requirements, page 2 of 3, revised, to be substituted for the same page 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, appearing to read "John V. Eustis, Jr." with a stylized flourish at the end.

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 – 12			The survey provided shows apparent flow direction disparities, especially along the southern property edge. In some cases two pipes flow to a low point inlet with no apparent outlet pipe, and in other cases, a manhole in a series of pipes appears to be a high point. Could DeIDOT please recheck the survey field notes against this data to confirm the pipe connections and inverts shown are correct?	The site slopes from north to south. The slopes ranges from an elevation of approximately 26 feet in the northwest corner to an approximate elevation of 23 feet in the southeast corner. The catch basin in the southeast and southwest corners are tied into a 15 inch RCP on the neighboring property to the south. The southeast catch basin empties to a Queen Street catch basin. The southwest catch basin empties to a West Street catch basin.
Q – 13			Who is responsible for the maintenance of West, Water, and Queen Streets – DeIDOT or the City of Dover?	In general, this division of the Department of Public Works has responsibility for the maintaining the City's streets and storm drains. It is responsible for the following tasks: <ul style="list-style-type: none"> <li>• Maintains pavement on all City streets and alleys.</li> <li>• Repairs pavement after water or sewer lines repairs have been made.</li> <li>• Seasonally collects leaves and removes snow from all City streets and alleys within the corporate limits.</li> <li>• Paints street markings and maintains traffic control and street name signs.</li> <li>• Annually cleans catch basins, storm drains and storm ditches and maintains water flows in all City tax ditches.</li> <li>• Maintains City and Parking Authority parking lots.</li> </ul>

**FORM RCF**

**SCOPE OF SERVICES PACKAGE RESPONSE COMMENT FORM**

Q No.	Part Number	Section Number	Comment(s)	Reserved for Response
				<ul style="list-style-type: none"> <li data-bbox="1444 461 1955 521">• Sweeps all streets and alleys within the City limits.</li> </ul>
Q – 14			<p>The scoring for this project tends to favor the low bid thus penalizing the team that is more creative and may have better design aesthetics. Is it possible to create a stipulated sum say \$5million and let the three teams design to that number thus the award will be based on who has the best design for this project? Also this sum will use your ARRA funding.</p>	<p>Possible changes to the scoring are under review by the Department. Any changes incorporated will be addressed in a future addendum.</p>

**STATE OF DELAWARE**



**DEPARTMENT OF TRANSPORTATION**

**DESIGN-BUILD PROJECT**

for

**DOVER TRANSIT CENTER**

Dover Transit Center  
State Contract # 25-020-01  
Federal Contract # ERRA-2009(31)

**SCOPE OF SERVICES PACKAGE**

**CONTRACT DOCUMENTS**

**PART 1**

**PROJECT SCOPE**

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## 1.0 INTRODUCTION

This Part 1 – Project Scope provides a summary description of the physical components of the Project that the Design-Builder shall design, construct, and/or install and the associated management, control, monitoring, compliance, and professional services and other elements of the Work required in accordance with the Design-Build (DB) Agreement included in Appendix A.

The Design-Builder shall not rely solely on the description contained herein to identify all Project components to be designed, constructed, and/or installed. The Design-Builder shall determine the full scope of the Project through thorough examination of the Contract Documents and the Project Site or as may be reasonably inferred from such examination.

The Design-Builder shall, for the generally described improvements, perform all design engineering and analysis; provide construction engineering and inspection services; provide quality control services; and furnish, construct, and/or install all materials and components of the Project required to meet the requirements of the Contract Documents, except where the Department will furnish and/or install items as listed in Section 5.0.

## 2.0 Project Configuration

The Project shall include the major components listed in this Project Scope.

### 2.1 Project Limits

The Dover Transit Center will be located on Water between West Street and Queen Street in Dover. A conceptual plan for the bus boarding area was developed, but requires refinement.

### 2.2 Project Description

DART First State's existing transfer center along Water Street in Dover will be relocated to this site. Currently the fixed route system in Dover works on a pulse system in which thirteen (13) fixed route buses enter and exit the site every thirty (30) minutes. Interwoven into the pulse system are the paratransit and intercounty buses that travel north and south out of the transfer center. The site shall also be designed to handle privately run intercity bus operations (Trailways/Greyhound).

### 2.3 Project-Specific Requirements

#### A) Bus Loop

- 1) The bus loop requires a Canopy to cover passengers moving to, from, and between buses. Canopy will be designed to connect to the future building.
  - Eleven stalls for forty foot (40') buses.
  - Three stalls for forty five foot (45') buses.
  - **Bus circulation shall be kept separate from passenger vehicles.**
  - **Sawtooth design must allow buses to independently enter and exit bus stalls without backing up.**
  - **Bus stalls shall allow passengers to disembark from all doors.**
  - **Curbside space for two paratransit vehicles to park and transfer customers needs to be provided. This does not need to be in the bus loop, but it is our preference to keep the location close to the future building and to minimize conflicts with automobiles and pedestrians.**

- **The outside passenger waiting/boarding area shall be covered with a canopy. The canopy shall provide coverage as passengers travel between the bus stalls. The area shall be furnished with the appropriate amenities, including seating, trash cans, etc.**
- **The following other amenities shall be provided:**
  - Newspaper dispensers
  - Pay Phone
  - Advertising – potential revenue source for DTC
  - Kiosk
  - Art Work
- **Geometric Design: Roadways and parking lot areas should conform to the AASHTO GREEN BOOK - A Policy on Geometric Design of Highways and Streets and relevant sections of the Delaware Road Design Manual.**
- **The pavement design will be the sole responsibility of the Proposer. The pavement design shall meet the requirements of Part 3, Appendix A, Concrete Pavement Requirements. The final design will be approved by the DelDOT prior to construction. Portland cement concrete shall be used for the bus loop. All materials used in the pavement design will be tested as per DelDOT's Standard Specifications, Supplemental Specifications, Special Provisions, Plan Notes, and all applicable Manuals within the Department.**

B) Parking

- 1) Daily (employees and passengers) and short-term (passenger drop-off and pick-up) parking shall be provided for customers and appropriately located on the site
- 2) Provide parking to support a future +/- 30,000 square foot building
- 3) **Provide parking for four ambulances in close proximity to the building. The location of the parking stalls should allow for quick access from the building and timely egress with minimal conflicts with other vehicles. The spaces do not need to be secured or enclosed.**

C) **Future** Building Design

- 1) Design space for the future +/- 30,000 sq. ft. building.
  - Design Development plans for the Ground floor space to be occupied by the transit center to include +/- 3,000 square feet for passenger waiting area with public restrooms, ticketing, and vending machines. Specifications are not required.
  - Schematic Design plans of the remainder of the Ground floor level and Upper floor level(s) (+/- 27,000 square feet) of the building; including leasable space for offices and retail, tenant circulation, and mechanical space. Specifications are not required.
- 2) Provide a Developed Design of the building: style, type of construction, exterior finish, size (footprint), placement on site, type of foundation, and tie-ins to the passenger canopy. Specifications are not required.
- 3) **Clearly define building service access that allows trash removal and deliveries without mixing with or affecting bus operations.**

- 4) **Construction phasing:**
- **How the building can be constructed without interrupting operations;**
  - **Describe proposed staging areas and all parking, pedestrian, automobile and bus movements/disruptions during building construction.**

D) Stormwater Management

E) Site Landscaping

## 2.4 Project-Wide Requirements

The Project includes the following:

- A) Fencing and cameras to provide security
- 1) **Security cameras to provide coverage of all passenger waiting and boarding areas;**
- B) Signage and Pavement Markings that include regulatory, pathfinders, informational and real time informational displays. All Signing and Pavement Markings must conform to the standards in the Manual on Uniform Traffic Control Devices (MUTCD) - Federal and Delaware editions. Structural sign supports must comply with AASHTO and Delaware standards;
- C) Safe and efficient accommodations for bicycles and pedestrians in accordance with the Design Criteria, including, but not limited to; bicycle racks and lockers, bike and pedestrian paths between the transit center and surrounding areas in particular the development at Eden Hill, the capital complex, and potential future rail transit station;
- D) Low maintenance landscaping that incorporates plants native to Delaware at the complex;
- E) Roadway lighting design conforming to AASHTO Roadway Lighting Design Guide;
- F) Site Lighting designed so that it can be reduced during non-operating hours;
- G) Development of a Context Sensitive Transit Center Design that creates a sense of place and fits into the surrounding community;
- H) Potential energy efficiencies or green energy technologies that could be used on the site or in the future building shall be described, including the initial construction cost impact and pay back analysis;
- I) The Proposer shall maintain as-built drawings. DelDOT shall have access to review these drawings during regularly scheduled progress meetings. Following construction, the Proposer shall electronically update construction plans to reflect as-built conditions and submit to the DelDOT. The Proposer shall also maintain as-built drawings of any renovation or changes in site conditions and shall supply DelDOT copies thereof;
- J) Appropriate circulation patterns for passengers that are; bicycle-safe; American Disabilities Act (ADA) compliant; and provides separation between buses, cars and other vehicular traffic; ~~and~~
- K) Provisions for the positive prevention of vermin/bird habitat/nesting within and on any structure-; **and**
- L) **Clearly and fully address the following:**
- 1) **Any utility relocations required and how they will be accomplished;**
- 2) **Any existing road and/or intersection improvements; and**

3) *Any additional land acquisition required.*

**2.4.1 Adjacent and Concurrent Projects**

There are no known adjacent or concurrent projects.

The Department reserves the sole right to unilaterally alter the scope, nature, construction start and completion dates of all future Contracts.

The Design-Builder is hereby alerted and advised that other contracts may be ongoing simultaneously with this Contract. All Contractors, including Design-Builders, shall coordinate and cooperate with the Department and Contractors and/or other Design-Builders working on the associated and/or adjacent contracts in accordance with DB Section 105 – Control of Work in Part 2. Contractors and/or Design-Builders shall not impede or limit access to the work being performed by others. All costs associated with the Design-Builder’s coordination and cooperation shall be included in the Lump Sum Contract Price.

**2.4.2 Work Hour Limitations**

The following work hour restrictions shall apply for the duration of the contract:

Holidays – Scheduled Holidays shall be in accordance with Part 2, DB 101.  
Any limitations placed on the Design-Builder by local ordinances.

**3.0 ASSOCIATED WORK**

The Design-Builder shall perform elements of Work in association with the design and construction of the physical components of the Project. The following list is not an exhaustive list, but is representative of the Work required to result in a complete functioning transit center in accordance with the Design-Builder’s accepted plans:

- A) Associated aesthetics and landscaping;
- B) Design and construction management;
- C) Coordination with Project stakeholders and other contractors adjacent to the Work (if any);
- D) Design Quality Control and Design Review (*see* Part 2 – DB Section 111);
- E) Construction Quality Control (*see* Part 2 – DB Section 112);
- F) All additional environmental investigations and monitoring associated with or resulting from the Design-Builder’s actions;
- G) Maintenance of traffic;
- H) Project safety and security;
- I) All engineering (including, but not limited to, supplemental surveys and geotechnical investigations) in addition to that provided by the Department;
- J) All harmful and hazardous materials remediation created by the design-builder through design and/or construction or as identified in the RFP (none known to exist by the Department);
- K) Drainage, Stormwater Management, and Erosion Control;
  - 1) *Storm water management shall be designed for completed built out of the site, including the future building.*

- 2) Storm water management plans must include a means of treating oil, grease, etc that may come from the buses using the facility.
  - 3) Regulatory requirements that must be followed in design and construction:
    - The NPDES Phase II permit states that DelDOT must "...implement and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb areas greater than or equal to one acre, including projects that disturb less than one acre that are part of a larger common plan of development, and that discharge to the storm sewer system." Therefore, in the RFQ, the consultant must include water quality BMPs as part of the design. BMPs for water quality should consider nutrient and bacteria removal efficacies.
    - Regulations Governing Storm Water Discharges Associated with Industrial Activities, Part 2 – Special Conditions for Storm Water Discharges Associated with Construction Activities.
    - Delaware Sediment and Stormwater Regulations.
    - DelDOT ES2M Design Guide.
    - All DelDOT standard specifications related to stormwater and Erosion and Sediment (E&S) controls.
  - 4) Both the DelDOT Stormwater Engineer and the DelDOT NPDES Section must review and approve the design as it pertains to stormwater quantity and quality control to ensure that designs comply with all related regulations and permits and that stormwater runoff at the site is treated to the maximum extent practicable.
- L) Landscaping and its maintenance should be designed so as to minimize applications of pesticides, herbicides and fertilizers, which may harm water quality when they enter the runoff from the site. All outdoor applications of pesticides and herbicides must be done according to DelDOT standards and procedures.
  - M) Construction waste disposal and handling;
  - N) Required clearances, licenses, construction easements, and permits for the Design-Builder's Work, Work sites, and storage areas on- or off-site;
  - O) All modifications to existing permits previously obtained by the Department as required for the Project and/or as a result of the Design-Builder's design, actions, and construction scheduling;
  - P) All ancillary Work, such as, access roads, driveways, temporary fencing, relocation of drainage, Work sites, and temporary Work;
  - Q) Location, acquisition, permits, and transportation for Material;
  - R) Coordination of the relocation of any utilities and municipal drainage facilities and the design and relocation, if any;
  - S) Site clearing and restoration;
  - T) Demolition of a radio tower, three existing houses and associated structures and equipment. The Department will remove all known asbestos from the buildings. The Department will share with the Proposer a copy of the building assessment and abatement report. The Proposer shall be responsible for immediately notifying the Department if at any time during demolition they encounter a material they believe may be hazardous;

- U) Maintenance of the Project location during the Contract period; and
- V) All other activities, functions, or elements necessary to the successful completion and subsequent approval of the Project by the Department.

#### **4.0 BASIC PROJECT CONFIGURATION**

The Basic Project Configuration shall consist of the following:

- A) The Project Limits;
- B) The horizontal and vertical alignments for the roadway surface;
- C) The bus loop;
- D) Canopy;
- E) Site lighting;
- F) Stormwater management;
- G) Location of the future building;
- H) Number and size of parking spaces, shoulders, sidewalks, barriers, handrails, bike paths, and tie-ins to existing roadways;
- I) The minimum vertical and horizontal underclearances for vehicular traffic; and
- J) The Right-of-Way limits.

##### **4.1 Standard for Determining Materiality of Change in Basic Project Configuration**

The following are the standards for determining materiality of Basic Project Configuration changes:

- A) A change in the proposed location;
- B) Any significant reduction or significant expansion of Project Scope;
- C) A change in the Contract utility provisions;
- D) Any change in the Project Right-of-Way limits depicted; and/or
- E) Any change in this Section requiring a change in the Environmental Assessment/Finding of No Significant Impact.

#### **5.0 DEPARTMENT-PROVIDED MATERIAL OR EQUIPMENT**

The Department will not be providing any design, Material, or Equipment for the Design-Builder's use.

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**PASSENGER CANOPY REQUIREMENTS  
PERFORMANCE SPECIFICATION**

**1.0 INTRODUCTION**

The Design-Builder shall provide a passenger canopy designed to safely providing coverage as passengers travel from/to buses as well as between the bus stalls. This Performance Specification specifies the minimum requirements to be considered and addressed by the Design-Builder during the design development of the passenger canopy.

The canopy shall provide coverage as passengers travel from/to busses as well as between the bus stalls. The design and construction of passenger canopy shall adequately address runoff control, safety, functionality, durability, and ease of maintenance and repair.

The Design-Builder shall also design the passenger canopy in a manner that is consistent with the Aesthetic Requirements for the project.

**2.0 STANDARDS AND REFERENCES**

The design and construction of the passenger canopy shall be in accordance with this Performance Specification and the relevant requirements of the following standards, unless otherwise stipulated in this Performance Specification. Standards and references specifically cited in the body of this Performance Specification establish requirements that have precedence over all others. Should the requirements in one standard conflict with those in another, the standard highest on the list shall govern. Listed under references are guidelines that the Design-Builder may use to address the requirements, as the Design-Builder sees fit. It is the Design-Builder's responsibility to obtain clarification of any and all unresolved ambiguity prior to proceeding with any design or construction.

**2.1 STANDARDS**

Specific codes and standards include, but are not limited to, the following listed in order of governing precedence.

**2.1.1 Design**

- A) ADA Requirements of 49 CFR Parts 27, 27, and 38; and
- B) State of Delaware Architectural Accessibility Standards

**2.1.2 Specifications**

- A) Delaware Department of Transportation "Supplemental Specifications, Revisions and Corrections to the August 2001 Standard Specifications" (Part 4 - Appendix A);
- B) Delaware Department of Transportation "Standard Specifications for Road and Bridge Construction" Dated 2001;

**2.1.3 Coordination with other Design Standards**

- A) Delaware Department of Transportation "Road Design Manual" the latest edition as of the issue date of this RFP;

## 2.2 REFERENCES

- A) Delaware Department of Transportation, Design Guidance Memorandums;
- B) Delaware Department of Transportation, “Standard Construction Details,” the latest edition with Revisions as of the issue date of this RFP;
- C) AASHTO, “A Policy on Geometric Design of Highways and Streets (Green Book),” the latest edition with Revisions as of the issue date of this RFP;
- D) AASHTO, “Roadside Design Guide,” the latest edition with Revisions as of the issue date of this RFP.

## 3.0 REQUIREMENTS

The Design-Builder shall develop a drainage system satisfying the requirements of the provisions offered herein.

### 3.1 DESIGN CRITERIA

- A) The Design-Builder shall determine the design loads for the passenger canopy subject to approval by the Department.
- B) The passenger canopy design load shall be to meet all local and state codes for design, snow, wind, and seismic loads.
- C) Drainage from the roof structure shall be collected and either distributed to the stormwater collection system or stored for re-use in landscaping other purpose. Water shall not be directed to the bus loop, sidewalks or passenger waiting areas.

#### 3.1.2 Passenger Canopy Features

- A) Advertising – The design of the passenger canopy should allow for DTC to sell advertising on wall panels or other means.
- B) Schedules – The passenger canopy shall include cases for displaying six printed bus schedules. Each schedule is 24 inches by 24 inches. In the future schedules may be displayed on an electronic variable message sign. Each bus stall shall be designed to allow for 11” x 6’-5” x 5” variable message sign, weighting approximately twenty (20) lbs., to be mounted on the passenger canopy.
- C) Bus Numbers – Each bus stall shall be numbered so that the passengers can easily identify where their bus will arrive.
- D) Lighting – The passenger canopy shall include lighting that provides a minimum of 1 foot-candle at ground level of lighting along the entire waiting area. Lighting shall be designed not to create glare for the bus drivers. Lighting shall be designed so that it can be reduced during non-operating hours, but shall provide enough lighting for security purposes.



- E) **Wind Screening - The design and location of the passenger canopy shall provide wind screening for passengers. If glass panels are used to provide wind screening, the glass shall be a minimum 1/2” (12 mm) tempered safety glass.**
- F) Seating – Seating shall be provided under the passenger canopy. They can either be integrated into the passenger canopy structure or be free standing. The seating shall be design to discourage people from lying down or sleeping on the benches. Bench finishes shall deter vandalism and be easily cleaned. The configuration of the benches shall be