

PRE-PROPOSAL MEETING Minutes

*Billings District ADA Upgrades
CM STWD(981) – UPN 10431000*

June 12, 2024
Virtual
3:00 – 4:00 PM

Attendees:

Jonathan Skillman
Arne Wiebe
Nate Peressini
Kurt Kaufman
Janna Nelson
Doug Enderson
Dax Simek
Andrea Friedrich
Nikki Jurkovic
Kurtis Schnieber
Clancy Williams
Brandon Graff
Bob Marvin

Both shortlisted teams are in attendance.

Questions can be asked in meeting and answers will be posted in the meeting minutes or on the Q&A Forum.

I. RFP Review:

RFP items reviewed in the meeting are as follows:

- We have revised the redaction policy. Firms were advised to review this section.
- Schedule of Events –schedule of events has not changed since RFP was published.
- We extended completion date of the Lewistown scope of work to be completed no later than Jun 1st, 2025. We coordinated with the district on the schedule of a future pavement preservation project to allow more time to construct scope in Lewistown.
- SOV 1 – Submit within 6 calendar days of bid opening.
- SOV 2 – Submit with 90% plans or each 90% component package.
- Invoicing is required by the 25th each month. With the invoice, MT-601 materials list with quantities, and updated project schedule are required submittals. Deducts described in the RFP apply if we do not receive the materials list and updated schedule each month.
- MDT will conduct the CEI for this project.
- Meeting minutes from this preproposal meeting will be posted on Q&A forum and will become part of the contract.

- Site Conditions – Each Firm is responsible for verifying existing site conditions.
- Meetings – Selected Firm is responsible for facilitating integration/design coordination meeting. Coordinate with MDT's partnering managers on scheduling the Integration/design coordination meeting with the Partnering Meeting.
- Post Bid opening submittals
 - Contract recipient form – Apparent Best Value Team, submit within 6 calendar days of award
 - Subcontractor report – Apparent Best Value Team, submit within 6 calendar days of award
 - Phase 1 SOV – Apparent Best Value Team, submit within 6 calendar days of award
 - List of component submittals – Awarded Firm, submit within 10 calendar days of NTP
 - Initial Schedule – Awarded Firm, submit within 6 calendar days of NTP
 - Warranty/Contractor Guarantee Criteria, and Measurable Standards – Awarded Firm, submit within 6 calendar days of NTP
- Review of required deliverables for the 90% plans package
 - Construction Schedule of Values for the Component packages.
 - Source of Supply Letter in accordance with Standard Specification 106.01.1.
 - Traffic Control Plans and Construction Staging Plans
 - MT-601 Materials List- Items and Quantities. Template provided in Attachment J.
- Review of deliverables for the 100% Plans Package
 - Final Traffic Control Plans and Construction Staging Plans
 - Updated MT-601 Materials List- Items and Quantities.
- RFC Component Submittal
 - Right-of-Way Verification Statement
 - Environmental Compliance Summary Statement
- Scope of work for replacement of ramps, approaches, midblock sidewalk, and curb and gutter as stated in the RFP.
 - 80 new ADA/PROWAG compliant ramps, replace 43 approaches, replace 54 sections of midblock sidewalk and adjacent curb and gutter as necessary to achieve ADA compliance.
 - Perpetuate business entry ramp at 107 N Main St. in Bridger.
 - MDT is in process of revising scope for the vault in Lewistown related to a question on the Q&A forum.
 - Utilities – There are quite a few valves and hydrants within the sidewalks located in Bridger.
 - Pedestrian TC Plan – A passable sidewalk must be maintained on one side of the roadway at all times.
 - Categorical Exclusion is completed by MDT. The Firm will be responsible for submitting the Environmental Compliance Summary Statement.
 - Under sidewalk vaults known in Bridger are shown in the maps and in Environmental Document.
 - Recessed entries – Do not disturb recessed entry-way vaults that are outside of MDT right-of-way.
 - There will be MS4 requirements in Billings
 - Known underground petroleum tank releases are within project limits but not anticipated to be impacted by this project
 - Railroad – RR/ROW within project limits, should not be impacted by this project. The Firm will need to obtain RR insurance and access if needed.
 - Railroad coordination may be necessary for flagging if traffic control is necessary within RR right-of-way

- As Built plans are required to be submitted within 90 days of conditional final acceptance.
 - QA Items – Valley Gutter - if it is proposed, it will be a QA item.
- Submittal of Technical Proposal no later than 11AM MST July 17, 2024
- Technical Proposal Requirements
 - The Three 11x17 sheets allowed in the Project Understanding and Approach section (as stated in V.B of the RFP) are specifically designated to the Design Concepts subsection of Technical Proposals. No more than 4 total 11x17 sheets will be allowed in Technical Proposals.
- Design Concepts
 - We have modified this from past RFPs. On previous projects this section included an innovations/alternatives section. Since MDT has not received any value from this prior requirement, we no longer require that they be listed and scored.
 - Firms can bring alternatives to MDT after award for inclusion through the project through Change Order.
 - We applied more point weighting to the Design Concepts than we have in past Design Build ADA projects.
 - Point allocations are:
 - Staffing and Coordination Plan (carried over from SOQ)- 250
 - Schedule- 150
 - Project Understanding and Approach
 - Project Understanding and Approach- 300
 - Design Concepts- 150
 - Coordination plan- 150
- Evaluation and Scoring Criteria – Included in Attachment N of the RFP.
- Bid Price Proposal
 - Completion date will not be required in AASHTOWare Project Bids for Bid price proposal. The Firms Completion Date is established in the Firms Technical Proposal as stated in the RFP. We have updated our configuration file for bid files. The bid file should look more similar to bidding DBB projects.
- Weighting of the Best Value Calculation is 40% for Cost Proposal and 60% for Technical Proposal
- If Bid Prices are outside of 25% Threshold for opening bids.
 - MDT may exercise the items listed in the RFP section IV.C at its discretion.
 - If the Technical Proposal scores are not impacted by Changes, Technical Proposal scores will be used for Best and Final Offer Cost Proposal best value formula.
 - MDT can ask for Technical Proposal modifications if we determine that to be necessary.
 - The Selection Committee can recommend award to Commission at any point in process.
- DBE goal- 7.8% for this project
 - In the future, MDT may be implementing a mandatory DBE goal.

II. Question and Answers:

- Billings
 - Is splicing acceptable within the pull boxes? MDT typically does not allow splicing, as the traffic signal cable needs to run continuously from the controller to the terminal block in the respective appurtenance. The pushbutton cabling currently exists but could be spliced to fire the new pushbuttons. Our experience within Billings at intersections with rigid

conduit is that it has collapsed due to corrosion. Pulling new conductors from the controller to each corner will likely require boring new conduit, thus significantly increasing the price of the project.

- [MDT will consider and post clarification on the Q&A Forum](#)
- Please clarify the scope of #12 and #16. The scope calls for ped push buttons but the intersection is not signalized.
 - [Scoping items #12 and #16 in the Billings scoping maps are not to be included.](#)
- Please clarify the scope of #14 [of the Billings Scoping Map]. The pedestrian refuge island has a luminaire and lighting pull box. Can it remain and be made into an ADA-compliant refuge island?
 - [MDT will consider and post clarification on the Q&A Forum](#)
- A pedestrian refuge island existed on the south leg of the King Ave W and Overland Ave intersections. The current pedestrian ramps and pavement markings align with the historic refuge island. Can the refuge island be re-established as part of this project?
 - [MDT will consider and post clarification on the Q&A Forum](#)
- Please clarify the scope of #30 and #31: Ramps and domes were added to a recent project. The ramp and ped button placement are not ADA-compliant.
 - [The project that these ramps were constructed in is still in progress. MDT is working with the contractor to bring these items into compliancy. Items 30 and 31 in the Billings Scoping Map are removed from the Billings District ADA Upgrades project.](#)
- The intersection of King Avenue West with the access from King Avenue West, east of Overland Avenue is not signalized and the right turn radii on that access are very large with higher speeds for vehicles entering and exiting the access. When considering the excessive length of the pedestrian crossing at that location. Would it be desirable to install pedestrian actuated Rapid Flashing Beacons?
 - [MDT discussed options at this intersection and others, and it was determined that it was not within the intent or budget of the project to address the long pedestrian crossings.](#)
- Lewistown
 - Is the intent to replace the full midblock sidewalk width in the scoped areas or ensure an ADA-compliant path within the scoped area? Does the full width need to be ADA-compliant?
 - [Firms must replace full-width sidewalk. The full width of the sidewalk must be constructed to ADA Compliance.](#)
- Bridger
 - Please clarify the scope of #38 [Bridger Scoping Map]. Should this be one ramp?
 - [MDT will clarify on the Q&A Forum](#)
- General
 - What does DWD stand for?
 - [Detectable Warning Device](#)