

**RFQ PRE-SUBMITTAL MEETING MINUTES**  
**Environmental Document Preparation, Preliminary Engineering,**  
**Final Engineering Design and Construction Support Services**  
**for the**  
**Riverside Downtown Metrolink Layover Facility**  
**December 8, 2009 @ 2:00pm**  
**Riverside County Transportation Commission/Bechtel Offices, Conference Room A**

**1. GREETINGS/INTRODUCTIONS**

Sheldon Peterson welcomed everyone to the Pre-Submittal meeting. He indicated that this will be the Riverside Layover Facility Project. It is something that the Riverside County Transportation Commission (Commission) has been working on with Metrolink; a project first identified probably about 3-4 years ago. We have gone through some conceptual ideas but are now at the point where we are excited to take it to the next level.

Project Team Introductions

Sheldon Peterson	Rail Manager – Commission
Greg Moore	Procurement & Assets Manager – Commission
Mark Massman	Program Manager - Bechtel
Richard Bryan	Rail Projects Manager - Bechtel
Erik Galloway	Project Coordinator - Bechtel
Rosemarie Stevens	Project Administrator - Bechtel

**2. PROJECT OVERVIEW**

Erik Galloway went over the three drawings that were included in the RFQ as Exhibit 1 to the Scope of Work. The project is located at the Riverside Downtown Metrolink Station. The Commission will be expanding existing layover facilities and this effort will be completed in two phases.

The first phase consists of an existing single track storage area which will be expanded to double track. If you look at the drawings (see Exhibit 1), conceptually we are talking about realigning the existing track. This will be a priority for the project. We want to get this portion of the work going as soon as possible. It needs to be done quickly because there is actually a separate development project going on adjacent to the project site, which includes redevelopment of a building that sits next to the track, and that project will be pulling up right against the Commission's right-of-way.

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The second phase is actually the longer section. It goes all the way up to 3rd Street. In the drawings you can see a tail track coming out. If you read through the RFQ, you will note that this is not part of the design, but was a conceptual part of the project for a future PVL connection. You can also see a BNSF fourth main, please note that this is not part of the project either. The successful firm will be coordinating with BNSF for that future project at some later date. The Commission does not know when that coordination effort with BNSF will take place, but the current effort under this project scope will be limited to coordination and making sure that our project will match with theirs.

The two major project concerns are Mission Inn Avenue and 3rd Street. Mission Inn Avenue will be expanded from three tracks to five. You will have to have some Public Utilities Commission (PUC) coordination and that's going to take time. With regards to 3rd Street, the City of Riverside is currently undertaking a grade separation project. As far as timing goes, phase 1 of this project will go to construction before theirs, but the successful firm and the Commission need to coordinate with the city regarding their proposed shoe fly.

This project is a fairly straightforward in terms of the layover facilities. The project consists of three sets of track approximately 1,800 feet long from the south side of the plan. The other sections are a little bit shorter. The intent is, because of the 3rd Street project, the successful firm will design the whole length of the storage track to 3rd Street, but the Commission will not construct all of it. The Commission will cut it down by about 500 feet to allow for the grade separation and their planned shoe fly connection during construction. Our major concern is the PUC work at Mission Inn Avenue and coordinating with the City of Riverside. It is a big crossing with five tracks which will be spread out. It is not an easy crossing to deal with and it will take a lot time, planning and coordination. That is why the second phase of the project will take place later and the first part needs to be completed as soon as possible.

There is a canal that runs parallel to the tracks between the BNSF main and our storage tracks. We are not anticipating having to design the cross over to the BNSF future fourth main, since it will actually rest on that canal. That is something that BNSF will deal with in their design of the future fourth main. The successful firm and the Commission will have to coordinate our design with BNSF.

One additional note, all of the work will need to conform to SCRRRA standards for their new layover facilities, which have been updated in the last couple of years. We just want to make sure that all the bells and whistles required by SCRRRA are incorporated into this project. You should anticipate coordinating with Metrolink, BNSF, the City of Riverside, and City of Riverside Power.

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As Sheldon said, the facility will be built to Metrolink standards with all the requisite amenities, including a crew trailer. Also, there might be a need for an additional trailer due to the distance from the stored trains and the proposed single trailer. If this is the case, it would have to be closer to the site with parking. The Commission will require utility connections including, water, electric and sewer which will have to be brought to the site. Lighting and security will have to be integrated with the station, because we will probably be providing all of the security.

We may end up with some street improvements, insofar as the City of Riverside may require us to improve Commerce Street. If you go out there right now, you will see that it has no curb and gutter and the asphalt is deteriorating. The city's intent will likely be to realign it as part of the 3<sup>rd</sup> Street grade separation project.

Please note that there is a design criteria manual which outlines the Commission's requirements, and there are restrictions in place on improvements that can be done off-site. Our Commissioners all agreed to these requirements, so it is something we use when we go and talk to the city.

### **3. PROCUREMENT PARTICULARS**

Greg Moore gave an overview of the RFQ requirements, including:

Scope of Work – The project consists of two layover facilities with an estimated construction cost of \$6 million. It consists of the northern facility and the Commerce Street facility, as described by Erik Galloway.

Commission Furnished Information – There is a lot of information in the RFQ document itself and, at the initiation of the design, the documents listed in the RFQ will be provided to the contractor. If there is some glaring omission in terms of documentation, let me know so the Commission can plan to provide what you need as we proceed through this solicitation and work process.

Tasks - You will see the tasks detailed pretty clearly in the Scope of Work including project management and the associated deliverables, project controls, and training and safety. As you set up your schedules be aware of the deliverables that are set forth in the Scope of Work.

Solicitation Process – Please note that Greg Moore will be the only point of contact for this project. If anyone has any questions or issues make sure they go directly to Greg. You can fax your request to (951)787-7906 or send it via email to [gmoore@rctc.org](mailto:gmoore@rctc.org). He will make sure that the right technical people get the information and the response will be in the form of an addendum which will be

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posted on our website.

DBE Goals – This is locally funded so there is no DBE Goal; however, the Commission strongly encourages the participation of DBEs.

Addenda – Any addenda to this document will be issued by the designated Procurement Officer, Greg Moore, and will be posted on the Commission's website at [www.rctc.org/rfps.asp](http://www.rctc.org/rfps.asp). You will also be required in the submittal to acknowledge all addenda that were issued so make sure you check that before you submit your SOQ packages.

Exceptions to or Recommendations for Change of the RFQ – Make sure you segregate "technical" exceptions from "contractual" ones. All questions/exceptions must be submitted in writing. You can send an email or use the questions form that was provided during the meeting. The form can be faxed in or sent by email.

Submitting Requests – The deadline for requests is December 15, 2009 by 2:00 p.m. All questions must be submitted to Greg Moore.

Statement of Qualifications – The final SOQ must be submitted at or before 2:00 p.m. on December 22, 2009. The submittal requires one original, eight (8) copies and one CD.

Commission Award Date – The anticipated Commission award date is March 10, 2010. The anticipated issuance of a Notice to Proceed to the successful firm is April 5, 2010.

Contract Type – Cost plus fixed fee. Negotiations will be initiated with the firm or firms that the Evaluation Committee determines to be the most qualified to perform the services described in the RFQ.

Contract Term – April 5, 2010 through December 1, 2011.

Pre-Award Audit – This is a cost plus fixed fee contract. As a result, it requires a pre-award audit. Any contract in excess of \$250,000 requires an audit so be prepared to provide your financials to facilitate and expedite the negotiation process.

Requirements for the SOQ Content – This includes a letter of transmittal and a technical proposal which includes staffing and project organization; and project understanding and approach, etc. The detailed submittal requirements are set forth in the RFQ.

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Insurance – Make sure you reference Exhibit “B” in the RFQ documents. It covers the insurance requirements, the minimum coverage, in detail. These are all elements you need to be aware of when you provide your submittal. Prior to, and contingent upon, the Commission’s issuance of the Notice to Proceed, the successful firm must provide the Commission with proof of its ability to provide the required minimum insurance coverages. Consultants need not include such proof in their respective SOQs.

Evaluation Criteria – The evaluation is based on corporate qualifications of the offering team; qualifications of key team personnel; project organization and approach; understanding of approach, environmental, utilities, rail and rail systems, etc. The evaluation criteria, and associated point values, utilized by the Evaluation Committee to rank the participating firms is included in Section IV of the RFQ.

Evaluation Procedure – The initial evaluation will involve the development of a short list of firms by the Evaluation Committee. Interviews will be conducted with the short-listed firms and negotiations will be initiated with the highest ranked offeror(s). The Commission reserves the right to negotiate with more than one firm at a time.

Statement of Work – The Statement of Work includes a compensation and payment section (page B-22, Exhibit “C”) of the contract.

### **4. OPEN DISCUSSION**

Erik Galloway stated that this project is located at the Riverside Downtown Metrolink Station, with an existing layover facility on the south side of the tracks. The station is active and it has to remain active during construction, and there are trains stored there overnight which dispatch around 5:00 a.m. each morning. This has to be taken into account while working on the design.

#### Environmental Issues

The Commission owns both sets of property from 10<sup>th</sup> Street all the way to 3<sup>rd</sup> Street. The property has been open and has been unfenced. People have been accessing it during the past 15 years or more. We don’t know what has been stored out there and we don’t know what is in the ground, so it is anticipated that some environmental investigations will be required to make sure that it is clear. BNSF has used it as a staging area for their ties and there is a large concrete loading dock from the former operations, so there could be potentially anything out there. We don’t know and we need to find out.

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On the northern section, there is a monitoring well located adjacent to the existing storage tracks. The monitoring well, we believe, was placed to monitor a contamination plume from the former royal citrus packing facility located at 9<sup>th</sup> and Commerce Streets. This well may have to be abandoned in-place as part of the design and construction.

The main issues are going to be the grade crossings covered under the second phase of the project. Mission Inn Avenue grade crossing will require a lot of coordination with the Public Utility Commission (PUC) and the City of Riverside, who will have a lot input on this matter. The 3<sup>rd</sup> Street grade separation project will also require a lot of coordination with the City of Riverside. BNSF is already aware of the project and are looking forward to working with us on this design.

We believe that the project will not require an EIR/EIS. After further discussions and review of the RFQ it is anticipated that a Categorical Exclusion/Categorical Exemption can be obtained for the project. Currently no Federal Funding is anticipated for the project and if it is determined that no Federal Environmental Permits are required, then the NEPA process would not be required.

### **5. QUESTIONS AND ANSWERS**

#### **Question No. 1**

Is this a Qualifications-Based Selection, whereby pricing must be submitted in a sealed envelope? Will firm rankings be posted?

#### **Answer**

This is a Qualifications-Based Selection process; however, pricing terms will ONLY be addressed with the most qualified firm after the Evaluation Committee has evaluated the relative qualifications of the firms submitting SOQs. Negotiations will be conducted relative to actual scope, services, fee and payment schedule. If an agreement cannot be satisfactorily negotiated with the top-ranked firm, negotiations are terminated and the Commission enters into negotiations with the second-ranked firm, and so on down the line, until agreement is reached and a qualified firm is selected. Once negotiations have been completed, firm rankings will be communicated to all firms that submitted an SOQ prior to the stated deadline.

#### **Question No. 2**

It was said that the project will be constructed in two phases. Will the design of the first phase be completed before the design of the second phase?

**Answer**

Yes, what we anticipate happening is we will start work on the northern section while we are concurrently meeting with the PUC and starting the coordination efforts for the grade crossings and the initial design of the Commerce Street facility. We want to make sure that the northern facility is designed as expediently as possible, so we can get it out to construction.

**Question No. 3**

What kind of security are you planning to use?

**Answer**

This is something that will need to be determined during design. Although the Commission has not installed any CCTV monitoring at the existing layover facility, we do have CCTV monitoring throughout the station. We will require the proposed layover facilities to be completely fenced. The issue of the layover facility security will need to be discussed with Metrolink during the design phase. Metrolink may require the CCTV be extended to cover the layover facility which will be clarified during the design of the project.

**Question No. 4**

You said you would consider other options to accommodate an expedited turnaround. Does that include Design/Build delivery methods?

**Answer**

At this time, the Commission does not consider this project a viable Design/Build opportunity due to the small size of the project. The thought with expediting work, primarily was based on the possibility of having the north end Phase 1 tracks being built by Metrolink as a maintenance effort instead of a formal capital project.

**Question No. 5**

Are you expecting a site proposal on the 22<sup>nd</sup> or just a SOQ?

**Answer**

It should just be an SOQ as described in Section III, SOQ Content, of the RFQ.

**6. CONCLUSION**

Some items that we would like to reiterate are:

1. If you have any issues or exceptions that you would like to take, make sure that they are included in the SOQ package. We have to discuss those during the negotiations.

The firms were thanked for attending, and the meeting ended at 2:25 p.m.