Addendum #2 - RFP - WASHINGTON UNION STATION 2nd CENTURY MASTER DEVELOPMENT PLAN

1) Is anyone precluded from doing this work because of their involvement on the other projects? (Reference page 5 of the RFP)

   No consultants are precluded from proposing on the Development Plan RFP based on their involvement on any other projects currently underway or completed thus far by the Partnership.

2) Has there been a budget established for this scope of work?

   Yes, there is an internal budget, but this information is confidential.

3) Proposal Evaluation Criteria: Demonstrated Understanding of Requirements and Constraints and Proposed Team and Relevant Experience, both firm-based and by individual (bullet point 6). Will example projects be considered as meeting the criteria if they are under construction?

   Proposers can include example projects that are under construction; however, the determination of whether the project meets the criteria will be assessed by the evaluation committee as part of their review.

4) Does the Union Station Redevelopment Corporation envision the public and stakeholder engagement plan to primarily focus on implementation of large public meetings, or do you envision a mixture of large, small, and individual stakeholder meetings?

   The 2nd Century Partners would like the Consultant to propose a creative approach and various means to engage all stakeholders throughout the planning process.

   The Consultant should develop a comprehensive Outreach and Communications Plan to engage the various levels of stakeholder involvement including but not limited to open public meetings, stakeholder workshops and targeted stakeholder meetings of various sizes. The Outreach and Communications Plan should include both public/stakeholder outreach required to be in compliance with regulatory requirements of the study’s goals, as well as suggested additional outreach formats to ensure all stakeholders are engaged appropriately.
Addendum #2 - RFP - WASHINGTON UNION STATION 2nd CENTURY MASTER DEVELOPMENT PLAN

5) Do you envision a particular number of large public meetings? How many attendees to you anticipate at each?

_We do not prescribe a specific number of public meetings in the scope of work, but instead would like the Consultant to propose a creative approach and various means to engage all stakeholders throughout the planning process. The Consultant should develop a comprehensive Outreach and Communications Plan to engage the various levels of stakeholder involvement including but not limited to open public meetings, stakeholder workshops and targeted stakeholder meetings of various sizes. The Outreach and Communications Plan should include both public/stakeholder outreach required to be in compliance with regulatory requirements of the study’s goals, as well as suggested additional outreach formats to ensure all stakeholders are engaged appropriately._

6) Under Task 6.2, as part of the public and stakeholder engagement plan, the contractor will be responsible for preparation of presentation materials. Should our fee proposal include estimates for printing of materials? To answer this question, we will need to estimate the number of meetings to take place and the number of attendees for each meeting.

_Yes, the fee proposal should include the cost of printing materials for the public engagement plan the Consultant is proposing. With regard to the number of meetings and the number of attendees, see answers to questions 4 and 5 above._

7) Under Task 6.2, as part of the public and stakeholder engagement plan, the contractor will be responsible for identifying and tracking all stakeholder and community outreach initiatives necessary to comply with regulatory approvals. Do you have a comprehensive list of anticipated necessary regulatory approvals, or is determining necessary approvals the responsibility of the contractor?

_The consultant will provide a list of the anticipated regulatory approvals, as well as guidance to the public outreach effort required for items not included in the EA process. The consultant will be responsible for leading the effort in identifying the timeline, and tracking all stakeholder and community outreach initiatives necessary to meet all regulatory requirements. The consultant will work closely with the Partner’s Outreach and Communication team in this effort._
8) Under Task 6.1, as part of the public and stakeholder engagement plan, the contractor will be responsible for determining strategies for social media and press announcements. Will the project team have primary responsibility for drafting social media posts and press releases? To what extent will the project team be responsible for implementation of social media efforts and day-to-day interactions with press?

Yes, the Consultant will be responsible for drafting content for all aspects of the communications strategy which will be reviewed and coordinated with the Partners Outreach Communications Team. Implementation and execution of official postings to social media, the press, and any interaction with the media will be published by the Partners Outreach Communications Team.

9) As part of the public and stakeholder engagement portion of this project, is there a role for the project team—either formally or informally—for government relations. Formally, do you envision the project team coordinating any necessary lobbying activities? Informally, do you envision the project team coordinating stakeholder meetings with local leaders, including city councilmembers and other key decision makers?

USRC’s non-profit status prohibits the organization from engaging in lobbying efforts. A plan to engage stakeholders, including public officials, is anticipated as part of the Task 6: Public and Stakeholder Engagement.

10) Under Task 6.2, as part of the public and stakeholder engagement plan, the contractor will be responsible for regular reporting of stakeholder outreach. Do you currently use a reporting dashboard or particular metrics for tracking community outreach? Will the contractor be responsible for determining appropriate tracking mechanisms and analytics?

The Partners Outreach and Communications Team currently use spreadsheets to track community outreach. The Consultant may propose additional means for monitoring and tracking outreach efforts.

11) Included with the RFP is a Local and Minority Business Subcontracting Plan. Per that plan, will District-recognized Certified Business Enterprises be awarded preference points as part of the proposal evaluation process?

There are no preference points awarded to any firm as part of the proposal evaluation process.
12) Will the Lidar Scan for the entire building, including Metro and the Metro platform be provided to the successful respondent or should we include fees for this service in our proposal?

_The scanned information can be made available to the selected consultant as appropriate. Please note that the current Lidar scan only includes the North Metro mezzanine entrance, no other areas of Metro are included in the current Lidar Scan._

13) RFP page 73 - The Local and Minority Business Subcontracting Plan included in the RFP and required as part of the Technical Proposal submission includes project cost and fees. However, the RFP also states that no cost information is to be included in the Technical Proposal. Please clarify what information is to be included on the Plan (i.e., should we indicate % of participation for the local/MBE subs and not include any $ amounts).

_Please include the completed Local and Minority Business Subcontracting Plan document as part of the fee proposal only. Do not include this document in the technical proposal._

14) Is there a specific percentage participation goal we should meet as part of the Local and Minority Business Subcontracting Plan?

_No, there is not a specific percentage participation goal. Involvement of local and minority businesses is a high priority for USRC and USRC has endorsed the principle of giving these businesses the maximum practicable opportunity to participate in all phases of its operation._

15) RFP pages 75-76 - Under 5.0 Proposal Evaluation Criteria, Proposed Team and Relevant Experience, the last sub-bullet states that all subconsultants shall also show a minimum of 3 similar projects completed in the past 7 years. Does this apply to major subcontractors or all subcontractors, including local and minority business subcontractors?

_This requirement applies to all major subcontractors. A major subcontractor is defined as any consultant that is being proposed to provide more than 10% of the overall work for the Development Plan._
Addendum #2 - RFP - WASHINGTON UNION STATION 2nd CENTURY MASTER DEVELOPMENT PLAN

16) Is there a preferred simulation modeling tool or platform, or are we free to use any tools we believe are appropriate

   Consultants should propose the tool or platform that they recommend for the project, and provide a rationale for that proposal.

17) The work scope and deliverables make clear that USRC seeks an array of alternative concepts for the Facilities, Rail Passenger, and Multimodal Components. We assume that these alternative concepts would in many cases differ from the 2012 Master Plan. For purposes of determining the required level of effort, we would like to understand which characteristics and/or elements of the 2012 Master Plan USRC desires to keep in place.

   The principal 2012 Master Plan components to be used as a foundation for the Development Plan are:
   - New passenger and public concourses will be located below the tracks to improve boarding and alighting; access throughout the Station and the surrounding neighborhoods.
   - Existing Concourse A will be expanded and used for passenger waiting, boarding and alighting.
   - There will be streetcar service on H Street.
   - A train hall to be constructed over some area above the tracks and platforms.
   - Parking, rental car, taxi and bus services will be provided in appropriate quantities and service levels.
   - Accommodate both current and future Metro access
   - Approximate locations and extent of Burnham Place building footprints will follow the layout in the 2012 plan.
   - Burnham Place parking will be located between track level and the H Street Level.
   - Provide a balanced mix of uses.

18) Page 23, Surrounding Sites states that “…the work effort will include an urban design analysis and identify station-oriented development opportunity sites generally within the area depicted in Exhibit B.” Please clarify whether this requirement refers to the Primary or Secondary study area shown on the Exhibit B map.

   The work effort should include an analysis of potential station-oriented development within the Secondary Study Area.
19) Page 42, Task 2.2f Deliverables: Please verify that no cost estimating is required, other than the “required offsite infrastructure improvements” cited in this section. We did note that page 5, states “cost estimating is not required within the Facilities Plan scope”

*The selected consultant could be asked at a later date to add cost estimating to their team.*

20) Page 18, 2.15 GENERAL REQUIREMENTS, Item 26: If we submit a red-line version of the contract, would USRC like it to be included with the technical proposal or the cost proposal? If the former, please advise whether the draft contract is outside of the 100-page limit for the technical proposal.

*Please include the red-line version of the contract with the technical proposal. The draft contract is outside of the 100-page limit for the technical proposal.*

21) Page 73, LOCAL AND MINORITY BUSINESS SUBCONTRACTING PLAN: This section requires “documentation as to why each firm should be considered a local or minority business.” Please advise whether the documentation is outside of the 100-page limit for the technical proposal.

*Per response #13, the Local and Minority Business Subcontracting Plan will be submitted as part of the fee proposal only.*

22) Can you provide a copy of the Historic Structures Report for review?

*The Partners are currently developing a Historic Preservation Plan, which is anticipated to be completed in the spring of 2015. All deliverables produced to date, including the results of the archival research, alteration chronology, documentation of National Register-listed and eligible properties in the Complex and surrounding area (approximately 400 feet extending from the limits of the proposed air rights development), archaeological assessment, preservation philosophy and treatment recommendations, will be provided to the Consultant awarded the Contract.*
Addendum #2 - RFP - WASHINGTON UNION STATION 2nd CENTURY MASTER DEVELOPMENT PLAN

23) Can you provide a Draft of the Preservation Plan?

_The Partners are currently developing a Historic Preservation Plan, which is anticipated to be completed in the spring of 2015. All deliverables produced to date, including the results of the archival research, alteration chronology, documentation of National Register-listed and eligible properties in the Complex and surrounding area (approximately 400 feet extending from the limits of the proposed air rights development), archaeological assessment, preservation philosophy and treatment recommendations, will be provided to the Consultant awarded the Contract._

24) Has the Section 106 process been initiated yet under a previous project? If so, what is the status?

_The Section 106 process for this project has not been initiated._

25) At what stage in the planning process does FRA anticipate releasing the EA?

_The Environmental Assessment will be coordinated with the planning efforts in the Development Plan and will occur concurrently._

26) Who comprises the “Partners Outreach and Communications Team”—by affiliation, title, or role?

_Each Partner has a dedicated communication person who is responsible for crafting the individual message, but also collaborating together to present a cohesive Partnership message._

27) In terms of project protocols and in reference to Part 8 Fee/Price and the Contract Article 5.2 Invoices; in order to understand the administrative burden, we are seeking clarification in relation to invoicing and payment. Specifically, as part of the invoicing procedure does USRC require the submission of Timesheets and percentage complete?

_Yes, USRC will require submission of timesheets and percentage complete to be included on all invoices for all components, elements and tasks defined as part of the Development Plan scope of work._