



Union Station

REDEVELOPMENT CORPORATION

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Washington, D.C. 20002
(202) 222-0271

Union Station Parking Generator Room Upgrades and Winterization

Washington, D.C.

Addendum Number 1: Issue Date: March 11, 2026

A. GENERAL

This Addendum forms part of the Contract Documents and modifies the Request for Proposals (RFP). All bidders shall acknowledge receipt of this Addendum in their proposal submission.

The following clarifications are provided in response to pre-bid RFIs and shall be incorporated into the Work.

- **Bid-RFI 01:**
Kelly Generator is the provider for generator maintenance. Contact information for any required building vendors will be provided to the selected contractor.
- **Bid-RFI 02:**
Bidders shall refer to the specifications and agreement exhibits included in the RFP package, which outline the applicable building rules and requirements.
- **Bid-RFI 03:**
A conditional permit has been received. USRC will obtain the final building permit once a contractor has been selected.
- **Bid-RFI 04:**
Mobilization is anticipated to occur shortly following contract award and execution. The Contractor shall include a proposed schedule and duration for completion as part of their proposal.
- **Bid-RFI 05**
Proposals must be submitted via email to bids@usrcdc.com. Proposal must not be sent to any other email address. Hard copy submissions are not required.
- **Bid-RFI 06**
There are no specific percentage goals required for minority business participation for this project.
- **Bid-RFI 07:**
Bidders shall refer to the RFP for the anticipated working hours. Certain activities may be required to occur during off-hours or during periods of low occupancy. Any required phasing will be coordinated with the selected contractor prior to the start of construction.



Return Work

Return work will be required to complete:

- 1) Tie-ins to the fire alarm system once the separate fire alarm project has been completed.
- 2) Portions of the winterization scope will require return visits due to coordination with activities occurring within active rail space. For work occurring within active rail space, bidders shall assume an 8-hour shift from 10:00 PM to 6:00 AM, with an allowable work window between 12:00 AM and 4:00 AM.

Bidders shall provide alternate pricing for this return work in accordance with the revised Bid Form included with this Addendum.

Amtrak Access and Coordination Requirements

For any Work requiring access to Amtrak-owned, leased, or controlled space, the Contractor shall be responsible for obtaining and complying with all Amtrak access requirements, including any required Temporary Permit to Enter (PTE). The Contractor shall ensure that all personnel and subcontractors requiring access to Amtrak property complete all required Amtrak contractor orientation/training before entering the site. All costs, coordination, and schedule impacts associated with Amtrak access, permits, and training shall be included in the Contractor's bid.

Bidders shall include in their bid an allowance of \$2,000 for the Amtrak PTE application fee and \$30 per person for required Amtrak contractor safety training, plus all other costs necessary for Amtrak access coordination and compliance.

B. ATTACHMENTS / DOCUMENT MODIFICATIONS

The following documents are issued with this Addendum and form part of the Contract Documents:

- *Revised Bid form (V2)*
- *Amtrak's Permit to Enter ("PTE") Process*
- *Amtrak's Contractor-Training-Request Letter*

End of Addendum

Amtrak Permit Process



Safety First

Safety is the first and foremost priority of Amtrak. Any access to or impact on Amtrak property or operations requires express written permission from the Railroad via a Temporary Permit ("PTE"). A PTE must be obtained through a formal application available here (<https://amtrakre.appianportals.com/third-party-property-access>).

Impacts to the Railroad

Work on or near the Right of Way requires railroad protective services. The level of impact and proximity to the tracks or other infrastructure will determine the type and quantity of services required. Amtrak will prepare an estimate of the costs for railroad protection services payable at the time of signature. Notwithstanding, the permittee is responsible for paying for all costs incurred in relation to the PTE.

Railroad protective services are extremely limited in availability. Early PTE submission and coordination with Amtrak is highly recommended.

Preparing Your Application

Most PTE applications require that an agreement be in place between Amtrak and the applicant. Agreements are required for environmental work, soil disturbance, design reviews, large or complex construction projects and work that temporarily or permanently impacts Amtrak property or operations. If you're unsure whether an agreement with Amtrak is needed, contact jointprojects@amtrak.com (<mailto:jointprojects@amtrak.com>) before submitting your PTE application and non-refundable application fee.

Application Requirements

Project Sponsor ▲

If the permittee is doing work on behalf of another entity, the PTE application must include all relevant information for the project sponsor; any agreements or task orders (such as PALs or PIs) between the project sponsor and Amtrak; and, at its discretion, Amtrak may require the project sponsor to execute the PTE.

Executed Agreement with Amtrak ▲

Ensure you have an existing, fully signed agreement with Amtrak for design review, construction work, environmental, occupancy, access or other agreements related to the work.

In limited cases, no agreement is needed with Amtrak, such as for visual inspections, tree trimming and field surveys. Amtrak reserves the right to require a separate agreement at its sole discretion for any work.

Design and/or Environmental Review ▲

When a design review agreement is in place for the work, the PTE applicant must ensure all drawings or plans have been submitted to and reviewed by Amtrak and obtain a letter of no exception (LNE).

For environmental work, submit your proposed testing/boring/sampling plan to Amtrak for approval and, if applicable, a copy of an executed site access agreement.

Project Information ▲

Required information includes the exact location of the work, distance from the centerline of the track, specific work activity being performed, dollar value of work and duration.

Reference Links

- [PTE Process Flow Chart \(/content/dam/projects/dotcom/english/public/images/content/pte-process-flow-chart.jpg\)](/content/dam/projects/dotcom/english/public/images/content/pte-process-flow-chart.jpg)
- [Utility Information \(/about-amtrak/real-estate/utility-installations\)](/about-amtrak/real-estate/utility-installations)
- [Engineering Standards \(/about-amtrak/engineering-practices-library\)](/about-amtrak/engineering-practices-library)
- [Contractor Safety Training \(https://amtrakcontractor.com/\)](https://amtrakcontractor.com/)
- [Payment Instructions \(/content/dam/projects/dotcom/english/public/documents/real-estate/pte-application-payment-instructions.pdf\)](/content/dam/projects/dotcom/english/public/documents/real-estate/pte-application-payment-instructions.pdf)

Processing Your Application

Exact location and scope of work must be included and all fields must be completed. Incomplete applications or applications without payment will not be processed.

Upon receipt of your PTE application (<https://amtrakre.appianportals.com/third-party-property-access>), applicants will receive an email from Amtrak to confirm receipt of the submission and request any additional information if needed. If the application is approved, Amtrak will prepare the PTE and related documentation and transmit it for signature within six (6) weeks of receipt of all materials. Amtrak reviews each project independently to determine, at its sole discretion, the insurance requirements and the need for railroad protective services. Submitting an application **does not** guarantee approval.

Once signed, the PTE must be returned to Amtrak with proof of payment for all Amtrak costs, including the application fee, and proof of insurance coverage before execution by Amtrak.

PTE Checklist

- Completed online application
- Signed PTE (no revisions or edits permitted)
- Payment of \$2,000 non-refundable application fee
- Site map
- Proof of insurance
- Proof of Railroad Protective Liability Insurance
- Payment of Amtrak costs for Railroad Protective Services

Emergency Applications

In the event of an emergency that requires immediate access to Amtrak property, send an email to Patrick Galella, patrick.galella@amtrak.com (<mailto:patrickgallela@amtrak.com>) with a copy to permit@amtrak.com (<mailto:permit@amtrak.com>). Your email should contain relevant details and photographs to demonstrate that the existing conditions pose an imminent risk to life, safety or railroad operations. You **must** submit an online PTE application simultaneously with all available information. Upon Amtrak's concurrence of an emergency, Amtrak will expeditiously prepare the PTE and coordinate schedules to perform the work. An executed PTE must be in place before any emergency work is performed.

PTE Application Steps

1. Submit your completed PTE application

A complete application includes location, duration, scope of work and impact on railroad property. Failure to provide all information will result in delays in processing or rejection of your application.

2. Send documents to Amtrak's permit inbox

Relevant attachments include, but are not limited to: letters of no exception, site survey maps, and related design, construction or real estate agreements. Where an agreement is needed, do not submit a PTE application prior to finalization of that agreement.

3. Pay the nonrefundable application fee

A \$ 2,000 application fee (</content/dam/projects/dotcom/english/public/documents/real-estate/pte-application-payment-instructions.pdf>) is required for Amtrak to process your application. Payment does not guarantee approval of your application.

4. Amtrak sends the PTE for signature

Amtrak will email the PTE for signature with the insurance requirements and applicable fees.

5. Obtain Railroad Protective Liability Insurance

Amtrak requires Railroad Protective Liability Insurance for access to Amtrak property. This may be purchased from an insurance agent of your choice or you may be eligible for inclusion in Amtrak's insurance program.

6. Sign the PTE and send all required documentation

In addition to a signed PTE, you are required to email insurance documents demonstrating coverage and proof of payment of all applicable fees. The PTE terms are non-negotiable. Edits are not permitted.

7. Amtrak counter-signs the PTE

Amtrak will review the signed PTE and documentation to confirm that all requirements have been met before signing the PTE.

8. Schedule access to Amtrak property to perform the work

Amtrak will provide a point-of-contact for scheduling access. Entry is permitted only when accompanied by Amtrak personnel with an approved site safety work plan and completion of safety training.

Amtrak PTE Process: Application to Execution

Phase 1: Apply

- The applicant submits the PTE application with a non-refundable application fee.
- Amtrak reviews existing agreements related to the PTE application and/or determines if a new agreement is needed.

Phase 2: Review

- If the existing agreement is sufficient and/or no new agreement is needed, Amtrak begins processing the PTE application.
- Amtrak confirms all information from the applicant is complete and/or obtains additional information if needed.
- Field coordination begins. The approved SSSWP must be in place for site access.
- Amtrak reviews the submission and if complete, counter-signs and distributes the PTE.

Phase 3: Execute

- Amtrak transmits the PTE for signature; the applicant signs the PTE and transmits payment and proof of insurance coverage.
- Amtrak prepares the PTE, work-specific insurance requirements and cost estimate for Railroad Protective Services.

Questions?

For any questions concerning the permitting process, email us at permit@amtrak.com (<mailto:permit@amtrak.com>) .



AMTRAK
Engineering
30th and Market Streets – 3 North – Box 15
Philadelphia, PA 19104

Contractor Orientation Training Request

Starting September 2019, the cost of computer based training will increase to \$30.00 per person. This training can be completed at www.amtrakcontractor.com and requires participants to register on the website before accessing the course. The course is available 24 hours / 7 days per week. Participants completing this course are required to be able to **Read, Comprehend and Demonstrate in English their understanding of the materials presented, as well as all the safety instructions, briefings and warnings.** Before taking this course, participants will be required to provide a current photo and have the capability of uploading the photo electronically. At the end of this course, participants are required to pass a comprehensive test to receive a temporary certificate that is valid for fifteen days. A Photo ID card, which is valid for one calendar year from the date of issue, will be mailed to the participant. Each participant will be given three (3) opportunities to pass the test. If unable to pass on the 3rd attempt, the participant will be unable to retake the test for 30 days.

The safety of Amtrak's passengers and all employees working on the property (Amtrak and Contractor personnel) remains our highest priority. For your protection, Amtrak requires that your employees comply with all safety regulations ("Specifications Regarding Safety and Protection of the Railroad Traffic Property").

All contractors must notify the Amtrak Project Manager or Engineer assigned to your project before entering onto railroad property and before coming within twenty-five (25 feet) of the centerline of the track or energized wire. Amtrak's Project Manager or Engineer assigned to your project will assist you with obtaining a temporary "Permit to Enter upon Property" and will arrange for protection if needed. All utility occupancy permits to enter Amtrak property are obtained by visiting <https://www.amtrak.com/about-amtrak/real-estate/utility-installations.html>. Safety violations will result in the immediate suspension of work within the railroad's property limits.

Thank You

Amtrak Engineering

Exhibit B

Garage Generator Room Upgrade and Domestic Cold Water System Winterization

BID FORM (V2)

Item No.	Task	Unit	Cost/Unit	Total Cost
Base Scope				
1	Mobilization	Lump Sum	N/A	\$
2	Generator Room Upgrades			
2.1	Demolition	Lump Sum	N/A	\$
2.2	Architectural (Louvers/Masonry/Firestopping/Finishes)	Lump Sum	N/A	\$
2.3	HVAC	Lump Sum	N/A	\$
2.4	Electrical/ Fire Alarm	Lump Sum	N/A	\$
2.5	Plumbing (Fuel tank/piping)	Lump Sum	N/A	\$
2.6	Fire Protection	Lump Sum	N/A	\$
2.7	Start-up/Testing/Approval	Lump Sum	N/A	\$
2.8	Other <i>[please state]</i>			\$
3	Domestic Cold Water Winterization			
3.1	Demolition	Lump Sum	N/A	\$
3.2	Piping/Specialties	Lump Sum	N/A	\$
3.3	Insulation	Lump Sum	N/A	\$
3.4	Electrical/Lump Sum Trace	Lump Sum	N/A	\$
3.5	Start-up/Testing/Approval	Lump Sum	N/A	\$
3.6	Other <i>[please state]</i>			\$
4	Final Clean	Lump Sum	N/A	\$
5	Demobilization	Lump Sum	N/A	\$
6	General Conditions	Lump Sum	N/A	\$
7	Fee	Lump Sum	N/A	\$
8	Insurance	Lump Sum	N/A	\$
9	Bond (at Owner's Option)	Lump Sum	N/A	\$
TOTAL PROPOSED COST FOR BASE SCOPE				\$

ALTERNATES				
A1	Epoxy Floor Coating	Lump Sum	N/A	\$
A2	Concrete Floor Sealant	Lump Sum	N/A	\$
A3	Addendum No. 1: Fire Alarm Tie-In Return Work	Lump Sum	N/A	\$
A4	Addendum No. 1: Winterization Return Work	Lump Sum	N/A	\$
A5	Addendum No. 1: Amtrak Access and Coordination Requirements	Lump Sum	N/A	\$
UNIT PRICES				
U1	Pipe Replacement	LF	\$ /LF	\$
U2	Insulation Replacement	LF	\$ /LF	\$

SCHEDULE: **Start Date:** _____ **Completion Date:** _____
(For Base Scope)

Duration: _____ (weeks) _____

Signature: _____

Company: _____

Name: _____

Title: _____

Date: _____