

**RFP 2017-0037 Transit Shelter Advertising and associated Street Furniture
Questions and Answers
Questions cut off Friday, October 6 4pm EST**

1. **Question: Are there any specific disposal requirements?**
Answer: No specific requirements, although reuse or recycling of shelters or component parts is highly encouraged. Disposal of replaced shelters is the responsibility of bidder.

2. **Question: Can there be solar/ components added to some proposed design shelter to support lighting, digital displays, charging and/or heating?**
Answer: Yes. Addition or integration of solar or other renewable energy production elements is acceptable and encouraged.

3. **Question: Are there cost caps per shelter/street furnishing units?**
Answer: No The City is seeking best value which means highest quality shelter and design yielding a high return guaranteed minimum to the City.

4. **Question: Can there be more than one awardee of the contract?**
Answer: The City intends to award the contract to one Proponent.

5. **Question: Will the city be paying the contractor to remove, relocate, and/or install the existing bus shelters?**
Answer: Bidders will be responsible for the cost of removal for any shelters removed and replaced under the program or permanently removed. Bidders will be responsible for cost of initial removal for replacement of all existing shelters, which may include relocation of some shelters. Subsequent to initial removal, relocation and/or installation of new shelters the City shall bear the cost of removal and re installation and/or relocation of shelters if required due to activities in the public right of way permitted by the City. Contractor may deduct these costs from the guaranteed minimum due to the City.
 - a. **Question: If so, what is the rate?**
Answer: Rate will be determined during contract negotiation.

 - b. **Question: Also who will be financially responsible for installing the new bus shelters?**
Answer: Bidders are financially responsible for installation of new shelters. Cost should be factored into calculation of the guaranteed minimum.

6. **(Page 9) Section 6: Scope of Services**
"Note that some T stops are within the public ROW. These are included under this RFP."
Question. Can you provide a list and specifics of these locations?
Answer: There are three pairs of stops within the City of Pittsburgh that are within the public ROW: Shiras, Belasco, and Hampshire

7. (Page 10) **Section 6.1: Evaluation of existing shelter inventory/Ownership of Existing and Shelter Program Structures**

“Within a set period after the Commencement Date of the Agreement, the Contractor will inventory and evaluate the City's existing 250 shelters and kiosks for their current physical condition, functional properties, and pedestrian access, including the identification of current deficiencies “

Question. What is the set period? Can you provide an estimated time?

Answer: Inventory should be completed within the first six months of the contract period.

8. (Page 10) “Contractor will be required to allow the installation of certain infrastructure to be owned by the City, PAAC, or other parties (e.g. ticket vending machines or other real time transfer information associated with the BRT) within designated shelters. “

Q. Do you have examples of these tickets/vending machines or other? Have you thought about any liabilities and how it will be handled?

Answer: Ticket vending or validation machines will be installed within the shelter footprint but will not be physically affixed to the shelter structure. All maintenance and repair of ticket machines will be the responsibility of PAAC. Details regarding any sublicense required from the contractor will be articulated in the agreement.

9. (Page 10) **Section 6.2: Collaborative Design and Planning Stakeholder and Public Engagement**

“If selected as the Contractor, Proponents must provide presentation materials and attend no fewer than four (4) internal design meetings, three (3) advisory committee meetings and two (2) public meetings. The Contractor will also be expected to provide information on current shelter inventory and condition, new or relocated shelter locations, and design elements of shelters and furnishings and engage the public and stakeholders in the design process”

Q. What is the timing of this? Is this required if we use the same shelter design?

Answer: The design process is expected to occur within the first nine (9) months of the contract period. It may be accomplished in as little as three (3) months. Subsequent to the design process the bidder may be approved to use the existing shelter design, a new shelter design, or a package of different shelter designs.

10. (Page 10) The City’s newly established Complete Streets Advisory Group will serve as the advisory committee to this design process.

Q. Can you provide info on the Complete Street Advisory Group and who they are?

Answer: The Complete Street Advisory Group Is an already assembled body of residents, agency representatives, advocates, local organizations and other City stakeholders. The Group includes approximately 35 representatives of diverse perspectives who serve in an advisory capacity to the city.

11. (Page 10 & 11) **Design Guidance**

“As part of the Shelter Program, the Contractor will be required to provide a family of shelter types including, at minimum, shelters for typical bus stops, shelters suitable to physically constrained contexts, and high capacity transit shelters of exceptional design to service planned Bus Rapid Transit (BRT) stops. “

Q. Do you have an example of the high capacity transit shelters of exceptional design to service the BRT stops?

Answer: Please see attached illustration of a representative shelter scale. Please note the illustration is meant only to serve as an illustration of size and associated amenities. It does not represent anticipated design style.

12. (Page 11) **Family of Shelter Types - Premium Transit Shelters**

Bicycle parking must be provided at BRT stop locations where Premium Transit Shelters are to be used. Bike racks may be incorporated into shelter design.

Q. Isn't this added liability when considering the proximity of shelters to bicycle riders and bikes?

Answer: No. In the downtown bicyclists are prohibited from riding on sidewalks and generally discouraged in other parts of the city. Bike racks are for bicycle parking only and should present no risk to the shelters or transit riders.

13. (Page 11) **Shelter, Street Furnishings and Stop Area Qualities and Components**

Provide adequate shelter and area lighting and transparency to provide a sense of security, safety and comfort to users

Q. Is this outside of the lighted ad space?

Answer: Lighting should illuminate within the shelter as well as the ambient area around the shelter. It is possible that lighted ad panels provide sufficient illumination to meet lighting needs.

14. Provide sitting or leaning amenities comfortable for waiting transit patrons

Q. Can you provide examples of these amenities?

Answer: Seating and/or leaning amenities may take any number of forms. A sample of such amenities provided in other systems is attached. Seating/leaning may be incorporated into the shelter design or may be structurally independent of it.

15. Provide designated space for display of route, system and/or schedule information.

Q. Do you have examples or sizing? Will the current totem with two (2) 11.75" x 17.5" and one (1) 17.75" x 17.5" space be suitable?

Answer: Space for system information should be at least 24" x 24"

16. **(Page 12)**

Allow the installation of real time transit and/or other travel information displays, including required power connection, for potential later provision by others.

Q. Can you provide examples? Who will be responsible for electrical expenses and any liabilities?

Answer: Example of real time transit arrival information is attached. Please note digital displays are constantly changing and could take a different form. Cost of installation, maintenance, repair, replacement and operation of the digital displays will be the responsibility of PAAC, however as power utilization is quite small, bidders are encouraged to accommodate operation of such displays in their proposals

17. It is strongly preferred that: Shelters include designated space for display of locally provided print postings such as neighborhood maps.

Q. Will the current totem with two (2) 11.75" x 17.5" and one (1) 17.75" x17.5" space be suitable?

Answer: Bidders should propose the recommended size and location for posting locally provided materials.

18. Shelters may include still digital or scrolling ad panels in conformance with the Zoning Code.

Q. Will these digital shelters require conformance to the billboard regulations of the Zoning Code? If not, which section of the Zoning Code must they conform to?

Answer: Signage must generally comply with Chapter 919 of the Zoning Code. For additional information, please see Sections 919.02C and 919.02Q.

19. Outward facing dynamic video is not permitted at this time.

Q. Can you explain outward facing dynamic video in more detail?

Answer: Dynamic video includes any moving digital displays.

20. **(Page 12 and Addenda 1)**

"Preference will be given to proposals that include additional public amenities such as, but not limited to: • Litter receptacles conforming to City of Pittsburgh standard specification: Victor Stanley Relay- Enabled models SD-42 or SD-242 equipped with S-2ESD side door dome lids"

Q. Will the City continue to empty the litter cans? How often are they emptied?

Answer: The City will be responsible for all waste collection. Collection is conducted on predetermined schedules except in the case of "smart" litter cans that are emptied as needed.

21. **(Page 12) Section 6.3 Site Design and Shelter Installation and/or Removal**

Proponents may propose partial or full replacement of existing City shelters (250) and/or options for both alternatives. Proposals must include the addition of at least 50 more shelters for a total minimum inventory of 300 Transit Shelters.

Q. What if there are not 300 feasible shelter locations? Conditions may restrict a shelter to be built such as engineering issues, line of sight, safety, adjacent property owner objections, etc.

Answer: There are 300 feasible shelter locations. Please note that some locations may include more than one shelter.

22. **(Page 13)**

A minimum of 62 of the 300 transit shelters will be associated with planned Bus Rapid Transit (BRT) service.

Q. Are there 62 locations? Can you provide a location list? What if there are not 62 feasible locations?

Answer: yes. Please see attached location list.

23. Of these, at least 49 stops will require the Premium Transit Shelter type

Q. What if there are not 49 feasible locations?

Answer: Bus Rapid Transit station locations will be placed in feasible locations.

24. **(Page 13) Site Planning and Design**

Proponents should expect that most existing shelters will be maintained or replaced in existing locations

Q. Do you have an estimated number or percentage of shelters that will be maintained or replaced?

Answer: No. this will be determined subsequent to the inventory. It is assumed that the vast majority of shelters (>80%) will be replaced in their current locations.

25. New, removed or relocated shelter locations will be determined through a collaboration of the City, PAAC and stakeholder partners in conformance with applicable law, including City zoning and Right of Way requirements. Fifty (50) or more additional shelter locations are required under this Agreement.

Additional shelter locations will be prioritized based on the following criteria

Q. What is the timing of the review and approval process? This may extend the time it may take to complete tasks timely.

Answer: Additional shelter locations should be determined in the first year after contract execution. All new shelter locations should be designed and approved within a year subsequent to identification. The City may extend the anticipated timeline for review, approval and installation of new shelter locations.

26. **(Page 13) Permits**

The Contractor shall obtain all required permits for the operation of the Shelter Program. The City will designate staff to facilitate and expedite the review of site plans and assist the Contractor in obtaining encroachment permits for shelter locations and/or address a blanket license in the Agreement.

Q. How long can we expect the approval process to take? Will we be required to submit a full application for each location? If the process is delayed, will we be held in default of the contract if we miss the build out deadline?

Answer: The City will expedite shelter reviews. A standard package for shelter permits will be developed that further expedites the submission and review process. Delays in installation resulting from City-originated delays in permit review will not be considered in default of contract requirements.

27. Site plan showing the pedestrian connections and surrounding sidewalk dimensions. In conjunction with submission of the site plan, Contractor will be required to obtain a written report from a licensed traffic engineer confirming no sight limitations or other pedestrian or vehicular safety restrictions exist at the current or intended locations.

Q. Since the existing locations were already permitted by the City, why are they required to have a written report from a traffic engineer? Is the requirement for site plans a simple drawing or does it need surveyed? Can you provide more specific detail?

Answer: A simple to scale drawing with dimensions would be acceptable. Since the proposed shelters will differ from the existing shelters new drawings are required. the written report should indicate the required sight distance and the available sight distance with the proposed shelter in place.

28. Design drawings and specifications signed and sealed by a Commonwealth of Pennsylvania licensed architect or engineer.

Q. Is a registered surveyor required?

Answer: Under most circumstances, the City does not anticipate the use of a surveyor.

29. **(Page 14)**

All submittals must be reviewed and approved by the City prior to the beginning of fabrication. The approval will be conducted by the Departments of Mobility and Infrastructure with input from Finance, City Planning, and Public Works and from PAAC and other stakeholders as needed.

Q. What is the estimated timing for review?

Answer: Review and approval of standard shelter design is estimated to take 4 – 6 weeks. Review and approval of specific site permits is estimated to take 2 – 3 weeks depending on volume.

30. **Required Installation and/or Removal**

If new shelter designs are proposed, it is the City's preference that all installation be completed within two (2) years of commencement of the Agreement, but no longer than (3) years. If existing shelter designs are maintained, all existing shelters must be brought up to required levels of maintenance and repair within six (6) months of commencement of the Agreement.

Q. If maintenance is delayed due to weather or from inspection required by the City, permit process, etc. will we be held in default of the contract? Can these completion dates be extended?

Answer: The nature of the completion date extensions will be considered in the agreement with the successful Proponent.

31. The Successful Proponent must install and/or remove shelters in the Central Business District and along the BRT corridor as required by local plans.

Q. Are these local plans available now? Can you provide specifics for this project?

Answer: Planning processes are under development.

32. A limited number of transit stops in the Central Business District of downtown will be relocated as the result of planned changes to some downtown street operations. New or relocated shelters must be installed and old shelters removed at affected locations by no later than June 1, 2018.

Q. Are any of these locations known at this time?

Answer: Location planning is under development at this time.

33. The City, Allegheny County, and PAAC plan to deploy Bus Rapid Transit service along a core route between the CBD and central Oakland and two branch lines extending to Squirrel Hill and Highland Park in 2021. Shelters and associated street furniture and shelter area restoration work must be completed at the designated BRT stop locations, and other shelters removed, in accordance with the BRT project schedule.

Q. Can you provide a list of effected locations?

Answer: Proposed station locations are identified here:

<http://www.portauthority.org/paac/CompanyInfoProjects/BRT/Stations.aspx> and are subject to change.

34. Shelters that must be relocated after installation due to street or sidewalk construction/repairs or for other documented public safety reasons must be relocated by the Contractor upon written request of the City. Actual expenditures for relocation costs due to street or sidewalk construction/repairs or other public safety reasons should be documented and submitted to the City. The City (subject to applicable legislative authorization), or contractors, or permittees conducting work will pay appropriate relocation costs to the Contractor directly or the City may authorize a deduction from the applicable Guaranteed Minimum revenue proceeds period.

Q. Will the two above mentioned projects expenses be included for compensation for any relocations, builds or dismantle costs?

Answer: These projects are not intended to be relocations, but rather initial placements that differ from the present locations.

35. Licensed electricians shall complete all electrical work.

Q. Is a licensed electrician required for minor electrical repairs? (Changing or repairing light bulbs, ballasts, fuses, etc.)

Answer: The responsibility for work can be articulated in the agreement.

36. **(Page 14 & 15) Site Restoration**

After the installation or removal of any shelter, the sidewalk immediately under or adjacent thereto shall be restored to its proper condition by the Contractor at its sole expense. All sidewalks be restored or replaced with materials of the same type, quality, color and texture. Materials shall be patched at a joint line.

Q. Is this specific to the area immediately under the shelter or does this include the surrounding area as well? If shelters are removed for public safety reasons, construction projects, repairs, or improvements, will expenditures for relocation and restorations be included for compensation from the City, contractor or permittee conducting the work?

Answer: The restoration work is expected to tie into the adjacent area. Compensation related to City-originated requests are referenced on Page 14.

37. **(Page 15) 6.4: Shelter maintenance, operations and repairs**

“Throughout the duration of the Agreement, the Contractor shall coordinate and provide, whether through self-performance or sub-contract, the following services:

- Clean any accumulation of snow and ice within the immediate area within 24 hours of the end of snowfall”

Q. What if there are several days of snow? Is this feasible? Can you clarify the snow removal expectations on weekends? How will this affect performing other duties? Will there be different cleaning and maintenance procedures during the winter? What are we expected during the winter months?

Answer: Requirements for snow removal are consistent with existing City code:

https://library.municode.com/pa/pittsburgh/codes/code_of_ordinances?nodeId=COOR_TITFOURPUPLPR_ARTIPURI-W_CH419REAC_S419.03RESNIC

38. Repair or replace any damaged or broken parts within 24 hours of becoming aware of the occurrence of the damage, breakage, or burn-out

Q. Could repairs be scheduled? Could this be changed to a week?

Answer: The City would be open to an established operational maintenance schedule that is provided to the City.

39. Have readily available replacement parts to facilitate ease of maintenance

Q. What if parts need to be ordered and we have to wait?

Answer: The City would expect common replacement parts to be readily accessible. If specialty parts need to be ordered, the Respondent will provide the City with expected timeline for repair.

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40. Reimburse the City for any maintenance work the City performs.

Q. At what point will the City perform maintenance work and how will the amount be determined? Will we get a notice and cure?

Answer: City maintenance work may occur if the terms of the maintenance agreement are not followed. The City will notice the respondent prior to work being conducted.

41. Submit a quarterly maintenance schedule for anticipated work that would take place.

Q. Can you provide details?

Answer: The City would like to see a preventative maintenance schedule in addition to the routine maintenance work necessary to keep the shelters in good order.

42. Repeated failure to perform such maintenance to the satisfaction of the City may be deemed a default in performance by the Contractor and will be grounds for cancellation of all or any portion of the Agreement.

Q. Will there be a set number of “failure to perform such maintenance to the satisfaction of the City” before the City cancels the Agreement?

Answer: That number will be articulated in the Agreement.

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43. Liquidated Damages: Performance Standards

Q. Will there be a designated point person for the performance standards?

Answer: The City would articulate that in the Agreement.

44. Painting - \$400 per shelter missed; \$100 additional per 30 days until complete

Q. Can you justify this amount?

Answer: The amount is consistent with industry standards.

45. Snow and Ice Removal - \$300 per shelter per event; \$50 additional for each hour past deadline

Q. Can you justify this amount? This seems extreme.

Answer: The amount is consistent with industry standards.

Q. Will there be any warnings or notifications prior to liquidating damages?

Answer: The City would articulate that in the Agreement.

(Page 17) Section 6.5: Transit Shelter Inventory

46. The system shall be compatible with the City's computer system (currently Cartegraph)

Q. Does the City have a contact for this company?

Answer: <https://www.cartegraph.com/>

(Page 18) Section 6.7: Operation of advertising program

47. **B. Preliminary Shelter Advertising Guideline**

As of this time, the City contemplates the following guidelines will be included in the Advertising Policy. The City reserves the right to revise the Advertising Policy prior to execution of the Agreement and throughout the term.

Q. What is the current Advertising Policy? Will there be a notice of any revisions? What happens if the Policy is revised and there is a current contract in place which the new revision prohibits?

Answer: An updated policy and process for revision will be articulated in the Agreement.

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48. **E. PAAC Rider Information**

Although not part of the Shelter advertising program, space for rider-related information pertaining to PAAC transit must also be made available on all Shelters.

Q. Can you provide examples? Will the current totem with two (2) 11.75" x 17.5" and one (1) 17.75" x17.5" space be suitable?

Answer: The City would prefer a larger space, at least 24"x24"

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49. **Section 7.10: Rights of the City of Pittsburgh**

H. Make adjustments to the Scope of Services at any time prior if deemed by the Office of Management and Budget to be in the best interest of the City

Q. Will there be a notice prior to any changes? Will liquidated damages (if applicable) take effect immediately or will Contractor be provided time to adjust to the changes?

Answer: This process will be articulated in the agreement.

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Section 10: Format & Submittal Requirements

TAB C: Revenue Proposal

“Gross revenues” shall consist of the sum of any and all user fees and any and all revenues obligated to be paid to the Contractor, its subsidiaries, affiliates, or third parties as a result of the installation of the Transit Shelters irrespective of the Contractor’s ability to collect the revenues.

Q. Can you clarify why the City should be paid money the Contractor does not receive from advertising?

50. Please provide the existing budget/revenue report given to you from the current contractor for the bus shelter program.

Answer: See attached report

51. Finance History by month and/or annually of Revenues billed by Contractor and Amount collected in determining the amount and payments due the City under their original contract or any modifications made under their month-to-month extensions. Periods to include year ended 2011-YTD 2017.

Answer: See attached report

52. Copy of the advertising contract including addendums and any terms sheet (Guarantees/Percent Sharing formula) with Lamar for each period, month and year, since 2011. We have a copy of the Adshell agreement taken over by Lamar, but the terms have changed since that assignment to Lamar.

Answer: The parties are continuing the existing license on a month-to-month basis.

53. Copy of any inventory report of shelters provided by Lamar regarding shelter condition or Maintenance reports on shelters since 2011.

Answer: The City is unable to provide this report.

54. Is there any history/dates of shelter construction under Lamar management that could be provided?

Answer: The City is unable to provide this report.

55. Could you provide schematics or photos of the 3 different design shelters currently in place?

Answer:

56. Will the City provide any assistance in securing permits for new locations? 7-Could you provide a copy of the advertising guidelines?

Answer: See MBRO Guidelines

57. Will need to know amount of advertising and clients active by month on the books for future months or years and did any of these clients prepay to Lamar? If so, how much and how will it be handled.

Answer: See attached report

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-What is expected of a surveyor or engineer?

Answer: Company is to provide a current assessment of the current shelters and kiosk bases. Understand base assessment of each shelter. Help to assess priority level. The City will help with any public right of way issue.

-When were the shelters installed?

Answer: City to provide a list with aged report of shelters.

-Will the new contractor be expected to refurbish the shelters?

Answer: Yes, please provide those costs for reconditioning for shelters depending on condition of shelter.

-Reference section 6.2, Do the proposers bidding recommend refurbishing old or go with a new design proposed by the contractor?

Answer: The contractor will assess the shelters and kiosks and make recommendations to the City with either a new design approach or refurbish. City to assist in making those decisions.

-How many different designs currently exist?

Answer: Estimating that 80% of shelters are of a single design. There are 2-3 other varieties.

-Does the City want the same style currently?

Answer: The City is open to new design within certain style classes depending on the need for that space. Does not need to be exact same style but with the design/style class.

-How many of the shelters are powered? And how are they powered?

Answer:

-Addressing Stakeholder/Public Engagement (Section 6.2)

The City will assist in public engagement and will work with Complete Streets group (AARFP, Persons with Disabilities, neighborhood groups, economic groups, public safety).

Consultation process will occur regardless to design approach.

-All groups are fully assembled within the Complete Streets group?

Yes.

-Were monthly, semiannual, annually contract reports provided for the shelter maintenance?

Originally with the contract yes. Since the current contract status has lapsed there has not been a regular reporting process. The City is operating on a month to month basis with current company.

-What does the City prefer for Street furnishings?

Up to the vendor. Should provide comfort to elderly or special needs but not necessarily a place/home for vagrants. Can propose alternate seating inside and outside of the shelter.

Locations for any street furnishing and additional street furnishings or shelters/kiosks will be reviewed and approved if they are proposed elsewhere in the City and not in the current location.

-Statement: The City has a preference that shelters/kiosks to be powered by solar or wind but not a requirement. Stormwater plan adopted so if there is opportunity for green roofs is an option to respondents. At the higher volume locations possible provide bike racks as well. Proposed. Could be an artistic element.

-Outside lighting?

Lighting can be added to in and around the shelter to provide security to the patrons.

Answer: Over 800 stops and at a minimum we believe there are 300 shelters to be built?

Advertising kiosks; the City is open to proposed areas.

Are there any areas for needed kiosks?

- Neighborhoods like the kiosks, (ex Downtown and Oakland). More for wayfinding for everyone. The City is open to all areas like Lawrenceville etc...
- Any cost removal is on vendor and should provide those costs per shelter. Vendor is to get permits as well. City to assist with that process.
- Moving stops?
 - Will there be meetings?
 - Vendor can propose that idea upon assessment but City will assist and the contractor would be fulfilling a City service request.
- Snow and ice removal within 24 hours?
 - The City will work on Community stewardship for locations to have ambassadors. The City will help initially with community efforts. High level .
 - Liquidated damages?
- Provide advertising policy (Seciton 6.7 Section B)
- With previous contract, will advertising be an issue
 - The current contract is month to month
- Would the current contractor, provide the new contractor with the current AD agreements.
- Does the City know if they have current ad agreements with the current contractor?
- Any historical revenue data that the City can provide?
 - Revenue numbers will be provided.
- PAAC is the Port Authority
 - Maps will be produced and provide by the transit authority and the City events
- IS there enough time to get back