



**REQUEST FOR PROPOSAL  
RFP # 17-058P  
DESIGN - BUILD FREESTANDING STEEL BRIDGE CRANE  
AND RELATED SERVICES**



**Pinellas Suncoast Transit Authority  
Procurement Division  
3201 Scherer Drive  
St. Petersburg, FL 33716  
Telephone (727) 540-1800  
Facsimile (727) 540-0681  
[www.psta.net](http://www.psta.net)**



<b>SUBMIT PROPOSAL TO:</b>	Pinellas Suncoast Transit Authority c/o Eric L. Haubner Attn: RFP No. 17-058P 3201 Scherer Drive St. Petersburg, FL 33716	<b>REQUEST FOR PROPOSAL RFP No. 17-058P "Turn-Key" Design, Manufacture, Installation for Freestanding Steel Bridge Crane and Related Services</b>
<b>Contact Person: Eric L. Haubner, Purchasing Agent II, ehaubner@psta.net</b>		
<b>Procurement Schedule:</b>		
<b>Issue Date:</b> May 23, 2017		
<b>Non-Mandatory Pre-Proposal Meeting / Site Visit:</b> May 31, 2017 at 9:00 a.m.		
<b>Deadline for Questions:</b> June 8, 2017 at 2:00 p.m. (via email to <a href="mailto:ehaubner@psta.net">ehaubner@psta.net</a> )		
<b>Response to Questions:</b> June 13, 2017 (Tentative)		
<b>Proposal Due:</b> June 23, 2017 at 2:00 p.m. EST.		
<b>Short List Evaluation:</b> July 3, 2017 (Tentative)		
<b>In-Person Interviews for Short-Listed Proposers:</b> July 17, 2017 (Tentative)		
<b>Board Approval:</b> August 23, 2017		

<b>PSTA's Mission:</b> PSTA provides safe, convenient, accessible and affordable public transportation services for Pinellas County residents and visitors, and supports economic vitality, thriving communities, and an enhanced quality of life.
<b>Duration of Offer:</b> All Proposals shall remain in effect for a minimum of one hundred twenty (120) days from the Proposal opening date. <b>Offers that allow less than one hundred twenty (120) days for acceptance by PSTA will be considered non-responsive and will be rejected.</b>
<b>Non-Mandatory Pre-Proposal Meeting:</b> All interested Proposers are invited to attend the Pre-Proposal meeting. The meeting will be held at the above address in the main Administration building. Questions may be discussed with Pinellas Suncoast Transit Authority at this meeting. Oral explanations provided by PSTA will not be binding until they are produced in writing by PSTA and issued as an Addendum. Only questions submitted in writing will be considered as possible Addendum items.
<b>Submittal Instructions:</b> Place a label in front of your sealed Proposal envelope or package. The label should contain Purchasing Agent, Proposal number, Proposal title, opening date and time, and the name of the company submitting the Proposal.
<b>Number of copies required:</b> <u>One (1) original, five (4) copies and one (1) CD or USB Flash Drive</u> shall be enclosed and sealed in envelope(s) with the Proposer's official name. <b>The original Proposal must be clearly marked as "Original".</b>
<b>Addendum:</b> From time to time, an Addendum may be issued to the Request for Proposal. Any such Addendum will be posted on Pinellas Suncoast Transit Authority's (PSTA) website, <a href="http://www.psta.net">www.psta.net</a> . Before submitting your Proposals please visit our website to download any Addendums that may have been issued. Please remember to sign and return the Addendum Acknowledgement Form Attachment 1 with your completed Proposal package.



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## SECTION 1: INTRODUCTION

### **Profile of the Authority**

The Pinellas Suncoast Transit Authority was created in 1984 via a merger of the St. Petersburg Municipal Transit System and the Central Pinellas Transit Authority to provide Pinellas County with a cohesive public transit system. A fleet of 194 buses and 16 trolleys serve 38 fixed routes.

Pinellas County is 280 square miles with approximately 954,569 residents. Pinellas County is located along the west coast of Florida and includes a corridor of smaller beach communities along the Gulf of Mexico. Pinellas County is the second smallest county in the state of Florida; however, it is the most densely populated county in the state and is nearly three times more densely populated than the next closest county.

The Authority serves most of the unincorporated area and 19 of the County's 24 municipalities. This accounts for 98% of the county's population and 97% of its land area. The cities of St. Pete Beach, Treasure Island, Kenneth City, Belleair Beach, and Belleair Shore are not members of the Authority; however, St. Pete Beach and Treasure Island do contract for trolley service.

During fiscal year 2016, Authority directly operated vehicles traveled a total of 9.1 million revenue miles, providing approximately 611,000 hours of service, and 12.4 million passenger trips.

### **Officials**

The Authority is governed by a board of directors comprised of thirteen elected officials, and two nonelected officials, one of which is appointed by the Pinellas County Board of Commissioners and the other by the St. Petersburg City Council. Operating expenses are covered through state and federal funds, passenger fares, and ad valorem taxes.

### **Services and Service Delivery**

The Authority provides virtually all public transportation services in this area. These services include fixed route, demand response, and specialized services. The Authority maintains over 4,906 bus stops, 531 shelters, 14 transfer hubs, 4 customer service centers, and a fleet of 210 fixed route vehicles.



## SECTION 2: SCOPE OF WORK

Pinellas Suncoast Transit Authority (PSTA) is soliciting Request for Proposals (RFP) for "Turn-Key" Design, Manufacture, Installation for Freestanding Steel Bridge Crane and Related Services for its headquarters located at 3201 Scherer Drive. The successful Proposer will deliver an innovative, highly-efficient design in keeping with the facility aesthetics that best meets the needs of PSTA without sacrificing quality and durability of material systems. Proposer shall make operations, and maintenance performance guarantees as a part of the final Design-Build Contract.

PSTA requests qualified Proposers to submit their qualifications and proposal for the following services:

"Turn-Key" Design, Manufacture, Installation for Freestanding Steel Bridge Crane and Related Services including all necessary design, engineering, management, labor, materials, tools, equipment, supplies, and related services in accordance with the Scope of Work (SOW) contained herein and Specifications contained in Exhibit C.

The specific specification is described in Exhibit C of this Request for Proposal ("RFP"). Proposers must be able to demonstrate previous experience with similar projects described herein. The submitted Proposal should include the firm's qualifications, project team, resumes, detailed scope of services/tasks, proposed schedule for the work, and not-to-exceed costs for completing the project.

PSTA expects a collaborative, creative, and productive "Turn-Key" process involving the Proposer, manufacturer PSTA as owner, other government agencies, and PSTA's consultants.

Proposer shall provide all labor, materials, equipment, supplies and safety equipment necessary for the proper "Turn-Key" project requirements. PSTA does not loan tools or equipment.

Participation Goals: This project is subject to the requirements of Title 49 CFR Part 26. PSTA overall DBE participation goal in Federal Funded Projects is 9.78%. This project includes a minimum 5.00% Disadvantaged Business Enterprise (DBE) Program participation.

### 2.1 Non-Mandatory Pre-Proposal Meeting and Site Visit

Due to the scope of this Project a site visit is highly recommended. A Pre-Proposal Meeting and Site Visit will be held, **May 31, 2017 at 9:00 a.m.** at PSTA Administration Building located at 3201 Scherer Drive, St. Petersburg, FL 33716.

PSTA will provide reasonable access to the project site for Proposers during the proposal preparation period to verify and evaluate existing conditions. Should a Proposer anticipate requiring additional project site access, it shall provide PSTA's Director of Procurement with no less than four (4) days' notice, and PSTA will endeavor to provide such access.

### 2.2 Delivery Project Address and Delivery of Materials

PSTA Facility  
3101 Scherer Drive  
St. Petersburg, FL 33716  
Attn: Project Manager



## Delivery of Materials

Proposer is responsible for all off-loading of materials, equipment and furnishing tools and equipment necessary to provide a "Turn-key" project.

### **2.3 Existing Site Conditions**

It is highly recommended that Proposers visit the project site to review the existing conditions.

### **2.4 Custody and Care of Property**

Proposer agrees that it will be responsible for the proper custody and care of any equipment or property furnished by PSTA for use in connection with the performance of this contract and will reimburse PSTA for loss or damage of such property.

### **2.5 Tests and Inspections**

Proposer shall provide PSTA timely notice or readiness of the Work for all required inspections, tests, or approvals, and shall cooperate with inspection and testing personnel to facilitate required inspections or tests. Proposer shall provide PSTA with results of all testing.

### **2.6 Warranty**

The Proposer must warranty all products, equipment, work and services provided for a minimum period of year after the date of final acceptance, to be free from defects in workmanship, design or equipment/material. The Proposer must provide all equipment warranties to PSTA.

### **2.7 Other Work**

If the Proposer has identified a scope of work not listed in the scope of work or specifications that the Proposer feels is required to complete the project, then the Proposer should assume that scope falls within the Proposer's responsibilities. Any work identified as such must be listed a described separately in the Request For Proposals response an detailed estimates of cost provided.

### **2.8 Proposal Signatures**

An authorized official must sign all documents. This signature will represent the company or entity and their ability to commit to the requirements in this document.

### **2.9 Contract Commencement**

Commencement of a contract shall not begin until all necessary documents are received and reviewed, all PSTA's approvals have been completed, and a purchase order has been issued. Commencement of a contract without these requirements will be at the Proposer's sole risk and not compensated by PSTA.



**2.10 Risk of Loss**

Regardless of FOB point, Proposer agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery and acceptance. Such loss, injury, or destruction shall not release Proposer from any obligation hereunder.

**2.11 Work on Saturdays, Sundays and Recognized Holidays**

A. PSTA may require alternative work hours due to specific individual project conditions when necessary. Work will not be performed beyond hours specified herein or on Saturdays, Sundays or holidays unless authorized in advance by PSTA's Project Manager to meet special requirements.

B. PSTA Observed Holidays

New Year's Day	Martin Luther King's Birthday
President's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	

If a holiday falls on Sunday, the following Monday will be observed as the legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a legal holiday by PSTA. Also included would be any day specifically declared by the President of the United States of America as a national holiday.

**2.12 Price Proposal**

The Proposer shall include all costs associated with design-build, installation, shipping, warranties, start-up, and training for this solicitation.

**2.13 Prevailing Wage**

Proposers are advised that this contract will require compliance by the Proposer and all subcontractors with Federal Prevailing Wage requirements pursuant to the Davis-Bacon and Related Acts. The Contract shall be based upon payment by Proposer and its subcontractor of wage rates not less than the prevailing hourly wage rate for each classification of worker engaged on the work in accordance with the Davis-Bacon Act. The Proposer shall maintain certified time sheets and submit to PSTA with final invoice.

**2.14 Maintenance**

The Proposer shall provide and instruct PSTA personnel on all operation and maintenance items of the newly installed equipment in accordance with the manufacturer's instructions and documents.



## **2.15 Errors and Omissions**

Each Proposer is responsible for promptly giving PSTA written notice, in accordance industry best practices and the documents contained herein: (a) all conflicts, errors, ambiguities, or discrepancies that Proposer discovers in the RFP documents; and (b) aspects of the RFP documents that Proposer does not understand. Any failure to do so shall be at Proposer's sole risk, and no relief for error or omission will be provided by PSTA.

## **2.16 SAFETY DATA SHEETS REQUIREMENTS**

If any chemicals, materials, or products containing toxic substances, in accordance with OSHA Hazardous Communications Standards, are contained in the products purchased by PSTA as a result of this Proposal, the successful Proposer shall provide a Safety Data Sheet at the time of each delivery.

## **2.17 Other Rights**

Proposer shall secure in writing from all patentees, copyright holders and assignees of all Project-related expression, all copyrights, assignments and licenses related to such expression (e.g., designs, drawings, Construction Documents, specifications, documents in computer form, models, etc.) as necessary to allow PSTA the full, unlimited and unencumbered reuse of that expression. Proposer shall immediately convey all such copyrights, assignments and licenses to PSTA without reservation except that which is expressly allowed. In the case of products, materials, systems, and other items, protected by patent, Proposer and Proposer's consultants shall not specify or cause to be specified any infringing use of a patent.

## **2.18 Civil Litigation**

Proposer warrants that it is not plaintiff or defendant in any civil litigation currently pending in the United States and concerning the type of work/services to be performed under this Agreement that would materially impair its ability to perform its obligations under this Contract. If Proposer becomes either a plaintiff or defendant in such civil litigation during the term of this Contract, Proposer will inform PSTA as soon as practicable. If Proposer fails to inform PSTA of such civil litigation, PSTA may terminate this Agreement and Proposer will be responsible for all costs and damages incurred by PSTA as a result of said termination.

## **2.20 Permits/Licenses**

Proposer is responsible for all permits and/or licenses to perform the duties of this contract.

- Note: No building permit is required for this project.

## **2.21 Owner Training**

Upon completion of installation and startup, Proposer will provide training to PSTA for no additional cost. Training will cover pre/post operation inspection and safe lifting procedures with the equipment provided.





## **2.22 Sufficiency of Services**

Nothing in this Contract is intended or shall be construed to require PSTA to determine the adequacy, accuracy or sufficiency of the design, Proposer's work product or Proposer's services and nothing in this Contract shall impose upon PSTA a duty to third-parties to assure that Proposer, Proposer's consultants, construction manager, subcontractors or others are adhering to applicable laws. Further, PSTA's review of, inspection of, acceptance of, or payment for any of Proposer's services shall not constitute acceptance of or a waiver of any of PSTA's rights or remedies relating to services that fail to conform to the requirements of this Contract, unless PSTA expressly accepts such non-conforming services in writing.

## **2.23 General Project Notes**

- This is a turn-key design and construction project.
- The project is subject to Prevailing Wages.
- Work Progression: No Proposer mobilization or work shall commence until the 100% plans, equipment and submittals have been approved by PSTA.
- The selected Proposer shall be required to provide a 100% Performance Bond and 50% Payment Bond.

## **2.24 Design Notes:**

- Design shall be turn-key, including, but not limited to mechanical, electrical, , and structural.
- Structure analysis by a State of Florida licensed professional engineer. Any re-enforcement and/or load distribution plan shall also be designed and stamped by a State of Florida licensed professional engineer.
- The entire design shall be in compliance with any and all applicable building codes.
- The designer shall conform to industry best management practices.

## **2.25 Construction Notes:**

- All construction shall be performed in a manner that facilitates the continued operations of the facility. Disruption, including excessive noise, to the work spaces during normal working hours shall be kept to a minimum.
- The Proposer is responsible for the proper and legal disposal of all waste materials. PSTA shall have first right of refusal on all disposal materials.
- All work areas shall be kept neat and orderly throughout the construction.
- A detailed as-built plan shall be submitted to PSTA upon completion of the project.

## **2.26 Proposals shall include the following:**

- General design concept with product literature indicating components, efficiency ratings, warranties, output capabilities, etc.
- Turn-key project cost based on all of the requirements stated above and implied requirements based on industry standards.
- Time for completion, taking into consideration lead time on system components and availability of labor.



- Thorough description of design team, including the company names of all primary contractor(s) and sub-contractors and individual project managers, with resumes and references of similar successful projects completed.

## 2.27 Definitions

Whenever the following terms, or pronouns used in place of them, are used in these Contract Documents they shall have the meanings given below:

**Addendum:** A modification, revision or clarification of the Plans or other Contract Documents, issued by the Purchasing Department and distributed to prospective Proposers before the bid opening.

**Approved Equal:** An approved equivalent item that is approved in writing, (via an Addendum to the Agreement), prior to the Proposal Opening. Proposer must submit their proposed equivalent item no later than question deadline date on the Project Schedule. Any information received after this deadline will not be considered.

**ASME:** American Society of Mechanical Engineers.

**Bid/Request for Proposal:** The offer to perform the Work described in the Contract Documents at a specified cost.

**Board of Directors:** Governing body of Pinellas Suncoast Transit Authority hereinafter referred to as the Board.

**Calendar Day:** Every day shown on the calendar, ending and beginning at midnight.

**Change Order:** A written order authorized by PSTA's Project Manager and accepted by the Proposer directing certain changes, additions or reductions in the Work or in the materials used.

**Commencement Date:** Date established in the Notice to Proceed. Proposer shall commence the Work within fifteen (15) consecutive calendar days from the date of the Notice to Proceed.

**Contractor:** The General Contractor, the Individual, Partnership or Corporation agreeing to do the Work for PSTA as Prime Contractor.

**Contract Documents:** All documents referred to herein in addition to all duly executed and issued addenda, legal advertisements and change orders.

**Construction Cost:** Shall be the total cost or estimated cost to PSTA of all elements of the Project designed or specified by Proposer.

**Design Professional:** A collective term intended to apply to "Architect/Engineer of Record", licensed and registered in the State of Florida, the prime party responsible for the design, engineering, and construction documentation of the project and contracted directly with the Owner.

**ETL:** Electric Testing Labs.



**Engineer:** The Engineer, a staff member of the PSTA or his duly authorized representative, acting on behalf of PSTA.

**FDOT:** The Florida Department of Transportation.

**FDOT Specifications:** Florida Department of Transportation, "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION", (latest edition), and all supplemental specifications thereto.

**Final Acceptance:** Whenever the Work provided for under the Agreement has been completely performed by the Contractor, and the final inspection has been made by the PSTA Project Manager.

**Inspector:** An authorized representative of PSTA, assigned to make any or all necessary inspections of the Work performed and materials furnished by the Contractor.

**Man Day:** A unit of measure for work by one person in a calendar day.

**Notice of Award:** The formal document informing the Contractor of its successful selection to construct the Project.

**Notice to Proceed:** Formal written document informing the Contractor to begin the Work, and notifying the Contractor of the architect, project engineer and other agency or person to which the Contractor may submit its payment request or invoice.

**Owner:** Is Pinellas Suncoast Transit Authority (PSTA), a political subdivision of the State of Florida, herein after referred to as PSTA.

**OSHA:** Occupational Safety and Health Act or Administration.

**Plans:** Approved drawings or reproductions thereof, showing the location, character, dimension and details of the work to be done as issued by the Design Professional/Engineer.

**Project:** All Work, materials or equipment (whether or not specifically called for) required to produce the intended result as described within the Contract Documents.

**Project Manager:** The individual designated by PSTA to represent PSTA on all administrative matters related to the Project.

**Punch List:** The written compilation of those items identified by the Design Professional/Engineer/Project Manager after Substantial Completion is achieved, which are required to render complete, satisfactory and acceptable the Project (or phase of a Project).

**Record Drawings:** Record Drawings are a set of signed/sealed CONTRACT PLANS that are maintained by the Contractor for the express use of recording AS-BUILT INFORMATION.

**Recovered Materials:** Materials that have recycling potential, can be recycled, and have been diverted or removed from the solid waste stream for sale, use or reuse, by separation, collection, or processing.



**Recycled Materials:** Materials that contain recovered materials. This term may include internally generated scrap that is commonly used in industrial or manufacturing processes, waste or scrap purchased from another manufacturer and used in the same or a closely related product.

**Postconsumer Materials:** Materials which have been used by a business or a consumer and have served their intended end use, and have been separated or diverted from the solid waste stream for the purpose of recycling, such as; newspaper, aluminum, glass containers, plastic containers, office paper, corrugated boxes, pallets or other items which can be used in the remanufacturing process.

**Regular Work Day or Business Day:** Any calendar day from 7:00 AM to 3:30 PM except a Saturday, Sunday or recognized holiday.

**Schedule of Values:** the individual values as set forth by the Contractor as payment for the proposed quantity units identified on the Proposal submittal sheets. The total of the extended units in the Schedule of Values determines the Contract amount. The Contract amount may only be modified by Change Order approved by the Board.

**Scope of Work:** The general intent of the Work to be accomplished as defined by the Project Plans and Specifications or additional to the Standard Specifications, for a specific Project.

**Specifications:** The directions, provisions and requirements contained herein, together with all stipulations contained in the plans or Contract Documents, setting out or relating to the method and manner of performing the Work, or to the quantities and qualities of materials and labor to be furnished under the Contract.

**Substantial Completion:** The date of "Substantial Completion" of the Work (or designated portions thereof) is the date certified by the Consultant and approved by the Design Professional/Engineer/Project Manager when construction is sufficiently complete, in accordance with the Contract Documents, so PSTA can occupy or utilize the Work (or designated portions thereof) for the use for which it was intended.

**Survey Crew Day:** A unit of measurement for Work by a survey crew in a calendar day.

**Technical Special Provisions:** Specifications prepared, signed and sealed by the Consultant. These would be listed in the document hierarchy ahead of any other "Standard Specifications", if applicable.

**Unforeseen Work:** Conditions encountered during the performance of the Work, sub-surface or otherwise concealed, or of an unusual nature, which differ materially from those indicated in the Contract Documents.

**Unspecified:** A pay item included for usage as directed by PSTA, and for usage under conditions or circumstances unforeseen at the time of Agreement.

**Work:** All labor, materials and incidentals required for the construction of the improvement for which the Contract is made, including superintendence, use of equipment and tools, and all services and responsibilities prescribed or implied, which are necessary for the complete performance by the Proposer of their obligations under the contract. Unless otherwise specified herein or in the Contract, all costs of liability and of performing the Work shall be at the Proposer's expense.



## SECTION 3: GENERAL PROPOSAL REQUIREMENTS

### 3.1 MINIMUM QUALIFICATIONS OF PROPOSERS

- A. The Proposer shall have at least five (5) years of experience designing, providing, and installing freestanding bridge crane equipment, as specified in this RFP, in commercial maintenance or manufacturing facilities.
- B. Should have been in business a minimum of five (5) years performing the required or similar type services.
- C. Must be a license General Contractor in the State of Florida and must comply with regulatory legislation, Chapter 76-489, Laws of Florida, as amended.
- D. Proposer must provide a minimum of four (4) references that demonstrate experience for this project.
- E. Proposer must or have the ability to be licensed to do business in the State of Florida by contract execution.
- F. Ability to meet PSTA's insurance requirement for minimum amounts of insurance: commercial general liability insurance and professional (errors and omissions). Proposer selected for award must be able to provide a copy of Certificates of Insurance evidencing coverage as required. Policies other than Worker's Compensation shall be issued only by companies authorized to conduct business in the State of Florida.
- G. The Proposer shall have all the required licenses and certifications necessary to perform the required services. The approved license for this service is a State of Florida General Contractor license. No other license will be accepted. It is the Proposer's responsibility to verify that their subcontractors or other suppliers possess the proper licenses and certifications to perform the work within Pinellas County prior to submitting your proposal.
- H. The Proposer must provide a 100% Performance Bond and a 50% Payment Bond.
- I. Proposer should provide its active Florida Department of State Division of Corporations Document Number (or Registration No. for fictitious names).
- J. If Proposer is an out-of-state or foreign corporation or partnership, the Proposer must obtain the authority to transact business in the State of Florida or show evidence of application for the authority to transact business in the State of Florida.

PSTA shall make such investigations as deemed necessary to determine ability of Proposer to perform the work and Proposer shall furnish to PSTA all such information and data for this purpose that PSTA may request.

PSTA reserves the right to reject the Proposal of any Proposer, who has previously failed to perform properly, or to complete on time, contracts of similar nature; who is not in a position to perform required services, or who has habitually and without cause neglected payment of bills or otherwise disregarded obligations to a subcontractor, supplier, or their employees.



## 3.2 PUBLIC MEETINGS

Notice of any public meetings pertaining to this solicitation shall be posted on PSTA's website.

## 3.3 COMPLIANCE WITH SOLICITATION REQUIREMENTS

- A. Each Proposal should meet the requirements specified in this solicitation.
- B. Failure to submit the required forms and information in the manner specified may result in the Proposal being found non-responsive, at the sole discretion of PSTA.
- C. Proposals failing to demonstrate the stated minimum qualifications may be deemed non-responsive, at the sole discretion of PSTA.
- D. PSTA objects to and shall not consider any additional terms or conditions submitted by a Proposer, including documents attached to the Proposal. In submitting its response, Proposer agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, may be grounds for rejecting a Proposal.
- E. Failure to submit requested references at the time of Proposal submittal may, in the sole discretion of PSTA, result in the Proposal being declared non-responsive. In addition, Proposer may be declared non-responsive if the references provided cannot verify the required experience as described in this RFP.

## 3.4 ADDITIONAL INFORMATION

PSTA reserves the right to request clarifications or additional information from any Proposer. Specific questions may be addressed to each of the Proposers as applicable.

## 3.5 LOBBYING/ CONTACTS WITH PSTA STAFF AND PSTA BOARD (Cone of Silence)

- A. After the issuance of the solicitation, prospective Proposers or any agent, representative or person acting at the request of such Proposer shall not contact, communicate with or discuss any matter relating in any way to the solicitation with any officer, agent or employee of PSTA, including members of evaluation committees including, PSTA Board Members, members outside of PSTA, other than the Purchasing Agent's named in the solicitation. Failure to comply with this provision may result in the disqualification of the Proposer, at the option of PSTA.
- B. Notwithstanding the forgoing, during the negotiation period, Proposer may communicate with those members of PSTA staff, consultants, or third parties designated by PSTA's Director of Procurement.
- C. Lobbying of any PSTA board member, officer, evaluation committee member, employee, agent or attorney by a Proposer, any member of the Proposer's staff, any agent or representative of the Proposer, whether compensated or not, or any person employed by any legal entity affiliated with or representing the Proposer shall be prohibited. Lobbying is strictly prohibited from the date of the advertisement or on a date otherwise established by the PSTA Board of Directors, until an award is final, any protest is finally resolved, or the competitive selection process is otherwise concluded. Nothing herein shall prohibit a Proposer from contacting the Procurement Division to address



situations such as clarification and/or questions related to the procurement process or protest. PSTA Chief Executive Officer shall deem any Proposer who violates the provisions of this Paragraph non-responsible and non-responsive, and the Proposer's proposal shall not be considered by the evaluation committee or the Board of Directors. Any board member, officer, evaluation committee member, employee, agent or attorney who has been lobbied shall immediately report the lobbying activity to the Chief Executive Officer.

### 3.6 APPLICABLE LAWS

Prior to entering into a contract with PSTA, the Proposer must be authorized to transact business in the State of Florida.

Each Proposer is responsible for full compliance with all applicable local, state and federal laws, ordinances and regulations. The Proposer shall have and must provide all applicable insurance, permits, licenses, etc. which may be required by federal, state or local law. The successful Proposer shall be required to submit proof of all licenses and/or certifications required by PSTA upon request.

### 3.7 MATHEMATICAL ERRORS

In the event of multiplication/extension error(s), the unit price will prevail. In the event of addition error(s) the extension totals will prevail. Written prices shall prevail over figures. All Proposals shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

### 3.8 SOLICITATION EXPENSES

Proposers shall bear all costs and expenses incurred preparation of Proposal or Proposals in response to this solicitation, or to procure or contract for goods or services. Proposer shall be responsible for all costs incurred as part of their participation in this process.

### 3.9 OWNERSHIP AND FORMAT OF WORK PRODUCT

All plans and specifications developed under any contract resulting from this solicitation shall become the property of PSTA and may not be re-used by the Proposer without PSTA's permission, if applicable. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP is to be the sole property of PSTA unless stated otherwise in the contract.

### 3.10 ROYALTIES AND PATENTS

The Proposer shall pay all royalties and license fees for equipment or processes in conjunction with the equipment and/or services being furnished. Proposers shall defend all suits or claims for infringement of any patent, trademark or copyright, and shall save PSTA harmless from loss on account thereof, including costs and attorney's fees.

### 3.11 SEALED PROPOSALS

All Proposal sheets and the original forms must be executed and submitted in a sealed envelope. All Proposals are subject to the conditions specified herein. Proposals that do not comply with these conditions are subject to rejection, at the sole discretion of PSTA.



### 3.12 LATE PROPOSALS or WITHDRAWAL OF PROPOSALS

- A. Any Proposal received at PSTA office designated in the solicitation after the time specified for receipt of Proposals **will not** be considered and will be returned to the Proposer unopened.
- B. Modifications in writing received prior to the time set for the Proposal opening will be accepted, however will not be considered if received after the time set.
- C. A Proposal may be withdrawn by the Proposer or their authorized representative, provided their identity is made known and a receipt is signed for the Proposal or written authorization provided, and only if the withdrawal is made prior to the time specified for receipt of Proposals.

### 3.13 PUBLIC RECORDS

All Proposals submitted are public records subject to production upon notice of intended decision or 30 days after bid opening, whichever is earlier, unless specifically exempt by Florida Statutes. Proposals which contain information that is "trade secret" as defined in Section 812.081, Florida Statutes, or otherwise exempt from Chapter 119, Florida Statutes shall be designated as such and the trade secret or exempt information shall be explicitly identified. However, any information marked as "trade secret" or exempt may be produced by PSTA in response to a public records request if PSTA determines, in its sole discretion, that the information does not meet the definition of "trade secret" in Section 812.081 or other specific statutory exemption and is not exempt from Chapter 119, Florida Statutes. Proposers may not designate its entire Proposal as confidential. The Proposer may not designate its cost proposal or any required proposal forms or certifications as confidential.

### 3.14 INTERPRETATION OF RFP DOCUMENTS

No oral interpretations will be made to any Proposer as to the meaning of specifications or any other contracts documents. All questions pertaining to the terms and conditions or Scope of Work of this RFP must be sent in writing (e-mail, or fax) and received by the date specified. Responses to questions may be handled as an Addendum if the response would provide clarification to requirements of the Proposal. All such Addendum shall become part of the contract documents. PSTA will not be responsible for any other explanation or interpretation of the RFP made or given prior to the award of the contract. PSTA will be unable to respond to questions received after the specified time frame. If no request for clarification is submitted by Proposers all conditions and requirements contained within are accepted and understood by Proposers.

### 3.15 ADDENDUM TO RFP

If it becomes necessary to revise this RFP, an Addendum will be posted to PSTA website.

### 3.16 GENERAL FORMAT

In preparing the Proposal, please duplex print all sections to reduce paper consumption and use recycled products, where feasible. Proposals shall be prepared on 8.5" x 11" paper with 1" margins on all sides. Typing shall be single spaced and no smaller than font size 11. Use of 11" x 17" fold out sheets for large tables, charts or diagrams is permissible, but should be limited. Each part of the Proposal should be clearly labeled and tabbed for easy reference.





The Proposals shall:

- Contain concise written materials that enable the reviewer to clearly understand the Proposer's capabilities and approach to providing the requested services.
- Specifically describe the Proposer's role in relationship to its Subcontractors and shall describe the interfaces with said Subcontractors, if applicable.
- Reflect a level of understanding of the work required.

The Proposals shall be addressed to:

Pinellas Suncoast Transit Authority  
c/o: Eric L. Haubner, Purchasing Agent II  
Attn.: Proposal # 17-058P  
3201 Scherer Drive  
St. Petersburg, Florida 33716

If a Proposer's submittal does not all fit in one box, please mark the boxes accordingly (example – Box 1 of 2, Box 2 of 2).

A. Cover Letter:

- An expression of the Prime Proposer's interest in being selected for the project.
- A statement confirming the commitment of key personnel identified in the submittal to the extent necessary to meet PSTA's quality and schedule expectations, and that they are available for the duration of the project.
- A summary of key points regarding the Prime Proposer's qualifications.
- A cover letter must indicate that the Proposer agrees to be bound by the Proposal without modifications, unless mutually agreed to upon further negotiations between PSTA and the Proposer.
- The cover letter shall contain the name, title, address, e-mail address, and telephone number(s) of an individual(s) with authority to bind the Proposer during the period in which PSTA is evaluating Proposals. The cover letter should also identify the legal form of the Firm. If the Firm is a corporation, the cover letter shall identify in which state the company is incorporated. If a consortium, joint venture or team approach is being proposed, provide the above information for all participating firms. The Proposer should specifically describe the Proposer's role in relationship to its Subcontractors and shall describe the interfaces with said Subcontractors.
- The cover letter shall be signed by a principal of the Proposer or other person fully authorized to act on behalf of the Proposer or team.

B. Table of Contents:

The Table of Contents should identify locations of all sections in the original Proposal and all copies.

C. References:

Proposers must provide a minimum of four (4) references. The reference will contain the companies name, address, phone number, point of contact, the size of the project and description. Should indicate whether private and/or public sector. References should be for similar or related services that proposed key staff members for this service have worked.

### 3.17 FORMS

Proposer should comply with these requirements in order to be considered for contract award. All attachments should be completed, signed, and submitted with the Proposal.

- ATTACHMENT 1 – Acknowledgement of Addenda
- ATTACHMENT 2 – Proposer Information Form
- ATTACHMENT 3 – Price Proposal
- ATTACHMENT 4 – Statement of No Proposal
- ATTACHMENT 5 – Non-Collusion Affidavit
- ATTACHMENT 6 – Certification of Restrictions on Lobbying
- ATTACHMENT 7 – Disclosure of Lobbying Activities
- ATTACHMENT 8 – Certification of Contractor Regarding Debarment, Suspension, and Other Responsibility Matters
- ATTACHMENT 9 – Certification of Lower Tier Participants (Subcontractors) Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion
- ATTACHMENT 10 - DBE Participation Form
- ATTACHMENT 11 – DBE Good Faith Efforts Documentation Form
- ATTACHMENT 12 – E-Verify Affidavit
- ATTACHMENT 13 – Contractor’s Statement on Subcontractor’s
- ATTACHMENT 14 – Drug Free Workplace Program
- ATTACHMENT 15 – Contractor’s and Lower Tier Participant’s Reference Form
- ATTACHMENT 16 – Buy America Certification
- ATTACHMENT 17 – Specification
- ATTACHMENT 18 – Prevailing Wages

### 3.18 PROPOSAL STRUCTURE

#### 1. Tab One

Please include the below in Tab One of your proposals

- Letter of Interest
- Cover Letter
- Company Licenses
- Insurance Certification
- All Executed Forms for this Solicitation (Attachment 1-16)
- Response to Qualifications
- Provide for Proposer and any sub-contractors:



- Organizational chart
- Resumes of key staff
- History of company and partners
- List any past and/or pending litigation or disputes relating to the work described herein that your firm has been involved in within the last three (3) years. This list shall include each project name and the nature of the litigation.
- Bid, Performance, and Payment Bonds
- Project References
- List of all Subcontractors
- Licenses

**2. Tab Two**

Please include the below in Tab Two of your proposals

- Project Approach and Work Plan
- Equipment Specifications
  - General design concept with product literature indicating components, efficiency ratings, warranties, etc.
- MS Project Timeline

**3. Tab Three**

Please include the below in Tab Three of your proposals

- Labor and Equipment Warranties
- Preventative Maintenance Plan
- Other supporting documents, if any

**4. Tab Four**

Please include the below in Tab Four of your proposals

- Pricing/Fee Schedule and Related Cost using Attachment 3.
- Preventative Maintenance Cost.



## SECTION 4: PROPOSAL EVALUATIONS

PSTA reserves the right to accept or reject any or all Proposals and may select, and negotiate with one or more Proposers concurrently and enter into a Contract with such Proposer who is determined, in PSTA's sole discretion, to provide the services which are in the best interest of PSTA. PSTA may agree to such terms and conditions as it may determine to be in its interest.

PSTA Selection Evaluation Committee reserves the right to request additional information from Proposers, to negotiate terms and conditions of the Contract, request presentations, or ask Proposers to appear before the Selection Evaluation Committee to clarify their Proposal. If PSTA chooses to request presentations/interviews of some or all proposing Proposers, they will be held on **July 17, 2017** at PSTA's office.

Proposals will be opened immediately after the Proposal submittal date and time by PSTA, Procurement Division. The public may attend the Proposal opening, but may not immediately review any Proposal submitted until PSTA provides a notice of intended decision. The names of Proposers only will be read aloud at the time of opening.

The Selection Evaluation Committee will evaluate the Proposals in accordance with the evaluation criteria listed below. Proposers shall include sufficient information to allow the Selection Evaluation Committee to thoroughly evaluate and score their Proposals.

### 4.1 EVALUATION CRITERIA

The evaluation criteria below shall define the factors that will be used by the Selection Evaluation Committee to evaluate and score responsive, responsible and qualified Proposers.

PROPOSAL EVALUATION CRITERIA	WEIGHTED FACTORS
Proposer Experience and Capability	15%
Project Approach and Work Plan	10%
Equipment Performance, Ease of Use, and Quality	15%
Equipment Cost	30%
Design and Installation Cost	30%

#### **Proposer Experience and Capability**

- Strength and stability of the Proposer.
- Proposer – Demonstrated experience with projects of similar cope and size.
- Personnel – Demonstrated experience of members of your proposed team with projects of similar scope and size. Required certifications and other credentials earned by the proposed staff.
- Logic of project organization an adequacy of labor commitment.

#### **Project Approach and Work Plan**

- Demonstrated understanding of the project elements.
- Work plan that addresses required services.
- Unique qualities or attributes your firm brings to your understanding of the project.
- Innovative approaches and ideas, specific methods and techniques to be employed by Proposer.
- Capability of performing required services.



#### Design and Installation Cost and Equipment Cost

- Reasonableness of the Proposer's hourly rates, labor hours, and fee required to perform the work in relation to the scope of work.
- Equipment and all components cost.

#### Oral Interview/Presentations

PSTA may choose to conduct presentations/interviews on **July 17, 2017** and make a final contract award based on the same criteria as the initial evaluation listed above. Following the interviews/presentations, the Selection Evaluation Committee may adjust the initial evaluation scores. Selected Proposers may be given a presentation topic to be addressed during their interviews/presentation.

#### 4.2 QUALIFICATIONS FOR AWARD

Award of this contract shall be made to the Proposer who is the highest ranked which is responsive and responsible in all respects to these procurement requirements, a determination that shall be made solely at the discretion of PSTA. The Proposer affirms and declares:

- A. The Proposer has the capacity to do business within the State of Florida.
- B. The Proposer has the capability to assure completion of the required services within the time specified under this contract.
- C. The Proposer presently has the necessary facilities, financial resources and licenses to complete the contract in a satisfactory manner and within the required time.
- D. The Proposer is of lawful age and that no other person, firm or corporation has any interest in this Proposal or the contract proposed to be entered into.
- E. The Proposer is not in arrears to the Pinellas Suncoast Transit Authority upon debt or contract and is not defaulting as surety or otherwise, upon any obligation to the Pinellas Suncoast Transit Authority.
- F. No member, officer, or employee of PSTA during his tenure or for two years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- G. To be "qualified" by PSTA, the Proposer must have all State and Local licenses as legally required that are necessary to perform and complete the work as called for herein.
- H. The Proposer is not on the Comptroller General's list of ineligible consultants.

No PSTA employee, officer, or agent, including any member of an evaluation committee for a PSTA project, may participate in the selection, award, or administration of a PSTA contract if a real or apparent conflict of interest would exist. Such a conflict would exist when any of the following parties has a material financial or other interest in a firm selected for award: any employee, officer, or agent of PSTA; any member of his/her immediate family; his/her partner; or an organization employing or about to employ any of the preceding. Any interest as owner or stockholder of one percent (1%) or less in such a firm shall not be deemed to be a material financial interest, but serving as Director, officer, consultant, or employee of such an organization would be deemed a material interest.



## SECTION 5: GENERAL CONDITIONS

### 5.1 RIGHTS OF PSTA IN REQUEST FOR PROPOSAL PROCESS

PSTA may investigate the qualifications of any Proposer under consideration. PSTA may require confirmation of information furnished by a Proposer and require additional evidence of qualifications to perform the Services described in this RFP. In addition to any rights conveyed by Florida law, PSTA specifically reserves the right to:

- Disqualify any Proposer in accordance with this RFP
- Reject any or all of the Proposals, at its discretion
- Remedy errors in the RFP
- Cancel the entire RFP
- Issue subsequent RFP
- Rank firms and negotiate with the highest ranking firm
- PSTA reserves the right to select the Proposal that it believes will serve the best interest of PSTA
- Appoint evaluation committees to review Proposals
- Seek the assistance of outside technical experts to review Proposals
- Approve or disapprove the use of particular Subcontractors and Suppliers
- Establish a short list of Proposers eligible for discussions after review of written Proposals
- Determine whether or not a Proposer is a responsible Proposer
- Award a contract to one or more Proposers
- Accept other than the lowest priced Proposal
- Request any necessary clarifications or Proposal data without changing the terms
- Disqualify the Proposal(s) upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer(s)
- Waive any informalities or irregularities in any Proposal, to the extent permitted by law
- Make selection of the Proposer to perform the services required on the basis of the original Proposals without negotiation

This RFP does not bind or commit PSTA to enter into a contract with any of the Proposers. In the event PSTA rejects all Proposals and concurrently provides notice of its intent to reissue, all Proposals will be exempt from public record production until PSTA issues a notice of intended decision on the reissued Request for Proposals.

### 5.2 PROPOSAL PROTEST PROCEDURES

For projects funded through a Federal grant, the protest procedures found in 49 CFR §18.26(b)(9) will govern the process.

- A. Right to Protest: Any interested party, as defined by FTA Circular 4220.1F, Chapter VII, as it may be amended from time to time, who wishes to protest a PSTA decision or intended decision concerning a



bid or a contract award, shall file a written Notice of Protest with the CEO of PSTA within seventy-two hours after the posting of the bid tabulation or after the issuance of the notice of PSTA's decision or intended decision and shall file a formal written protest within ten days after the date of the Notice of Protest. The formal written protest shall state with particularity the basis of the protest, including the facts and law upon which the protest is based and providing any supporting documentation. Failure to file a Notice of Protest or failure to file a formal written protest within the time periods set forth above shall constitute a waiver of protest.

- B. Providing a Bond: Any firm or person who files a protest shall file with PSTA, at the time of filing the formal written protest, a bond payable to PSTA in an amount equal to one percent of the estimate of the total value of the contract or \$5,000, whichever is less. Such bond shall be conditioned upon payment of all costs which may be adjusted against the protestor upon the conclusion of the protest proceedings. If the protest determination is not in favor of the protestor, PSTA shall recover all costs, damages and charges incurred by it during the protest, excluding attorneys' fees. Upon payment of such costs and charges by the person or firm protesting the decision or intended decision, the bond shall be returned.
- C. Consideration of Protest: PSTA's CEO will consider all protests of a PSTA decision or intended decision concerning a bid solicitation or a contract award where the protestor has complied with the requirements of subsections A and B of this section. When the CEO is a member of the committee that makes a recommendation or intended decision, the CEO shall designate a Department Director to consider the protest. The CEO or his/her designee shall not consider any protest presented orally or not presented within the time limits set forth in subsection A. The CEO or his/her designee shall provide the protestor and all other proposers with a written determination of the protest within fifteen (15) days of receiving the formal written protest. The CEO or his/her designee may provide an opportunity to resolve the protest by mutual agreement between the parties within seven days, excluding Saturdays, Sundays and legal holidays, of PSTA's receipt of the formal written protest.
- D. Protest to FTA: Any protestor whose protest has been denied by PSTA's CEO or his/her designee may file a protest with FTA within five days of the date the protestor has received actual or constructive notice of the CEO's or his/her designee's decision. The protestor must comply with FTA's procedures and FTA Circular 4220.1F, Chapter VII. PSTA's CEO or his/her designee shall submit any reports or documents requested by FTA in its consideration of the protest.
- E. Stay of Procurement During Protests: When a protest has been timely filed with PSTA or timely filed with FTA, during the pendency of that protest, PSTA shall not make an award of a contract. PSTA shall comply with all provisions of Chapter VII, if it proceeds to make an award during the pendency of a protest filed with FTA. If PSTA does not make an award while a protest is pending with PSTA, after five days from the date the CEO or his/her designee rendered his decision, the CEO or his/her designee shall confirm with FTA that FTA has not received a protest on the contract in question before PSTA proceeds with making an award or with the procurement if an award already had been made.
- F. Notice to Proposers: Proposals with recommendations will be posted on PSTA's website. Upon receipt of a formal written protest, PSTA will give notice of the protest to all Proposers, or if the Proposal already was awarded at the time the protest was filed with PSTA, only to the successful proposer. When a protest results in a delay of an award of the contract pending the disposition of the protest, the proposer(s) whose Proposals might become eligible for award will be requested, before expiration of



the time for acceptance of their Proposals (with consent of sureties, if any) to extend the time for acceptance so as to avoid the need for re-advertisement and re-submittal.

### 5.3 TAX EXEMPTION

PSTA is exempt from payment of all Federal, State, and local taxes in connection with this RFP. Said taxes shall not be included in the Proposal or Proposal prices. PSTA will provide necessary tax exemption certificates. This provision does not relieve the Proposer from the responsibility to pay all applicable taxes for goods, services, and labor acquired in the performance of this Project.

### 5.4 WITHHOLDING AWARD

This solicitation for Proposals does not bind or commit PSTA to award a Contract.

### 5.5 PROPOSAL ACCEPTANCE, REJECTION, AND POSTPONEMENT

PSTA reserves the rights to postpone, accept, or reject any and all Proposals in whole or in part, on such basis as PSTA deems to be in its best interest to do so, subject to the rules and regulations set forth by the U.S. Department of Transportation.

Any person, firm, corporation, joint venture/partnership, or other interested party that has been compensated by PSTA or a consultant engaged by PSTA for assistance in preparing the RFP Documents and/or estimate shall be considered to have gained an unfair competitive advantage in proposing and shall be precluded from submitting a Proposal in response to the RFP.

Any person, firm, corporation, joint venture/partnership, or other interested party that has continued discussions regarding this RFP with PSTA or consultant staff other than the Procurement representative once the RFP is issued may be considered to have gained an unfair competitive advantage in proposing and may be precluded from submitting a Proposal in response to the RFP.

### 5.6 USE OF "PINELLAS SUNCOAST TRANSIT AUTHORITY" NAME IN CONTRACTOR ADVERTISING OR PUBLIC RELATIONS

PSTA reserves the right to review and approve any advertising copy related to this RFP in any way prior to publication. The successful Proposer will not allow such copy to be published in their advertisements or public relations programs until submitting such copy and receiving prior written approval from PSTA. The successful Proposer agrees that published information relating to this RFP will be factual and in no way imply that PSTA endorses the successful Proposer's firm, service or product. In submitting a Proposal, the Proposer agrees not to use the results therefrom as a part of any commercial advertising.

Proposers may not issue any news release nor make any statement to the news media or through social media channels pertaining to this RFP, any proposal, the contract, or work resulting therefrom, without first obtaining prior approval by PSTA.

### 5.7 USDOT/FTA/FDOT CONCURRENCE FOR CONTRACT AWARD

The award of a contract for this solicitation may be subject to review and concurrence by the U.S. Department of Transportation, Federal Transit Administration and/or the Florida Department of Transportation.





## 5.8 DISADVANTAGED BUSINESS ENTERPRISES (DBE)

- A. In connection with the performance of this Contract, the successful Proposer agrees to cooperate with PSTA in meeting its commitments and goals with regard to maximum utilization of DBE. The policy and obligations for maximum utilization of DBE's are herein set forth:
1. Policy: It is the policy of the Department of Transportation that Disadvantaged Business Enterprises, as defined in 49 CFR, Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or apart with Federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR, Part 23 apply to this Agreement.
  2. DBE Obligation: PSTA and Proposer agrees to ensure that Disadvantaged Business Enterprises, as defined in 49 CFR, Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this Agreement. In this regard, PSTA or its consultants shall take all necessary and reasonable steps in accordance with 49 CF, Part 23, to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and to perform contracts. PSTA and its consultants shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.

Requirements and goals for DBE participation in this solicitation are as follows:

- B. Firms are encouraged to utilize certified DBEs and compliance with the goal may be fulfilled by DBE's performing as either:
1. A member of a joint venture as a prime consultant;
  2. An approved subcontractor;
  3. An owner-operator of equipment;
  4. A renter of equipment to a prime consultant;
  5. A firm manufacturing and supplying goods used in the solicitation;
  6. A firm supplying goods used in the project (when supplying goods, only 60 percent will be counted).
- C. If no DBE utilization is proposed, the Proposer must demonstrate that sufficient good faith efforts were made to meet the DBE contract goals and shall document the steps he has taken to obtain DBE participation.

Proposer's good faith efforts will include the following actions.

1. Soliciting through all reasonable and available means the interest of all certified DBE's who have the capability to perform work under the Contract. This shall include attendance at pre-Proposal meetings, advertising and/or written notices. The Proposer shall allow sufficient time to allow the DBE's to respond to the solicitation.
2. Selecting portions of the work to be performed by DBE's.
3. Providing interested DBE's with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.



4. Negotiations in good faith with interested DBE's. It will be the responsibility of the Proposer to make a portion of the work available to DBE Subcontractors and Suppliers and to select those portions of the work or materials consistent with the available DBE's. Evidence of negotiations shall include the names, addresses, and telephone numbers of DBE's that were considered and a description of the information provided regarding the plans and specifications for the work selected for Subcontractors, and evidence as to why additional agreements could not be reached for DBE's to perform the work.
5. Not rejecting DBE's as being unqualified without sound reasons based on a thorough investigation of their capabilities.
6. Efforts to assist interested DBE's in obtaining bonding, lines of credit, or insurance as required.
7. Efforts to assist interested DBE's in obtaining necessary equipment, supplies, materials, or related assistance or services.
8. Use of services of available minority/women community organizations; minority/women contractors' groups; local, state, and federal minority/women business assistance offices; and other organizations that provide assistance in the recruitment and placement of DBE's.

The Proposer agrees not to terminate for convenience a DBE subcontractor, and then perform the work of the terminated subcontract with its own forces or those of an affiliate, without PSTA's prior written consent. When a DBE subcontractor is terminated, or fails to complete its work on the contract for any reason, Proposer must notify PSTA.

#### 5.9 EXCLUSIONARY OR DISCRIMINATORY SPECIFICATIONS

PSTA and Proposer agree that it will comply with the requirements of 49 U.S.C. Section 5323(h)(2) by refraining from using any federal assistance awarded by the Federal Transit Administration to support procurements using exclusionary or discriminatory specifications. PSTA and Proposers further agree to refrain from using state or local geographic preferences, except those expressly mandated or encouraged by federal statute.

#### 5.10 COLLUSION

Each Proposer must submit the Non-Collusion Affidavit form. Proposer certifies that its Proposal is made without previous understanding, agreement, or connections with any person, firm, or corporation making a Proposal for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

#### 5.11 LEGAL REQUIREMENTS

Federal, state, county and local laws and ordinances, rules and regulations shall govern submittal and evaluation of Proposals received and shall govern claims and disputes between Proposer(s) and PSTA by and through its officers, employees, authorized representatives, or any person, natural or otherwise. Lack of knowledge by Proposer is not a cognizable defense against legal effects.

#### 5.12 PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a Proposal on a contract to provide any goods or services to a public entity, may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public



work, may not submit Proposals of a public building or public work, may not submit Proposals on leases of real property to public entity, may not be awarded or perform work as a Contractor, Supplier, Subcontractor, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.133, Florida Statutes, for Category two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. PSTA may make inquiries regarding alleged convictions of public entity crimes. The unreasonable failure of a Proposer to promptly supply information in connection with an inquiry may be grounds for rejection of a Proposal. Additionally, a conviction of a public entity crime may cause the rejection of a Proposal.

#### 5.13 TYPE OF CONTRACT

PSTA intends to award a firm, fixed price contract. The services of the Proposer will be based on the Specifications (or Statement of Work) as outlined in this RFP.

#### 5.14 TERM OF CONTRACT

This Contract shall become effective and commence on the date of award by PSTA's Board of Director's ("Effective Date") and shall remain in effect for one (1) year.

#### 5.15 CONTRACT EXECUTION

Upon award, Proposer agrees to enter into and execute the Contract set forth in Section 6. The awarded Proposer (s) shall fully sign the Contract and send it back to PSTA for signatures within five (5) calendar days of receipt of notification of the award by the PSTA Board of Directors.

#### 5.16 INSURANCE

Proposer must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below by the Effective Date. Failure to provide insurance by the Effective Date shall constitute a material breach of this Agreement and may result in PSTA terminating this Agreement, without any penalty or expense to PSTA. All insurance renewal certificates must be on file with PSTA no less than fifteen (15) business days prior to the expiration of the current policy with the approved endorsements.

Delays in commencement due to failure to provide satisfactory evidence of insurance shall not extend deadlines. Any penalties and failure to perform assessments shall be imposed as if the work commenced as scheduled. In the event Proposer has subcontractors, including independent contractors, perform any portion of the work in the Contract Documents; either Proposer shall name those subcontractors and independent contractors as "additional insured" or each Subcontractor and independent contractor shall be required to have the same insurance requirements as Proposer. Insurance must be maintained throughout the entire term of this Agreement, insurance of the types and in the amounts set forth. Failure to do so may result in suspension of all work until insurance has been reinstated or replaced or until termination of this Agreement. For services with a "Completion Operation Exposure", Proposer shall maintain coverage and provide evidence of insurance for two (2) years beyond final acceptance. Any penalties and failure to perform assessments shall be imposed as if the work had not been suspended.

All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have a minimum rating of "B+" as assigned by AM Best. Proposer shall provide PSTA with properly executed and approved Certificates of Insurance to evidence compliance with the insurance requirements to PSTA's Purchasing/Risk Management Division. A copy of the additional insured endorsement(s) for Commercial



General Liability needs to be attached to the certificates. If Proposer has been approved by the Florida State Department of Labor, as an authorized self-insured for Workers' Compensation, PSTA's Procurement/Risk Management Department shall recognize and honor such status. Proposer may be required to submit a Letter of Authorization issued by the Department of Labor and a Certificate of Insurance, providing details on Proposer's Excess Insurance Program. If Proposer participates in a self-insurance fund, updated financial statements may be required upon request, such self-insurance fund shall only be accepted, at the sole discretion of PSTA, and only if PSTA finds the financial statements to be acceptable. Proposer shall provide to PSTA's Purchasing/Risk Management Department, satisfactory evidence of the required insurance by, either:

- A Certificate of Insurance with the additional insured endorsement.
- A Certified copy of the actual insurance policy.
- The Most Recent Annual Report or Audited Financial Statement (Self-Insured Retention (SIR) or deductible exceeds \$100,000).

PSTA, at its sole option, has the right to request a certified copy of policies required by this Agreement. Notwithstanding the prior submission of a Certificate of Insurance, copies of endorsements, or other evidence initially acceptable to the PSTA, if requested by the PSTA, Proposer shall, within thirty (30) days after receipt of a written request from the PSTA, provide the PSTA with a certified copy or certified copies of the policy or policies providing the coverage required herein. Proposer may redact or omit, or cause to be redacted or omitted, those provisions of the policy or policies which are not relevant to the insurance required herein.

The acceptance and approval of Proposer's Insurance shall not be construed as relieving Proposer from liability or obligation assumed under this Agreement or imposed by law. PSTA, Board Members, Officers and Employees will be included "Additional Insured" on all policies, except Workers' Compensation.

Should at any time Proposer not maintain the insurance coverage's required by this Agreement, PSTA may either cancel or suspend delivery of goods or services as required by Proposer or, at its sole discretion, shall be authorized to purchase such coverage and charge Proposer for such coverage purchased. PSTA shall be under no obligation to purchase such insurance or be responsible for the coverages purchased or the responsibility of the insurance company/companies used. The decision of PSTA to purchase such insurance coverages shall in no way be construed to be a waiver of its rights.

Any certificate of insurance evidencing coverage provided by a leasing company for either workers' compensation or commercial general liability shall have a list of employees certified by the leasing company attached to the certificate of insurance. PSTA shall have the right, but not the obligation to determine that Proposer is only using employees named on such a list to perform work on the jobsite. Should employees not be named be utilized by Proposer, Proposer has the option to work without penalty until PSTA identifies proof of coverage or removal of the employee by Proposer occurs, or alternately finds Proposer to be in default and takes over the protective measures as needed.

The insurance provided by Proposer shall apply on a primary basis to any insurance or self-insurance maintained by any participating agency. Any insurance, or self-insurance, maintained by a participating agency shall be excess of, and shall not contribute with, the insurance provided by Proposer.

Except as otherwise specifically authorized in this Agreement, or for which prior written approval has been obtained hereunder, the insurance maintained by Proposer shall apply on a first dollar basis without application of a deductible or self-insured retention. Under limited circumstances, PSTA may permit the application of a deductible or permit Proposer to self-insure, in whole or in part, one or more of the insurance



coverages required by this Agreement. In such instances, Proposer shall pay on behalf of PSTA and PSTA's board members, officers or employees, any deductible or self-insured retention applicable to a claim against PSTA and PSTA's board members, officer(s) or employee(s).

Waivers. All insurance policies shall include waivers of subrogation in favor of PSTA, from Proposer and Proposer will ensure the compliance with any subcontractors.

**I. Project Specific Insurance Requirements** - The Following policies and minimum coverage shall be maintained throughout the entire term of this Agreement which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for services with a Completed Operations exposure, are as follows:

**A. Commercial General Liability Insurance:** including, but not limited to, Independent Contractors, Supplier Liability Premises/Operations, Completed Operations, and Personal Injury. Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements. PSTA, its board members, officers, and employees shall be added as an "Additional Insured" on a form no more restrictive than ISO Form CG 20 10 (Additional Insured-Owners, Lessees, or Proposers).

**Minimum required Commercial General Liability coverage will include:**

- (i) Premises Operations
- (ii) Products and Completed Operations
- (iii) Blanket Contractual Liability
- (iv) Personal Injury Liability
- (v) Expanded Definition of Property Damage
- (vi) \$2,000,000 Aggregate

An Occurrence Form Policy is preferred. If coverage is a Claims Made Policy, provisions should include for claims filed on or after the effective date of this Agreement. In addition, the period for which claims may be reported should extend for a minimum of two (2) years following the expiration of this Agreement.

**B. Vehicle Liability Insurance** - Recognizing that the work governed by the Contract Documents requires the use of vehicles, Proposer, prior to the commencement of work, shall obtain Vehicle Liability Insurance. Coverage shall be maintained throughout the life of this Agreement and include, as a minimum, liability coverage for:

- Owned, Non-owned, and Hired vehicles and with the minimum limits at \$1,000,000 Combined Single Limit (CSL).

**This policy should not be subject to any aggregate limit.**

**C. Workers' Compensation Insurance.** Prior to beginning work, Proposer shall obtain Workers' Compensation Insurance with limits sufficient to meet the requirements of Florida Statutes Limits per Chapter 440. Proposer shall maintain throughout, and will remain in force during the term of this Agreement for all employees engaged in work under this contract.



**The Employers' Liability Insurance** with limits no less than:

- \$500,000 Bodily Injury by Accident
- \$1,000,000 Bodily Injury by Disease, policy limits
- \$500,000 Bodily Injury by Disease, each employee.

The Workers' Compensation policy must be endorsed to waive the insurer's right to subrogate against the all participating agencies, and their respective officers and employees in the manner which would result from the attachment of the NCCI Waiver Of Our Right To Recover From Others Endorsement (Advisory Form WC 00 03 13) with all participating agencies, and their officers and employees scheduled thereon.

If not covered under the Contractor's workers compensation policy, Subcontractor or Independent Contractors shall provide proof of coverage or exemption status to be maintained by Contractor.

- D. Builders Risk/Installation Floater Insurance. PSTA property shall be covered by proof of a Builders Risk policy and/or Installation Floater policy covering the interests of PSTA property until acceptance of installed equipment is granted. Coverage shall be maintained for the entire time the property and/or equipment is in the Contractor's care, custody, and/or control, including transit. Limit and valuation shall be replacement cost. If the Contractor delivers the equipment and loads equipment using a crane, then no crane, boom, jig, or weight exclusion shall apply. Contractor's property, installation floater, builder risk, if required, and/or equipment policy shall contain a waiver of subrogation in favor of PSTA. All deductibles will be the responsibility of the contractor. PSTA must be named as a Loss Payee.

The minimum limits shall be:

- \$500,000 per occurrence / \$1,000,000 Aggregate

## 5.17 BONDING REQUIREMENTS

### A. Bid (Proposal) Bond

All Proposals must be accompanied by a Bid Bond guarantee in the sum of five percent (5%) of the base bid and made payable to Pinellas Suncoast Transit Authority (PSTA). Said bid bond shall be a guarantee that should the bid be accepted, the Proposer will, within ten (10) days after the acceptance of its bid, enter into a Contract with PSTA for the services proposed to be performed and will at that time furnish an acceptable Contract surety. Cash, certified check, cashier check, trust company treasurer check, company or personal checks and bank draft of any national or state bank are not acceptable.

Said bid bond and the monies payable thereon, will, at the option of PSTA, be forfeited if the Proposer fails to execute the written Contract and furnish the required surety bond within ten (10) consecutive calendar days following written notice of the award of the Contract.

Attorneys-in-fact who sign bonds must file with such bond one (1) certified copy of their power of attorney to sign said bond.

Bid bond shall have been issued within thirty (30) days of the date for receiving bids.



## B. Contract Security

The Proposer shall provide a Performance Bond of a 100% and a Payment Bond of 50% of the Contract amount, the costs of which are to be paid by the Proposer. The Bonds will be acceptable to PSTA only if the following conditions are met:

The Surety Company:

- is licensed to do business in the State of Florida;
- holds a certificate of authority authorizing it to write surety bonds in this state and provides proof of same;
- has twice the minimum surplus and capital required by the Florida Insurance Code at the time the invitation to bid is issued;
- is otherwise in compliance with the provisions of the Florida Insurance Code; and
- holds a currently valid certificate of authority issued by the United States Department of Treasury under 31
- Must have a current rating of at least Excellent (A or A-).
- All bonds must be signed by an insurance agent who is licensed to do business in the state of Florida. The license may be held by a resident agent or a non-resident agent.
- If the Surety for any Bond furnished by the Proposer is declared bankrupt, becomes insolvent, its right to do business is terminated in the State of Florida, or it ceases to meet the requirements imposed by the Contract Documents, the Proposer shall, within five (5) calendar days thereafter, substitute another Bond and Surety, both of which shall be subject to PSTA's approval.

By execution of these bonds, the Surety acknowledges that it has read the Surety qualifications and Surety obligations imposed by the Contract Documents and hereby satisfies those conditions.

The Security shall be submitted to PSTA prior to providing the Services and shall be maintained at all times during the Contract Term and any Renewal Terms. The Security shall be conditioned upon full performance of all obligations imposed upon Proposer. The Security must be executed by a company licensed to do business in the State of Florida and must be in a form acceptable to and approved by PSTA's General Counsel. The Security shall provide that in the event PSTA terminates the Contract for breach by Proposer, PSTA may have recourse against the Security for all damages that PSTA would be entitled to from Proposer under the Contract. In the event PSTA and the Proposer agree on a modification to increase the Contract Price, PSTA may require additional Security up to one hundred percent (100%) of the increase in the Contract Price by directing Proposer to increase the amount of the existing Security or to obtain additional Security.



## ATTACHMENTS





**ATTACHMENT 1**  
**ACKNOWLEDGEMENT OF ADDENDA**  
(Required with Proposal submittal if addenda issued)

The undersigned acknowledges receipt of the following Addenda.

(Give number and date of each)

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated \_\_\_\_\_

Failure to acknowledge receipt of all Addenda may cause the Proposal to be considered non-responsive to this Request for Proposal, which will require rejection of the Proposal.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Individual's Name (Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



**ATTACHMENT 2**  
**PROPOSER INFORMATION FORM**  
(Return with Proposal submittal)

The following information is mandatory. Failure to complete this section may jeopardize your eligibility to be awarded the contract.

PLEASE PRINT OR TYPE YOUR INFORMATION.

Company Name: \_\_\_\_\_

Company Street Address: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

Company Contact Person: \_\_\_\_\_

Company Telephone & Fax #: \_\_\_\_\_

Contractor Federal I.D. #: \_\_\_\_\_

Company Contact Email: \_\_\_\_\_

Age of the Firm (years): \_\_\_\_\_

Annual Gross Receipts (\$): \_\_\_\_\_

Is your firm certified by the State of Florida as a Disadvantaged Business Enterprise? \_\_\_\_\_

**I hereby agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer.**

\_\_\_\_\_  
Authorized Individual's Name (Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



**ATTACHMENT 3  
 COST PROPOSAL FORM**

(Required with Proposal submittal)

The undersigned hereby agrees to furnish the services as listed below in accordance with the specifications on file with the Pinellas Suncoast Transit Authority, 3201 Scherer Drive, FL 33716, which have been carefully examined and attached hereto.

Line Item No.	Description of Work New Equipment	Proposed Cost:
1	"Turn-Key" Design, Manufacture, Installation for Freestanding Steel Bridge Crane And Related Services	\$
<b>Total Project Cost</b>		\$

**Please Note:** The above pricing schedule is representative of the types of work/services that maybe requested the successful Proposers, but is not all inclusive. Proposer is encouraged to attach their proposed rate sheets for various services/products offered, but not listed above. **However, this cost form must be completed and returned with your proposal.**

You may submit a more detailed pricing as a supplement to the above as an attachment to this page. However, this page must be completed, signed and included with your proposal. Cost/fees listed above shall include all overhead and profit. No billing will be accepted that shows any costs other than those listed above or on an attached pricing schedule.

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Individual's Name (Print)

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Email Address Telephone Number



**ATTACHMENT 4**  
**STATEMENT OF NO PROPOSAL**  
(Not required with Proposal submittal)

**Note:** If you do not intend to submit a Proposal on this requirement, please return this form immediately to the address below:

Pinellas Suncoast Transit Authority  
Eric L. Haubner, Purchasing Agent II  
3201 Scherer Drive  
St. Petersburg, FL. 33716

We, the undersigned, have declined to submit on your RFP # 17-058P for the following reasons:

- Specifications are too "tight", i.e., geared toward one brand or manufacturer only (explain below)
- Insufficient time to respond to the RFP
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet bond requirements
- Unable to meet specifications
- Specifications unclear (explain below)
- Unable to meet insurance requirements
- Remove us from your "Contractors List" altogether
- Other (specify below)

Remarks: \_\_\_\_\_

We understand that if the "no Proposal" letter is not executed and returned, our name may be deleted from the Contractors List for the Pinellas Suncoast Transit Authority.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Individual's Name (Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



**ATTACHMENT 5**  
**NON-COLLUSION AFFIDAVIT**  
(Return with Proposal submittal)

Proposer certifies that this document is not a sham or collusive Proposal, or made in the interest of or on behalf of any collusive Proposal, or made in the interest of or on behalf of any person not herein named; and he/she further states that said Proposer has not directly or indirectly induced or solicited any other Proposer for this work to put in a sham Proposal, or any other person or corporation to refrain from proposing; and that said Proposer has not in any matter sought by collusion to secure to self-advantage over any other Proposer or Proposers.

Proposer certifies that its Proposal is made without previous understanding, agreement, or connections with any person, firm, or corporation making a Proposal for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Individual's Name (Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by

\_\_\_\_\_  
Name of Person Acknowledging

{NOTARY SEAL}

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Name of Notary Typed, Printed, or Stamped

Personally known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



**ATTACHMENT 6**  
**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

(Return with Proposal submittal)

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Individual's Name (Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



## ATTACHMENT 7 DISCLOSURE OF LOBBYING ACTIVITIES

(To be completed by all contractors, prime or subcontractor, whose contract is greater than \$100,000)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See following page for public burden disclosure.)

<b>1. Type of Federal action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change  <b>For Material Change Only:</b> Year _____ quarter _____ Date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee  Tier _____, if known:  Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is a subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>   CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b>   (attach Continuation Sheet(s) SF-LLLA, if necessary)	
<b>11. Amount of Payment</b> (check all that apply): \$ _____      a <input type="checkbox"/> al      plan <input type="checkbox"/> d	<b>13. Type of Payment</b> (circle all that apply):  a. retainer b. one-time fee c. commission d. contingent fee e. deferred f. other; specify: _____	
<b>12. Form of Payment</b> (check all that apply):  <input type="checkbox"/> a. cash  <input type="checkbox"/> b. in-kind: specify: nature _____ value _____		
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</b>   (attach Continuation Sheet(s) SF-LLLA, if necessary)		
<b>15. Continuation Sheet(s) SF-LLLA attached:</b> Yes                      No <input type="checkbox"/> <input type="checkbox"/>		
<b>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>		
		Signature: _____ Print Name: _____ Title: _____ Telephone No. _____ Date: _____



Federal Use Only

Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

### INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payments to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLA Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1<sup>st</sup> tier. Sub-awards include but are not limited to subcontract, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant or loan award number, the application/Proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-01."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s) employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLA Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.





**ATTACHMENT 8**  
**CERTIFICATION OF CONTRACTOR REGARDING DEBARMENT, SUSPENSION AND**  
**OTHER RESPONSIBILITY MATTERS**

(Required for prime contracts greater than \$100,000)

The undersigned, an authorized official of the Proposer stated below, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of these offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

(If the undersigned is unable to certify to any of the statements in this certification, such official shall attach an explanation to this Proposal).

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Individual's Name (Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_.  
Name of Person Acknowledging

{NOTARY SEAL}

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Name of Notary Typed, Printed, or Stamped

Personally known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



**ATTACHMENT 9**

**CERTIFICATION OF LOWER-TIER PARTICIPANTS (SUBCONTRACTORS) REGARDING DEBARMENT, SUSPENSION,  
AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

(Required for subcontracts greater than \$25,000)

The Undersigned Lower Tier Participant (Subcontractor to the Primary Contractor), certifies, by submission of this Proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. If the above named Lower Tier Participant (Subcontractor) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Proposal.

The Undersigned Lower-Tier Participant (Subcontractor), certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31. U.S.C. Sections 3801 et seq. are applicable thereto.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Individual's Name (Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_.  
Name of Person Acknowledging

{NOTARY SEAL}

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Name of Notary Typed, Printed, or Stamped

Personally known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

NOTICE TO PROPOSER: THIS CERTIFICATION SHALL BE COMPLETED BY ALL SUBCONTRACTORS WHICH WILL HAVE A FINANCIAL INTEREST IN THIS PROJECT WHICH EXCEEDS \$25,000 OR SUBCONTRACTORS WHICH WILL HAVE A CRITICAL INFLUENCE ON OR A SUBSTANTIVE CONTROL OVER THE PROJECT.



**ATTACHMENT 10**  
**DBE PARTICIPATION FORM**  
 (Return with Proposal submittal)

PSTA has established a minimum participation of 5% for this project.

Proposer must check the appropriate box, provide the information requested, sign and submit this form with its bid/Proposal. Failure to complete and submit this form may result in rejection of the bid/Proposal as non-responsive.

Proposer does not meet the DBE goal for this contract. Proposer certifies that it has made good faith efforts in accordance with the Request for Proposal to meet the DBE goal, but, despite those efforts, has been unable to meet the goal. The Good Faith Efforts Documentation Form is attached.

OR

Proposer will meet the DBE goal for this contract. Proposer is certified according to requirements of DOT 49 CFR Part 26 as a DBE eligible for participation on DOT-assisted contracts, and will be performing \_\_\_\_\_ percent of the contract work. DBE Certification is attached.

OR

Proposer will meet the DBE goal for this contract. If awarded this contract, Proposer will subcontract with the DBE(s) listed below which will be performing a total of \_\_\_\_\_ percent of the total dollar amount of contract work. Each DBE listed below is certified according to requirements of DOT 49 CFR Part 26 for participation on DOT-assisted contracts.

No.	Subcontractor or Supplier	Description of Work or Specialty	Gender/Ethnicity	Dollar Amount	Percent of Contract Amount
1					
2					
3					
4					
5					
6					
Please attach a copy of each Subcontractor or supplier FDOT DBE Certification.				Total Dollars DBE (s)	Total % of Contract Amount
				\$	%

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Authorized Individual's Name (Print)

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title



**ATTACHMENT 11**  
**DBE GOOD FAITH EFFORTS DOCUMENTATION FORM**

(Required if DBE goal is not met)

If Proposer has indicated on the DBE Participation Form that it does not meet the DBE goal, Proposer must submit this form with its DBE Participation Form as documentation of its good faith efforts to meet the goal. Failure to submit this form with its Proposer may render this Proposal non-responsive. PSTA may require that Proposer provide additional substantiation of good faith efforts.

Date: \_\_\_\_\_ Area of Expertise: \_\_\_\_\_  
Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Response: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Area of Expertise: \_\_\_\_\_  
Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Response: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Area of Expertise: \_\_\_\_\_  
Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Response: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Area of Expertise: \_\_\_\_\_  
Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Response: \_\_\_\_\_  
\_\_\_\_\_



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**ATTACHMENT 12**  
**E-VERIFY AFFIDAVIT**  
(Return with Proposal submittal)

Contract #:     RFP # 17-058P    

Project Description: \_\_\_\_\_

Vendor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment of:

- a) All persons employed by Vendor/Proposer to perform employment duties within Florida during the term of the contract; and
- b) All persons (including/subcontractor's) assigned by Vendor to perform work pursuant to the contract with the Department. Vendor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Department.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Individual's Name (Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



**ATTACHMENT 13**  
**CONTRACTOR'S STATEMENT ON SUB-CONTRACTORS**  
(To be completed for all, DBE and non-DBE, sub-contractors)

1. There are No sub-contractors associated with this Proposal.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Individual's Name (Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**OR**

2. Listed below are sub-contractors associated with this Proposal. Additional sheets are attached as required. Disadvantage Business Enterprise Certifications are also attached as appropriate.

\_\_\_\_\_  
Sub-contractor Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
E-mail Address for Contact Person

\_\_\_\_\_  
Age of Firm

\_\_\_\_\_  
Gross Annual Receipts

\_\_\_\_\_  
Sub-contractor Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
E-mail Address for Contact Person

\_\_\_\_\_  
Age of Firm

\_\_\_\_\_  
Gross Annual Receipts



**ATTACHMENT 14**  
**DRUG FREE WORKPLACE PROGRAM**  
**(Return with Proposal submittal)**

Equal preference shall be given to vendors submitting a certification with their offer certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes.

IDENTICAL OFFER - Whenever two or more offers which are equal with respect to quality, price, and service are received, an offer received from a business certifying it has implemented a Drug-Free Workplace policy shall be given preference. Established procedures for processing tie offers will be followed if none of the tied vendors have a program in place. In order to have a Drug-Free Workplace Program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacturer, distribution, dispensing possession, or use of a controlled substance is prohibited in the Workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for violations.
3. Give each employee engaged in providing the commodities or contractual services that are under the offer a copy of the statement specified in subsection (1).
4. In the statement in subsection (1), notify employees that, as a condition of working on the commodities or contractual services that are under the offer, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the US or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if available in the employee's community, by employees who are convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify and state under oath that this firm complies fully with the above requirements.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Individual's Name (Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_.  
Name of Person Acknowledging

{NOTARY SEAL}

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Name of Notary Typed, Printed, or Stamped

Personally known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



**ATTACHMENT 15**  
**CONTRACTOR'S AND LOWER TIER PARTICIPANT'S REFERENCE FORM**

(To be completed by prime and sub consultants/subcontractors; Required with Proposal submittal)

The following information is required in order that your bid may be reviewed and properly evaluated.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Authorized Individual's Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

How Long at Present Location: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_ Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

**All references will be contacted by a PSTA Designee via e-mail, fax, or telephone call to obtain answers to questions, as applicable, before an evaluation decision is made. Please provide local commercial and/or governmental references for which you have previously performed similar contract services. All fields below must be completed:**

Reference #1:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone/Fax #: \_\_\_\_\_

Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Reference #2:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone/Fax #: \_\_\_\_\_

Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Reference #3:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone/Fax #: \_\_\_\_\_

Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Reference #4:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone/Fax #: \_\_\_\_\_

Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Proposers are required to submit a minimum of four (4) references, but are encouraged to submit more than four (4). Please use a duplicate of this form to submit more references.





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**ATTACHMENT 16**  
**BUY AMERICA CERTIFICATION**  
(Required for contracts greater than \$150,000)

**Certification requirement for procurement of steel, iron, or manufactured products.**

The Proposer hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(1) and the applicable regulations in 49 CFR Part 661.

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Company Name

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Authorized Individual's Name (Print)

---

Authorized Signature

---

Date

---

Title

**Certificate of Non-Compliance with 49 U.S.C. 5323(j)(1)**

The Proposer hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2), as amended, and the applicable regulations in 49 C.F.R. 661.7.

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Company Name

---

Authorized Individual's Name (Print)

---

Authorized Signature

---

Date

---

Title

**Note: Documentation may be required during the project to confirm Buy America purchases.**

## ATTACHMENT 17 SPECIFICATIONS FOR FREESTANDING STEEL BRIDGE CRANE PART I

### Section 1-General

#### 1.1 Scope

PSTA seeks to secure a Proposer for the complete "turn-key" design, manufacture, and installation of one (1) CMAA Class "C" (Moderate Service) freestanding steel bridge crane to include freestanding structure support, two runways, bridge moving perpendicular to runways and equipped with enclosed track, end trucks, hoist trolley, festooning systems, bumpers, and other accessories, for Pinellas Suncoast Transit Authority maintenance facility. All work shall be performed in a professional manner and shall be in compliance with all State, County, City, Federal and EPA regulations. The design documents shall be stamped, signed, and sealed by a State of Florida Registered Engineer.

All equipment will be new, unused and of current year model.

The intent of these specifications to describe the minimum requirements for the Freestanding Steel Bridge Crane system. The unit shall be of original factory manufacture and furnished fully assembled. All parts not specifically mentioned, which are required, for a complete unit shall conform in design, strength, quality of material, and workmanship to the highest standards of engineering practice.

The equipment shall have full warranty coverage as specified in manufacturer's descriptive literature.

- A. General Design Standards:** The freestanding bridge crane is designed in conformance with the following applicable standards:
  - 1. **Workstation Bridge Cranes:** AISC Steel Construction Manual, OSHA 1910.179, ANSI B30.11, AWS D1.1/D1.6, and MMA MH27.2.
  
- B. Standard Equipment Specifications:**
  - 1. Runway Length: Seventy-five feet (75'-0") supported at 25 foot centers.
  - 2. Span Width: Seventeen feet-six inches (17'-6")
  - 3. Capacity: Two Thousand Pounds (2000lbs)
  - 4. Height: Finish floor to clevis must be at least Fifteen foot-six inches (15'-6").
  - 5. Construction: Fabricated using ASTM A36 steel sections with finished ends and surfaces.
  - 6. Overall Height Structure Support: Eighteen feet (18'-0")

#### 1.2 REFERENCES

- A. American Institute of Steel Construction (AISC):** Manual of Steel Construction, Part 5, Specification for Structural Joints Using ASTM A325 or ASTM A490 Bolts
- B. American National Standards Institute (ANSI):** ANSI B30.11 – Monorails and Under-hung Cranes
- C. American National Standards Institute (ANSI):** 360
- D. American Society for Testing and Materials (ASTM) A36:** Carbon Structural Steel
- E. American Society for Testing and Materials (ASTM) A325:** Structural Bolts, Steel, Heat Treated, 120/150 ksi Minimum Tensile Strength
- F. American Society for Testing and Materials (ASTM) A490:** Structural Bolts, Alloy Steel, Heat Treated, 150 ksi Minimum Tensile Strength



- G. **American Society for Testing and Materials (ASTM) B221:** Aluminum-Alloy Extruded Bar, Rod, Wire, Shape, and Tube
- H. **American Welding Society (AWS) D1.1:** Structural Welding Code
- I. **American Welding Society (AWS):** Certified Shop
- J. **Occupational Safety and Health Administration (OSHA) –** Specification 1910.179: Overhead and Gantry Cranes
- K. **CMAA Specifications 70 and 74:** Traveling Bridge Cranes
- L. **MMA Specification MH27.2:** Enclosed Track Under-hung Cranes and Monorail Systems

### **1.3 PERFORMANCE REQUIREMENTS**

- A. **Coverage:** Crane shall provide coverage of rectangular area of size indicated on the drawing and consist of:
  1. The primary support structure will consist of a runway length of 75' feet with support centers at 25' feet on center, for a total of three cells.
  2. Two rigid, parallel runways; cranes with more than two runways or with articulating runways are not acceptable.
  3. Rigid, single or double girder bridge moving perpendicular to runways.
- B. **Modular, Pre-engineered Design:** Crane system shall be capable of expansion, disassembly, and relocation.
- C. **Crane Type:** Top running single girder or approved equal
- D. **Capacity:** 2 Tons
- E. **Operations:** Indoors
- F. **Span:** 17' feet-6" inches
- G. **Power Volts:** 480/3/60
- H. **Lift:** 15' feet-6 inches
- I. **Control:** Magnetic
- J. **Control Enclosure:** NEMA 12
- K. **Hoist Type:** ECMAA Class "D".
- L. **Hoisting Speed:** 16.0/2.6ft/min
- M. **Traversing Speed:** 80ft/min
- N. **Deflection Guidelines:** Bridge crane model is designed with maximum deflection of 1/450.
- O. **Crane Operating Temperature:** 5 to 200 degrees F (-15 to 93 C)
- P. **Structural Design:** The crane's structural design is based on live load capacity plus 15 percent for hoist and trolley weight and 25 percent for impact.
- Q. **Crane shall be designed to withstand:**
  1. Crane and hoist dead load
  2. Live load capacity equal to net rated hook load 2000LBS
  3. Inertia forces from crane and load movement
- C. Proposer will be responsible for all contractors, all additional sub-contractors, licensed in the applicable trades, to complete the requirements of the Work.
- D. The successful Proposer will design, manufacture, ship the model bridge crane selected, install, and test the bridge crane allowing complete and full operational capability.



- E. The scope of the work includes but is not limited to connections to existing electrical, pneumatic, , and concrete work, utility routing, additional hook-ups and provisions allowing full use and operability of the bridge crane.
- F. Installation of the bridge cranes may require floor modification, connections to existing electrical modification, and other upgrades/improvements as necessary to ensure efficient, effective, efficient, and safe usage of the washers.
- G. The Contractor shall be responsible for providing a complete, full operational system including all necessary and essential plumbing/piping, any electrical modifications to existing equipment/wiring/controls/etc., and other miscellaneous devices not specifically mentioned herein but required to connect the new equipment to the existing utilities and the interconnecting of all components of the systems.
- H. All costs shall be included in the Proposal.

#### **1.4 EXISTING FACILITY LAYOUT**

- A. As-built drawings for the installation location will be attached to the RFP.

#### **1.5 SPECIFICATIONS FOR FREESTANDING STEEL BRIDGE CRANES**

- A. The purpose of these specifications is to define specifications for the design and installation of one (1) CMAA Class "C" (Moderate Service) freestanding steel bridge cranes, support equipment, and other work as defined by this RFP.
- B. Equipment shall be of new manufacture and used or demonstrator equipment shall not be acceptable.
- C. Equipment shall be designed to be compliant with all applicable Federal, State and local safety regulations and codes, and OSHA, UL, NEMA, ASTM, ASME, and all other applicable standards.
  - 1) The complete system and all components shall be designed with personnel safety as the prime consideration.
  - 2) All belts, chains, and drives shall be totally enclosed.
  - 3) All exposed parts that are subject to electrical energizing shall be insulated, guarded, or enclosed.
  - 4) All metallic boxes, panels, controls, shall be grounded.
- D. Furnish each bridge crane as a complete unit produced by one manufacturer, including hardware, accessories, mounting and installation components, control systems, drive motors, etc.
  - 1) In order to insure minimum downtime and operational costs, the bridge cranes design shall use as many components as possible that are readily available in the general marketplace without being dependent upon a single supplier for replacement parts or components.

#### **1.6 DESIGN REQUIREMENTS**

- A. The design documents shall be stamped, signed and seal by a State of Florida Registered Engineer.

#### **1.7 FREESTANDING STEEL BRIDGE CRANE**

- A. **Manufactures:** Subject to compliance with requirements, provide a freestanding steel bridge crane by one of the following, or approved equal. PSTA reserves the right to make the sole determination of

whether the model offered meets the minimum specifications and is acceptable in accordance with the specifications stated herein.

- 1) Spanco
- 2) Engineering Material Handling (E M H)
- 3) Gorbel
- 4) All others submitted during the question and answer period and approved by PSTA as acceptable.

- B. **Construction:** Fabricated from ASTM A36 steel sections with finished ends and surfaces.
- C. **Design Factors:** Freestanding Bridge Cranes shall have a design factor of fifteen percent (15%) of the allowable capacity for hoist weight and twenty-five percent (25%) of the allowable capacity for impact.
- 1) The design shall provide a margin to allow for variations in material properties, operating conditions, and design assumptions.
- D. **Service Factor:** All Freestanding Bridge Cranes shall be designed for frequent usage (Class C Normal/ Industrial service) as defined:
- 1) System or equipment is used where operational time is up to one-hundred percent (100%) of the work period and lifted load is at fifty-percent (50%) or below rated capacity.
  - 2) System or equipment is used where operational time is less than fifty-percent (50%) of the work period and lifted load is greater than fifty-percent (50%) of rated capacity.
- E. **Support Structure:** Support crane runways with frames consisting of two columns and horizontal header.
- 1) Columns: Square tubes with full bottom base plate (weld on angles not permitted) and top header plate.
  - 2) Header: Fabricated from singlewide flange beam. Includes clamp plates, minimum grade 8 bolts, lock washers, and hex nuts for attaching header to column.
  - 3) Hanger Assemblies: Includes each support frame with pair of hanger assemblies that provide a rigid connection for suspending runways.
  - 4) Assembly to consist of clamp angles, clamp plates, minimum grade 8 bolts, lock washers, and hex nuts.
  - 5) Use of threaded rods in flush hanger assemblies not permitted.
- F. **Runways:** Vertical truss fabricated from square steel tubes and enclosed steel track.
- 1) Track: Enclosed, cold formed, steel box track that serves as bottom cord of runway and permits end trucks and festoon carriers to ride on lower inside flanges.
  - 2) Fabricate lower running flanges with flat surface for higher durability and wheel contact.
  - 3) Sloped flanges not permitted.
  - 4) Splice Joint: Includes truss splice plates, channel-shaped track splice joints, bolts, lock washers, and nuts for joining runway sections.
  - 5) Splice joints must be located within four (4) feet of a support point.
  - 6) Runway Cantilevers: Up to four (4) feet (1219 mm) of cantilever is allowed from a hanger location to the end of the runway for trussed track. Up to two (2) feet (609 mm) of cantilever is allowed from a hanger location to the end of the runway for plain track.



- 7) Festoon stack section: Includes enclosed track extension to allow for stacking festoon carriers at end of runway.
- G. **Bridge, Enclosed:** Cold formed steel box track that permits hoist trolleys and festoon carriers to ride along track's lower inside flanges. Fabricate lower running flanges with flat surfaces. Sloped flanges not permitted.
- H. **Bridge, Extruded Aluminum:** Enclosed track reinforced with extruded aluminum beam.
- 1) Included as either single piece extrusion or with separate beam welded to track. Bolted reinforcing not permitted.
  - 2) Track: Enclosed box track designed for trolleys and festoon carriers to ride on lower inside flanges. Fabricate lower running flanges with flat surfaces. Sloped flanges not permitted.
- I. **End Trucks:** Rigid frame end truck designed to ride inside enclosed runway track and connect to and suspend bridge.
- 1) Construction: Stamped steel fabrication with both vertical and horizontal wheels to prevent binding in runway.
  - 2) Wheels: Removable, self-centering wheels with sealed lifetime lubricated bearings. Vertical wheels shall be flat to match track profile. Non-removable or non-tapered wheels are not acceptable.
  - 3) Drop Lugs: Included on both sides of truck to limit truck drop in the event of wheel or axle failure.
  - 4) Connection to the Bridge: Includes a sliding or flexible connection between bridge and end truck. Rigid connections or articulating connections with threaded hardware are not acceptable.
- J. **Hoist Trolley:** Rigid-body trolley shall be designed to ride inside enclosed track of bridge and to carry hoist and load. Articulating trolleys are not acceptable.
- 1) Construction: Two-piece stamped steel body with two (2) wheels on each side and tapered clevis positioning hoist hook at center of trolley so load weight is evenly distributed to trolley wheels. Includes removable clevis pin (type and size determined by manufacturer for specified capacity). Trolleys with non-removable clevis pins are not acceptable. Holes shall be provided in the body for mechanical connections.
  - 2) Wheels: Removable, self-centering wheels with sealed lifetime lubricated bearings. Vertical wheels shall be flat to match track profile. Non-removable or tapered wheels are not acceptable.
  - 3) Drop Lugs: Included on both sides of trolley to limit trolley in the event of wheel, axle, or load bar failure.
  - 4) Designed for hook attachment of hoist.
- K. **End Stops:** Molded composite, resilient bumpers, shall be installed in runway and bridge tracks to prevent end trucks, hoist trolley, and festoon carriers from rolling out of track. Bolt stops without energy absorbing bumper are not acceptable.



## 1.8 SYSTEM OPTIONS

### A. Tractor Drives

- 1) Bridge and hoist trolley can be motorized.
- 2) Power Bridge or trolley and hoist trolley on straight runways or monorails with a capacity of 2000lbs.
- 3) 208 volts, single phase, 60 hertz, electric operation.
- 4) Standard speeds from 34 F.P.M. to 75 F.P.M.

### B. Telescoping Bridges

- 1) Steel anti-kick up wheels prevents bridge binding to ensure smooth movement.

### C. Cantilevered Bridges

- 1) One or both ends of crane bridges can be cantilevered beyond standard 12-inch overhang.

## 1.9 SYSTEM COMPONENTS

### A. End Stop Bumper for Enclosed Track System

- 1) End stops are equipped with resilient rubber bumpers to increase impact resistance and are through bolted to the enclosed track.
- 2) Standard on all enclosed track bridge crane systems.

## 1.10 SHOP FINISHING

### A. Standard Paint Colors:

- 1) All runways and structural supports shall be painted standard blue enamel.
- 2) All bridges shall be painted standard safety yellow enamel.

### B. Surface Preparation and Painting Procedures:

- 1) Freestanding Workstation Bridge Cranes shall adhere to the standards of the Society for Protective Coatings (SSPC) for all product surface preparation.
- 2) Freestanding Workstation Bridge Cranes shall be deburred and descaled using power tools equipped with sanding discs and wire wheels prior to painting.
- 3) All components shall be washed with high-pressure/ high temperature degreaser solution.
- 4) All components shall be coated with quick drying, semi-gloss enamel, applied to a minimum dry-film thickness of three (3) mils.
- 5) A finishing coat shall be applied with a hot, airless, electrostatic spray paint system.
- 6) Painted components shall be cured at air temperature.

## 2.0 SPECIFIC INSTALLATION REQUIREMENTS

### 2.1 UTILITIES

- A. All required utility installations shall comply with the latest applicable Codes, Regulations, with products and the methods of installation conforming to the latest accepted Standards.



- B. In case of discrepancy or conflict between Codes, Regulations, Standards, Drawings, and/or Specifications, the requirement yielding the higher(est) quality of work shall govern.
- C. Contractor shall provide and complete all required utilities including all incidental items and connections necessary for proper operation or customarily included even though each and every item may not be indicated.
- D. Any drawings, plans, specifications, etc. indicate the general layout requirements for equipment, fixtures, conduit, devices, etc. Final layout will be governed by actual field conditions with all measurements verified at the site.

## **2.2 PRODUCT REQUIREMENTS**

- A. Furnish only new standard products of a manufacturer regularly engaged in the production of said products.
- B. Support all products by service organizations with adequate spare parts inventory and personnel located reasonably close to the site.
- C. Where multiple units of the same type or class of products are required, provide all units of the same manufacturer.
- D. Furnish products that are rated and listed for their intended use and application.

## **2.3 MANUFACTURER'S DIRECTIONS**

- A. Handle, install, connect, test, and operate all products, assemblies, and systems in accordance with manufacturer's recommendations.
- B. In case of conflicting requirements between the manufacturer's directions and the contract documents, obtain instructions before proceeding with the Work.

## **2.4 INSPECTIONS**

- A. Arrange for all required inspections of all Work required and obtain approval prior to concealing or proceeding with the Work.
- B. Give adequate notice before concealing any Work for inspections and obtain instructions to proceed before concealing the Work.

## **2.5 WORKMANSHIP**

- A. Perform all work in accordance with the best practices of the trade and provide a "neat" installation by technicians skilled in their respective trades who are properly licensed.
- B. Accurately install conduit, and other equipment plumb, level, and true to line with runs parallel or perpendicular to building lines. Make bends or offsets uniform.
- C. Carefully perform all cutting, drilling, digging, etc., and patch or refinish the disturbed area to the condition of adjoining or similar surfaces in an approved manner.
  - 1) Do not cut any structural member without specific approval.
  - 2) Do not cut any electrical or mechanical lines that may be concealed.





- D. Conceal conduit in chases, furring's, or above ceilings unless otherwise indicated.

## **2.6 FLAME & SMOKE CONSIDERATIONS**

- A. In ducts or other enclosures used for transporting environmental air, including return air plenums above ceilings, use only products conforming to NFPA and UL composite classifications. This requirement applies to all materials including signal cable insulation jackets, finishes, etc.
- B. Completely seal penetrations made through fire and/or smoke rated walls, ceilings, floors, or other barriers for the passage of conduit with a UL listed material to preserve the fire/smoke rating of the barrier.

## **2.7 EQUIPMENT CONNECTIONS**

- A. Make all required utility connections to each item of equipment including equipment furnished by PSTA and make operational to the extent possible.
- B. Test all utilities and prove free of defects, poor connections, leaks, shorts, etc.
- C. Align, adjust, calibrate, and test all systems to assure safe and proper operation.

## **2.8 SEALS**

- A. Where utilities and/or conduit penetrates outside walls, make watertight with approved sealant or provide modular rubber seal designed for the purpose.
- B. Use conduit sealing compound such as "Duct seal", or equivalent, or use sealing fittings to seal between where conduit passes from warm to cold spaces, as well as from the outside.
- C. Use "3M Fire Barrier" or equivalent or non-shrinking grout to seal between the conduit and sleeve through fire/smoke barriers.

## **2.9 NAMETAGS**

- A. Identify each outlet box by affixing a write-on vinyl name tag equal to Seton Style PTOB to each end of pull wire installed in each conduit.
- B. Identify any conductors terminated in a junction box or outlet box for future connection. Provide write-on vinyl nametags indicating panel board and circuit number or location of source.

## **2.10 CIRCUIT DIRECTORIES**

- A. Fill out directory cards for cardholder slots inside panel board doors.
- B. Identify undesignated spare circuit breakers by writing the word "spare" in soft pencil in the blank for the circuit number. Leave blank the description line for uninstalled circuit breakers (spaces).

## **2.11 LABELS**

- A. Identify each junction box and conduit exposed in equipment rooms or accessible above lay-in ceilings or behind access doors with permanent self-adhering orange labels equal to Seton "Opti-Code."
- B. Indicate voltage class such as "120/208 volts" or the type of signal cable installed therein such as "telephone", or water lines "fresh", "reclaim", etc.



- 1) Install identifying labels on conduit where it enters or leaves a wall or floor and at other intervals not to exceed twenty feet (20').
- 2) Install flow direction arrow labels indicating direction of water flow.

## 2.12 UTILITY APPLICATIONS

- A. Use only materials that are UL Listed for the application and that bear the UL label.
  - 1) Power, instrumentation, lighting, grounding, and control cable shall be approved for use in wet or dry locations, indoors or outdoors in raceway, wire ways, trenches, conduits, underground ducts, etc.
  
- B. Use type and size of conduit and fittings where required by applicable code where not specifically stated in plans.
  - 1) All conductors shall be copper, insulated, 600 Volt, unless otherwise noted. Voltage rating, manufacturer, type and conductor AWG size indication shall be continuous, factory applied the entire length of each conductor.
  - 2) Wire size No.8 and smaller shall be type THHN-THWN, unless otherwise noted or shown.
  - 3) Wire size No.6 AWG and larger shall be type THWN or XHHW.
  - 4) Type SF-1 or SF-2 shall be used for connections to lighting fixtures.
  - 5) Aluminum is not approved for conductors or wire.
  
- C. Provide wire ways properly sized to accommodate the conductors.
  - 1) Provide wire ways of code gauge steel w/baked enamel finish. Furnish all hardware & accessories.
  - 2) Size raceways for the number, AWG, and type of conductors to be installed with NEC and NEMA and other code governing body.

## 2.13 CONDUIT APPLICATIONS

- A. Use RMC for the following applications:
  - 1) Above grade and exposed outdoors
  - 2) Wet locations
  - 3) Risers from under slab or underground, including underground elbows
  - 4) Locations subject to mechanical injury.
  
- B. Use EMT for above ground, inside, dry locations not subject to mechanical injury.
  
- C. Use NMC for underground or under slab only.
  
- D. Use LFMC for the final connection to motors, transformers, and other adjustable or vibrating equipment exposed in finished areas or installed in wet or damp locations.

## 2.14 INSTALLATION OF RACEWAYS

- A. Install conduit in standard ten foot (10') lengths except where required.
  - 1) Make all field cuts square and ream until all burrs removed.
  - 2) Field cuts for RMC shall be coated with high zinc dust galvanizing repair compound with high electrical conductivity.
  
- B. Do not exceed ninety (90) degrees in any individual bend nor exceed three-hundred sixty (360) degree



of total bends or elbows in any one conduit run.

- C. Maintain at least six inches (6") clearance between conduit and hot piping or equipment.
- D. If conduit passes building expansion joint provide approved expansion fitting with integral ground jumper.
  - 1) Provide sleeves for conduit through masonry or concrete walls, foundation walls, or concrete beams prior to laying up or pouring. Make wall sleeves flush with wall.

### **2.15 JUNCTION & PULL BOXES**

- A. In dry locations, provide boxes of code gauge steel with galvanized or baked enamel finish and with bolted or screw attached covers.
- B. In damp or wet locations, provide cast metal type FS or FD boxes with gasketed covers.
  - 1) For underground locations, provide Quazite composite type boxes with watertight gasketed covers.

### **2.16 OUTLET BOXES**

- A. In dry locations, provide outlet boxes of code gauge galvanized steel.
  - 1) In un-plastered masonry walls, use three and one-half inch (3 1/2") deep solid or sectional type boxes with square corners.
- B. For empty conduit system outlets, provide four inch (4") square boxes with single gang adaptor ring unless noted or requested otherwise.
- C. Provide galvanized extension rings, plaster rings, fixture studs, and etc. as required by conditions.
- D. In damp or wet conditions, provide cast metal type FS or FD boxes with gasketed covers and watertight flip lids as required.

### **2.17 INSTALLATION OF BOXES & ENCLOSURES**

- A. Install properly size boxes in accordance with the NEC, NEMA, and other code governing body.
- B. Size enclosures to adequately accommodate the equipment with space for wiring and maintenance.
- C. Provide junction or pull boxes to facilitate pulling or splicing of conductors so that no one conduit run will exceed the allowable bend of three-hundred sixty (360) degrees.
- D. All boxes shall be accessible at all times.
  - 1) Provide approved access panels where required to maintain accessibility.
- E. Close any unused knockouts or openings or enclosures with suitable caps or covers.

### **2.18 HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT**

- A. Structural Performance: Hangers and supports for plumbing piping and equipment shall withstand the effects of gravity loads and stresses within limits and under conditions indicated according to ASCE/SEI 7.



1. Design supports for multiple pipes, including pipe stands, capable of supporting combined weight of supported systems, system contents, and test water.
  2. Design equipment supports capable of supporting combined operating weight of supported equipment and connected systems and components.
  3. Design seismic-restraint hangers and supports for piping and equipment.
- A. Install support devices to make rigid supply and waste piping connections to each plumbing fixture.
  - B. Install hangers and supports complete with necessary attachments, inserts, bolts, rods, nuts, washers, and other accessories.
  - C. Install hangers and supports to allow controlled thermal and seismic movement of piping systems, to permit freedom of movement between pipe anchors, and to facilitate action of expansion joints, expansion loops, expansion bends, and similar units.
  - D. Install lateral bracing with pipe hangers and supports to prevent swaying.
  - E. Install hangers and supports so that piping live and dead loads and stresses from movement will not be transmitted to connected equipment.
  - F. Install hangers and supports to provide indicated pipe slopes and to not exceed maximum pipe deflections allowed by ASME B31.9 for building services piping.
  - G. Adjust hangers to distribute loads equally on attachments and to achieve indicated slope of pipe.
    1. Use hangers and supports with galvanized metallic coatings for piping and equipment that will not have field-applied finish.
    2. Use nonmetallic coatings on attachments for electrolytic protection where attachments are in direct contact with copper tubing.
    3. Use padded hangers for piping that is subject to scratching.
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### **PART III**

### **CODES & STANDARDS**

#### **3.0 OVERVIEW**

- A. This section focuses on codes and standards (building regulations) that affect the design, construction, installation, of this project.
- B. As technology evolves, so do codes and standards. This module was written based on information available at a specific point in time, so the Contractor should be aware that codes and standards covered herein may have been revised and/or superseded.
- C. The Contractor shall be responsible to verify that the relevant codes and standards are being used and all equipment and Work is in compliance with all relevant codes and standards.
- D. In case of discrepancy or conflict between Codes, Regulations, Standards, Drawings, and/or Specifications, the requirement yielding the higher(est) quality of work shall govern.

#### **3.1 CODES, REGULATIONS, AND STANDARDS**

- A. Contractor shall comply with the latest addition of applicable codes including but not limited to the following.
  - 1) International Building Code
  - 2) Life Safety Code (NFPA 101)
  - 3) National Electric Code NEC (NFPA 70)
  - 4) State Fire Prevention Code
  - 5) State Building Code
  - 6) Local Building Code
- B. Contractor shall comply with the latest applicable Regulations as amended, including the following.
  - 1) State Department of Health Regulations
  - 2) State and Federal Department of Labor Regulations
  - 3) Occupational Safety and Health Act (OSHA)
  - 4) Utility Company Regulations and Requirements
  - 5) Other State and Federal Laws and Regulations
  - 6) Local Ordinances
- C. Furnish products and perform installation conforming to the latest accepted Standards published by the following organizations.
  - 1) Underwriter's Laboratories, Inc. (UL)
  - 2) National Fire Protection Association (NFPA)
  - 3) National Electrical Manufacturer's Association (NEMA)
  - 4) American Society of Testing Materials (ASTM)
  - 5) American National Standards Institute (ANSI)
  - 6) Institute of Electrical and Electronic Engineers (IEEE)
  - 7) Insulated Power Cable Engineer's Association (IPCEA)

- 8) Certified Ballast Manufacturer (CBM)
- 9) Electrical Testing Laboratories (ETL)
- 10) Illuminating Engineering Society (IES)
- 11) Insurance Service Office (ISO)
- 12) Factory Insurance Association (FIA)
- 13) Factory Mutual (FM)
- 14) Electronic Industry Association/Telecommunications Industry Association (EIA/TIA)

### 3.2 EQUIPMENT CERTIFICATION

- A. Equipment shall comply with the latest version of all code standards.
- B. All equipment, as specified this RFP, shall be approved for usage as required by OSHA for their designed function.
- C. Entire system shall have been approved and certified by the certification program for equipment manufacturing and shall meet the requirements inherent in the testing of the program, including mechanical as well as electrical testing.
- D. Proof of certification as well as testing reports showing testing at the rated capacity must be submitted with Proposal.

### 3.3 ADDITIONAL REFERENCE STANDARDS

- A. **American Institute of Steel Construction (AISC):** Manual of Steel Construction, Part 5, Specification for Structural Joints Using ASTM A325 or ASTM A490 Bolts
- B. **American National Standards Institute (ANSI):** ANSI B30.11 – Monorails and Under-hung Cranes
- C. **American Society for Testing and Materials (ASTM) A36:** Carbon Structural Steel
- D. **American Society for Testing and Materials (ASTM) A325:** Structural Bolts, Steel, Heat Treated, 120/150 ksi Minimum Tensile Strength
- E. **American Society for Testing and Materials (ASTM) A490:** Structural Bolts, Alloy Steel, Heat Treated, 150 ksi Minimum Tensile Strength
- F. **American Society for Testing and Materials (ASTM) B221:** Aluminum-Alloy Extruded Bar, Rod, Wire, Shape, and Tube
- G. **American Welding Society (AWS) D1.1:** Structural Welding Code
- H. **American Welding Society (AWS):** Certified Shop
- I. **Occupational Safety and Health Administration (OSHA) –** Specification 1910.179: Overhead and Gantry Cranes
- J. **CMAA Specifications 70 and 74:** Traveling Bridge Cranes

**K. MMA Specification MH27.2: Enclosed Track Under-hung Cranes and Monorail Systems**

**PART IV**

**ADDITIONAL PROJECT SPECIFICATIONS  
& REQUIREMENTS**

**4.0 ADDITIONAL PROJECT SPECIFICATIONS & REQUIREMENTS**

- A. The Contractor for this project is to provide the complete construction and installation of the required infrastructure as specified within the RFP.
- B. "Turn-Key" installation shall include all phases of the project from pre-construction design layout and engineering, coordination of construction crews, project time line management and accountability, ongoing construction oversight, post construction follow-up, post installation support, etc.
- C. Contractor shall provide coordination of construction crews, project time line management and accountability, ongoing construction oversight, post construction follow-up, post installation support, etc.
- D. Subcontracting will be permitted on the basis that the Contractor shall list any and all subcontractors in the Proposal.
- E. It will be the Contractors ultimate responsibility to provide a complete, fully installed, fully tested, fully functional equipment and systems.
- F. The Contractor shall perform testing requirements for all systems. The commissioning and testing plan must be approved by PSTA.
- G. Contractor shall submit preliminary plans and documents for review. The design plans shall provide enough details on means and methods for use in obtaining all necessary permits.
- H. Contractor shall provide an estimated construction schedule/project timeline with approximate completion dates for major project milestones as part of their Proposal.
- I. Contractor is to supply all contract drawings and specifications to their subcontractors, suppliers or material vendors at no additional cost to PSTA.

**4.1 CONTRACT BASIS**

- A. Work is based upon conditions at the site, Project Manual, contract drawings, all addenda issued and the Contract executed between PSTA and Contractor.
- B. An express responsibility of the Contractor and all parties under the Contractor is coordination and implementation of any PSTA supplied equipment. All parties as part of this Work are to fully inform themselves of the coordination, provisions of accessory and supporting work requirements and any and all other work, supply of power, conduits, blocking, support, supply and installation of accessories required or other requirements needed to provide PSTA's provided work fully



incorporated into the completed Project within the submitted costs established by the Agreement between PSTA and the Contractor.

#### **4.2 TIME FOR COMPLETION**

- A. Time for completion shall be based upon the number of days estimated by the Contractor submitted in their Proposal and shall begin from the date the "Notice to Proceed" is issued. Time shall include all holidays and other days.

#### **4.4 RESPONSIBILITIES OF CONTRACTOR**

- A. Except as otherwise specifically stated in the project manual, Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, heat, power, transportation, superintendence, temporary construction of every nature, taxes legally collectible because of the Work, and all other services and facilities of any nature necessary to execute Work as shown and/or specified under the contract and deliver it in every respect within specified time.
- B. If during the course of construction of this project, the Contractor discovers errors, inconsistencies, or omissions in the Contract Documents, the Contractor shall notify PSTA in writing which will then issue written instructions to the Contractor. If the Contractor performs work knowing there is an error, inconsistency, or omission in the Contract Documents without giving written notice to PSTA, the Contractor assumes responsibility for the Work and will bear all costs associated with the performance or correction of the Work.

##### **4.4.1 EXAMINATION OF PREMISES**

- A. Before submitting a Proposal, Contractor will be held to examine the premises and to have satisfied themselves as to the existing conditions under which they will be obligated to operate, or that will in any manner affect work under this contract.
- B. Contractor must inform themselves fully of conditions relating to construction of the project and employment of labor. Failure to do so does not relieve the successful Contractor of their obligation to furnish material and labor necessary to carry out provisions of the Contract.
- C. Before submitting a Proposal, it shall be the Contractors responsibility to familiarize themselves with the conditions of the site(s) before bidding the work and to have a full understanding of these conditions. Tendering of a Proposal for the work is evidence by the Contractor that they have a complete and thorough understanding of the site, utilities, local/state municipal requirements and conditions required to complete the work without additional cost to PSTA. The Proposal is to take into consideration and to include all costs for all conditions existing or required by local/state jurisdictions, municipalities, utilities, and/or others with jurisdiction over the site or work.

##### **4.4.2 QUALIFICATIONS OF SUPPLIERS, SUB-CONTRACTORS, OR PROPOSERS**

- A. PSTA shall make such investigations as deemed necessary to determine ability of Proposer/Contractor to perform the Work, and Proposer/Contractor shall furnish to PSTA all such information and data for this purpose that PSTA may request. PSTA reserves the right to reject proposal/bid of any Proposer/Contractor, Sub-Proposer/Sub-Contractor, or vendor who has previously failed to perform properly, or to complete on time, contracts of similar nature; who is not in a position to perform contract, or who has habitually and without cause neglected payment of bills or otherwise disregarded obligations to subcontractors, material suppliers, or employees.





- B. It shall be the responsibility of the Proposer/Contractor to determine the viability of entities who will be Sub-Proposer/Sub-contractors, vendors, or suppliers to the Work during the Proposal period. PSTA will not be responsible to increase the cost of the Work to change Sub-Proposers/Sub-contractors, vendors, or suppliers of the Work when they just fail to perform or start the Work.

#### **4.5 COORDINATION OF WORK**

- A. Coordination of the Work and Coordination of the Work between the various trades and suppliers is the express responsibility of the Contractor. It is not PSTA's responsibility to determine the sequence of Work, the installation procedures of any part or piece of the Work and/or determine the extent of responsibility for the way the various trades or portions of the Work are to be separated or divided amongst the various subcontractor, supplier, or vendors of the Work.
- B. Contractor is to give special attention for coordination of the Work by various trades to provide uniform and symmetrical layout and spacing of exposed components which affect the finished design and appearance. Where spacing and related locations are not specifically shown on the drawings, or where in doubt, Contractor shall consult with PSTA prior to installation of that part of the work.

#### **4.7 WORKING ON PSTA PROPERTY**

- A. The Proposer/Contractor acknowledges that work performed at PSTA shall be in conjunction with daily operations and shall coordinate all activities to minimize disruption.
- B. The available working hours for the Contractor to perform the required work/installations shall be coordinated with PSTA. Work to be completed by the Contractor on any other day or period of time shall be at the approval of PSTA.
- C. The Contractor shall coordinate with PSTA prior to beginning the work to determine the availability of maintenance bays. Contractor shall keep PSTA informed of the progression of the work in order to provide continuous access to maintenance bays without downtime for either the Contractor or PSTA.
- D. PSTA reserves the right to suspend on-going work of the Contractor in case of emergency.
- E. During the Pre-Construction Conference the successful Contractor shall be furnished a list of the PSTA personnel who will assist with coordination of the Work and availability of maintenance bays.

#### **4.8 CONSTRUCTION MEETINGS & COMMUNICATIONS**

- A. This section specifies administrative and procedural requirements for project meetings including but not limited to the following:
  - 1) Preconstruction conferences.
  - 2) Pre-installation conferences.
  - 3) Progress meetings.
  - 4) Coordination meetings.
  - 5) Monthly written job reports, if applicable.



- B. All requirements, work and coordination for meeting(s) and report(s) are the responsibility of the Contractor. This includes work to organize attendees and producing notes and correspondence in summary for each meeting or action.

#### **4.8.1 PRE-CONSTRUCTION CONFERENCE**

- A. Contractor shall schedule a pre-construction conference before starting construction, at a time convenient to PSTA but no later than five (5) days after execution of the Agreement.
  - 1) The conferences shall be held at the project site(s).
  - 2) The pre-construction conference will be held to review responsibilities and personnel assignments.
- B. Authorized representatives of PSTA, consultants, the Contractor and its superintendent; major subcontractors; manufacturers; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the work.
- C. The agenda for this meeting is to discuss items of significance that could affect progress, including the following:
  - 1) Tentative construction schedule.
  - 2) Critical work scheduling.
  - 3) Designation of responsible personnel.
  - 4) Procedures for processing field designs and change orders.
  - 5) Procedures for processing Applications for Payment.
  - 6) Procedures for applying, processing, and securing of Permits.
  - 7) Distribution of Contract Documents.
  - 8) Submittal of Shop Drawings, Product Data, and Samples.
  - 9) Preparation of record documents.
  - 10) Use of premises.
  - 11) Parking availability.
  - 12) Office, work, and storage areas.
  - 13) Equipment deliveries and priorities.
  - 14) Safety procedures.
  - 15) Security.
  - 16) Housekeeping.
  - 17) Working Hours.
- D. All construction plans, drawings, manuals, blueprints, shop drawings, equipment drawings, equipment manuals, etc. during all phases of this project shall be provided by the Contractor. One (1) original and three (3) copies of all submittals shall be provided to PSTA.
- E. Distribute progress schedule including all updates to PSTA, Contractor's, subcontractors, suppliers, fabricators, and other with need-to-know schedule compliance requirements.
- F. Prior to construction, all Contractors and any subcontractors shall coordinate with PSTA staff to minimize disruptions resulting from temporary system shut-downs associated with equipment tie-in or utility provider requirements.



- G. Such disruptions shall be indicated on construction schedules, which must be provided with proposals.
- H. All disruptions, power-downs, systems cut-offs, etc. must be made in advance to PSTA in order to prepare for the outage. Due to the critical systems and operations of PSTA, failure to notify of service interruptions of any type, for any reason, will not be permitted.



#### 4.8.2 PRE-INSTALLATION CONFERENCES

- A. Contractor shall conduct a pre-installation conference at the project site before each construction activity that requires coordination with other construction crews.
  
- B. Contractor, subcontractors, installers, and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have proceeded or will follow, shall attend the meeting. The Contractor shall advise PSTA representatives of the scheduled meeting dates.
  - 1. The conference shall consist of a review of the progress of other construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements of the following:
    - a) Contract documents.
    - b) Shop Drawings, Product Data, and quality control samples.
    - c) Possible conflicts.
    - d) Compatibility problems.
    - e) Time schedules.
    - f) Weather limitations.
    - g) Manufacturer recommendations.
    - h) Warranty requirements.
    - i) Acceptability of substrates.
    - j) Safety.
    - k) Protection.
  
- C. Contractor shall record significant discussions and agreements/disagreements of each conference, and the approved schedule. Records of each meeting shall be distributed to everyone concerned, including three (3) copies to PSTA.
  
- D. Contractor shall not proceed with the installation if the conference cannot be successfully concluded. Contractor shall initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

#### 4.8.3 PROGRESS MEETINGS

- A. Progress meetings at the project site shall be scheduled on a weekly basis, if applicable. Contractor shall conduct meetings and prepare minutes. Contractor shall publish notes and distribute notes after each meeting.
  
- B. In addition to representatives of the Contractor and PSTA, each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
  
- C. Contractor shall develop and submit an updated construction schedule. This schedule shall incorporate past schedule fluctuations and any and all changes to correct schedules that are anticipated.
  
- D. The agenda of the progress meetings shall be to review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Topics for discussion as appropriate to the status of the Project.



1. Contractor's Construction Schedule: Review the progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within the Contract Time. Detailed review of the Contractor's next four weeks schedule. The Contractor shall submit to the attendees a copy of the Construction Schedule "FOUR WEEK LOOK AHEAD".
  - a. Review the present and future needs of each entity/party present, including the following:
    - 1) Ongoing operations and operator concerns.
    - 2) Status of submittals.
    - 3) Interface requirements.
    - 4) Time & Sequencing.
    - 5) Quality and work standards.
    - 6) Deliveries.
    - 7) Off-site fabrication problems.
    - 8) Commissioning activities.
    - 9) Access & Site utilization.
    - 10) Housekeeping.
    - 11) Documentation of information for payment requests.
- E. No later than two (2) days after each meeting, the Contractor shall distribute minutes of the meeting to each party present and to parties who should have been present.
  - 1) Contractor shall revise the Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. The revised schedule shall be issued concurrently with the report of each meeting.

#### **4.8.4 MONTHLY WRITTEN JOB REPORT (IF APPLICABLE)**

- A. Contractor shall prepare a monthly Job Report, if applicable, before submitting that month's Payment Application. The monthly Job Report shall be published to include the following:
  - 1) Update of current Request for Information (RFI), Submittal of PR/SI logs.
  - 2) Update of Project time line and Completion Schedule up-date.
  - 3) Copies of weekly meeting minutes.
  - 4) Listing of any outstanding cost items.
  - 5) Current site/construction photographs.

#### **4.9 SUBMITTALS**

- A. Contractor shall make one (1) original and three (3) copies of all submittals required by the Contract Documents; revise and resubmit as necessary to establish compliance with specified requirements. Submittals which are received from sources other than through the Contractor's office will be returned by PSTA without action. Submit at least one (1) original and three (3) copies of manufacturer's product literature. The remainder of the number of copies required for submittal may be reproductions of manufacturer's literature. FAX submittals, poor quality reproductions or illegible submittals will not be accepted.
- B. Contractor's submittal of, and PSTA acceptance of, show drawings, product data or samples which suggest or request work not complying with the requirements of Contract Documents does not



constitute an acceptable or valid request for a substitution, nor approval thereof. A separate cover letter specifically requesting such a substitution and approval of such is required. It is the Contractor's responsibility to adequately inform PSTA of substitutions and not PSTA's responsibility to determine that substituted Work has been suggested in Submittals, Shop Drawings, or other Submissions.

- C. The numbering scheme for all submittals will be established and agreed upon at the pre-construction conference.

#### **4.9.1 SUBMITTAL PREPARATION**

- A. Contractor shall permanently mark each submittal to identify project, date, contractor, subcontractor, submittal name, and similar information to distinguish it from other submittals. Contractor shall show executed review and approval marking.
- B. Contractor shall indicate project, date, "TO"; "FROM"; names of subcontractors, suppliers, manufacturers, required references, category and type of submittal, purpose, description, distribution record and signature of transmitter.
- C. The numbering scheme for all submittals will be established and agreed upon at the pre-construction conference.

#### **4.9.2 RELATED WORK SPECIFIED IN OTHER SECTIONS**

- A. Detailed individual requirements for submittals are described in pertinent Sections of these Specifications.

#### **4.9.3 QUALITY ASSURANCE**

- A. Prior to each submittal, the Contractor shall carefully review and coordinate all aspects of each item being submitted. Contractor's approval stamp to each submittal shall signify/certify that coordination has been performed.
- B. Contractor shall verify that each item and submittal for its conformance in all aspects with specified requirements.

#### **4.9.4 PSTA's ACTION ON SUBMITTALS, SHOP DRAWINGS & OTHER ITEMS**

- A. Review of Substitution Requests, Submittals, Shop Drawings, Samples or Other Items during the Work by PSTA does not release the Contractor, subcontractor, vendor, and/or supplier from the proper performance of the Work as envisioned by the Contract Documents. Nothing in the act of Review or approval of such Submittals is an approval to use a Substituted Item (without separate written approval), change the amount, quantity or number of any item or to delete any Work or Item from the Project.
- B. Nothing in the Review of Submittals, etc. will take the place of the proper verification of conditions and installation requirements at the Site by the Contractor. Nothing in the Review of Submittals will take the place of Field Dimension Verification by the Contractor. Nothing in the Review of Submittal will present confirmation of Quantities, Dimensions, or Installation Requirements. The Contractor will retain all responsibilities for the verification of dimensions, quantities, coordination with manufacturer's installation requirements, conformation with codes and the coordination of all portions of the Work with Jurisdictions having authority over the Work.



- C. PSTA will respond to submittals from the Contractor by completing the "LETTER OF TRANSMITTAL" form. Submittal review does not relieve Contractor of compliance with Contract Documents or local codes. Review is only for conformance with the design intent of the Project and compliance with information given in the Contract Documents. The Contractor is responsible to coordinate and to confirm all dimensions for use at the site. The Contractor is responsible for coordination of the work of all trades.
- D. Where action and return is required or requested, PSTA will review each submittal and mark per the following, and where possible return within five (5) working days of receipt. When a submittal must be coordinated with submittals of other trades, Contractor is responsible for gathering all information and forwarding to PSTA as a single submittal.
- E. In terms of response, PSTA shall respond as follows:
  - 1) Final Unrestricted Release: Work may proceed, provided it complies with notations and corrections on submittal and the Contract Documents when submittal is returned with the following: **MARKING: "Reviewed"**
  - 2) Final-But-Restricted Release: Work may proceed, provided it complies with notations and corrections on submittal and with Contract Documents, when submittal is returned with the following: **MARKING: "Reviewed and Noted"**.
  - 3) Returned for Re-Submittal: Do not proceed with work. Revise submittal in accordance with notations thereon, and resubmit without delay to obtain a different action marking. Do not allow submittals with the following marking (or unmarked submittals where a marking is required) to be used in connection with performance of the Work: **MARKING: "Revise and Resubmit"**.
  - 4) Other Action: Where submittal is returned for other reasons, with PSTA's explanation included, it will not be marked or marked "Revise and Resubmit".

#### 4.9.5 TIMING OF SUBMITTALS

- A. Submittals shall be made far enough in advance of scheduled dates of installation to provide required time for reviews, securing necessary approvals, possible revision and resubmittal, placing orders and securing delivery. Minimum timing of submittal processing by PSTA is five (5) working days not including weekends, holidays, or weather delays where the Contractor is not working. Requests for review of submittals that involve the selection of colors or verification of materials by PSTA have minimum processing time of ten (10) working days not including weekends, holidays, or whether delay day where the Contractor is not working.

#### 4.9.6 COORDINATION & SEQUENCING

- A. Contractor shall coordinate preparation and processing of submittals with performance of work so that work will not be delayed by submittals.
- B. Contractor shall coordinate and sequence different categories of submittals for same work, and for interfacing units of work, so that one will not be delayed for coordination of PSTA's review with another.



#### 4.10 SUBSTITUTION REQUESTS

- A. Products specified herein establish a quality standard for comparison by manufacturers of similar products. Products of other manufacturers may be substituted for those specified herein on an "Approved Equal" basis. DO NOT propose the substitution of products that do not meet or exceed the quality standards established by the specified product.
  - 1) Products proposed as equivalent MUST be submitted through the Contractor for review by PSTA after the project is awarded. DO NOT request approval of products prior to the awarding of the project.
  - 2) It is the suppliers and/or subcontractors responsibility to provide substitutions that are equal to or exceed the quality established by the original product or system.
  - 3) It is not PSTA's responsibility to determine or prove to the Contractor, subcontractor, or supplier that their products do not meet the requirements of the original product or system, only to indicate acceptance or non-acceptance of the system in general.
  - 4) Acceptance by PSTA of a product or system for substitution does not relieve the supplier, subcontractor, or Contractor from the proper performance of the product or system(s) substituted.
  
- B. Supporting technical data, samples, published specifications and the like must be submitted for comparison.
  
- C. Contractor shall warrant that proposed substitutions, if accepted, will provide performance equivalent to the materials specified herein. Should substitution be accepted and should the substitute material prove defective or otherwise unsatisfactory for the service intended and within the guaranty period, the Contractor shall replace this material or equipment with the material or equipment specified.
  
- D. If any substitution will affect a correlated function, adjacent construction, or work of other trades or contractors, the necessary changes and modifications to affected work are to be considered and included as part of substitution, to be accomplished without additional cost to PSTA.
  
- E. Under no circumstances shall PSTA's acceptance of any such substitution relieve the Contractor from timely, full and proper performance of Work.
  
- F. Contractor's request for substitution will be received and considered when extensive revisions to contract documents are not required and changes are in keeping with general intent of Contract Documents; when timely, fully documented and properly submitted; and when one or more of the following conditions is satisfied, all as judged by PSTA. Otherwise, requests will be returned without action except to record non-compliance with these requirements:
  - 1) Where request is directly related to an "or equal" clause or other language of same effect in Contract Documents.
  - 2) Where required product, material, or method cannot be provided within Contract Time, but not as a result of Contractor's failure to pursue the Work promptly or to coordinate various activities properly.
  - 3) Where required product, material or method cannot be provided in a manner which is compatible with other materials of the Work, or cannot be properly coordinated therewith, or cannot be warranted as required, or cannot be used without adversely





affecting PSTA's insurance coverage on completed work, or will encounter other substantial non-compliances which are not possible to otherwise overcome except by making requested substitution, which Contractor thereby certified to overcome such non-compatibility, non-coordination, non-warranty, non-insurability, or other non-compliance.

- 4) Where required product, material, or method cannot receive required approval by a governing authority, and requested substitution can be so approved.
- 5) Where substantial advantage is offered to PSTA, in terms of cost, time, energy conservation or other valuable considerations, after deducting offsetting responsibilities PSTA may be required to bear increased cost of other work by PSTA or separate contractors, and similar considerations.

#### **4.11 REQUESTS FOR SUPPLEMENTARY INFORMATION**

- A. Contractor shall make timely requests of PSTA for additional information required in planning and production of work.
- B. Contractor shall file Request for Information (RFI) requests in ample time to permit appropriate action by all parties involved and avoid delay in performance of work. Minimum response time from PSTA is fourteen (14) working days not including weekends, holidays, or weather delays when the Contractor is not working. Requests can be made for more timely responses, PSTA will attempt to respond to critical needs as they are made, but regardless of timing, no costs, based on requests for additional information responses, will be borne by PSTA without minimum time requirement being completed. It is the Contractors responsibility to be sequencing the work and controlling the flow of work to eliminate the immediate need for information responses.
- C. PSTA will not bear costs related to the submittal of RFI and/or the responses to such, or the timing of responses to RFI questions regardless of the nature of the request.
- D. Requests for Information are NOT a substitute for review of the Contract Documents by the Contractor. Requests for Information that are contained in the Contract Documents will not be honored and any subsequent claim for time or costs will not be born by PSTA. Contractor is responsible to review information requests from subcontractors and provide proper responses based on the information in the Contract Documents before subcontractors RFI's are passed onto PSTA.

#### **4.12 SHOP DRAWINGS**

- A. Contractor shall provide newly-prepared information, on reproducible sheets, with graphic information at accurate scale (except as otherwise indicated), with name of preparer indicated (firm name). DO NOT duplicate and submit construction drawings as shop drawings. Show dimensions and notes which are based on field measurement. Identify materials and products in work shown. Indicate compliance with standards, and special coordination requirements.
- B. Shop drawings must bear Contractor's approval stamp. Engineer's if affecting design change.
- C. Submittals are reviewed by PSTA for design intent only. The Contractor is responsible for verification of dimensional requirements, compliance with contract documents and local codes, quantities and coordination of all affected trades.



- D. Under no circumstances shall PSTA's acceptance of shop drawings or submittals relieve Contractor from timely, full and proper performance of Work.
- E. In terms of Work-Related submittals:
  - 1) Contractor's submittal of (and PSTA's acceptance of) show drawings, product data or samples which relate to work not complying with requirements of Contract Documents, does not constitute an acceptable or valid request for a substitution, nor approval thereof.
  - 2) It is not the responsibility of PSTA to find or otherwise locate changes in the work contained in submittals or substitution request. The Contractor is to provide a cover letter stating the details of the shop drawing issues or changes in the shop drawings that affect the work to PSTA and to ask for written confirmation of such. Review and approval of shop drawings that do not make express written reference to changes or other issues will not be the responsibility of PSTA to accept in the field and the Contractor will replace such deficient work with the originally specified work when the work is uncovered.

#### **4.13 PRODUCT DATA**

- A. Contractor shall collect all required data into one (1) original submittal and three (3) copies for each unit of work or system; mark each copy to show which choices and options are applicable to project AND WHICH ARE AVAILABLE FOR SELECTION BY PSTA WITHOUT ADDITIONAL COST. No payment will be made for additional cost of any choices or options submitted by the Contractor for selection by PSTA and not clearly shown as not available within the contract.
- B. Contractor shall include manufacturer's standard printed recommendations for application and use, compliance with standards, application of labels and seals, notation of field measurements which have been checked, and special coordination requirements.
- C. Contractor shall maintain one set of product data (for each submittal) at project site, available for reference by PSTA and authorized others. Contractor shall maintain one clean set of all final "approved" submittals to be used to make copies for PSTA's Close-Out Documents.
- D. Contractor shall not submit product data until compliance with requirements of contract documents has been confirmed.
- E. Contractor shall submit three (3) copies of product data for PSTA's review for items specified in various specification sections. Three (3) copies are required for mechanical and electrical data.
- F. Contractor shall not proceed with installation of materials, products or systems until final copy of applicable product data is in possession of installer.
- G. In terms of Data Submittals:
  - 1) Contractor's submittal of (and PSTA's acceptance of) shop drawings, product data or samples which relate to work not complying with requirements of Contract Documents, does not constitute an acceptable or valid request for a substitution, nor approval thereof.
  - 2) It is not the responsibility of PSTA to find or otherwise locate changes in the work contained in product or data submittals. The Contractor is to provide a cover letter



stating the details of the submittal or changes in the data or submittals from that specified by PSTA or by PSTA's separate supplier or installer based on PSTA furnished products or systems to ask for written confirmation of such. Review and approval of submittal that do not make express written reference to changes or equal issues will not be the responsibility of PSTA to accept in the field and the Contractor will replace such deficient work with the originally specified work when the work is uncovered.

#### 4.14 SAMPLES

- A. Unless precise color and pattern is specified in the Contract Documents, submit accurate color and pattern charts or actual material samples to PSTA for selection. Refer to pertinent sections of specifications for detailed submittal requirements. Provide units identical with final condition of proposed materials or products for the work. Include "range" samples (not less than 3 units) where unavoidable variations must be expected, and describe or identify variations between units of each set.
- B. Contractor shall make all submissions affecting color selection within sufficient time to allow selection without causing delay.
- C. Contractor shall provide a full set of optional samples where PSTA's selection is required. DO NOT INCLUDE OPTIONS REQUIRING ADDITIONAL COST.
- D. Samples shall be submitted for review and confirmation of color, pattern, texture and "kind" by PSTA. PSTA will not "test" samples (except as otherwise indicated) for compliance with other requirements, which are therefore the exclusive responsibility of the Contractor.
- E. Contractor shall submit three (3) sets of samples in final submittal.
  - 1) Contractor shall furnish two (2) sets to PSTA and assemble one on-site. When all samples are on-site, PSTA and Contractor are to review. Contractor shall provide job samples indicating finished color selections for any and all items requiring finish color for project.
  - 2) Contractor shall maintain a returned final set of samples at project site, in suitable condition and available for quality control comparisons by PSTA and Contractor. Written approval from PSTA is required before work is begun for any finish requiring color review.
- F. Returned samples which are intended or permitted to be incorporated into Work must be in undamaged condition at time of use.
- G. In terms of Sample Submittals:
  - 1) Contractor's submittal of (and PSTA's acceptance of) shop drawings, product data or samples which related to work not complying with requirements of Contract Documents, does not constitute an acceptable or valid request for a substitution, nor approval thereof.
  - 2) It is not the responsibility of PSTA to find or otherwise locate changes in the work contained in product or data submittals. The Contractor is to provide a cover letter stating the details of the submittal or changes in the data or submittals from that specified by PSTA or by PSTA's separate supplier or installer based on PSTA furnished products or systems to ask for written confirmation of such. Review and approval of



submittal that do not make express written reference to changes or equal issues will not be the responsibility of PSTA to accept in the field and the Contractor will replace such deficient work with the originally specified work when the work is uncovered.

#### **4.15 CLOSEOUT SUBMITTALS**

- A. Upon completion of Work and prior to final payment, the following items must be submitted to PSTA:
  - 1) Close-Out Document Binders.
  - 2) As-Built Record Drawings.
  - 3) Deficiency List (a.k.a "Punch List") completion Documentation.
  
- B. Contractor shall provide three (3) complete sets of all the Close-out Documentation to PSTA.

##### **4.15.1 CLOSE-OUT DOCUMENT BINDERS**

- A. Contractor shall provide three (3) sets of Close-Out Binders. Each must be provided in punched three ring binders, tabbed in accordance with the Master Format matching the Project Manual and with a Table of Contents information including:
  - 1) Project Directory and Subcontractor Listing: Listing of all subcontractors and major suppliers for project stating portions of Work done, address and telephone number of firm, and contact at firm familiar with project and emergency contact information in case PSTA needs to contact with the subcontractor or supplier.
  - 2) Copies of Jurisdiction's "Occupancy Permit" (if applicable) or any other approval process of certification obtained during the progress of work.
  - 3) Contractor's written Guarantee letters supported by warranty/guarantee letters from all subcontractors, suppliers, and vendors.
  - 4) Contractor's "Certificates of Release of Liens" and supported by attachment of full and complete lien releases from all subcontractors, suppliers, and vendors.
  - 5) Guarantees and Warranties: Three (3) fully executed copies of each guarantee and warranty specified.
  - 6) Certificates and Testing Data: Three (3) copies of each certificate specified and three (3) copies of all testing data completed for work including compaction testing and approved site work testing by the Testing Agency, materials testing by the Testing Agency and other testing data.
  - 7) Contractor's letter stating the completion of all "Deficiency" listed items for the Work has been completed.
  - 8) Instruction/Operations/Maintenance Manuals: Three (3) operating, three (3) service, and three (3) maintenance manuals or instruction sets for each item as requested by specifications and required by PSTA.
  - 9) Submittal of "approved" report approved by the Engineer of Record.
  - 10) As-Built Record Drawings.
  - 11) Product Certificate
  - 12) Full and complete itemized listing of all parts used in construction of this project.
  - 13) Full and complete itemized listing of all spare parts for the equipment.

##### **4.15.2 AS-BUILT RECORD DOCUMENTS**



- A. Contractor shall provide a complete "file set" of one (1) original and three (3) copies of all completed Submittals with Contractor's and PSTA's approval markings for the Work properly organized per the section of the Project Manual.
  
- B. In terms of the As-Built Record Drawings:
  - 1) The Contractor shall keep a set of prints at the site to be used exclusively for daily mark-ups of "As-Built" information.
  - 2) As the point of Substantial Completion, the Contractor will furnish one new set of drawings for use in creating the As-Built Record Documents.
  - 3) The Contractor shall then neatly transfer all the daily record changes from installations originally indicated, and record final locations of underground lines by depth from finished grade and by accurate horizontal offset distances to permanent surface improvements such as buildings, curbs, edges, or walks. Record depths and location of all underground items whether they changed from their anticipated locations or not.
  - 4) The Contractor shall (on this same set of plans) "paste-up" all information issued to the Contractor during the work including, but not limited to, Change Orders, Supplemental Instructions, and any other instructions officially issued to the Work.
  - 5) The Contractor shall have a reprographics company make electronic scan copies of the As-Built Drawings in .jpg, .tiff, or .pdf format. Provide a CD of all files along with one (1) set of the original paper documents and three (3) copies to PSTA as part of the Close-Out Documents. Electronically scanned copies shall be 1:1 reproductions and shall not alter the scale or aspect ratio of the originals.

#### **4.15.3 DEFICIENCY LIST COMPLETION VERIFICATION**

- A. Utilizing the Deficiency list provided by PSTA, Contractor will provide one (1) original and three (3) copies of a cover letter stating completion of all Deficiency List items over a copy of the Deficiency List with each individual item crossed off the list as an indication that action was completed on each item indicated.

#### **4.16 GENERAL SITE & BUILDING PREMISES REQUIREMENTS**

The following are minimum site requirements aimed at protecting PSTA's property. They do not instruct Contractor's means or methods for completing the work, Contractor shall be solely responsible for all means and methods of construction.

- A. Do not close or obstruct streets, walks and other occupied or used facilities, public or private, without permission from authorities having jurisdiction and PSTA. Provide alternate routes around closed or obstructed pedestrian or traffic ways. Coordinate and provide all requirements of the local authority included in the Proposal for the Work. It is the responsibility of the Contractor to determine the amount, need and design of any systems, barriers or items needed to complete the Construction.
  
- B. Ensure safe passage of persons around all construction areas and/or through construction. Provide for safe passage within the building for users of adjacent portions of the building during all construction activities, 24 hours a day for the complete construction period. Provide for all code required egress exiting or exit systems needed for the new or existing construction.
  
- C. Conduct operations to prevent injury to adjacent buildings, structures, facilities and/or persons.



- D. Erect temporary covered passageways, safety barriers, walkways, or separation barriers as required by authorities having jurisdiction. It is the responsibility of the Contractor to contact local officials during the bidding period and determine the amount, need, and design of any systems, barriers, or items needed to complete the Construction.

Provide dustproof partitions to separate existing portions of the building from all construction areas as required. If not indicated on the drawings, provide dustproof partitions as directed by PSTA to comply with applicable sections of the Life Safety Code.

- E. Provide temporary enclosures at doors and other openings in walls as necessitated by weather conditions. Construct enclosures with fire retardant treated lumber. Tape joints and caulk to prevent dust and debris from migrating beyond construction areas. Maintain enclosures in good repair and remove when no longer needed.

#### **4.16.1 WORKING ON PSTA PROPERTY**

- A. The Contractor acknowledges that work to be accomplished under this Contract is to be performed on PSTA property. The Contractor's work must be accomplished simultaneously with ongoing daily operations. Such operations include, but are not limited to, the passage of buses, storage of buses, and maintenance of buses, etc.
- B. All PSTA Bus Facilities employ strict security measures which are vital to the safety of all PSTA Employees.
- C. The Contractor, subcontractors, vendors, suppliers, etc. shall fully cooperate with all PSTA Security Policies while performing work on PSTA premises.
- D. This shall include but is not limited to:
  - 1) Providing daily, weekly, or on a requested basis, names of all contractors, subcontractors, vendors, material suppliers, who shall require access to PSTA premises.
  - 2) Upon entry and clearance to enter PSTA Property, all outside contractors, subcontractors, vendors, etc. shall be issued "Contractor ID Badges" which must be worn/displayed at all times while on PSTA premises.
  - 3) Full cooperation with all PSTA Staff while on PSTA premises.
  - 4) Refraining from entering areas which are considered restricted/off-limits without the permission of PSTA Staff.

#### **4.17 CLEANING AND WASTE REMOVAL**

- A. The premises and the job site shall be maintained in a reasonable neat and orderly condition and kept free from accumulations of waste materials and rubbish during the entire construction period.

##### **4.17.1 PROGRESS CLEANING**

- A. Remove crate, cartons, and other flammable waste materials or trash from the work areas at the end of each working day. Do not allow debris to blow onto adjoining properties. Respond immediately to requests from adjoining property owners to remove any debris that does manage to show up on adjoining properties. Collect and remove waste materials, debris, and rubbish from site weekly, daily if necessary and dispose off-site in accordance with state and local codes.



- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

#### **4.17.2 FINAL CLEANING**

- A. Use cleaning materials and agents recommended by manufacturer or fabricator of surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property, or that might damage finished surfaces.
  - B. Complete following cleaning operations before requesting inspection for Substantial Completion:
    - 1) Clean Project Site, yard and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste materials, litter and foreign substances.
    - 2) Remove tools, construction equipment, machinery and surplus material from Project Site.
    - 3) Remove labels that are not permanent labels.
    - 4) Touch-up and otherwise repair and restore marred exposed finishes and surfaces. Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
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## PART V

### TESTING, TRAINING, WARRANTY, & MAINTENANCE

#### 5.0 TESTING & ACCEPTANCE

- A. After installation is complete, the Proposer/Contractor shall demonstrate to PSTA that the equipment operates flawlessly in accordance with the intent and meaning of the drawings and specifications and the manufacturer's specifications and recommendations.
  - 1) All components, parts, systems, controls, shall be tested to verify functionality prior any testing of load capabilities.
  - 2) Only after verification is made by Proposer/Contractor and approved by PSTA will a live demonstration using a load be authorized.
  - 3) It is expected that during this demonstration the Proposer/Contractor shall have all appropriate individuals present (i.e. electricians, installers, etc.) to make adjustments, diagnosis problems/issues, and make fixes or repairs immediately.
  - 4) NOTICE TO CONTRACTOR: Proposer/Contractor shall submit to PSTA a documented testing plan, in writing, for the equipment installed at PSTA prior to the testing date. Test plan shall detail the entire testing process and all other processes as part of the installation and be approved by the Manufacturer(s) of all equipment installed.

#### 5.1 TRAINING

- A. Training shall be included as part of the scope of the project.
- B. Proposer/Contractor shall provide thirty (30) total hours for training broken down as follows:
  - 1) Thirty (30) hours shall be provided for operational and maintenance training.
  - 2) NOTICE TO CONTRACTOR: PSTA reserves the right to use the thirty (30) hours in any area that PSTA deems will maximize the on-site training.
- C. The Contractor shall provide complete and comprehensive operations and maintenance training for PSTA personnel.
- D. Complete/comprehensive training shall be provided for all aspects of the equipment.
- E. Only experienced instructors thoroughly trained and experienced in operation and maintenance of Project equipment and systems shall be used in order to instruct PSTA's maintenance personnel.
- F. The Contractor shall (1) arrange for each installer of equipment that requires regular maintenance to meet with PSTA in order to provide instruction in the proper operation and maintenance of any equipment that requires regular maintenance, (2) provide instruction by manufacturer's representatives if installers are not experienced in any relevant procedures, (3) provide instruction at agreed-upon times, and (4) provide PSTA with a minimum of 72 hours advance notice of the training sessions.
- G. The Contractor shall (1) use the operation and maintenance manuals for each piece of equipment or system as the basis of instruction, (2) review contents of operation and maintenance manuals in detail in order to explain all aspects of operation and maintenance, and (3) provide such instruction for troubleshooting problems with the equipment.





## 5.2 WARRANTY

- A. The Contractor shall provide warranty on all defects in materials, equipment, and workmanship for a minimum of twelve (12) months from substantial completion of the project.
- B. The warranty period shall be one (1) year except where longer periods are stated for specific parts.
- C. Proposer/Contractor shall have a service person on-site within forty-eight (48) hours after request of warranty service in "system down" situations.
  - 1) Regular warranty service shall be provided within seventy-two (72) hours after request for service from PSTA.
- B. Proposer/Contractor shall provide to PSTA free technical support for the lifetime of the equipment provided through reasonable telephone contact and availability during normal business hours.
  - 1) Any limitation on technical support shall be specifically noted in the Proposal.
- D. Manufacturer of equipment shall state and guarantee, in writing, the amount of years spare parts shall be available from date of delivery of the system.
- E. The Contractor shall provide to PSTA the following documentation concerning all warranty information:
  - 1) Project Directory and Subcontractor Listing: Listing of all subcontractors and major suppliers for the project stating portions of Work done, address and telephone number of firm, and contact at firm familiar with project and emergency contact information in case PSTA needs to get in contact with the subcontractor or supplier.
  - 2) Contractor's written Guarantee letters supported by warranty/guarantee letters from all subcontractors, suppliers, and vendors for all materials, equipment, workmanship, and the length of time associated for such warranty periods.
- F. Details on the full warranty for the equipment shall be provided as part of the proposal package.

## 5.3 MAINTENANCE

- A. Maintenance specifications shall be specific about any components of the equipment that requires to be replaced as part of regular maintenance and service activities.
- B. Proposer/Contractor shall provide to PSTA for its sole use the of equipment, any hardware, software, equipment, cables, installation and operating instructions, and other support and support-related items for the operation of the system.



**ATTACHMENT 18  
 PREVAILING WAGES**

General Decision Number: FL170267 03/10/2017 FL267

Superseded General Decision Number: FL20160267

State: Florida

Construction Type: Building

County: Pinellas County in Florida.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.20 for calendar year 2017 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.20 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2017. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number	Publication Date
0	01/06/2017
1	02/03/2017
2	02/10/2017
3	03/10/2017

ASBE0067-003 01/01/2017

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR.....	\$ 27.40	14.29

\* ELEC0915-001 12/05/2016

	Rates	Fringes
ELECTRICIAN (Includes Low Voltage Wiring) Building Electrical Contracts over \$200,000. Excludes all Educational, Theme Park, and Hospital Facilities.....	\$ 25.09	37%+.2

ELEV0074-001 01/01/2017



	Rates	Fringes
ELEVATOR MECHANIC.....	\$ 38.70	31.585

FOOTNOTE:

A. Employer contributions 8% of regular hourly rate to vacation pay credit for employee who has worked in business more than 5 years; Employer contributions 6% of regular hourly rate to vacation pay credit for employee who has worked in business less than 5 years.

Paid Holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; The Friday after Thanksgiving Day; and Christmas Day.

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 ENGI0487-021 07/01/2016

	Rates	Fringes
OPERATOR: Crane		
All Cranes 160 Ton		
Capacity and Over.....	\$ 33.05	9.20
All Cranes Over 15 Ton		
Capacity.....	\$ 32.05	9.20
OPERATOR: Forklift.....	\$ 23.25	9.20
OPERATOR: Mechanic.....	\$ 32.05	9.20
OPERATOR: Oiler.....	\$ 23.50	9.20

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 IRON0397-007 07/01/2014

	Rates	Fringes
IRONWORKER, STRUCTURAL.....	\$ 25.99	13.59

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 IRON0397-008 07/01/2016

	Rates	Fringes
IRONWORKER, REINFORCING.....	\$ 29.10	15.39

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 IRON0402-001 10/01/2015

	Rates	Fringes
IRONWORKER, ORNAMENTAL.....	\$ 22.34	10.15

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 PLUM0123-001 05/01/2016

	Rates	Fringes
PIPEFITTER (Includes HVAC		
Pipe and Unit Installation).....	\$ 24.40	13.24

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 PLUM0123-004 05/01/2016

	Rates	Fringes
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PLUMBER.....\$ 24.40 13.24

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 SHEE0015-005 07/01/2014

	Rates	Fringes
SHEET METAL WORKER (Excludes HVAC Duct Installation).....	\$ 20.08	13.44

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 SUFL2014-031 08/16/2016

	Rates	Fringes
CARPENTER, Includes Drywall Hanging, Form Work, and Metal Stud Installation (Excludes Carpet and Vinyl Floor Laying)...	\$ 16.36	0.70
CEMENT MASON/CONCRETE FINISHER...	\$ 13.00	1.30
FLOOR LAYER: Carpet and Vinyl....	\$ 17.64	0.00
HVAC MECHANIC (HVAC Duct Installation Only).....	\$ 18.00	2.18
LABORER: Pipelayer.....	\$ 14.00	1.40
LABORER: Common or General, Includes Carpenter Tending and Cement Mason Tending.....	\$ 11.31	0.85
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 22.07	8.80
OPERATOR: Bulldozer.....	\$ 15.40	1.90
OPERATOR: Grader/Blade.....	\$ 18.97	0.00
OPERATOR: Loader.....	\$ 14.00	1.40
OPERATOR: Roller.....	\$ 14.43	4.78
PAINTER: Brush, Roller and Spray.....	\$ 14.72	2.13
ROOFER.....	\$ 19.00	1.17
SPRINKLER FITTER (Fire Sprinklers).....	\$ 20.11	6.74
TILE SETTER.....	\$ 18.01	0.00
TRUCK DRIVER: Dump Truck.....	\$ 13.22	2.12
TRUCK DRIVER: Lowboy Truck.....	\$ 14.24	0.00



WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

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The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

#### Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UAVG" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.



Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

#### Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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**WAGE DETERMINATION APPEALS PROCESS**

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted



because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION



**EXHIBIT A**  
**CONTRACT**





**EXHIBIT A – CONTRACT**

**AGREEMENT FOR "TURN-KEY" DESIGN, MANUFACTURE, INSTALLATION FOR FREESTANDING STEEL BRIDGE  
CRANE  
AND RELATED SERVICES**

THIS AGREEMENT is made on \_\_\_\_\_, 2017, by and between the Pinellas Suncoast Transit Authority ("PSTA"), an independent special district with its principal place of business located at 3201 Scherer Drive, St. Petersburg, Florida, and \_\_\_\_\_ ("Contractor"), a \_\_\_\_\_ with its principal place of business located at \_\_\_\_\_ (collectively, the "Parties").

WHEREAS, PSTA issued a Request for Proposal No. 17-058P for Freestanding Steel Bridge Crane and Related Services on May 23, 2017 (the "RFP"); and

WHEREAS, Contractor submitted a response to the RFP on or before June 23, 2017 ("Contractor's Response"); and

WHEREAS, PSTA's Board of Directors awarded the contract to Contractor at its Board of Directors Meeting on August 23 2017 for an amount not to exceed \_\_\_\_\_ (the "Contract Sum").

NOW THEREFORE, the Parties for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, agree as follows:

1. **RECITALS.** The above recitals are true and correct and incorporated herein by reference.
2. **CONTRACT DOCUMENTS.** The "Contract Documents" shall mean and refer to this Agreement, the Federal Transit Administration Contract Clauses (attached hereto as **Exhibit A**), the RFP and all exhibits attached thereto including all duly executed and issued addenda (attached hereto as **Exhibit B**), and Contractor's Response (attached hereto as **Exhibit C**). All of the foregoing are incorporated herein by reference and are made a part of this Agreement. In interpreting this Agreement and resolving any ambiguities or conflicts between this Agreement and the exhibits, precedence will be resolved in the following order:

Federal Transit Administration Contract Clauses  
This Agreement  
The RFP  
Contractor's Response

3. **SCOPE OF SERVICES.** Contractor shall provide design-build services for a turn-key freestanding steel bridge crane and related services in accordance with the specifications and scope of work set forth in the RFP (the "Project"). Contractor acknowledges that it has read all specifications for the Project and understands them. The Parties acknowledge and agree that the scope of services for the Project is a general guide of the minimum requirements and is not intended to be a complete or comprehensive list of all requirements necessary to complete the Project.
4. **EFFECTIVE DATE AND TERM OF AGREEMENT.** This Agreement shall become effective and commence on the date of award by PSTA's Board of Directors ("Effective Date") and shall remain in effect for one (1) year (Contract Time).



## 5. TERMS OF PERFORMANCE.

5.01 *Time for Completion of the Project.* Contractor shall commence work on the Project immediately upon receipt of a written "Notice to Proceed" from PSTA and shall submit the completed Project for PSTA to consider for final acceptance, which shall include all "Close-out Documentation" set forth in the RFP, no later than the date for final completion set forth in the Progress Schedule ("Contract Time").

5.02 *Representatives.* Prior to the start of any work on the Project, Contractor shall designate primary and alternate representatives, who will have management responsibility for the Project and who have authority to act on technical matters and resolve problems with the Project and the Contract Documents, to PSTA in writing ("Contractor's Representative"). Such designation shall include the contact information (including mobile phone numbers) of Contractor's Representative. PSTA will advise Contractor in writing of the personnel who will represent PSTA in the administration of the Contract Documents ("PSTA's Project Manager").

5.03 *Design.* Contractor shall submit a proposed final design and specifications for the Project to PSTA for review and approval within the time set forth on the Progress Schedule. Such design shall be prepared, signed and sealed by a duly licensed engineer identified in Contractor's Response and shall conform with all specifications of the Project. Upon receipt, PSTA will either accept the proposed design or provide written comments to the proposed design within thirty (30) days of receipt. PSTA's review is as to design intent only and no comments, acceptance, or approval by PSTA shall relieve Contractor of its obligation to ensure that the final design is accordance with the specifications for the Project, the Contract Documents, and the standard of care of engineers and professionals in its field.

5.04 *Digital Deliverables.* In addition to hard copies, Contractor shall provide PSTA with a digital copy of all deliverables, including: (a) design drawings and specifications; and (b) final as-constructed/as-built record drawings and specifications and construction documents, including those which are produced or created by Contractor, subcontractors, consultants or others.

5.05 *Project Standards.* Contractor shall cause the Project to be completed in a workmanlike manner, in accordance with the Contract Documents, and in accordance with the final design as approved pursuant to Section 5.03. Contractor shall provide services of first quality, and all work and workmanship associated with the Project must be in accordance with customary standards of the various trades and industries involved in the Project. Contractor shall enforce strict discipline and good order among its employees, subcontractors, representatives, agents, and any others carrying out the Project. Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. Contractor shall supervise, inspect, and direct the work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work in accordance with the Contract Documents. Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures, and for coordinating all portions of the work on the Project. PSTA will provide access to its facilities as needed for Contractor to complete the Project. PSTA and PSTA's Project Manager will communicate directly with Contractor's Representative and shall have no authority to direct, oversee, or instruct Contractor's employees, subcontractors, or materialmen, or any other individuals performing work on the Project. Contractor shall be responsible for cutting, fitting or patching required to complete the Project or to make its parts fit together properly. Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to its work. Upon completion of the Project, Contractor shall remove its tools, construction equipment, machinery and surplus material, and shall properly dispose of all waste materials.



5.06 *Equipment Disposal.* Contractor shall dispose of all construction debris, hazardous waste, and other materials associated with the Project in accordance with all laws, rules, regulations, ordinances, environmental standards, and/or orders which may apply to the disposal of such equipment, waste, and/or materials, including but not limited to the Clean Air Act, and/or requirements established by the U.S. Environmental Protection Agency (EPA), the Florida Department of Environmental Protection (DEP), or any local governing jurisdiction. Contractor shall provide PSTA with a copy of all records of disposal.

5.07 *Non-exclusive Contract.* PSTA specifically reserves the right to contract with other entities for the services described in the Contract Documents or for similar services if it deems, in its sole discretion, such action to be in PSTA's best interest.

5.08 *Status Meetings and Reports.* Contractor shall organize and hold preconstruction, pre-installation, and progress meetings in accordance with the scope of work set forth in the RFP to discuss the status of the Project and any issues related to the Project as set forth in the RFP. Contractor shall provide all reports and submittals associated with the Project as set forth in the Contract Documents.

5.09 *Reviews.* Throughout the Contract Time, Contractor shall allow representatives of PSTA to visit the offices and other places of Contractor's work periodically without prior notice to monitor and inspect Contractor's work or progress on the Project. The Parties agree that if either party deems it advisable to hold either a conference or any inspection of work in progress, all parties will be notified and may participate.

5.10 *Contractor Responsibility.* The Project and all work associated therewith shall be high-quality in all respects. No advantage will be taken by Contractor in the omission of any part or detail of the Project. Contractor hereby assumes responsibility for all materials, equipment, and processes used in the Project, whether the same is manufactured by Contractor or purchased readymade from an outside source.

5.11 *Compliance with Laws.* Contractor shall be solely responsible for compliance with all federal, state, county, and local laws, rules and/or regulations, and lawful orders of public authorities including those set forth in this Agreement and that, in any manner, could bear on the Project and Contractor's services under the Contract Documents including, but not limited to all rules and regulations related to safety and compliance therewith. Omission of any applicable laws, ordinances, rules, regulations, standards or orders by PSTA in the Contract Documents shall not relieve Contractor of its obligations to comply with all laws fully and completely. If the Contractor performs work knowing it to be contrary to any laws, statutes, ordinances, building codes, and rules and regulations, the Contractor shall assume full responsibility for such work and shall bear the attributable costs. Upon request, Contractor shall furnish to PSTA certificates of compliance with all such laws, orders and regulations. Contractor shall be responsible for obtaining all necessary permits and licenses required for performance and completion of the Project.

5.12 *Prior Inspection.* By executing this Agreement, Contractor hereby represents that it has visited the site for the Project, become familiar with local conditions under which the work is to be performed and correlated observations with requirements of this Agreement. Before commencing construction, Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to Contractor with this Agreement; and (3) report any errors, inconsistencies, or omissions discovered to PSTA prior to commencing any design, construction, or installation of the Project.

5.13 *Payment and Performance Bonds.* Contractor shall provide a performance bond, letter of credit, or certificate of deposit payable to PSTA ("Security") in the full amount of the Contract Sum to secure Contractor's performance of its obligations under this Agreement. The Security shall be submitted to PSTA prior to beginning work on the Project and shall be maintained at all times during the Contract Term. The Security shall be conditioned upon full performance of all obligations imposed upon Contractor under the



Contract Documents. The Security must be executed by a company licensed to do business in the State of Florida and must be in a form acceptable to and approved by PSTA's General Counsel. The Security shall provide that in the event PSTA terminates this Agreement for breach, PSTA may have recourse against the Security for all damages that PSTA would be entitled to from Contractor under this Agreement. In the event the Parties agree on a modification to increase the Contract Sum, PSTA may require additional Security up to one hundred percent (100%) of the increase in the Contract Sum by directing Contractor to increase the amount of the existing Security or to obtain additional Security. If Contractor uses subcontractors for any part of the work on the Project, it shall provide for a payment bond in the amount equal to the total of all subcontracts.

6. **COMPENSATION.** In consideration of Contractor's faithful performance of the Contract Documents, PSTA agrees to pay Contractor the Contract Sum pursuant to the prices set forth in **Exhibit C**. Except as provided by prior written change order approved in accordance with this Agreement, Contractor shall not receive more than the Contract Sum for all work completed under the Contract Documents.

6.01 Payment Terms – Invoices. All invoices shall be submitted in accordance with the Florida Prompt Payment Act with all details prescribed by PSTA, including but not limited to the PSTA Purchase Order Number, and delivered to the following address:

Pinellas Suncoast Transit Authority  
Attention: Finance Department/Accounts Payable  
Purchase Order or Contract #: \_\_\_\_\_  
3201 Scherer Drive  
St. Petersburg, Florida 33716  
Or via E-Mail : Accountspayable@psta.net

6.02 *Release and Affidavits.* Each application for payment shall be accompanied by a release and affidavit in a form approved by PSTA showing that all materials, labor, equipment and other bills associated with that portion of the Project have been paid in full. Further, Contractor shall attach a written DBE and Davis Bacon wage status report. PSTA shall not be required to make any payment until all such information requested by PSTA has been provided.

6.03 *Application for Payment – PSTA Review.* Contractor acknowledges and agrees that PSTA shall review each application for payment and each application is subject to PSTA's review and approval. PSTA shall have the right to refuse to approve payments for any amounts, or portions thereof, if attributable to: (a) defective or deficient work on the Project not properly remedied in accordance with the terms of the Contract Documents; (b) the filing or reasonable evidence indicating the probably filing of third party claims against PSTA attributable to the fault or neglect of Contractor; (c) Contractor's failure to make timely and proper payments to all subcontractors and suppliers; (d) reasonable evidence that the remaining work on the Project cannot be completed within the Contract Sum; (e) reasonable evidence that the remaining work on the Project cannot be completed within the Contract Time; (f) Contractor's failure to perform the work on the Project in an satisfactory manner to PSTA and in accordance with the requirements of the Contract Documents; (g) Contractors failure to submit documentation required by the Contract Documents, or requested by PSTA; or (g) any other breach of the requirements of the Contract Documents by Contractor.

6.04 *Payment Due Date.* Payment due date is calculated from the date PSTA has approved an application for payment pursuant to the Florida Prompt Payment Act.



6.05 *Disputed Applications for Payment.* In the event of a disputed application for payment, only that portion so contested may be withheld from payment and the undisputed portion shall be due and payable on the terms set forth herein.

6.06 *Final Payment.* The final payment shall be considered amounts withheld as "retainage" from the amount approved in each application for payment. PSTA shall make final payment to Contractor within twenty-five (25) calendar days after the Project is fully and finally accepted by PSTA in accordance with the Contract Documents and Section 218.735, Florida Statutes, provided that, as an explicit condition precedent to final payment, Contractor shall have furnished PSTA with all Close-out Documentation set forth in the RFP, together with a properly executed and notarized final release, in the form approved by PSTA, a duly executed copy of surety's consent to final payment, and all other documentation that may be required by the Contract Documents or requested by PSTA.

6.07 *Effect of Final Payment.* Contractor's acceptance of final payment shall constitute a full waiver of any and all claims by Contractor against PSTA arising out of this Agreement or otherwise relating to the Project, except those identified in writing by Contractor as unsettled in the final application for payment. Neither the acceptance of the Project nor payment by PSTA shall be deemed to be a waiver of PSTA's right to enforce the warranties provided by Contractor in this Agreement, any obligations of Contractor under this Agreement, or to the recovery of damages for defective work.

6.08 *Subcontractor Payments.* In accordance with 49 CFR Part 26.29, Contractor shall pay each subcontractor for satisfactory performance of its contract with the subcontractor no later than thirty (30) days from the receipt of each payment Contractor receives from PSTA. Contractor shall further return retainage payments to each subcontractor within thirty (30) days after the subcontractor's work is satisfactorily completed. Contractor shall include as part of its contract or agreement with each subcontractor for work and material a "Prompt Payment Clause". The Prompt Payment Clause shall require payment to all subcontractors, not only DBEs, for all labor and material for work completed within thirty (30) days of receipt of progress payments from PSTA for said work. The Prompt Payment Clause shall further stipulate the return of retainage within 30 days after the subcontractor achieves the specified work as verified by payment from PSTA.

6.09 *Failure to Abide by DBE Requirements.* Failure by Contractor to carry out the requirements of PSTA's DBE Program and the requirements of 49 CFR Part 26, and/or timely return of retainage, without just cause, is a material breach of this Agreement, which may result in PSTA withholding payment from Contractor until all delinquent payments have been made (no interest will be paid for the period that payment was withheld), termination of this Agreement, or other such remedy as PSTA deems appropriate.

7. **MODIFICATION OF CONTRACT DOCUMENTS.** The Contract Documents, including but not limited to the Contract Time, Contract Sum, scope, specification, and details of the Project, may only be modified by written agreement of the Parties.

7.01 *Written Change Orders on the Project.* Notwithstanding anything contained in the Contract Documents to the contrary, PSTA may, by written change order, make changes within the scope of the work to be performed by Contractor under the Contract Documents. However, no such written order shall serve to increase the Contract Sum or Contract Time, or give Contractor any claim for monies in addition to the Contract Sum. If any such change causes an increase or decrease in the estimated cost of, or the time required for, the performance of any part of the work under the Contract Documents, whether or not changed by the order, Contractor shall notify PSTA within seven (7) days in writing. The written notice shall



state in all capital, bold letters that the change order would result in an increase in the Contract Sum and/or Contract Time and shall include a statement outlining the reasons for the change, a complete description of the change, and detailed description of products to be purchased and any back-up detail and documentation supporting the request. Such notice must be submitted and approved by PSTA's Board of Directors at a duly noticed public meeting prior to performing any work contemplated by a change order that would increase the Contract Sum and/or the Contract Time. If Contractor proceeds with additional work prior to such approval or without providing the notice required herein strictly in accordance with the terms of this subsection, Contractor shall not receive any additional compensation for such work. Failure to agree to any adjustment shall be a dispute within the meaning of Section 12.

**7.02 *No Stoppage of Work.*** Notwithstanding the foregoing, nothing in this clause shall excuse Contractor from proceeding with the Agreement as changed except for those changes which would increase the Contract Sum.

**7.03 *No Increase in Costs.*** No services for which an additional cost or fee will be charged by Contractor shall be furnished without the prior express written authorization of PSTA. Any increase in costs which would serve to increase the Contract Sum must be approved by PSTA's Board of Directors before such costs are incurred.

**7.04 *Representative.*** PSTA's Project Manager, Director of Finance, or Chief Executive Officer are the only PSTA representatives authorized to make changes to this Agreement, and only if such change does not serve to increase the Contract Sum, the Contract Time, or change the scope of services. Any instructions, written or oral, given to Contractor by someone other than the PSTA designated representatives that represent a change in the Project or any of its terms, will not be considered as an authorized change. Any action on the part of Contractor taken in compliance with such instructions will not be grounds for subsequent payment or other consideration in compliance with the unauthorized change.

## 8. WARRANTIES AND COVENANTS.

**8.01 *Patent, Trademark, Copyright, and Trade Secret.*** Contractor warrants that the Project, and all goods and services associated therewith do not infringe on any patent, trademark, copyright or trade secret of any third parties and agrees to defend, indemnify and hold harmless PSTA, its officers, agents, employees, trustees and its successors and assigns, from and against any and all liabilities, loss, damage or expense, including, without limitation, court costs and reasonable attorneys' fees, arising out of any infringement or claims of infringement of any patent, trade name, trademark, copyright or trade secret by reason of the sale or use of any goods or services purchased under this Agreement. PSTA shall promptly notify Contractor of any such claim. PSTA makes no warranty that the production, sale or use of goods or services under this Agreement will not give rise to any such claim and PSTA shall not be liable to Contractor for any such claim brought against Contractor.

**8.02 *Covenants against Gratuities.*** Contractor warrants that he or she has not offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any official or employee of PSTA with a view toward securing favorable treatment in the awarding, amending, or evaluating Contractor's performance under this Agreement.

**8.03 *Warranty.*** Contractor hereby represents and warrants that: (1) materials and equipment furnished under this Agreement will be new and of good quality unless otherwise required or permitted by this Agreement; (2) labor, installation, materials, equipment, and related components will be free from defects for a period of one (1) year(s) from the date of Substantial Completion of the Project (as defined below); and (3) all work on the Project will conform to all requirements of the Contract Documents. Upon



completion of the Project, Contractor shall assign any and all subcontractor's, manufacturer's, and/or materialman's warranties to PSTA.

**8.03.01 Substantial Completion.** "Substantial Completion" shall mean that point in time when PSTA's Project Manager determines that all of the work on the Project has been completed in accordance with the plans and specifications, and a certificate of occupancy or equivalent authorization to begin using the Project is issued, whichever is later.

**8.04 Correction of Work.** Throughout the Contract Term, Contractor shall promptly correct any and all work rejected by PSTA as failing to conform to the requirements of the Contract Documents. If Contractor fails to correct work which is not in accordance with the Contract Documents, PSTA may direct Contractor in writing to stop the work until the correction is made. Contractor shall bear the cost of correcting such rejected work, including the costs of uncovering, replacement and additional testing. In addition to Contractor's other obligations including warranties under the Contract Documents and for the entire period of such warranty, Contractor shall correct work not conforming to the requirements of the Contract Documents.

**8.05. Survival.** The terms of this section 8 shall survive the Contract Term, or termination of this agreement however terminated.

9. **ASSIGNABILITY AND SUBCONTRACTING.** The terms and provisions of the Contract Documents shall be binding upon the Parties and each of their respective partners, successors, heirs, executors, administrators, assigns and legal representatives.

**9.01 Written Approval Required.** The rights and obligations of Contractor may not be transferred, assigned, sublet, mortgaged, pledged or otherwise disposed of or encumbered in any way without PSTA's prior written consent. Contractor may subcontract a portion of its obligations to other firms or parties but only after having first obtained the written approval of the subcontractor by PSTA.

**9.02 Responsibility for Subcontractors.** If Contractor's assignee or subcontractor fails to perform in accordance with the terms of its assignment or subcontract, Contractor shall complete or pay to have completed the work which the assignee or subcontractor failed to complete at no additional cost to PSTA. In the event of any noncompliance by any assignee or subcontractors, Contractor shall be directly and wholly responsible for the noncompliance of its assignee or subcontractor and shall bear all attributable costs.

**9.03 Assignment by PSTA.** PSTA may assign its rights and obligations under the Contract Documents to any successor to the rights and functions of PSTA or to any governmental agency to the extent required by applicable laws or governmental regulations or to the extent PSTA deems necessary or advisable under the circumstances.

**9.04 E-Verify.** Contractor shall utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of: (a) all persons employed by Contractor throughout the term of this Agreement; and (b) all persons, including subcontractors, retained or hired by Contractor, regardless of compensation, to perform work on the Project.

**9.05 Provision for other Governmental Entities.** Unless otherwise stated in Contractor's Response, Contractor agrees to make the prices in Contractor's Response available to any other governmental entity,



should any such governmental entity desire to purchase under the terms and conditions of the Contract Documents. For purposes of this section, "governmental entity" shall mean all State of Florida agencies, the legislative and judicial branches, political subdivisions, counties, school boards, community colleges, municipalities, transit authorities, special districts, or other public agencies or authorities.

## **10 DELAY IN PERFORMANCE/FORCE MAJEURE.**

10.01 *Time of the Essence.* The timely receipt of the Project and all submittals and deliverables to PSTA is essential. If the Project and all deliverables associated therewith are not received on time as set forth in the Progress Schedule and within the Contract Time, PSTA may cancel the unfilled portion of this Agreement for cause, purchase substitute requirements elsewhere, and recover from Contractor any increased costs and damages thereby incurred by PSTA. Notwithstanding the foregoing, PSTA may, in its sole discretion, suspend the work or any portion thereof by written notice to Contractor. If such suspension would cause a delay in performance, Contractor shall provide notice to PSTA in accordance with Section 10.05 below.

10.02 *Force Majeure.* Contractor shall be entitled to a reasonable extension of time from PSTA for the delays resulting from damage to Contractor's and/or PSTA's property caused by fire, lightning, earthquakes, tornadoes, and other extreme weather conditions, power failures, riots, acts of war, strikes or lockouts beyond the control of Contractor and its subcontractors ("Force Majeure"). Any delay other than one mentioned above shall constitute a breach of Contractor's obligations under the Contract Documents.

10.03 *Unavoidable Delay.* If delivery of the Project, and all deliverables thereunder, is unavoidably delayed, PSTA may upon written notification of the delay from Contractor in accordance with 10.05 below, in its sole discretion, extend the time for completion for a determined number of days of excusable delay. A delay is unavoidable only if the delay was not reasonably expected to occur in connection with or during Contractor's performance; was not caused directly or substantially by negligent errors, omissions, or mistakes of Contractor, its subcontractors, or its suppliers or their agents; was substantial; and, in fact, caused Contractor to miss delivery dates and could not adequately have been guarded against. No extension from PSTA shall extend the Contract Time, unless set forth in writing and approved by PSTA's Board of Directors.

10.04 *No Damages for Delay.* Contractor shall not be entitled to any claim for damages on account of hindrances or delays in the work from any cause whatsoever, including any delays or hindrances caused by PSTA. This paragraph shall include, but not be limited to, any actions which result in delays in scheduling, changes to the Project, or increases in the costs of performing the work under the Contract Documents.

10.05 *Notification of Delay.* Contractor shall provide written notice to PSTA within five (5) working days if Contractor has, or should have, knowledge that an event has occurred which will delay completion of the Project. Such notice shall include as much detail as is available, including any request for extension of time. If the delay would cause an increase to the Contract Sum or Contract Time, the written notice shall state in all capital, bold letters that Contractor is requesting an increase in the Contract Sum and/or Contract Time. Such notice must be submitted and approved by PSTA's Board of Directors prior to performing any work. Any change in the Contract Sum or Contract Time must be approved by PSTA's Board of Directors and Contractor shall not be entitled to any compensation for such work unless and until approved by PSTA's Board of Directors. Contractor shall supply, as soon as such data is available, any reasonable proofs that are required by PSTA to make a decision on any request for extension. PSTA will examine the request and any documents supplied by Contractor and will determine if Contractor is entitled to an extension and the duration of such extension. PSTA will notify Contractor of its decision in





writing. It is expressly understood and agreed that Contractor will not be entitled to any extension unless it follows the provisions of this Section and the granting of such extension is in the sole discretion of PSTA. It is further expressly understood that Contractor shall not be entitled to any damages or compensation, and will not be reimbursed for any losses, on account of delays resulting from any cause.

*10.06 Liquidated Damages.* The Parties acknowledge and agree that, since time is of the essence for this Agreement, PSTA will suffer damages if the Project, and all work associated with the Project, is not completed within the time specified by the Progress Schedule and final completion and acceptance within the Contract Time. In such event, the total amount of PSTA's damages will be difficult, if not impossible, to ascertain and quantify. It is therefore hereby agreed that it is appropriate and fair that PSTA receive liquidated damages from Contractor if Contractor fails to timely complete the Project within the Contract Time and all deliverables associated with the Project within the time set forth on the Progress Schedule. PSTA shall be entitled to assess One Hundred U.S. DOLLARS and NO/100 (\$100.00) per each calendar day until the Project is fully and finally completed and/or deliverable is received by PSTA up to a maximum of Three Thousand U.S. DOLLARS and NO/100 (\$3,000.00). Contractor hereby expressly waives and relinquishes any right which it may have to seek to characterize the liquidated damages set forth herein as a penalty, which the parties agree represents a fair and reasonable estimate of PSTA's damages as of the Effective Date.

**11. TERMINATION OF AGREEMENT.** This Agreement may be terminated with or without cause in accordance with the provisions below. Upon termination of this Agreement, however terminated, all finished or unfinished documents, data, plans, studies, surveys, drawings, maps, models, photographs, specifications and reports prepared or provided by Contractor in connection with this Agreement shall become the property of PSTA, whether the Project is completed or not, and shall be delivered to PSTA within fifteen (15) days of the receipt of termination, however terminated. PSTA may withhold any payments due to Contractor until Contractor complies with the provisions of this Section 11.

*11.01 Without Cause.* For and in consideration of \$10.00, if PSTA determines that it is in its best interest to do so, PSTA may terminate this Agreement without cause upon thirty (30) days' written notice to Contractor. Any such termination shall be without any penalty or expense to PSTA. If PSTA terminates this Agreement pursuant to this subsection, Contractor shall promptly submit to PSTA its costs to be paid on work performed in accordance with the Contract Documents up to the time of termination. If Contractor has any property belonging to PSTA in its possession, Contractor shall account for the same and dispose of it as directed by PSTA, or return to PSTA.

*11.02 With Cause.* PSTA may terminate this Agreement with cause at any time immediately upon written notice to Contractor, if: (1) Contractor fails to fulfill or abide by any of the terms or conditions specified in the Contract Documents; (2) Contractor fails to perform in the manner called for in the Contract Documents; or (3) Contractor does not provide services in accordance with the requirements of the specifications in the Contract Documents. In its sole discretion, PSTA may allow Contractor an appropriately short period of time in which to cure a defect in performance or non-performance. In such case, PSTA's written notice of termination to Contractor shall state the time period in which cure is permitted and other appropriate conditions, if applicable. Contractor may terminate this Agreement for cause if PSTA fails to fulfill or abide by any duties or conditions specified in the Contract Documents, provided that Contractor must first provide notice of the alleged breach to PSTA and give PSTA thirty (30) days written notice to cure the alleged breach. If PSTA cures the alleged breach or is making a good faith effort to cure said breach during the thirty (30) day cure period, Contractor may not terminate this Agreement.



*11.03 Re-procurement.* Should this Agreement be terminated by PSTA for cause under this Section, Contractor shall be liable for all expenses incurred by PSTA in re-procuring elsewhere the same or similar items or services offered by Contractor.

*11.04 Force Majeure.* If it is later determined by PSTA that Contractor's failure to perform was a result of a Force Majeure, PSTA may allow Contractor to continue performance under a new time for performance or treat the termination as if terminated without cause under Section 11.01 of this Agreement.

*11.05 Appropriation.* In the event PSTA, in its sole discretion, determines that sufficient budgeted funds are not available to appropriate for payments due to Contractor under this Agreement, PSTA shall notify Contractor of such occurrence and this Agreement shall terminate on the last day of the current fiscal period without any penalty or expense to PSTA.

*11.06 Waiver of Remedies for any Breach.* In the event that PSTA elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Agreement, such waiver by PSTA shall only be valid if set forth in writing and shall not limit PSTA's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Agreement.

*11.07 Waiver of Incidental Damages.* Notwithstanding anything contained herein, in no event shall Contractor be entitled to receive termination expenses, unabsorbed overhead, lost profit, or any other consequential, special, or incidental damages, all of which are hereby expressly waived by Contractor.

*11.08 Right to Carry Out Work.* If Contractor defaults or neglects to carry out the work in accordance with the Contract Documents and fails within a three (3) day period after receipt of written notice from PSTA to commence and continue correction of such default or neglect with diligence and promptness, PSTA may, without prejudice to other remedies, correct such deficiencies. In such case, the Contract Sum shall be adjusted to deduct the cost of correction from payments due Contractor.

## **12. DISPUTES, BREACHES, DEFAULTS, OR OTHER LITIGATION.**

*12.01 Notice of Claim.* In the event that Contractor has any controversy, claim or dispute arising out of or related to this Agreement, whether such claim or dispute involves a claim by Contractor for additional time, compensation for a change order, any increase in the Contract Sum or extension of the Contract Time, or otherwise, Contractor shall present a written Notice of Claim to PSTA within five (5) days of Contractor's knowledge, whether actual or whether Contractor should have known, of the controversy, claim, dispute or the facts out of which the controversy, claim or dispute arises. This written Notice of Claim must specifically indicate, in bold type, on the face of the notice, that it is a Notice of Claim, and whether part of the dispute is over Contractor seeking additional time, compensation or both. Additionally, Contractor must set forth in the Notice of Claim the nature of the controversy, claim or dispute, including all necessary facts. Contractor shall provide to PSTA any documentation supporting Contractor's claim or position within twenty (20) days of providing the Notice of Claim. Contractor shall be deemed to have waived any claim which Contractor fails to present to PSTA within the time frames stated herein or in the manner provided in this subsection. Any change in the Contract Total or Contract Time, and any claim for additional compensation must be approved by PSTA's Board of Directors. Contractor shall not be entitled to any additional compensation, an increase in the Contract Total or an increase in the Contract Time unless and until approved by PSTA's Board of Directors. If Contractor proceeds with any work without said approval or without complying strictly with the procedures set forth in this subsection, it does so at its own risk.



12.02 *Continuation of Work.* Unless otherwise directed by PSTA, Contractor shall continue performing while matters in dispute are being resolved, unless the continuation of performing will cause additional claims for additional compensation on the same grounds set forth in the claim provided to PSTA.

12.03 *Remedies Cumulative.* No action or failure to act by PSTA shall constitute a waiver of right or duty afforded it under the Contract Documents, nor shall such action or failure to act constitute an approval of or acquiescence to any breach of this Agreement by the Contractor, unless specifically agreed to in writing.

12.04 *Disputes.* Disputes raised by Contractor, which are not resolved amicably by the parties, shall be decided in writing by PSTA's Project Manager. If Contractor disagrees with the decision of PSTA's Project Manager, within ten (10) days from the date of PSTA's Project Manager's decision, Contractor shall furnish a written appeal to PSTA's Chief Executive Officer. In connection with any such appeal, Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of PSTA's Chief Executive Officer shall be binding upon Contractor and Contractor shall abide by the decision.

12.05 *Claims for Damages.* Should Contractor suffer injury or damage to person or property because of any act or omission of PSTA or of any of its employees, agents or others for whose acts it is legally liable, a claim for damages therefore shall be made in writing to PSTA within ten (10) days after the first observance of such injury or damage, in a form substantially as set forth in subsection 12.01 or shall be forever barred.

12.06 *Attorneys' Fees.* In the event of legal action or other proceeding arising under this Agreement, PSTA shall be entitled to recover from Contractor all its reasonable attorneys' fees and costs incurred by PSTA in the prosecution or defense of such action, or in any post-judgment or collection proceedings and whether incurred before suit, at the trial level, or at the appellate level. This shall include any bankruptcy proceedings filed by or against Contractor. PSTA also shall be entitled to recover any reasonable attorneys' fees and costs incurred in litigating the entitlement to attorneys' fees and costs, as well as in determining the amount of attorneys' fees and costs due to PSTA. The reasonable costs to which PSTA will be entitled include costs that are taxable under any applicable statute, rule, or guideline, as well as costs of investigation, copying costs, electronic discovery costs, mailing and delivery charges, costs of conducting legal research, consultant and expert witness fees, travel expenses, court reporter fees and mediator fees, regardless of whether such costs are taxable under any applicable statute, rule or guideline.

### **13. INDEMNIFICATION**

13.01 *Indemnification.* To the fullest extent permitted by law, Contractor shall indemnify and hold harmless PSTA, its elected officials, officers and employees, from any and all liabilities, any and all claims, including claims for equitable or injunctive relief, damages, losses and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Contractor, its employees, agents, officers, subcontractors and other persons employed or utilized by Contractor in the performance of this agreement. It is the specific intent of the parties hereto that the foregoing indemnification provision comply with section 725.08, Florida Statutes. It is further the specific intent and agreement of the parties that all the contract documents of any project for which Contractor provided services be hereby amended to include the foregoing indemnification. Contractor expressly agrees that it will not claim, and waives any claim, that this article violates section 725.08 Florida Statutes, or is unenforceable pursuant to section 725.08, Florida Statutes. This indemnification obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section, including but not limited to any immunity from or limitation of liability to which PSTA is entitled to pursuant to the doctrine of



sovereign immunity or section 768.28, Florida Statutes. This indemnification provision shall include claims made by an employee of Contractor against PSTA and Contractor waives any entitlement to immunity under section 440.11, Florida Statutes. This indemnification provision shall survive the termination of this agreement however terminated.

13.02 *Control of Defense.* Subject to the limitations set forth in this provision, Contractor shall assume control of the defense of any claim asserted by a third party against PSTA arising from or in any way related to this Agreement and, in connection with such defenses, shall appoint lead counsel, in each case at Contractor's expense. PSTA shall have the right, at its option, to participate in the defense of any third party claim, without relieving Contractor of any of its obligations hereunder. If Contractor assumes control of the defense of any third party claim in accordance with this paragraph, Contractor shall obtain the prior written consent of PSTA before entering into any settlement of such claim. Notwithstanding anything to the contrary in this provision, Contractor shall not assume or maintain control of the defense of any third party claim, but shall pay the fees of counsel retained by PSTA and all expenses including experts' fees, if (i) an adverse determination with respect to the third party claim would, in the good faith judgment of PSTA, be detrimental in any material respect of PSTA's reputation; (ii) the third party claim seeks an injunction or equitable relief against PSTA; or (iii) Contractor has failed or is failing to prosecute or defend vigorously the third party claim. Each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith.

12. **INSURANCE.** Before beginning any work under this Agreement, including pre-staging and personnel, Contractor shall obtain insurance as specified in the RFP at Contractor's sole expense and shall provide PSTA with proof of insurance as specified therein. Contractor shall maintain such insurance throughout the entire Contract Term.

13. **FEDERAL PROVISIONS.** As required by the Federal Transit Administration (FTA), the terms attached as **Exhibit A** to this Agreement are hereby incorporated by reference as if set forth fully herein and apply to all work performed or products delivered under this Agreement, which is funded by a grant from the United States of America.

14. **MISCELLANEOUS PROVISIONS**

14.01 *Venue and Jurisdiction.* The Contract Documents shall be governed by, construed and interpreted in accordance with the laws of the State of Florida. Contractor and PSTA consent to jurisdiction over them and agree that venue for any state action shall lie solely in the Sixth Judicial Circuit in and for Pinellas County, Florida, and for any federal actions shall lie solely in the U.S. District Court, Middle District of Florida, Tampa Division.

14.02 *Entire Agreement.* The Contract Documents, including all exhibits, constitute the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous written or oral negotiations, agreements, proposals and/or understandings. There are no representations or warranties unless set forth in the Contract Documents.

14.03 *Public Records Requirements.* Pursuant to section 119.0701, Florida Statutes, for any tasks performed by Contractor on behalf of the PSTA, Contractor shall: (a) keep and maintain all public records, as that term is defined in chapter 119, Florida Statutes ("Public Records"), required by the PSTA to perform the work contemplated by this Agreement; (b) upon request from the PSTA's custodian of public records, provide the PSTA with a copy of the requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the costs provided in chapter 119,



Florida Statutes, or as otherwise provided by law; (c) ensure that Public Records that are exempt or confidential and exempt from Public Records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion or termination of this Agreement, if Contractor does not transfer the records to the PSTA in accordance with (d) below; and (d) upon completion or termination of this Agreement, (i) if the PSTA, in its sole and absolute discretion, requests that all Public Records in possession of Contractor be transferred to the PSTA, Contractor shall transfer, at no cost, to the PSTA, all Public Records in possession of Contractor within thirty (30) days of such request or (ii) if no such request is made by the PSTA, Contractor shall keep and maintain the Public Records required by the PSTA to perform the work contemplated by this Agreement. If Contractor transfers all Public Records to the PSTA pursuant to (d)(i) above, Contractor shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements within thirty (30) days of transferring the Public Records to the PSTA and provide the PSTA with written confirmation that such records have been destroyed within thirty (30) days of transferring the Public Records. If Contractor keeps and maintains Public Records pursuant to (d)(ii) above, Contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to the PSTA, upon request from the PSTA's custodian of public records, in a format that is compatible with the information technology of the PSTA. If Contractor does not comply with a Public Records request, or does not comply with a Public Records request within a reasonable amount of time, the PSTA may pursue any and all remedies available in law or equity including, but not limited to, specific performance. The provisions of this section only apply to those tasks in which Contractor is acting on behalf of the PSTA.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Telephone number:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_  
**Mailing address:** \_\_\_\_\_

14.04 Interest of Members of or Delegates to Congress. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or to receive any benefit there from.

14.05 Notices. All notices required or made pursuant to this Agreement shall be made in writing and sent by certified U.S. mail, return receipt requested, addressed to the following:

**To PSTA:**  
Pinellas Suncoast Transit Authority  
Attn: Brad Miller, CEO  
3201 Scherer Drive  
St. Petersburg, FL 33716

**To Contractor:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**With required copy to:**  
Alan S. Zimmet, B.C.S., General Counsel  
Bryant Miller Olive P.A.  
One Tampa City Center, Suite 2700  
Tampa, FL 33602



Either party may change its above noted address by giving written notice to the other party in accordance with the requirements of this Section.

*14.06 Severability.* If any one or more of the provisions of the Contract Documents shall be held to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby and the Contract Documents shall be treated as though that portion had never been a part thereof.

*14.07 No Third Party Beneficiaries.* This Agreement is entered into solely for the benefit of the Parties and shall not be construed as a benefit to any third parties, including but not limited to the general public, nor shall it be construed as enforceable by any third parties.

*14.08 Headings and Section References.* The headings and section references in this Agreement are inserted only for the purpose of convenience and shall not be construed to expand or limit the provisions contained in such sections.

*14.09 Authorization.* Both parties to this Agreement represent and warrant that they are authorized to enter into this Agreement without the consent and joinder of any other party and that the parties executing this Agreement have full power and authority to bind their respective parties to the terms hereof.

*14.10 Mutual Drafting.* This Agreement is the product of mutual drafting, each party having been represented by or having the opportunity to be represented by counsel, and therefore shall not be construed against either party.

*14.11 Counterparts.* This Agreement may be executed in one or more counterparts, any one of which need not contain the signatures of more than one party, but all such counterparts taken together will constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed on the date first above written.

CONTRACTOR:  
By: \_\_\_\_\_  
Duly Authorized Designee

PSTA:  
By: \_\_\_\_\_  
Brad Miller, CEO

WITNESS:  
By: \_\_\_\_\_

Approved as to form:  
By: \_\_\_\_\_ FOR  
Alan S. Zimmet, B.C.S., General Counsel



## **EXHIBIT "B" RFP and all Exhibits**

The RFP and all Exhibits are incorporated by reference.



## **EXHIBIT "C" Contractor's Response**

The Contractor's proposal is incorporated by reference.