



1-888-LAKETRAN | [www.laketran.com](http://www.laketran.com)

555 Lakeshore Blvd. Painesville Twp., OH 44077

## Pre-Proposal Meeting Minutes

### RFQ Design and Engineering Services for Renovation and Expansion of Laketrans Headquarters

Date: January 9, 2020 at 10:00 a.m.

Plans from the original building construction in 1992 and 2006 expansion are available at the following dropbox link:

<https://www.dropbox.com/sh/ld68exyt4hhxti2/AAADyC0nnxqW0VUXu86C9S9Qa?dl=0>

#### Overall Project

- This project will be design-bid-build.
- Some grant funds from the Federal Transit Administration will be used to fund the project. A majority of the funds for the project will come from Laketrans revenue stream.
- DBE goal is 5.17%.
- Laketrans seeks a good relationship with the winning firm. The firm will be expected to provide guidance and best practices to Laketrans to help achieve the best outcomes for design, construction, and longevity of the construction.
- Construction budget is estimated at \$7-\$9 million.
- Total expansion footprint is estimated at 30,000-40,000 square feet.
- Currently there are no hard dates for construction or end of the project. Laketrans has provided estimates of a potential schedule, but these are estimates only.
- The evaluation team consists of Ben Capelle, CEO, Keith Bare, Director of Maintenance, Matt Maier, Director of Operations, and Andrea Aaby, Procurement and Grants Specialist.
- Completion of all forms is a condition of responsiveness.
- This procurement will follow qualification based procurement processes. Proposers will be evaluated solely on their qualifications. A price will be negotiated with the highest ranked firm. Do not submit a price as part of your proposal.
- 20 page limit for proposals does not include cover page, table of contents or mandatory forms.

#### Construction Management

Construction manager is expected to act as the interface between Laketrans and the Construction Contractor. The construction manager is expected to answer questions from the contractor(s), act a point person, and be the expert on behalf of Laketrans. It is not anticipated that a construction manager will be onsite 40 hours per week.

#### Sustainability



1-888-LAKETRAN | [www.laketrans.com](http://www.laketrans.com)

555 Lakeshore Blvd. Painesville Twp., OH 44077

Laketrans considers itself to be a good steward of the environment and of tax payer dollars. Sustainable improvements should make ecological and financial sense. LEED certification is not required, but we would like to have a conversation about it.

### Fleet

Laketrans operates three types of buses.

- 94 light transit Dial-a-Ride vehicles
- 20 40ft commuter buses
- 16 30ft or 35ft In-County Fixed Route buses

The current bus garage has space for 3 more Dial-a-Ride buses.

### Fuel

- The Dial-a-Ride buses operate on propane.
- Commuter buses operate on diesel fuel.
- In-county fixed route buses currently operate on diesel, but Laketrans will be purchasing 9 100% electric buses in the next 2 years.
- Propane fuel is stored in a 30,000 gallon above ground tank.
- Diesel fuel is stored in 2 10,000 gallon in-ground tanks.
- Electric buses will be charged on route. We do not expect to have depot or overnight charging for the buses.
- Propane buses are fueled outside
- Diesel buses are fuel indoors.
- Laketrans has a propane gas detection system made by Drager. This system was installed in 2017 by VL Chapman.

### Administrative Office Improvements

- Evaluate lighting and install LED if necessary
- Update furniture and finishes – remove wallpaper, contemporary aesthetic, new office furniture and cubicles.
- The number of new office spaces will be refined during the design phase.
- If new offices are created, HVAC will need to be evaluated.

### Customer Service and Operations Offices

- Customer service call center answer 100,000-150,000 calls annually
- The number of employees will expand by 4-5. Need additional workspaces.
- This part of the building will expand east into the parking lot.
- Additional offices for Road Supervisors.



1-888-LAKETRAN | [www.laketran.com](http://www.laketran.com)

555 Lakeshore Blvd. Painesville Twp., OH 44077

### Landscaping

- Extensive or elaborate landscaping is not necessary.
- Repair and replace current landscaping as necessary.

### Maintenance

- Project will increase the number of bays from 5 to 7.
- 2 new vehicle lifts will be installed (in ground or surface mounted to be determined during the design phase).
- Create workspace for up to 21 mechanics including their large toolboxes
- “Old Parts Room” could be converted into a new maintenance bay.
- Old Parts Room contains the battery room and acid pit. This battery room can be moved to a different location.
- Current lifts are adequate and meet Laketrans’ needs.
- Anywhere a bus would drive has 9in reinforced concrete.
- Project may include evaluating the loading dock. Access for a 53ft trailer can be tricky. The winning firm may be asked to look if this area could be improved.
- Overhead PA system is in place, but is rarely used.

### Training Room

- The current training room was created during the 2006 expansion when the old body shop was converted.
- This area could be divided into the new battery room and driver’s space.

### Driver’s Room

- A main requirement is that the space(s) for the Drivers are located in close proximity to the Dispatch office.
- Dispatch is like air traffic control for all of Laketrans. Drivers report to Dispatch for their work assignment.
- Nicer amenities will be installed to provide a better experience including more lockers, soft surfaces, and a quiet room.

### Wetlands/Environmental Considerations

- The property that HQ was originally constructed on was wetlands. There are wetlands in the surrounding properties.
- There has not been an assessment of surrounding wetlands since the original construction in 1992.
- Given that Laketrans will use some FTA funding for expansion, we will likely undergo NEPA review processes including but not limited to including categorical exemptions, environmental impact assessment, State Historic Preservation Office, etc.



1-888-LAKETRAN | [www.laketran.com](http://www.laketran.com)

555 Lakeshore Blvd. Painesville Twp., OH 44077

### Bus Garage

- Skylights were installed in the last 5 years.
- Carlisle roof was installed in 2008 and is under warranty.
- High Hazard sprinkler system will likely have to be installed in the new constructed section of the bus garage.
- Additional gas detectors will be installed in the expanded section of garage.
- The fence line is nearly the same as the property line.
- Bus garage expansion will occur at the back of building.

### Sprinkler

- Wet fire sprinklers in the offices.
- Dry fire sprinklers in the garage.

### Disadvantaged Business Enterprise

- The DBE goal for this project is 5.17%.
- In order for the sub-contractor to count towards the DBE goal, the firm must be registered as a DBE with the Ohio Unified Certification Program - <http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/UCP.aspx>.
- Laketrans does not certify DBEs. GCRTA or Cleveland Hopkins Airport certifies DBEs in the area.
- A business that is WBE or MBE certified through a different mechanism (such as through Cuyahoga County) does not count as a DBE unless the firm has also been certified by the Ohio UCP.