

Pre-Bid Conference
Lyttonsville Site – Replacement Site and Service Center

April 15, 2021

Questions/Answers

Is the intent to combine the Lyttonsville and Gaithersburg depots? Or, are you looking for more space between depots? Will a new site be at a disadvantage if it is closer to the Gaithersburg Depot?

No, we are not looking to combine the Lyttonsville and Gaithersburg depots but are open to all feasible proposals.

Our preference for a replacement site is one that is proximate to the geographic boundaries and site conditions described on page 14 of the Request for Proposal.

We will evaluate a replacement site based on its ability to allow WSSC Water to efficiently travel to the residential and businesses customers that are currently serviced out of our Lyttonsville Service Center.

Are you ruling out any other form of ownership other than fee simple for the replacement site? Is WSSC willing to lease?

WSSC Water would prefer fee simple ownership of the replacement site but is open to other forms of long-term control of a site.

Do you have a time frame of how long WSSC will need to review site and building plans?

WSSC Water envisions the design process to be collaborative, and as such, will participate in all key decision points during the planning and design phase. The actual end users of the facility will also be brought into the design process at appropriate times.

How long will it take to get a design for the replacement Service Center approved by WSSC? Is it a standard 12-month internal process or has WSSC done enough prework to cut the process time down as short as possible?

The replacement facilities are somewhat standard in nature, and as described on pages 14-21 of the RFP are fairly detailed at the current time. These specifications can and should be adjusted to make optimal use of the Replacement Site. WSSC Water is interested in ensuring that the site's operational flow, and that of the Service Center building, is designed as efficiently as possible. We are committed to working to design the replacement facilities in an expeditious manner, and do not envision a 12-month design process in and of itself.

Are you willing to wait for a developer to go through the land-use approval process on the WSSC site to essentially confirm the land value before starting on the replacement depot?

Our preference is for the design of the replacement Service Center facility on the replacement site to take place concurrently with the pursuit of the entitlements needed for the redevelopment of the currently-owned WSSC Lyttonsville site. Adjustments on land value could be made at a later point in the process.

Do you have a list of vehicle sizes and type/models and the numbers of each type?

<i>Vehicle Type</i>	<i>Parking Space Size</i>	<i>Max. Vehicle Dimensions</i>	<i>Number of Vehicles</i>
Cars	20' x 9'	16' x 7'	32
Light Trucks	20' x 9'	16' x 7'	52
Medium Trucks	26' x 9'	24' x 9'	20
Heavy Trucks	32' x 12'	29' x 9'	42
Large Trailers and Flatbeds	40' x 12'	36' x 9'	24
Misc. Small Equipment	10' x 7'	Varies	16

Can you provide a description of the sequence of truck movements within the depot throughout the day? What are the normal operations of the site? Do the drivers follow a routine process?

A description is attached to these notes.

Have you had discussions with Montgomery County on how they would define the use in terms of zoning approval? Is there a zoning preference? Does WSSC prefer to be in an Industrial oriented area?

As an agency created in State law, WSSC Water is exempt from zoning. Having said this, WSSC Water always strives to be a good neighbor, and as such, envisions being in a community where our facilities are compatible with the surrounding area.

What's WSSC selection timeframe after the bid submittal in June?

Our goal is to identify the preferred bidder no later than year-end and preferably before.

What is the approval process within WSSC once the applicant has been selected? Does it have to go through the Commissioners for a vote?

The WSSC Water General Manager and Commissioners will need to approve the replacement project and transaction.

Are you going to post the list of questions posed today with answers on the website?

Yes, these will be posted on the WSSC Water/Real Estate and Development home page. All questions submitted in writing by the May 5th deadline will also be posted online with WSSC's answers.

Lyttonsville Service Center Exterior Circulation Summary

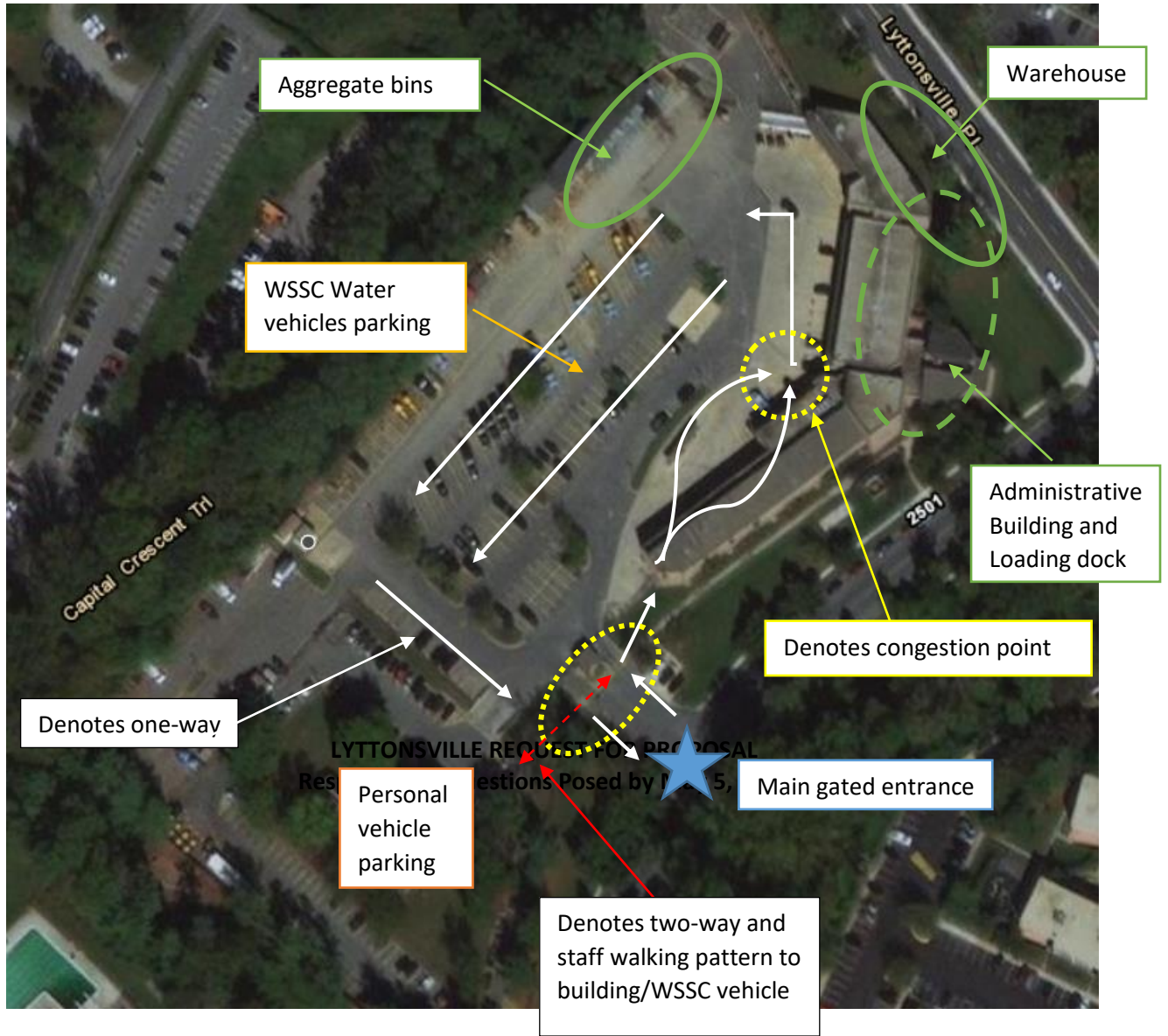
Notes:

- 1. The exterior circulation summary below denotes the vehicle traffic pattern.*
 - 2. This narrative is for informational purposes only. Final analysis and requirements will need to be obtained during design.*
 - 3. This narrative describes the operational flow for field staff and inspectors.*
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The circulation pattern varies depending on the days, tasks and operational needs of personnel to include material deliveries and pick-ups to the warehouse and the aggregate storage bins located at the far side of the facility. Below is a summary of a typical workday between 6:30-9:00 AM. The hours could vary depending on the urgency of the assignment.

A typical workday involves field staff and inspectors entering the facility through the main gated entrance around 6:30 AM – 7:00 AM. This does not include administrative staff entering the facility. The staff would park their personal vehicle (POV) at the designated employee surface lot. They would walk across the main entrance, where staff are continuing to enter the depot, and across the Commission vehicle parking lot to enter the building. They would retrieve their daily tasks, equipment, and/or supplies before heading to their WSSC Water vehicle. This retrieval process could be anywhere between 30 minutes to an hour. The staff are typically deployed between 8:00-8:30 to their work location(s) where they will be stationed most of their day. Before heading to their job location, some of the staff will need to pick up a WSSC Water truck and load up their supplies and equipment at the designated loading dock or hitch their equipment to their truck before leaving the site. All traffic is typically cleared out by 9:00 AM. During the hours between 9:00-2:00 PM, there is no major congestion unless there are unscheduled deliveries to the warehouse or the storage bins. Around 2:00 PM, the field staff would return to the depot and the circulation/traffic pattern is like the morning pattern. Staff would enter the facility through the gated entrance, park their WSSC Water vehicle in the designated spot rather than head to the POV lot, enter the building, drop off their supplies/equipment, log in their daily work and walk to the POV lot. All staff is typically out of the facility between 3:00-4:00 PM.

Below is a rudimentary presentation of the traffic pattern on a typical day.



Request for Proposal

*Lyttonsville Site – Replacement Site and Service Center
Answers to all Questions Submitted by May 5, 2021*

Much of the below information is from preliminary programming for a replacement Lyttonsville site/facilities, should be used only for the purposes of responding to the Request for Proposal, and is for guidance purposes only. Final plans will be developed via a collaborative design process and are subject to the final approval of WSSC Water.

1. *Will the construction of the replacement site be subject to prevailing wages / Davis-Bacon?*
No.
2. *What fuel management system is required at the fuel pumps?*
VeederRoot is the system that is currently used.
3. *How many fuel pumps are required?*
A minimum of four.
4. *How many gallons of diesel and gasoline storage do you need?*
Diesel – one 10,000-gallon tank
Gasoline – two 10,000-gallon tanks
5. *Are the fuel storage tanks above or below ground?*
WSSC would prefer for the tanks to be above ground, but if the site cannot accommodate this a below ground location may be acceptable.
6. *Can we get data on the breakdown of female versus male staff? Historical/ future projection data is helpful.*
The current program recommends using 80%/male, 20%/female for purposes of locker room calculations, subject to refinement during the design phase.
7. *Is a new communications tower required and provide specifications for tower?*
A new tower may be required depending on the site and other considerations. This decision and tower specifications will be determined during the design phase.
8. *Who is procuring the appliances, the maintenance equipment, racks and shelving, systems furniture, AV equipment?*
Offeror – appliances; see page 20 of the Request for Proposal
Offeror – racks and shelving
Offeror – systems furniture; specifications to be determined during the design phase
WSSC – AV equipment
WSSC/Offeror – “maintenance” equipment will be procured by both entities, depending on the actual items.

9. *Please provide specifications and quantity of maintenance equipment to be provided by offeror i.e., lifts, air compressors, lube systems, etc.*

It is anticipated that WSSC will provide this equipment.

10. *Please clarify if offerors are to include lockers. If required, please provide quantity and size.*

Offerors are to provide full height lockers that are 18-24 inches deep. The exact number of lockers will be determined during the design phase.

11. *Please provide telecom requirements for cabling or if this is to be provided by WSSC.*

An offeror will be required to provide, at a minimum, conduit.

12. *Please clarify if WSSC is to provide the security system. Please provide information about what pathways (if any) are needed for the security system.*

An offeror is required, at a minimum, to provide the infrastructure needed for the security system. Additional equipment, such as cameras, may also be required.

13. *You currently have 3 rotary lifts and 3 in-ground lifts. Please confirm this is what you require in the new facility?*

The current program is as follows: three (3) rotary lifts; two (2) drive-on lifts; one (1) drive-on lift with a lift capacity of 60K.

14. *Do you need covered storage for hay, and if so, how much?*

Yes; size to be determine during the design phase.

15. *Is a laundry area required for uniforms?*

No.

16. *Are CADD files available for the existing facility?*

CADD files are not available during the solicitation phase.

17. *Does the pavilion and green space requirement of 9,000 also include a basketball court?*

The recommended 9,000sf of green space includes space for a basketball court.

18. *Please clarify if the vehicle wash bay/shed can be attached to the main building or maintenance building. What size vehicle does the bay need to accommodate? Please confirm a vehicle wash system is not required.*

The wash bay could be connected to the main or maintenance building or could be a separate facility all together. An automated wash system is not required; however, the building needs to be equipped with an industrial hot/cold water pressure washer, catchment system for dirty water, sediment and oil, and lighting for night operations. The vehicle size that needs to be accommodated will be determined during the design phase, but is estimated to be in the 40' by 12' range.

19. *Please provide the count of offices, staff workstations, hoteling workstations and manager workstations required.*

The current program, subject to refinement, is as follows:

- Two (2) offices at 120sf each
- Forty (40) workstations at 48sf each
- Twenty-two (22) workstations at 64sf each
- Space for 124 hoteling workstations at 15sf each

20. *Please provide room counts for other spaces including copy/workroom, huddle/conference room/multiple purpose rooms, pantries, sleeping quarters.*

The current program, subject to refinement, is as follows:

- Copy/workroom – minimum of two
- Conference/multi-purpose room – minimum of one 2,450 sf multi-purpose room; two small conference rooms of 200sf each; two large conference rooms of 350 sf each
- Pantries – minimum of two
- Sleeping quarters – minimum of two

21. *Please provide number and size of storage bins required and what they will be storing.*

The current program, subject to refinement, is as follows:

- A total of twelve (12) bins at approximately 13' wide and 24' deep; to store general scrap, gravel, dirt and various metals. One bin to be a large dirt bin at approximately 26' wide and 21' deep.

22. *Please clarify if offerors are to provide any overhead cranes. If so, please provide quantity and sizes required.*

There is currently one crane with a capacity of three tons and one with a half-ton capacity on the site that will need to be replaced. Procurement responsibility to be determined.

23. *Please clarify if the non-vehicle storage areas only require to be fenced.*

Yes.

24. *Please provide fencing requirements. Is fencing to encompass the entire site? What type of fencing is required, height, style, anti-dig?*

Fencing around the site will be required; specifications to be determined during the design phase.

25. *Please provide site hardscape requirements for non-vehicle storage and the material yard -- i.e., concrete, asphalt, stone.*

If the area is exposed, concrete is preferred.

26. *Please provide guard booth requirements including heating/cooling, telecom/data, etc.*
Requirements consist of the following: heating/air conditioning; restroom; conduit for telecom, security gates/monitoring and electrical; electrical closet; two exterior doors; tinted glass for visibility in all directions.
27. *Please clarify if an emergency generator is required. If required, please provide what items require back-up power.*
Yes; specifications to be determined during the design phase.
28. *Will Montgomery County design, permitting, other requirements apply to this project or is WSSC willing to use mandatory referral for the approval?*
WSSC would prefer to take the replacement site/facilities project through the mandatory referral process.
29. *Can we see a copy of the standard form of contract between WSSC and the selected developer?*
Every WSSC transaction involving a disposition/conveyance of real property is unique and is negotiated independently.
30. *Given the fly ash that was uncovered in the environmental due diligence of the site, MDE likely won't allow for-sale housing to be built. Is it WSSC's intention to remove the bad soil up to 15' deep to allow for-sale housing or should the developer assume the bad soils remain in place at Closing?*
As stated in the Request for Proposal, the site will be conveyed "as is."
31. *Does WSSC have any costs to move the below-grade piped stream? Given the master plan language, is there an expectation that this stream be daylight, or do you think it can remain in place? If it remains in place with an easement to WSSC, what is the minimum width of the easement that WSSC will require?*
Montgomery County will need to be consulted in conjunction with this issue and the width of the required easement.
32. *Do we need to submit 6 copies of the confidential interim and audited annual financial statements for the past 3 years, or is just one copy sufficient?*
Two copies of the confidential financial statements for the past 3 years will be sufficient.
33. *The below will be addressed during the design phase:*
WSSC standards for architectural/building design.
WSSC's removal, relocation and reinstallation of any reused equipment, and a list of all equipment to be reused.
Minimum ceiling heights for storage, warehouse, and garage bays.
Heating and cooling requirements for the storage, warehouse and garage areas.
Number and type of electrical vehicle charging stations
Disposal pit for vacuum trucks