

RFP ADDENDUM #1
Date of Addendum: October 7, 2022

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

1.0 - QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP.

Item	Questions and Answers
1.1	<p><u>Question:</u> Is the DBE goal of 3% for the project just a goal or is it a requirement?</p> <p><u>Answer:</u> There is no requirement to establish a DBE goal for this project as we are only contracting for professional services at this time. Because Architectural and Engineering contracts are subject to the Brooks Act, and selection is based on qualifications, the Brooks Act supersedes other federal DBE goal requirements. The CSPDC has still set an internal/agency goal of 3% DBE participation for this project and will try to meet that goal if it is reasonably possible to do so while still selecting the most qualified firm. But at this time, it is not a federal requirement.</p> <p>Firms still must complete the DBE certificates included with the coversheet as part of the proposal package to indicate they have made good faith effort to meet the DBE goal as part of their proposal. However, a firm will not be disqualified for not meeting this goal if there is not a reasonable opportunity to do so.</p>
1.2	<p><u>Question:</u> When completing the GSA SF330 form, can the firm simply attach a separate Part II for each subcontractor, or must the full SF330 form be completed for each subcontractor?</p> <p><u>Answer:</u> One SF330 form should be completed in its entirety for each separate company or firm that will be working on the project.</p>

2.0 – INFORMATION

The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the Contract Documents.

Item	Description
2.1	Attached to this Addendum is a copy of the recording of the pre-proposal conference held on October 3, 2022 as well as a list of attendees.

END OF ADDENDUM

Pre-Proposal Conference for the Lewis Street Transit Hub

October 3, 2022 | 2:00 pm (EST)

Recording:

https://us06web.zoom.us/rec/share/F0F4LML4k7JCJ3nr7D7DWguxT3AR7rySeursFwEVUtLuNW1cDljtZL2x--SCj4eu.3x_l8tvnpKo0ccGz?startTime=1664820085000

Passcode: Fd+rF5\$6

Attendees:

Dexter Graham, Cyber Solutions Integration

Dr. Melissa Williams, Cyber Solutions Integration

Michelle Braxton, Cyber Solutions Integration

Mushtaqur Rahman, Baseline Mobility Group

Stephen Stewart, AMT

John Bavoso, Kimley Horn

Jeff La Hood, Kimley Horn

Mark Burris, Ramey Kemp Associates

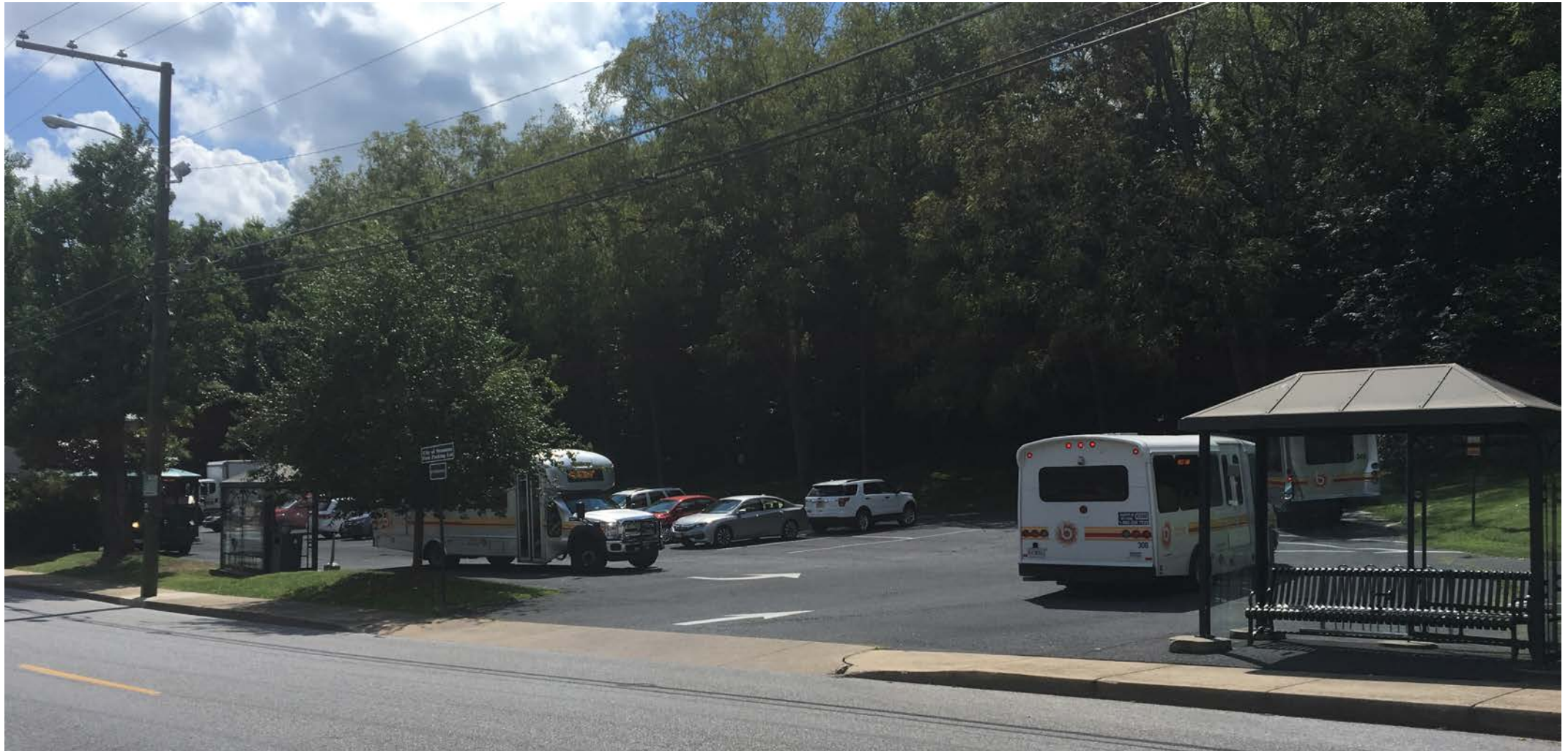
Jeff Bragdon, Ramey Kemp Associates

Mohammed Salah, Precision Systems, Inc.

Scott Dunn, Timmons

Bethel Kefyalew, Virginia Dept. of Rail and Public Transportation

Alan Saunders, Virginia Dept. of Rail and Public Transportation



LEWIS STREET TRANSIT HUB

240 N. LEWIS STREET, STAUNTON, VA 24401

Project Background

- The lot has been used as a transfer hub for [BRITE Bus](#) routes for over 20 years.
- CSPDC purchased the lot from the previous owners in 2021 to ensure the regional bus service would continue to have a central location in Downtown Staunton to hub.
- Lot in state of disrepair when we acquired it...
 - Hired a consultant to prepare a report and initial concept plan for the lot rehabilitation (2021)
 - Applied for FTA 5339 Bus and Bus Facilities Grant to fund the rehabilitation (2021)
 - Awarded the grant (2022)

Project Timeline

2021	2022	2023
<ul style="list-style-type: none"> • Purchased the property from the American Shakespeare Center. • Initial site report and concept plan developed by consulting firm. • Applied for Federal 5339 Bus and Bus Facilities Grant 	<ul style="list-style-type: none"> • Awarded 5339 Grant • RFP for A&E Design Services Released (September 19, 2022) • Pre-Proposal Conference (October 3, 2022) • Deadline to submit written questions (October 12, 2022) • Proposal Submission Deadline (October 21, 2022) • Evaluate proposals and most qualified firm selected (October/November) • Negotiations and contract signed with selected firm (December) 	<ul style="list-style-type: none"> • Design phase complete (April) • Prepare and release RFP for Construction (May) • Evaluate proposals and select firm (June) • Negotiations and contract signed with selected firm (June/July) • Construction begins (summer/early fall)

**CSPDC desires to have the project complete by the end of 2023, but has flexibility beyond 2023 if delays are beyond control.*

The Proposal

We are seeking proposals from qualified firms to perform the following tasks:

- Architectural and engineering design services as required and/or necessary for approvals, permitting, and construction of the Lewis Street Transit Hub
- Contract Administration for construction
- Construction Management

Qualifications-Based Evaluation and Selection

- This procurement will comply with the Brooks Act – all firms/proposals will be evaluated based on the criteria outlined in Section 3.10 of the RFP Documents
- The GSA SF330 form for Architect-Engineer Qualifications should be completed and submitted with your proposal
- The most qualified firm, as determined by these criteria, will be selected and only then will their fee proposal be opened. If the fee proposal is suitable, the CSPDC will begin contract negotiations with the selected firm. If the fee proposal is not acceptable, and/or negotiations are unsuccessful, CSPDC will move on to the next-best qualified firm and begin negotiations.

Submitting the Proposal

Electronic Submissions Only

- DemandStar online platform. Free to submit.

Submit qualifications-based proposal and fee proposal as separate documents

- To maintain compliance with the Brooks Act, only the selected firm's fee proposal will be opened by the evaluation committee ONLY after the most qualified firm has been selected.
- Failure to separate the fee proposal from the overall proposal is terms for disqualification.

Submit by deadline – No late submissions will be accepted

- October 21, 2022 – 5:00 PM (EST)

Questions and Answers (Q&A)

Please place your questions in the chat box. If you have a follow-up, please use the 'raise hand' feature and unmute to speak when called on.

Contact

All inquiries and questions related to the RFP should be issued in writing via email to the designated staff person for this project, Paula Melester.

If Paula is unavailable, then please proceed to contact Ann Cundy.

Answers to inquiries, if appropriate, will be posted in writing as an addendum to the RFP and posted on the RFP webpage.

Paula Melester, Regional Planner

Central Shenandoah Planning District Commission

paula@cspdc.org

Ann Cundy, Director of Transportation

Central Shenandoah Planning District Commission

ann@cspdc.org

RFP Document Site:

<https://www.cspdc.org/2022/09/16/rfp-for-lewis-street-hub-project-staunton/>