
RFP ADDENDUM #1
Date of Addendum: February 12, 2024

NOTICE TO ALL POTENTIAL RESPONDENTS

The Invitation for Bids (IFB) is modified as set forth in this Addendum. The original IFB 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 IFB. Respondent shall take this Addendum into consideration when preparing and submitting its Bid Package.

BID SUBMITTAL DEADLINE

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

1.0 – REVISED QUESTION AND ANSWER DEADLINES

The deadline for interested bidders to submit questions has been extended from the original date and time (5:00 pm on Monday, February 12, 2024) by one week to 5:00 pm on Monday, February 19, 2024.

The date by which responses will be posted on the website has been extended from the original date and time (5:00 pm on Friday, February 16, 2024) by one week to 5:00 pm on Friday, February 23, 2024.

All questions shall still be submitted in writing to Paula Melester (paula@cspdc.org). All written questions received by February 19th will be answered and posted to the CSPDC’s DBE & Procurement website (<https://www.cspdc.org/programs-services/dbe-procurement/>) by the deadline listed above.

2.0 – ATTACHMENTS

The following item(s) are provided as an attachment to this Addendum:

Item	Description
2.1	Attached to this Addendum is an updated copy of the IFB Cover Page with the deadline revisions incorporated.

END OF ADDENDUM



**Central Shenandoah Planning District Commission (CSPDC)
INVITATION FOR BIDS 2024-001**

Title: Lewis Street Transfer Hub

Issue Date: January 22, 2024; **Revised February 12, 2024 (Addendum #1)**

Due Date: March 6, 2024, **NO LATER THAN 2:00 P.M.** local time, electronically submitted to **DemandStar** (See Appendix F for DemandStar Instructions)

FAX, HAND-DELIVERED, OR EMAILED SUBMISSIONS ARE NOT ALLOWED

A bid opening will be held at **2:00 p.m. on March 6, 2024** via web-hosted a conference call. To attend the bid opening, email Paula Melester (CSPDC) to request the meeting link required for attendance prior to 1:00 p.m. on March 6, 2024.

Site Visit: **A Non-Mandatory Pre-Bid Conference and Site Visit** will be held at **the CSPDC offices (112 MacTanly St. Staunton, VA 24401) at 1:00 p.m. on February 6, 2024** with a visit to the **jobsite (240 N. Lewis St. Staunton, VA 24401)** to follow. Potential bidders are strongly encouraged to attend the pre-bid and site visit. The option to join the pre-bid conference virtually is available to those unable to attend in person. However, the visit to the job-site will not be recorded and interested bidders are responsible for obtaining any information shared at the jobsite should they opt not to attend in person. Bidders should email Paula Melester (paula@cspdc.org) if they plan to attend.

Questions may be posed by Vendors at the Pre-Bid Conference, and the Owner may choose to provide preliminary answers verbally. However, Vendors are reminded that official clarifications or changes to the IFB will be made by written Addenda only, and nothing stated verbally shall change or qualify any of the provisions in the IFB and shall not be binding on the Owner. The proceedings of the Pre-Bid meeting, including all vendor questions and final versions of the Owner's answers, will be presented in a written Addendum to the IFB, which will be posted to CSPDC webpage for this solicitation.

Inquiries: All questions pertaining to this project should be directed to Paula Melester, Regional Planner, no later than **5:00 p.m. on February 12, 2024** **5:00 p.m. on February 19, 2024, in writing via e-mail: paula@cspdc.org**. Any resulting Addendum will be issued by CSPDC for all questions received and will be forwarded to all known Bidders and posted on DemandStar and posted on the CSPDC DBE & Procurement website (<https://www.cspdc.org/programs-services/dbe-procurement/>). Receipt of all addenda issued shall be acknowledged on the Bid Form.

Background:

The Central Shenandoah Planning District Commission (CSPDC) is making progress on the Lewis Street Transfer Hub Rehabilitation project. The Lewis Street Hub is located at 240 N. Lewis Street in Downtown

Staunton and currently serves the BRITE Bus transit system as a central hub and transfer location for multiple BRITE Bus routes. Lot conditions have deteriorated over time due to regular wear and tear from daily bus traffic. In March of 2022, the CSPDC was awarded a 5339 Bus and Bus Facilities Grant from the Federal Transit Administration to rehabilitate the lot. This competitive grant funding will allow the CSPDC to improve lot conditions, create a designated bus boarding area, and improve the overall experience of those using the transit facility.

The Work under this Project consists of the following:

Central Shenandoah Planning District Commission (the “Owner” or “CSPDC”) requires the vendor to perform improvements to the Lewis Street Transfer Hub in accordance with the requirements of this IFB #2024-001. The improvements include removal and replacement of existing pavements, sidewalks, patron parking areas, and appurtenances in compliance with ADA requirements; removal of existing and installation of new drainage structures; site lighting system; landscaping; installation and removal of E&S measures; retaining walls; perimeter fencing; temporary and permanent signage; and pavement markings.

(See also Project Manual/Technical Specifications Section 6: “Scope of Work/Statement of Needs”).

Schedule: Work under the contract shall begin on the date set forth in the Notice to Proceed (NTP) issued by the Owner. The contractor shall achieve Substantial Completion within 135 calendar days of Notice to Proceed (NTP), OR by November 1, 2024; whichever occurs first. The contractor shall indicate a preferred NTP date in the included Bid Form, to be no earlier than March 26, 2024. Final Completion is required within 21 calendar days of the Substantial Completion date.

Bonding: Bid Security in the amount of **Five percent (5%)** of the Bid shall be submitted with each Bid. Performance and Payment bonds for one hundred percent (100%) of the Contract will be required by the Owner prior to finalization of the contract.

Liquidated Damages in the amount of **\$ 800** per day will be assessed for failure to meet the schedule for Substantial Completion or Final Completion except in the event that the CSPDC determines that such failure was the event of Force Majeure.

Federal Funding: This project will be funded by a combination of sources including federal funds provided through the Federal Transit Administration (FTA), state grants, and local funds provided through the CSPDC. As such, the CSPDC contract and resulting services and documents developed pursuant to this IFB shall be subject to all regulations and any review requirements by those respective agencies, including the appropriate state and local agencies. The Contractor agrees it shall comply with all applicable federal, state and local regulations. In addition to the requirements described herein, any additional regulatory compliance required by the United States Department of Transportation, Federal Transit Administration (FTA), and /or related State and Local Laws, Rules and Regulations shall be complied with. **See Appendix D for Federal Provisions and Required Clauses applicable to this contract.**

Davis-Bacon Act - Prevailing Wages: This contract is subject to the prevailing wage requirements of the Davis -Bacon Act, 40 U.S.C. §§ 3141-3144, and 3146-3148 as supplemented by DOL regulations at 29 C.F.R. part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction.” **A copy of the current prevailing wage determination is included in Appendix E of this solicitation.** In the event of a change in prevailing wage determination between the date of issue of the IFB and contract completion, it is the Contractor’s responsibility to ensure compliance with the appropriate wage rates.

Build-America, Buy America Act – Buy America Preferences for Infrastructure Projects

This Project qualifies as an “infrastructure project” as defined in 2 CRF Part 184 and Pub. L. 117-58 Section 70912. As such, the Contractor must comply with the domestic preference requirements for iron, steel, manufactured products, and construction materials set forth in 2 CFR Part 184, as required under section 70914

of the Build America, Buy America Act, Pub. L. 117-58, div. G, tit. IX, §§ 70911 – 70927 (2021), and as implemented by the U.S. Office of Management and Budget, the U.S. Department of Transportation, and Federal Transit Administration. See Appendix D: Federal Provisions, Required Clauses and Certifications.

Electronic Bid Submission. CSPDC accepts electronic copies of bids in DemandStar. To maintain the integrity of the sealed bid, vendors must sign up and register with DemandStar (See Appendix F: DemandStar Registration and Instructions) prior to the due date and time specified in the IFB documents to submit their bids. The electronic date/time stamp when submitted to DemandStar with the bid attachment is considered the delivered date and time. DemandStar will provide Bidders with a notification that their submission was completed successfully when you click on “submit response.”

Forms may be signed and electronically scanned before upload to DemandStar. If awarded, a copy of the notarized/original documents must be mailed to CSPDC.

CSPDC personnel will not be able to access the electronic lockbox until after the due date and time specified on the IFB as amended. Do not send routine correspondence to Demand Star, only the bid files. Do not send hard copies of the bids to CSPDC.

Bid documents can be found on the CSPDC website; only those bid documents published on the CSPDC website are considered official Bid documents. **Neither the Owner nor any of its representatives shall be responsible for full or partial sets of Bid Documents, including addenda, obtained from any other source.**

To access the Bid documents, including the full IFB package and any Addenda, and submit a Bid, follow the below steps:

- 1.) Navigate to the CSPDC DBE & Procurement website: <https://www.cspdc.org/programs-services/dbe-procurement/> From there, select “Open Procurement and Contracting Opportunities”, then select the specific IFB by title. Once the IFB is selected, vendors will be directed to fill out the Bid Registration Form. Once this form is submitted, the link to view/download/print the Bid documents will open. By registering on the website, the bid documents are available at no cost for download by the bidder.
- 2.) Bidders must register for DemandStar to submit a Bid (see instructions in Appendix F). When a Bidder is ready to submit their Bid package, they must log into DemandStar and locate the IFB page (see instructions in Appendix F). They must enter all requested Contractor information and upload their bid documents. **It is recommended that Bidders begin the Bid submission/upload process well in advance of the deadline to ensure the Bid package is received.** No late bids will be accepted, and technical difficulties on the part of the Bidder will not be considered an excuse to accept a late bid.

Withdrawal of Bids due to error shall be subject to and in accordance with Section 2.2-4330 of the Code of Virginia and the Contract Documents. The Owner reserves the right to waive minor non-substantive informalities in the Bid, to reject any/or all Bids, to award any Bid in whole or in part and award the Bid considered to be in the best interest of the Owner. The Owner also reserves the right to negotiate with the lowest responsive, responsible Bidder should Bid exceed available funds.

CENTRAL SHENANDOAH PLANNING DISTRICT COMMISSION DOES NOT DISCRIMINATE IN THE SOLICITATION OR AWARDING OF CONTRACTS ON THE BASIS OF RACE, RELIGION, FAITH-BASED ORGANIZATIONS, COLOR, NATIONAL ORIGIN, AGE, DISABILITY OR ANY OTHER BASIS PROHIBITED BY STATE OR FEDERAL LAW.
