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**Lewis Street Transfer Hub – Pre-Bid Conference**  
**February 6, 2024, 1:00 p.m.**

Central Shenandoah Planning District Commission  
112 MacTanly Place  
Staunton, VA 24401

[Click Here for Video & Audio Recording of Meeting](#)

<b>Name</b>	<b>Organization</b>
Ann Cundy	CSPDC
Paula Melester	CSPDC
Devon Thompson	CSPDC
Jon Oliver	Kimley-Horn
Jeff LaHood	Kimley-Horn
Alan Saunders	DRPT
Chip Fiore	WSP
Aaron Bridgeforth	Waynesboro Landscape and Garden Center

**Introductions**

All attendees introduced themselves.

**Project History & Overview**

Ms. Ann Cundy provided a brief history and general overview of the project. Ms. Cundy noted that the Central Shenandoah Planning District Commission (CSPDC) was a non-traditional client for a construction project as a regional planning entity offering transportation and community planning support to five counties, five cities, and 11 towns in the Shenandoah Valley.

The CSPDC had also been serving as the grantee for federal and state funds for administering transit services in the Staunton-Augusta-Waynesboro region, BRITE Bus. BRITE Bus had been using this parking lot in Downtown Staunton as a transit hub for the system, even prior to

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administering the transit system. Prior to CSPDC acquisition, usage was through a lease agreement with the City of Staunton, who leased the lot through the American Shakespeare Center (ASC), the previous owner. ASC was ready to sell the property in 2021, and at that time the City of Staunton was not in the position to purchase the lot. With no other alternatives for a hub/transfer location in Staunton, CSPDC acquired the lot, and leased it back to the City of Staunton for parking.

At the time of purchase, the pavement was in detrimental condition, and at a minimum needed to be repaved. The CSPDC wanted to create a proper hub and asset for BRITE Bus and the City of Staunton – with the addition of better lighting, access, safety, and landscaping. The CSPDC made application for a Federal discretionary grant for the rehabilitation project, which was awarded and matched with State grant funds. To move the design plans forward, CSPDC was an applicant and close partner with the City of Staunton to get the design plans approved by the Historic Preservation Commission since the lot is located within the Newtown historic district. The Historic Preservation Commission awarded the CSPDC a Certificate of Appropriateness.

### **IFB Schedule**

Ms. Paula Melester reviewed the Invitation for Bid (IFB) schedule.

- January 22, 2024: IFB published
- February 6, 2024: Pre-Bid Conference & Site Visit
- February 12, 2024: Bidder questions due
- February 16, 2024: Answers and addenda published to CSPDC website
- March 6, 2024: Bids due – live opening at CSPDC office (with Zoom option)

Ms. Melester noted that questions could be asked and discussed today, but only written questions would have responses of record. Any questions asked today should also be submitted in writing.

### **Federal Funding Requirements**

Ms. Melester indicated that Federal and State funds would be used for this construction project, and outlined some of the specific requirements that would need to be adhered to. Appendix C of the bid document has a comprehensive list of all Federal provisions and required clauses. Ms. Melester drew attention to Buy America and Build America requirements. All submitters should review the requirements in full.

### **Required IFB Response Materials**

Ms. Melester reviewed the required response materials:

- Bid Form
- Bond Form
- VA SCC Form
- Compliance with Immigration Laws & Regulations
- Non-Collusion Statement
- Debarment & Suspension Certification – Prime Contractor & Subcontractor
- Certification Regarding Lobbying
- Certification Regarding Federal Tax Liability & Recent Felony Convictions
- Safety Certification Form
- Litigation Disclosure Form
- Bidder Questionnaire

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- Disadvantaged Business Enterprise (DBE) Forms

Ms. Melester announced that only digital submissions through DemandStar would be received. Ms. Melester drew attention to the Bid Form – Appendix B listed forms and certifications to be submitted and noted that the unit pricing form would need to be attached to the Bid Form as well. Additionally, Ms. Melester indicated that the CSPDC had an agency-wide Disadvantaged Business Enterprise (DBE) participation goal, and any firm that included a prime and/or subcontractor with DBE status should complete the applicable forms.

### **Site Overview**

Mr. Jeff LaHood presented the site overview. The existing asphalt lot would be demolished and reconstructed with concrete, and would include:

- 4 bus bays and 21 parking spaces
- ADA and pedestrian safety improvements such as lighting, striping, grading, and curb ramps
- Landscaping improvements
- Drainage improvements
- Retaining wall with a seat cap

### **Construction Timeline**

Mr. LaHood indicated that the NTP date is flexible, and that the contractor should provide their preferred start date on the bid form. The earliest Notice to Proceed (NTP) date would be March 26, 2024. Substantial completion must be within 135 calendar days of NTP date or November 1, 2024, whichever occurred first.

### **Project Specifications**

Mr. LaHood presented the project specifications, which would follow a typical Virginia Department of Transportation (VDOT) project. A lump sum contract would be utilized, with all items paid by unit cost into the overall lump sum. Specifications used: VDOT Road and Bridge Specifications; VDOT Road and Bridge Standards; Virginia Work Area Protection Manual; MUTCD (2009, with 2011 Supplement); and Special Provisions within contract.

### **Section 49. Allowance Items**

Mr. LaHood also brought attention to the allowance items. Similar to the lump sum bid, contractors would provide unit cost and unit item for allowance items, and they would be paid out as used per unit. Highlighted items were unsuitable materials, geotextile fabrics, undercut excavation, and rock excavation. These would be unknown until the condition of the existing subgrade of the site was determined.

The clause in Section 49 noted that a schedule extension may be awarded if additional earthwork beyond the estimated units is encountered, however extensions will not be granted for work within the estimates provided and this should be taken into account while building out the original schedule.

### **Project Special Provisions**

Mr. Jon Oliver reiterated that the project was within a historic district, and that the CSPDC had received a certificate of appropriateness from the City of Staunton Historic Preservation Commission. As such there were certain requirements and conditions that must be met:

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- Essex green paint color for lights, signposts, bike racks, and other site amenities
  - Colored concrete
  - Stamped concrete
  - Required mockups

### **Site Safety**

Mr. Oliver indicated that safety was paramount. While the construction would be taking place on CSPDC property, some construction would overflow into City of Staunton right of way, and pedestrians would be walking by the site. Construction would also occur on the public sidewalk adjacent to Lewis Street, and construction on the sidewalk should be limited to only when necessary.

There would be no transit use during the entirety of the construction.

### **Construction Details**

Mr. LaHood indicated that MBP would lead the on-site inspections (part-time based on key project elements) which would ensure a different party other than the engineer of record to lead inspections. This would all be discussed in more detail at the pre-construction meeting.

Mr. LaHood also noted that CSPDC and Kimley-Horn conducted a lot of upfront work for Dominion Energy coordination. A point of contact had been designated and design drafted, and once the project schedule was in place it would be up to the contractor to move the coordination with Dominion Energy forward. There was no existing service to the site so a portion of the project would include digging a trench (dependent on the contractor), to be followed by Dominion Energy work.

### **Existing Retaining Wall**

Mr. Chip Fiore indicated that there was an existing wall on the north side of the site between the CSPDC property and the adjacent property. The stone wall with mortar joints was over 100 years old and was to be protected and monitored throughout construction. A preconstruction survey would be completed (instrumentation would be installed to monitor) by the CSPDC. Contractors are strongly encouraged to conduct their own pre-construction survey and should inspect and monitor the wall during construction.

### **Conclusion**

Ms. Melester opened the floor for questions – while the questions asked and answers provided today would be recorded, questions should also be submitted in writing so a record of answers would be available.

### **Questions**

Ms. Melester opened the floor for questions, and the following questions were asked and answered:

- Q: Since located in a historic district, would there be any issues with digging (i.e., artifacts, etc.)?  
A: There was a NEPA document approved that covered the historical and cultural resources which should cover the excavation work expected. Additionally, the site had been utilized as a parking lot for almost 100 years.
- Q: Would the contractor be responsible for maintenance of traffic during construction?

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A: Yes, information included in plan set outlined how traffic would be maintained during construction.

- Q: Would the contractor be responsible for obtaining permits for the work from the City of Staunton?

A: Yes.

- Q: Would it be the contractor's responsibility to locate a staging and parking location (on-site or elsewhere)?

A: Yes, it would be the contractor's responsibility to determine staging operations, with the site as an option.

- Q: Did the bid documents identify any restrictions (noise, time limits, etc.)?

A: No special provisions would be needed. Contractors would need to follow quiet hours for neighborhood (outlined in bid documents).

- Q: Other than the existing stone wall, was there concern for any other adjacent parcels to the site?

A: With residential properties nearby, the contractor would be expected to be a good neighbor. A preconstruction survey would be beneficial, along with pictures of adjacent properties.

Ms. Melester made one final announcement regarding the public easement with an access path that connects to Fillmore Street above the site. The contractor would be responsible for installing signage and blocking access during construction.

With no other questions, the pre-bid conference was concluded, and a site visit was completed.