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**RFP ADDENDUM #1**

Date of Addendum: October 3, 2025

**NOTICE TO ALL POTENTIAL RESPONDENTS**

This Addendum is informational and does not modify the terms or content of the RFP. The original RFP Documents and any previously issued addenda remain in full force and effect. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal Package.

**1.0 – PRE-PROPOSAL CONFERENCE**

The meeting minutes and presentation slides from the Pre-Proposal Conference held on September 26, 2025 at 1:00 p.m. are included with this addendum.

**2.0 – ATTACHMENTS**

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

Item	Description
2.1	Meeting Minutes: RFP 2025-001 PreProposal Minutes_20250926.pdf
2.2	PowerPoint Slides: RFP 2025_001_PreProposalMeeting_20250926.pdf

**END OF ADDENDUM**

# Pre-Proposal Meeting Minutes for CSPDC RFP #2025-001: Turnkey Contract for Transit Operations and Maintenance Services

**Meeting Date:** September 26, 2025

**Meeting Time:** 1:00 - 2:00 p.m.

**Location:** BRITE Transit Facility - 51 Ivy Ridge Lane, Fishersville, VA 22939

**Company:** Central Shenandoah Planning District Commission

## Meeting Attendees:

- Ann Cundy – Executive Director, CSPDC
- Paula Melester – Director of Transportation, CSPDC
- Devon Thompson – Transit Program Manager, CSPDC
- Danielle Gannon – Transit Planner, CSPDC
- Phil Thompson – Prospective Offeror, Virginia Regional Transit
- Katie Lettie – Prospective Offeror, Via
- Peter Wajda – Prospective Offeror, Via

## Meeting Overview

The purpose of the Pre-Proposal Conference for the CSPDC's RFP for a Turnkey Contract for Transit Operations and Maintenance Services was to provide an informative overview of the Request for Proposals (RFP), and to allow prospective offerors to tour the CSPDC's transit facility and ask questions related to the procurement. The CSPDC provided preliminary verbal answers to questions asked by vendors at the meeting. A summary of all questions received during the proposal period including those at this meeting and official answers will be provided in an Addendum to be posted to the CSPDC's procurement website no later than October 8, 2025.

## Agenda

1. Introductions
2. Background and Overview of CSPDC/BRITE
3. Overview of RFP Document and Process for Submitting Proposals
4. Tour of Transit Facility
5. Questions

## Meeting Minutes

Ms. Paula Melester welcomed attendees and outlined the meeting format. Attendees were asked to hold questions until the end of the meeting. CSPDC staff and attendees introduced themselves.

Ms. Ann Cundy provided an overview of the Central Shenandoah Planning District Commission (CSPDC). The CSPDC is a regional planning body serving five counties and five cities in the central Shenandoah Valley in Virginia. Services include community and economic development, resiliency planning, housing programs, transportation, and transit.

Ms. Devon Thompson presented the history of transit service in the region:

- Transit service originally existed as rural service operated by non-profit organizations with grant funding through the 5311 rural formula grant program
- In 2010, the region was designated as an urban area following the decennial census; non-profit organizations are not eligible to receive federal funds for urban service areas
- The CSPDC took over the transit system and became the recipient of federal and state funding to operate the service. The CSPDC operates the service on behalf of three localities through a turnkey contract with a transit service provider.

Ms. Thompson described the funding structure, current operations, facilities, and future plans:

**Funding:**

- The CSPDC is the direct recipient of Section 5307 Formula Funds for urban operations and a subrecipient of Section 5311 Formula funds for rural operations
- Federal grants are matched with state and local partner funding

**Current Operations:**

- Eight fixed routes
- ADA complementary paratransit and deviated fixed route service
- One commuter bus route

**Facilities:**

- Transit Operations and Maintenance Facility in Fishersville, VA: includes administrative office space, maintenance bay, bus wash bay, and secure bus parking area
- Lewis Street Hub in downtown Staunton, VA: multi-modal transfer site serving as the transfer point for several BRITE routes, with passenger amenities including shelters, benches, trash cans, lighting, ADA-accessible sidewalks and boarding area, and parking spaces

**Future Planning:**

- BRITE completed its most recent Transit Development Plan in 2022, outlining service plans and initiatives for the next 10 years

Information covered in Ms. Thompson's presentation is described in greater depth in Section 1 of the RFP. The Transit Development Plan and other planning documents are available in a resource folder on the CSPDC's procurement website. Prospective offerors are encouraged to review this information and inform themselves regarding existing services and future plans prior to submitting a proposal.

Ms. Melester provided an overview of the procurement process including the timeline for the procurement and the scope of work.

- The Central Shenandoah Planning District Commission (CSPDC) is seeking a turnkey contract for operations and maintenance services for the BRITE transit system. Additional context is available in Section 1 of the RFP.

- The contractor will be required to provide the fleet and all personnel (operators, dispatchers, maintenance, administrative support, and management)

**Contract Term:** 5-year base contract with two 2-year extension options (maximum 9 years total)

**Contract Timeline:** The existing contract expires June 30, 2026. The new contract must be in place by July 1, 2026 to ensure no lapse in service.

#### Procurement Timeline

- **RFP Published:** September 8, 2025
- **Pre-Proposal Conference:** September 26, 2025
- **Questions Due:** October 3, 2025, 5:00 PM (submit to Ann Cundy via email)
- **Addenda Posted:** No later than October 8, 2025
- **Proposals Due:** October 31, 2025, 5:00 PM (electronic submission; upload timestamp will determine receipt time)

Ms. Melester reiterated that all questions from today's meeting and those submitted in writing will be answered via addenda posted on the CSPDC website.

Ms. Melester provided a high-level overview of the scope of services to be performed under this contract, specifying what activities the Contractor is responsible for and what responsibilities will remain with the CSPDC.

#### **The contractor will provide services including, but not limited to:**

- Day-to-day operations of transit system
- Fleet and maintenance of fleet
- Management of personnel
- Dispatching and customer service
- Farebox handling
- Documentation and reporting
- Drug and alcohol testing
- Other activities required for federal and state law compliance

#### **CSPDC Responsibilities:**

- Transit planning and identification of service/route needs
- Contract oversight
- Grant fund administration (as direct recipient of federal and state funds)
- Liaison with local funding partners
- Final decisions on service additions, reductions, or revisions

Ms. Melester emphasized that the contractor and employees will be viewed as an extension of the CSPDC and must maintain the highest level of professionalism and service to protect the BRITE brand and reputation. She described the performance metrics that will be used to assess contractor performance.

#### **Performance metrics include:**

- On-time performance
- Number of missed trips
- Number of preventable crashes
- Safety management procedures
- Federal and state law compliance

**Zero-Tolerance Policy:** The CSPDC has zero tolerance for noncompliance with Title VI, Americans with Disabilities Act, and Drug and Alcohol testing regulations. Unsatisfactory performance fees may be assessed for noncompliance (thresholds outlined in Section 3 of the RFP).

**Reporting:** Monthly performance reports required; quarterly performance assessment meetings.

Ms. Melester described the contents that must be submitted with the proposal package and emphasized that proposals must follow the format in Section 4 of the RFP. Deviations may result in rejection or point deductions.

**File 1 – Certifications and Technical Proposal:**

- Cover sheet and signed certifications (templates in Appendix C):
  - Cover Sheet
  - Virginia SCC Registration Information
  - Certificate of Compliance with Immigration Laws
  - Non-Collusion Statement
  - Debarment and Suspension Certification(s)
  - Certification Regarding Lobbying
  - Certification regarding Federal Tax Liability and Felony Convictions
  - DBE Certification Form

*Note: No DBE goal has been established for this contract, but the CSPDC has an agency-wide DBE goal and encourages DBE participation. All offerors must indicate DBE status.*

All forms must be signed and submitted for a proposal to be considered complete.

- Proposal Letter (introduction and statement of interest)
- Technical proposal elements describing approach to contract requirements (guidance in Section 4)
  - Use narrative, charts, and figures as appropriate
  - Rolling stock information

Ms. Melester noted that the CSPDC provides a template to use in providing fleet information, however, Offerors may use their own form or template as long as it contains all the requested information.

**File 2 – Price Proposal:**

- Complete unbundled cost forms provided in the RFP
- Separate form required for Afton Express commuter bus service
- Instructions provided in Section 4

**File 3 – Insurance and Financial Documents:**

- Insurance documents
- Audited financial report for most recent fiscal year

Proposals will be evaluated based on the criteria and scoring matrix provided in RFP Section 5. Ms. Melester provided an overview of the criteria and point structure noting that only Offerors who score at least 70 points on the technical proposal will move forward for evaluation of the price proposal. She reiterated that the technical proposal and price proposal documents must be uploaded as separate files.

Complete and responsive proposals will be scored as follows:

**Technical Proposal: 65% of total score**

- Proposals must score 70 points or higher to advance to price evaluation
- Criteria align with required proposal elements

**Price Proposal: 35% of total score**

- Cost of operations
- Cost of capital

*Important:* Submit documents in the order outlined in Section 4 with clearly defined headings to ensure proper scoring.

Ms. Melester emphasized that federal funds will be used in this contract and therefore the procurement and resulting contract and operations must be compliant. She encouraged Prospective Offerors to thoroughly review the federal clauses included in Section 6 of the RFP.

This overview touched on each of the different sections of the RFP document but is not intended to provide a comprehensive understanding of the RFP and its requirements. Prospective Offerors should familiarize themselves with the scope of work requirements and the proposal by reading Sections 2-6 of the RFP document.

Finally, Ms. Melester described each of the six appendices and encouraged Prospective Offerors to review and utilize those as resources while developing proposals.

## Questions

**Q:** Who should written questions be submitted to?

**A:** All written questions should be submitted to Ann Cundy, Executive Director by close of business on Friday, October 3, 2025. Questions may be emailed to [ann@cspdc.org](mailto:ann@cspdc.org)

**Q:** Are proposers required to provide the bid/proposal dollar amount in the box provided on the Euna OpenBids submission site?

**A:** No. Offerors should NOT include the bid/proposal amount in the OpenBids box. The only place that the price proposal/bid should be included is in the Price Proposal form uploaded as an attached file. Offerors should be able to submit their proposal while leaving that field blank.



Turnkey Contract for Transit  
Operations and Maintenance  
Services (RFP #2025-001)

Pre-Proposal Conference  
September 26, 2025

# Agenda



1. Introductions
2. Background and Overview of CSPDC and BRITE Transit
3. Overview of the RFP document and process for submitting proposals
4. Tour of Transit Facility
5. Questions

**DISCLAIMER:** The CSPDC may choose to provide verbal answers to questions today, however, only the written answers provided in the form of an addendum to the RFP will be considered official responses.



# Our Team

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Ann Cundy  
Executive Director



Paula Melester  
Director of  
Transportation



Devon Thompson  
Transit Program  
Manager



Danielle Gannon  
Transit Planner

# Central Shenandoah Planning District Commission

## Our Region:

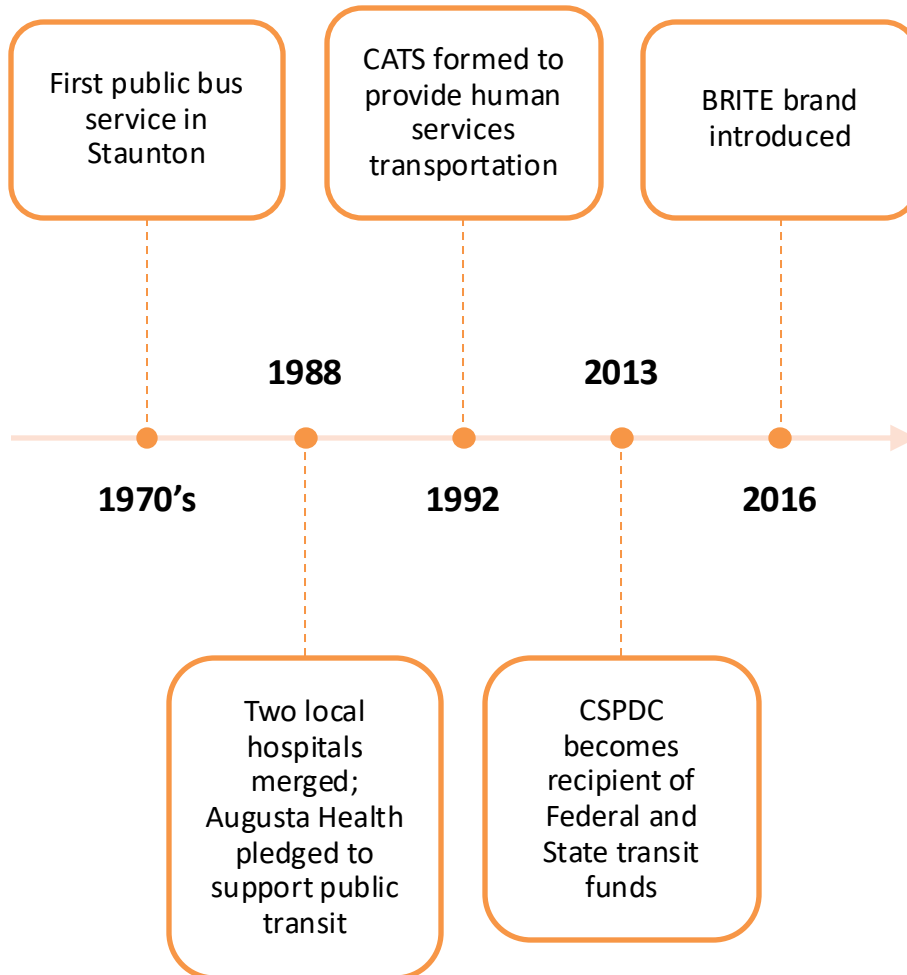
- Augusta, Bath, Highland, Rockbridge and Rockingham Counties and all 11 towns within
- Cities of Buena Vista, Harrisonburg, Lexington, Staunton, and Waynesboro

## Our Programs:

- Community & Economic Development
- Regional Multimodal Transportation Planning
- Resiliency and Natural Resource Planning
- Housing
- Commuter Assistance
- Public Transit



# History of Transit in the Region



# Funding Structure

## Federal Funding

- FTA Section 5307 Urbanized Area Formula Funds (direct recipient)
- FTA Section 5311 Rural Formula Funds (sub-recipient through State)

## State Funding

- State matching funds for Operating and Capital Cost of Contracting

## Local Funding

- Locality partners – Staunton, Waynesboro, Augusta County
- Community partners – Augusta Health, BRCC, SDDA, Social Services, Wilson Workforce & Rehab Center, Valley Community Services Board
- Afton Express partners – Staunton, Waynesboro, Augusta County, Charlottesville, Albemarle County, University of Virginia





# Blue Ridge Intercity Transit Express – Current Operations

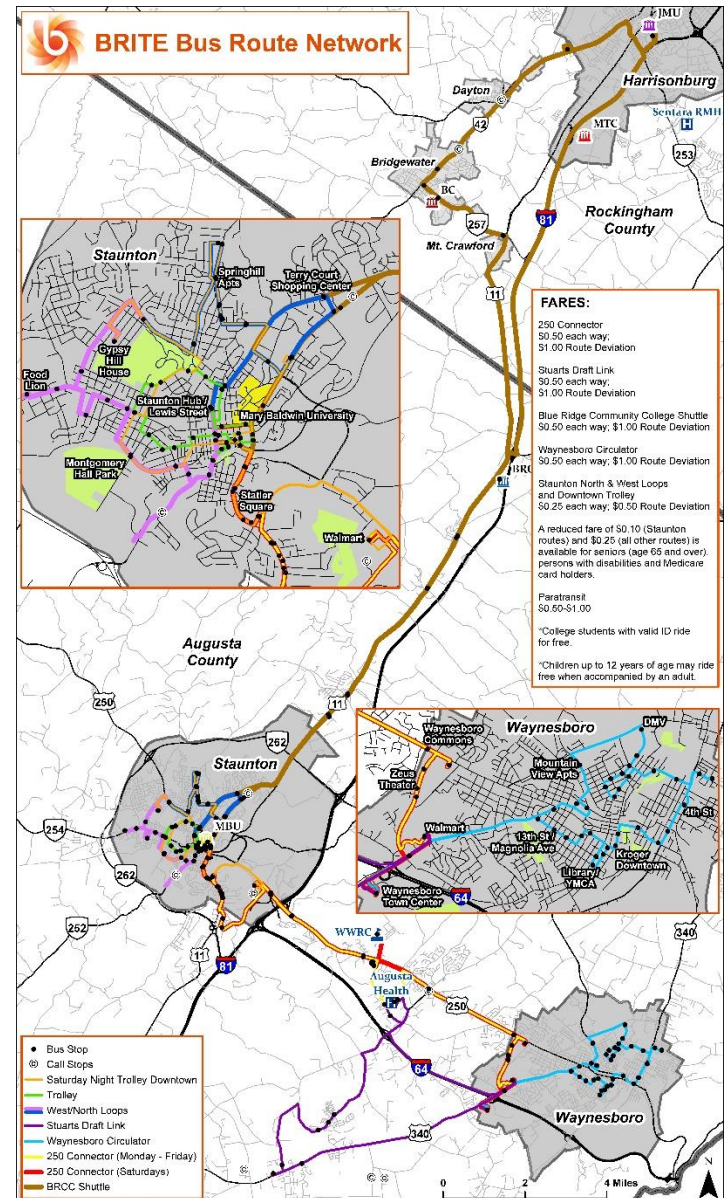
## Fixed Routes

- 250 Connector (East/West)
- Staunton West / North Loops
- Staunton Downtown Trolley & Saturday Night Trolley
- Waynesboro Circulator
- Stuarts Draft Link
- Blue Ridge Community College Shuttles (North and South)

## Commuter Route

- Afton Express

## ADA-Complementary Paratransit Service



# Operations and Maintenance Facilities

## **BRITE Transit Facility**

51 Ivy Ridge Lane, Fishersville, VA 22939

- Office & administrative space
- Maintenance garage
- Wash bay
- Secure parking/bus storage



## **Lewis Street Transit Hub**

240 N. Lewis Street, Staunton, VA 24401

- Multimodal transfer hub with dedicated bus lane
- Public parking
- Transit amenities – safety lights, shelters, benches, trash cans, etc.



# Service Metrics & Future Outlook

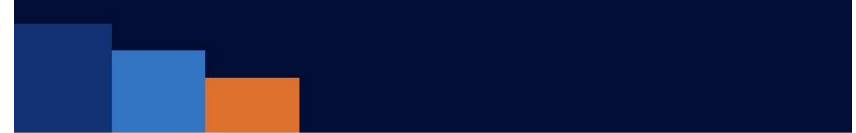
## Annual Data (FY 2025):

- Passenger Trips: 215,834
- Revenue Miles: 709,247
- Revenue Hours: 36,664

## Future Plans:

BRITE Transit Development Plan (2022) recommendations include

- ITS & Minor Route Enhancements
- Consideration of Microtransit
- Expanded Paratransit Hours
- Sunday Service
- Staunton South Loop



## BRITE Transit Development Plan

*December 2022*



**KFH Group, Inc.**  
Bethesda, MD | Austin, TX

# Request for Proposals #2025-001

## Turnkey Contract for Operations and Maintenance Services to include:

- Fleet
- Personnel
- Operations Services & Management
- Maintenance Services & Management

## Contract Timeline:

- Existing contract ends June 30, 2026
- New contract to begin July 1, 2026
- Five-year initial term with (2) two-year extension options



## REQUEST FOR PROPOSAL

RFP #2025-001

Turnkey Contract for  
Transit Operations and  
Maintenance Services

Issued: September 8, 2025  
Responses Due: October 31, 2025

CONTACT:  
Ann Cundy  
Executive Director  
[ann@cspdc.org](mailto:ann@cspdc.org)





# RFP #2025-001: Procurement Timeline



RFP Published	September 8, 2025
Pre-Proposal Conference	September 26, 2025 (1:00 PM)
Deadline to Submit Written Questions via email to Ann Cundy (ann@cspdc.org)	October 3, 2025 (5:00 PM)
Responses to Questions Published as Addenda to CSPDC Website	October 8, 2025
Proposals Due in Euna OpenBids	October 31, 2025 (5:00 PM)
Review and Evaluation of Proposals	November 2025
Interviews (as necessary)	November/December 2025
Negotiations & Contract Award	December 2025

# RFP #2025: Scope and Performance Metrics



## **Section 2 – SCOPE**

- Day-to-Day Operations of Transit System
- Fleet and Maintenance of Fleet
- Management of Personnel
- Dispatching and Customer Service
- Farebox Handling
- Documentation and Reporting
- Drug and Alcohol Testing

## **Section 3 – PERFORMANCE**

- CSPDC established metrics for performance (i.e. on-time performance, missed trips, accidents and incidents, reporting, and federal/state compliance)
- Unsatisfactory performance fees
- Quarterly performance meetings

# RFP #2025-001: Proposal Package

File #1	Cover Sheet and Signed Certifications	Cover Sheet Virginia SCC Registration Information Certificate of Compliance with Immigration Laws Non-Collusion Statement Debarment and Suspension Certification(s) Certification Regarding Lobbying Certification regarding Federal Tax Liability and Felony Convictions DBE Certification Form
	Proposal Letter	
	Technical Proposal Document	Qualifications and Experience Key Personnel and Org. Structure Management of Operations Safety Asset Management Rolling Stock & Fuel Customer Service Procedures Reporting Transition/Start-Up Plan
File #2	Price Proposal Document	Cost Proposal Form and Unbundled Service Hour Rate Form for BRITE & ADA Paratransit Cost Proposal Form and Unbundled Service Hour Rate Form for Afton Express
File #3	Insurance Documents and Audited Financial Report	

# RFP #2025-001: Evaluation Criteria

## Technical Proposal

Personnel and Organizational Structure	Max. 25 Points
Management of Operations	Max. 25 Points
Safety	Max. 20 Points
Asset Management	Max. 10 Points
Qualifications and Experience	Max. 10 Points
Customer Service and Complaint Procedures	Max. 5 Points
Start Up / Transition Plan	Max. 5 Points
<b>Total:</b>	100 Points (65% of Total Proposal Score)

## Price/Cost Proposal

Operating Costs	Max. 70 Points
Capital Costs	Max. 30 Points
<b>Total:</b>	100 Points (35% of Total Proposal Score)

# RFP #2025-001: Federal Clauses and Appendices

## Section 6 – CLAUSES

- FTA Required Clauses

## Appendices

- Route Profiles
- Facility License Agreement
- Certifications
- Proposal Documents and Forms
- Electronic Submission Instructions
- Sample Contract





# Facility Tour



# Questions



**Questions will be documented.**

**Preliminary responses may be provided today, but only the written response published in the form of an addendum will be considered the official answer.**