



Request for Information #STAR110618

Issue Date 11/06/2018

To whom it may concern,

STAR Transit is requesting information from organizations that have experience in providing excavation and installation services for soil, driveway, parking, and pavement and curbing; as well as underground utility location and protection from such work and installations. Please note that this is a REQUEST FOR INFORMATION (RFI) ONLY. It is issued for information and planning purposes only and does not constitute a Request for Proposal (RFP) nor does it guarantee the issuance of RFP in the future. We invite your organization to submit information to us by 5:00 PM 01/04/2019 for consideration. The goal is to review scope, competencies and cost associations to extend the drive area and parking lot around the current building for added safety and utilization. A response to this RFI will mean that your organization will be notified once the project goes out for bid. A description of our organization, information regarding services desired and other pertinent information follows:

#### **Background of STAR Transit**

STAR Transit is a recognized leader in providing high quality local and rural community transportation solutions. STAR Transit operates fixed route and demand-response and commuter transportation services.

This RFI pertains to an interest STAR Transit has developed at the behest of our staff and management to ensure the facility, a capital investment, is kept in a state of good repair. STAR Transit will have staff devoted to this project.

#### **Information Requested Regarding the Following Services**

STAR Transit requests information regarding scope of service needed and cost associations thereof to plan for and extend the paved drive area around the existing STAR Transit building, adding paved parking areas and adjusting as necessary existing paved parking. This work will enhance the level of safety in the parking area and will provide much needed space for parking and protecting capital investments such as buses and support vehicles. This installation may affect existing underground utilities, including but not limited to well lines, septic lines and tanks, public water supply, public sewer, underground power and telephone. Location, relocation, protection of any one or all items noted should

be considered upon review and submittal. Please include information about your organization's capacity to perform and history of performing these types of construction related services.

In order to simplify the review process and compare organizations submitting information, STAR Transit requests that all responses to the RFI be organized in the manner and format described below and submitted by hand or USPS marked to the attention of Eric Levdahl & Bill Moore, P.O. 126, Tasley, Va. 23441 or via email at [eric@vatransit.org](mailto:eric@vatransit.org) in .doc, .docx, or .pdf format:

**A. Executive Summary.** Please describe how the organization could assist in accomplishing STAR Transit's goals. Also, describe your or your organization's ability to perform the work in a timely manner. (2 page maximum)

**B. Professional Experience.** Describe how and why your organization is unique. This should include an explanation of the organization's philosophy, size, structure, and qualifications. (3 page maximum)

**C. Team Qualifications.** Please identify partners, managers, and in-charge staff who will be assigned to this project should your organization be awarded a project. Please provide brief biographical information that specifically addresses the engineering services to be provided. (3 page maximum)

**D. Construction Plan** to include companies intent and ability to provide site plans for submittal to the county prior to and during construction. Plans shall include but not be limited to description of silt fencing, U/G utility location and relocation of or planned construction to avoid U/G utilities, grading and preparation of area to be paved, removal of curbing sections, removal of all excess soil and concrete, area preparation such as compaction, gravel installation, stabilization, forming of curbing, blacktop paving, curb pour, finishing, striping and directional arrows, site seed and straw, site cleanup and any other items your firm may address as directed by the planning process or local codes and ordinances. Discuss your organization's capacity to provide repair services if awarded a project. (3 page maximum)

**E. Anticipated total cost** of work described in section "D" and "F".

**F. Additional Information.** Please provide any additional information, not specifically requested, but which you believe would be useful in the evaluation of your organization. (3 page maximum)

### **Key Contacts**

The following are key contacts for information you may seek in preparing your proposal:

Bill Moore	Phone: 757-787-8322	Email: <a href="mailto:bill@mystartransit.org">bill@mystartransit.org</a>
Eric Levdahl	Phone: 540-338-1610 X1206	Email: <a href="mailto:eric@vatransit.org">eric@vatransit.org</a>
Phil Thompson	Phone: 540-292-1668	Email: <a href="mailto:phil@vatransit.org">phil@vatransit.org</a>

Requests for additional information and questions should be coordinated through Eric Levdahl and Bill Moore. They may be reached at the numbers and emails listed above. Please submit the completed information packet to the attention of Eric Levdahl by hand delivery or USPS to: P.O. Box 126, Tasley, Va 23441 or to [Eric@vatransit.org](mailto:Eric@vatransit.org) in .doc, .docx, or .pdf form.

Sincerely,  
Eric Levdahl  
Office of Procurement for STAR Transit  
Virginia Regional Transit  
109 N Bailey Ln  
Purcellville, Va. 20132