



Request for Information #VRT110618

Issue Date 10/10/2018

To whom it may concern,

Virginia Regional Transit is requesting information from organizations that have experience in providing excavation and repair services for soil, driveway, parking, and slope stabilization as well as light pole utility repair. 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 5PM 01/04/2019 for consideration. The goal is to review scope, competencies and cost associations to correct parking lot and driveway deterioration and to consider the best value for our company. 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 Virginia Regional Transit**

Virginia Regional Transit is a recognized leader in providing high quality local and rural community transportation solutions. Virginia Regional Transit operates, manages, and plans fixed route, demand-response and commuter transportation services. The organization delivers efficient, cost-effective and quality service for riders so they can move about their communities and live their lives fully. The organization strives to be the provider of choice for our clients, looking to offer transportation as a vital community service.

This RFI pertains to an interest Virginia Regional 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. Virginia Regional Transit will have staff devoted to this project.

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

Virginia Regional Transit requests information regarding repair of the parking lot and curb separation apparent along the southwestern edge of our Culpeper facility entrance and parking area. This repair information should also include relocation or removal of an adjacent leaning light pole. 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, Virginia Regional 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, 1099 Brandy Knoll Ct, Culpeper Va. 27701 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 Virginia Regional Transits 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 silt fencing, demo of damaged driveway and curbing, relocation or removal of light pole, sub surface stabilization, sectional curbing design form and pour, asphalt replacement, site seed and straw, site cleanup and any other items your firm may address as directed by engineering plans. 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:

Eric Levdahl                      Phone: 540-338-1610 X1206 Email: [eric@vatransit.org](mailto:eric@vatransit.org)

Phil Thompson                 Phone: 540-292-1668 Email: [phil@vatransit.org](mailto:phil@vatransit.org)

Requests for additional information and questions should be coordinated through Eric Levdahl. He may be reached at the number and email listed above. Please submit the completed information packet to the attention of Eric Levdahl by hand delivery or USPS to: 1099 Brandy Knoll Ct, Culpeper Va. 27701 or to [Eric@vatransit.org](mailto:Eric@vatransit.org) in .doc, .docx, or .pdf form.

Sincerely,

Eric Levdahl

Operations Coordinator

Office of Procurement

Virginia Regional Transit

109 N Bailey Ln  
Purcellville, Va. 20132