



Procurement MEMO

Request for Quotes

To: Prospective Vendors
From: Phil Thompson Director of Operations VRT
CC: Bill Moore Transit Manager STAR Transit
Date: 3.3.2023

Procurement Project: 42023-32 Retention Pond

Procurement Type: Quote / Fixed Price / Small Purchase / Grant Funded

Grant #: 42023-32

Project Description: STAR Transit is seeking competitive quotes for the repair and upgrade of its retention pond and all appurtenances and arborvitae associated with recent approved engineering specifications and approved site plan for the Lands of Accomack – Northampton Transportation District Commission at its STAR Transit Tasley Virginia location. Scope of service may be required to change slightly due to unforeseen needs or obstacles identified during quotation and should be listed as such in a vendors quote.

Project Requires Specific Actions or Items:

1. Removal and storage of “sections of chain link fence” necessary to modify and repair retention pond
2. Modify existing pond as shown in SITE PLAN
3. Install wet swale to retention pond as noted in storm water plan and shown in SITE PLAN

4. Install inlet invert as shown in SITE PLAN
5. Install outlet invert as shown in SITE PLAN
6. Within the ellipse, contractor shall install bottom within range as shown in SITE PLAN
7. Contractor shall install gravel diaphragm as shown in SITE PLAN
8. Contractor shall modify length of existing outlet pipe and apply outlet protection as shown in SITE PLAN
9. Contractor shall install pond aerator (two locations) as shown in SITE PLAN
10. Contractor shall utilize stock pile locations as noted in SITE PLAN
11. Contractor shall install all plants required by SITE PLAN or storm water management plan
12. Contractor shall remove stockpile dirt and debris not needed for site remedies
13. Contractor shall install and remove all silt fence and runoff protection needed or required for this project
14. Contractor shall seed and straw disturbed areas as needed or required
15. Contractor shall ensure all final grades listed in SITE PLAN

Additional Expenses

Quotes shall also list any additional expenses the agency may incur including but not limited to permits, certifications, travel, labor, mobilization, fuel, supplies, plants, fill dirt installation and stockpile removal.

Quote Provision:

Quotes should be submitted by email to: phil@vatransit.org

Or mailed to: STAR Transit P.O. Box 126 Tasley Va. 23441

Or hand delivered to: STAR Transit 21250 Cooperative Way Tasley Va. 23441

Deadline for Quote Receipt:

April 17th 2023