Commonwealth Senior Living at Christiansburg
PRE-BID MEETING AGENDA
October 29, 2026

PROJECT: CSL Christiansburg – Memory Care & Assisted Living Expansion
Commonwealth Senior Living at Christiansburg
201 Wheatland Court
Christiansburg, VA 24073

1. **Project Personnel**
   a. **Project Manager:** Andy Sullivan - MCAP
   915 E. High St. Suite 600
   Charlottesville, VA 22902
   Cell : 434-531-4858
   asullivan@mcapfunds.com

   b. **Architect:** Bud Leary – DB3
   409 South Church St
   Smithfield, VA 23430
   Office: 757-488-4747
   bud@db3va.com

2. **Project Scope and Review:**

   This project is a 2-story Memory Care (MC) and Assisted Living (AL) addition that will add approximately 17,000 SF and will net 7 new MC Units and 14 new AL Units. The Memory Care unit will be completely reconfigured with new Dining Room, Living Room, Activities and outdoor spaces. The building will remain occupied during construction. Meaning, work will need to be phased and planned accordingly.

   Phase 1: Temporary spaces in MC, utility relocation, 7 parking spots on south side, generator relocation.

   Phase 2: Two story building addition. We will attempt to license and occupy these spaces prior to Phase 3.

   Phase 3: Returning the temporary spaces to Resident Units and common areas.

3. **Bid Submittal, Date, and Time:**

Bids to be sent using the Bid Form by email to asullivan@mcapfunds.com no later than**, November 24, 2026, at 2:00 p.m.** Upon receipt of your Bid Email, a same-day confirmation of receipt will be sent from Andy Sullivan by 5:00 p.m.

Bidders are welcome to also submit a narrative with clarifications, exclusions and any potential savings or efficiencies identified during pricing.

Basis of Award: Award of Contract will be to the most responsive bidder. Price and schedule are both important considerations.

4. **Bid Form:** Use form provided.

5. **Access to the Building During Bidding:** All visits MUST be scheduled in advance by email: (heather.holland@commonwealthsl.com)with Heather Holland, the Executive Director and please copy Andy Sullivan. We encourage GC's to tour the building with their subcontractors, however, we ask that you be as efficient as possible. PLEASE, do not show up unannounced.

6. **Pre-Bid Questions and RFI's:** All pre-bid questions must be submitted by email to both the Owner and Architect. Responses will be made in aggregate in the form of Bid Addenda issued periodically and in a timely manner, by email to all the Bidders. Please, do not submit any RFI's or questions after Thursday, 11/19.

7. **Specific Project Concerns:**

- Working hours shall be 8-5, Monday to Friday. Should the Successful Bidder desire to schedule work outside of these times, they shall be responsible for coordinating that with the Community Management Team and MCAP Project Manager.
- Our expectation is that this project will require a full-time onsite Project Superintendent.
- The Contractor shall communicate with the Executive Director of the building with regard to deliveries and schedule.
- Contractor shall provide their own toilet on site and will not use facility toilets
- All parking shall be at the rear or side of the building.
- This is an operating senior living facility. The Successful Bidder shall ensure that all shared space used by the Residents and work force shall remain free of dirt, dust, and construction debris. The Successful Bidder shall provide and maintain adhesive track off mats at all areas exiting the construction area.
- Smoking by the contractor and their workforce is prohibited on the property, except for vehicles.
- The Successful Bidder shall be solely responsible for maintaining all safety barriers.
- All shut downs shall be coordinated with Community Management Teams 96 hours prior to any interruption of power or any other service to the building.
- Appropriate building temperatures need to be maintained during and after construction hours. These temperatures are regulated by the Department of Social Services.

- Language and behavior of workers in the community shall remain appropriate at all times, both inside and outside of the building.

8. **Staging Area:**

    a. Lay-Down Area: The facility will designate an appropriate lay down area. Staging, storage and equipment cannot interfere with operation of the facility.
    b. Should a job trailer be desired, the Owner will work with the successful bidder to determine the feasibility of this.

END OF NOTES