

# Town of Clifton, Virginia

## Public Meeting Minutes

### Streetscape Project – Opening of Bids for the Duct Bank Project

September 25, 2025 | 7:30 PM

Location: Town Hall, 12641 Chapel Road, Clifton, VA

## 1. Call to Order

The meeting was called to order at **7:30 PM**.

## 2. Purpose of Meeting

A publicly advertised meeting was held to:

- Review bids for the **Duct Bank Project**, a component of the Streetscape Project.
- Open and acknowledge submitted bids.
- Provide updates on the status of the Streetscape initiative.

## 3. Bid Receipt and Initial Review

- **One bid** was received and presented to the Town Council.
- **Base Bid Amount:** Approximately **\$1 million**, significantly higher than the Town's estimate of **\$300,000**.
- The bid will undergo further evaluation.
- As the project requires **a minimum of three bids**, the Town will need to **re-advertise** the solicitation.

## 4. Streetscape Project Update

**CM Effros** requested a status update.

**Streetscape Committee Lead/PM Geri Yantis** provided the following:

- Last year, the Town evaluated the utility components of the Streetscape Project and determined that separating the Duct Bank work would minimize disruption in town.
- The Duct Bank was established as a standalone project, submitted to VDOT for approval, and advertised for bid **45 days ago**.
- The duct bank will house utility cables for participating utility providers.

## 5. Council and Public Discussion

- **Mayor Peterson:** Asked whether Citizen Marcus Silva had been invited to submit a bid.  
**Streetscape Committee Lead/PM Geri Yantis:** Explained that the standard procurement process requires **public advertisement**, not direct solicitation.

- **Clifton Café Owner Greg Young:** Asked if contractors were able to ask questions.  
**Streetscape Committee Lead/PM Geri Yantis:** Confirmed that questions were submitted, and an **addendum** was issued. Two contractors attended the **pre-bid meeting**.
- **CM Screen:** Asked whether there were additional advertising avenues.  
**Streetscape Committee Lead/PM Geri Yantis:** Stated that the Town advertises through eVA, as recommended by VDOT.
- **CM Effros:** Asked whether project details could be posted on the Town's website.  
**Streetscape Committee Lead/PM Geri Yantis:** Advised that **public hearing documentation** can be reposted online.
- **Mayor Peterson:** Asked about next steps.  
**Streetscape Committee Lead/PM Geri Yantis:** Next steps include:
  - Reviewing the submitted bid for errors.
  - Re-advertising the federally funded project to secure adequate competition.
  - Requesting additional funds if bids continue to exceed estimates.
- **Clifton Café Owner Greg Young:** Asked whether the bid includes a cost breakdown.  
**Streetscape Committee Lead/PM Geri Yantis:** Confirmed there is a **schedule of items** with line-item details.
- **Citizen JP Hess:** Asked whether bids separated labor and material costs.  
**Streetscape Committee Lead/PM Geri Yantis:** Confirmed; some items are provided by NOVEC, but labor and materials are itemized.
- **CM Effros:** Asked if the Town is limited to advertising only through eVA.
- **Citizen Donna Netschert:** Asked whether leftover funds could be used for other Town projects.  
**Streetscape Committee Lead/PM Geri Yantis:** Clarified that unused funds must be **returned to the federal government**.

## 6. Adjournment

A motion to adjourn was made by **CM Hess** and **seconded by CM Screen**.  
The meeting adjourned.

**Public Meeting Notice for the Town of Clifton, Virginia**  
**Streetscape Project – Open Bids for Duct Bank Project**  
**September 25, 2025**

Notice is hereby given that the Town Council of the Town of Clifton, Virginia will hold a Public Meeting on Thursday, September 25, 2025, 7:30PM at the Town Hall at 12641 Chapel Rd. to discuss the *Streetscape Project and Open Bids for Duct Bank Project*. All interested parties are encouraged to attend the meeting.