

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY REQUEST FOR PROPOSALS

Project Title: TransAction Update and Six Year Program Updates

Request RFP No. 2026-01

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Electronic copies of RFP: <https://thenovaauthority.org/procurement>

Issue Date: September 15, 2025

Written Questions Due: September 19, 2025

Register for Pre-Proposal Conference: September 19, 2025

Optional Pre-Proposal Conference Date/Time: September 23, 2025 at 10:00 AM

Offeror Registration Required: October 10, 2025

Proposal Due Date/Time: October 21, 2025 at 12:00 PM

Location: 2600 Park Tower Drive Suite 601, Vienna, VA 22180

DESCRIPTION OF WORK: The Northern Virginia Transportation Authority (NVTA) is requesting proposals from qualified firms to assist in updating TransAction, the region's long-range transportation plan and its Six Year Program, including transportation-related technical and communications services. Request for Proposal (RFP) tasks include the identification of regional transportation needs, analysis of multimodal regional projects using an appropriate travel demand model, sensitivity analysis, a public engagement program and project ranking process. These tasks are described fully in Section C: Scope of Work.

REGISTRATION OF INTEREST: Offerors are required to register their interest in submitting a proposal to ensure receipt of updates to this RFP, notice of changes in critical dates and NVTA responses to questions and any other addenda. Interest may be registered by submitting an email to Procurement@TheNoVAAuthority.org. The email must contain the company name, address, telephone number and email address of one person to serve as the point of contact for registration purposes. If more than one contact is submitted, the first person listed will be used as the point of contact.

OPTIONAL PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference will be held in person at NVTA's office on September 23, 2025 at 10:00 AM. Attendance is not required, but pre-registration is necessary in order to receive the Microsoft Teams invitation. Please register by sending an email to Procurement@thenovaauthority.org by 5:00pm on September 19, 2025. The purpose of this conference is to allow potential Offerors an opportunity to ask questions and receive answers about this solicitation. You are encouraged to submit written questions to be discussed at the conference in advance to Procurement@thenovaauthority.org to help ensure more complete answers. Questions also may be presented at the meeting. Responses will be posted at

<https://thenovaauthority.org/procurement>. Any changes or clarifications resulting from this conference will be issued in a written addendum to the solicitation.

ORAL PRESENTATIONS: Oral presentations with top-ranked firms are tentatively scheduled to be held in-person during the week of November 10, 2025.

TYPE OF CONTRACT: Cost Reimbursement, subject to maximum. The final cost of the contract will be determined after a review of cost proposals and contract negotiations.

NOTICE OF AWARD: Notice of contract award(s) made as a result of this solicitation is expected to be on or about February 27, 2026.

PERIOD OF PERFORMANCE: The performance period of this contract is approximately six years, or until a contractor for the next updated has been selected. Additional Task Orders may be issued under this contract upon the mutual agreement of NVTA and Offeror.

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SECTION A BACKGROUND

Background

Northern Virginia experiences the worst traffic congestion in the Commonwealth of Virginia and is consistently ranked among the most congested regions in the United States.

Northern Virginia's transportation network is critical to the economic vitality of the region and the quality of life of our residents. Businesses are attracted to Northern Virginia because of our well-educated and highly-qualified workforce, business-friendly environment and proximity to the federal government. Meanwhile, people choose to live and work in Northern Virginia for the broad range of employment opportunities, first-rate school systems, and diverse mix of leisure, entertainment and cultural attractions. As a result, Northern Virginia is attractive to residents, businesses, workers and visitors alike. However, in order to continue to be an attractive destination to live, work and play, our transportation system must work regionally and comprehensively to connect people and places.

The Northern Virginia Transportation Authority (NVTa, or the Authority) plays a critical role in funding multimodal projects that address the region's transportation needs. To be eligible for funding in the Authority's Six Year Program, projects must be included in the region's current long range transportation plan, referred to as TransAction, which is updated every five years. Updating the current version of the plan, adopted in December 2022, and supporting future biennial updates to the Authority's Six Year Program, are the primary subjects of this RFP. In addition to the specific tasks noted in the Section C Scope of Work, NVTa anticipates additional task orders for related technical and communications tasks may be requested during the period of performance.

About the Authority

In July 2002, the Virginia General Assembly created the NVTa. NVTa's nine member jurisdictions are the counties of Arlington, Fairfax, Loudoun, and Prince William, and the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park. NVTa's primary responsibilities include funding of regional projects and maintaining Northern Virginia's Long Range Transportation Plan.

The Authority governing body is comprised of 17 members; nine are mayors or chairs (or their designees) of the nine cities and counties that are members of the Authority; two are members of the House of Delegates; one is a State Senator; and two are citizens appointed by the Governor. In addition, the Director of Virginia's Department of Rail and Public Transportation and the Commonwealth Transportation Commissioner, or designee, and a representative of the five towns which maintain their own roads (Dumfries, Herndon, Leesburg, Purcellville, and Vienna) serve as non-voting members. NVTa's websites are used as key informational tools to provide data, analytics, and documents to NVTa members, committees, the Virginia General Assembly, elected officials and their staff, regional partners, the public, and media.

HB 2313 (2013), Virginia's landmark transportation funding legislation, provides the NVTa with dedicated transportation revenues to address the decades-long backlog of regional transportation projects. The revenues collected are divided into two funds: Local Distribution Funds (30%) and Regional Revenue Funds (70%). The Authority has adopted revenue projections which on average will total \$475 million per year from FY2026 through FY2029.

Local Distribution Funds are distributed directly to individual NVTa member jurisdictions based on the revenues collected in the jurisdiction and may be used as follows:

- Urban or secondary road construction;
- Capital improvements that reduce congestion;
- Projects included in NVTa's long range transportation plan or other transportation capital improvements which have been approved by the most recent long range transportation plan adopted by the Authority; and
- Public transportation purposes, to include transit operational costs.

Regional Revenue Funds may be used for regional projects that:

- are included in NVTa's long range transportation plan (TransAction); and
- have also been evaluated as part of the HB 599 (2012) process, as subsequently amended by HB 1468 (2019), requiring NVTa to evaluate all significant transportation projects:
 - rate and evaluate a minimum of 25 projects for congestion reduction and emergency evacuation; and
 - conduct the rating and evaluation process at least every four (4) years.

The TransAction update shall incorporate the requirements of HB 599/HB 1468, and the subsequent project ratings will be referred to as TransAction project ratings. More information can be found on NVTa's website under Governing Legislation.¹ Note: offerors, including the successful consultant, will not be required to make legal interpretations of the Virginia Code with respect to the scope of work.

In addition to the specific tasks noted in Section C Scope of Work, NVTa anticipates the possibility of issuing additional task orders that may be identified during the period of performance.

¹ <https://thenovaaauthority.org/about-nvta/who-we-are/authority>

SECTION B INSTRUCTIONS TO OFFERORS

1. PURPOSE OF RFP/SCOPE OF WORK:

The purpose of this RFP is to procure technical consulting services to update the TransAction Long Range Transportation Plan for Northern Virginia to support future updates of the Authority's Six Year Program, and to provide similar technical and communications services for other NVTa initiatives. The additional task, BRT Action Plan 2.0, is a non-optional part of this RFP. A detailed scope of work follows in Section C.

2. EXPLANATION TO OFFERORS:

A request for any explanation desired by an Offeror regarding the meaning or interpretation of this RFP, specification, or other solicitation documents should be submitted by 12:00 Noon on October 21, 2025. At its discretion, NVTa may respond to questions presented at the Proposal Conference at a later date in order to allow for a well determined reply. Please email questions and requests for clarification to Procurement@thenovaauthority.org.

Offeror must exercise due diligence to discover and to bring to the attention of NVTa, at the earliest possible time, any ambiguities, inconsistencies, or conflicts in or between any of the technical or contractual provisions in the RFP.

Any change made by NVTa will be in the form of an amendment to the RFP and will be furnished to all prospective Offerors registered with NVTa. All Changes and clarifications will be emailed to the registered point of contact for each firm.

3. WRITTEN COMMUNICATIONS:

NVTa will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in this RFP, the specifications or related documents or amendments thereto.

4. PROPOSAL PREPARATION COSTS:

This RFP does not commit NVTa to an award, or to pay any costs associated with the preparation and/or submission of any proposal. NVTa will not reimburse any costs incurred by Offerors in responding to this RFP or in competing for the contract award.

5. SUBMISSION OF PROPOSAL AND PROTECTION OF PROPRIETARY INFORMATION:

A proposal package email including a single technical proposal and single cost proposal, in Adobe (PDF) file format is required. Additionally, a cost summary must be submitted using the Excel file format distributed with this RFP as detailed in Section G. Additionally, the proposal package must be received at Procurement@thenovaauthority.org not later than 12:00 PM (noon) on October 21, 2025. NVTa reserves the right to reject any and all proposals received after that time. NVTa also reserves the right to waive irregularities.

Submit proposal package to NVTAs Contract Manager for the project:

Ms. Lauren Wilber, Financial Accountant
Northern Virginia Transportation Authority
2600 Park Tower Drive, Suite 601
Vienna, VA 22180

Note: proposals must arrive at or before 12:00 PM (noon) on October 21, 2025.

Consistent with state statutes, NVTAs will provide all reasonable precautions to ensure that proprietary information remains within the review process. The Offeror shall attach to any proprietary information the following legend and identify the specific reason(s) for this designation as permitted in the Code of Virginia:

Specific data as indicated are furnished pursuant to RFP # 2026-01 and shall not be disclosed outside of NVTAs, be duplicated, or used, in whole or in part, for any purpose other than to evaluate the proposal. The reasons for protecting these data are defined in the Code of Virginia. This restriction does not limit NVTAs right to use information contained in these data if it is or has been obtained by NVTAs from another source.

Except for the foregoing limitation, NVTAs may duplicate, use and disclose in any manner and for any purpose whatsoever and have others do so, all data furnished in response to this RFP.

6. PROPOSAL ACCEPTANCE PERIOD:

The proposal shall be binding upon the Offeror for 120 calendar days following the proposal submission date. Any proposal on which the Offeror shortens the acceptance period may be rejected, although the acceptance period may be extended by mutual agreement between NVTAs and the Offeror.

7. AWARD OF THE CONTRACT:

NVTAs will award the contract on the basis of the evaluation factors included in the RFP to the Offeror deemed to be fully qualified and best suited among those submitting responsive and responsible proposals. Negotiation will be conducted with at minimum the top two ranked Offerors. Offerors are cautioned to ensure that all representations in the proposal are complete and accurate.

After negotiations have been conducted with each Offeror so selected, NVTAs shall select the Offeror, which, in NVTAs opinion, has made the best proposal and shall award the contract to that Offeror. NVTAs may cancel this RFP or reject a proposal at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this RFP, Contract Provisions, and the Consultants Technical and Cost Proposal as agreed upon by NVTAs, plus such other terms and conditions as may be mutually agreed.

8. DELAYS IN AWARD:

Delays in award of a contract, beyond the anticipated starting date, may result in a change in the contract period indicated in the solicitation. If this situation occurs, NVTAs reserves the right to award a contract covering the period equal to or less than the initial term indicated in the solicitation.

9. AWARD FOR ALL OR PART:

Unless otherwise specified, NVTa may, if it is in the best interest of NVTa to do so, after negotiation, award all or part of the proposal to any Offeror whose proposal is the most responsible and responsive and whose proposal meets the requirements and criteria set forth in the Request for Proposals with respect to the items in question. Specifically, alternative subcontractors for Public Outreach and Communication (Task 2) maybe requested.

10. REJECTION OF PROPOSALS:

NVTa expressly reserves the right to reject any or all proposals or any part of a proposal, and resolicit the services in question, if such action is deemed to be in the best interest of NVTa.

11. SINGLE PROPOSAL:

If a single conforming proposal is received, a price and/or cost analysis of the Proposal shall be made by NVTa.

- It should be recognized that a price analysis through comparison to other similar contracts shall be based on an established or competitive price of the elements used in the comparison.
- The comparison shall be made to the cost of similar projects and involve similar specifications.

12. PROTEST OF AWARD:

An Offeror wishing to protest a decision to award a contract must submit the protest, in writing, to the NVTa Chief Financial Officer, no later than 14 calendar days after the public decision by the Authority to award the contract. The protest must include the basis for the protest and the relief sought. Within 14 calendar days after receipt of the protest, the Chief Executive Officer of NVTa will issue a written decision stating the decision on the protest and the reasons for the action taken. This decision is final. Further action, if desired by an Offeror, must be taken by instituting action as provided by the Code of Virginia.

13. COMPETITIVE NEGOTIATION

- a. General - This procurement will be conducted using the procedures of competitive negotiation of technical proposals.
- b. Interviews and Negotiations - After receipt of initial proposals, written or oral discussions will be conducted with at least the two highest rated responsive Offerors to the extent necessary to rank order the proposals, resolve uncertainties and consider any revisions. Basic questions will not be left for later agreement during price revisions or other supplemental proceedings.

All Offerors selected to participate in negotiations will be offered an equal opportunity to submit technical or other revisions as required. Complete agreement on all basic requirements shall be the objective of these negotiations.

- c. Complete Proposals – Offerors are urged to ensure that price and technical proposals are full and complete.

- d. Best and Final Offer – Once negotiations are complete with at least two Offerors notice will be provided of the specified time and date to submit their Best and Final Offer. The Best and Final Offer shall be each Offeror’s most favorable price proposal for the technical proposal which has been clarified and agreed to during negotiations.

14. REQUIREMENTS OF THE SEPARATE TECHNICAL AND PRICE PROPOSALS:

Technical and price proposals are required for the TransAction update, two Six Year Program updates, and BRT Action Plan 2.0. Other tasks will be negotiated with the successful consultant on an as-needed basis.

The technical proposal must include:

- a) Title Page - show the name of the Offeror’s firm, local address, telephone number, email address, name of contact person and date.
- b) Table of Contents.
- c) Letter of Transmittal summarizing the proposal.
- d) Technical Approach (**30 page maximum**):
Offerors are requested to allocate approximately 80 percent of the 30-page maximum to Phases 1 through 3 of the TransAction update; 10 percent for the two Six Year Program updates; and 10 percent for the BRT Action Plan 2.0.

This section should describe the project understanding, proposed technical approach, proposed approach to public engagement/communications, proposed approach to supporting NVTAs in-house modeling and management plan. The proposal must address in depth the Offeror’s plans to meet the requirements of each of the phases/tasks and activities outlined in the “Scope of Services” of this RFP, including the staffing levels required to complete each task, and the relative effort that each member of the proposed project team will devote to the project. This section must include a phase-by-phase, task-by-task/sub-task-by-sub-task schedule of the time required to complete the project, supported by the proposed hours the Offeror agrees to commit to each task. This schedule must identify the major milestones, project deliverables, and estimated total time to complete each task, allowing sufficient time for public engagement, reviews by NVTAs staff and NVTAs committees, and adoption of TransAction by the Authority no later than its regular meeting in November 2027. The schedule must include progress reporting and project meetings with adequate time for the NVTAs Project Manager to review and approve Consultant deliverables.

Each Offeror must cover all of the requirements of the work as given in Section C of this RFP # 2026-01; the Contract Terms and Conditions, and any other contract documents described in Sections F and G; and provide sufficient specific information to effectively demonstrate the Offeror’s technical capability to perform all work required under these specifications. The Offeror shall submit information to enable NVTAs to ascertain how the proposal will meet the specifications contained herein and in accordance with the Evaluation Criteria.

The consultant shall explain how they will approach the tasks and identify any options that they believe will be necessary to complete the project and meet the needs of the NVTa.

All deliverables and intermediate work products will be reviewed by NVTa staff. Selected deliverables will be reviewed by the Authority's committees – the Regional Jurisdiction and Agency Coordinating Committee (RJACC), the Planning and Programming Committee (PPC), the Planning Coordination Advisory Committee (PCAC), the Technical Advisory Committee (TAC.) and the Transportation Technology Committee (TTC). In addition, NVTa's TransAction Modeling Group will be utilized for specific modeling topics.

The consultant must expect that at least one team member will attend the monthly NVTa, PPC, PCAC, and TAC meetings for the duration of the project, which are typically held in public at NVTa on a weekday evening except during August, when these committees do not normally meet. Approximately four times a year, coincident with key milestones, the consultant should assume that its project manager and at least three other team members will attend a half-day work session with RJACC members. The consultant should assume that relevant key staff will meet with NVTa's TransAction Modeling Group, which meets as needed to discuss specific modeling topics.

Public information and participation are critical to this project and should be considered integral to each task. While the parties to the process vary greatly, consistency is essential in communicating effectively. Public engagement will incorporate a flexible combination of in-person and virtual meetings, in addition to other forms of engagement, such as online surveys and social media.

e) **Project Staffing (Qualifications and Experience)**

This section must include the qualifications of the key personnel that will be assigned to this project. At a minimum, the proposal should designate a project manager, and include the organization, functional discipline, and responsibilities of project team members.

Resumes of no more than two pages each must be provided for all key personnel proposed.

The Offeror must clearly state if it is proposing to subcontract any of the work herein. The names of subcontractors are to be provided and by proposing such firm(s) or individuals, the Offeror assumes full liability for each subcontractor's performance.

f) **Firm(s) Experience and Capabilities**

The purpose of this section is to provide NVTa with an overview description of the Offeror's company plus the Offeror's commitment to performing the services set forth in the RFP. The Offeror must also specify, in a similar manner, the qualifications of any subcontractors to be used in this proposed project.

Offerors shall identify a minimum of four projects performed over the last five years, similar or equivalent in size and scope to the work described in the solicitation. Project descriptions, limited to two pages each, should describe relevant work previously performed by the Offeror

and proposed subcontractors. In addition to a concise description of the technical work performed under the contract, project descriptions should include the name of the client, contact person, title, address, phone number, and direct email address. Project descriptions must also provide the contract number and contract value and the time period of performance.

In addition to the above, the Offeror must provide a list of contracts within the past five years, if any, on which failure to complete the work within the specified time resulted either in the assessment of damages or contract termination.

- g) A list of names, titles, telephone numbers and email addresses of persons authorized to conduct negotiations.
- h) Acknowledgment of receipt of all NVTAs amendments to this RFP in the Technical proposal.
- i) Attachments
 - Attachment A: RFP Submission Form.
 - Attachment B: NVTAs Insurance Coverage Required.
 - Attachment C: Disadvantaged Business Enterprise Statement.
 - Attachment D: Schedule of Disadvantaged Business Enterprise Participation Statement.
- j) Price Proposal (**Separately Bound from the Technical Proposal**) which includes:
 - a. Title page – name of the firm, local address, telephone number, fax, email, name of contact person and date.
 - b. Exhibit showing an estimate of the hours to be worked by named individuals, their firms, and their hourly rates broken down by task and the associated total costs including all estimated out-of-pocket costs and fees. Costs in the fully burdened labor rate must include all items such as professional time, travel, data processing, forms, printing, other expenses included in the proposed cost. The Offerors should explain and provide details of any conditions which might increase or reduce the cost of the proposed services.
 - c. Price Summary Table
 - d. The completed table noted in the Price Proposal section.

15. PROPOSAL EVALUATION:

NVTA will use the best value selection method as the basis for award. The technical proposals will be evaluated by a selection panel comprising NVTA staff, regional jurisdiction and/or agency staff. All proposals will be evaluated for responsiveness and responsibility by NVTA finance staff. The selection panel will then take a best technical solution approach to evaluating proposals. Recommendations made by this selection panel will be reviewed by the NVTA's Chief Financial Officer (CFO). Upon review of the recommendations by the CFO, the cost proposals will be provided to the selection panel. The selection panel will use a best value approach to make a final recommendation to enter negotiations with at least the top two ranked firms for final presentations and negotiations. Once the negotiation process is complete and the selected vendors have submitted their best and final offers, the selection panel will confer to make a selection recommendation to the CFO prior to presentation to NVTA's Chief Executive Officer (CEO). The CFO will present the proposed selection to the NVTA

Finance Committee. Upon review by the NVTa Finance Committee, the CFO, in turn, will make a recommendation to NVTa's governing body, which must act to approve the contract award.

DBE/SWaM Inclusion is encouraged. Offerors should document DBE/SWaM inclusion in Attachments C and D. The maximum five (5) points noted below will be awarded for 10% participation. Based on the tasks documented on Attachment D points will be prorated on the amount of DBE/SWaM participation on tasks assigned by the Offeror.

Selection Criteria and Weighting

Proposed Technical Approach	50 points
Proposed Approach to Public Engagement/Communications	20 points
Relevant Recent Experience of Team (and references)	10 points
Relevant Recent Experience of Key Staff	10 points
Project Understanding/Management	5 points
DBE/SWaM Inclusion	5 points
Total	100 points

Based on the results of the preliminary evaluation, at least the two highest ranked firms will be invited to make virtual presentations to the selection panel. Such presentations may include, but are not necessarily limited to, explanations of the proposed approach, work plan, and qualifications of the firm(s). This panel will then conduct a final evaluation of the firms.

After negotiations and review of the best and final offer (if requested), the award will be made to the responsible Offeror whose offer conforms to the solicitation and is most advantageous to NVTa, cost and other factors considered. For this solicitation, technical quality is more important than cost. As proposals become more equal in their technical merit, the evaluated cost becomes more important.

16. QUALIFICATIONS OF OFFERORS:

NVTa may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to furnish the item(s) and the Offeror shall provide NVTa all such information and data for this purpose as may be requested. NVTa reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Offeror fails to satisfy NVTa that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or goods contemplated therein.

17. REVISIONS PRIOR TO DATE SET FOR RECEIPT OF PROPOSALS:

NVTa reserves the right to revise or amend RFP # 2026-01 prior to the date set for receipt of proposals. Such revisions and amendments, if any, will be announced by an amendment(s) to this RFP. Copies of such amendments as may be issued, will be furnished to all registered prospective Offerors and will be posted on NVTa's website. If the revisions and amendments require material changes, the date set for receipt of proposals may be postponed by such number of days that, in the opinion of NVTa, will enable Offerors to revise their proposals. In such cases, the amendment will include an announcement of the new date for receipt of proposals.

18. ACKNOWLEDGEMENT OF AMENDMENTS:

Offerors are required to acknowledge receipt of all amendments to this RFP in the Technical proposal. Failure to acknowledge all amendments may cause the proposal to be considered not responsive to this RFP.

19. KEY PERSONNEL:

Certain, skilled, experienced, professional and/or technical personnel are essential for successful accomplishment of the work to be performed under the contract. These are defined as “Key Personnel” and are those persons whose resumes were submitted as part of the technical proposal for evaluation. Key personnel are expected to work on the contract for its duration, so long as they continue to be employed by the Consultant, unless removed from work on the contract with the consent of, or at the request of, the NVTa.

20. ADDITIONAL INFORMATION:

NVTa reserves the right to ask any Offeror to clarify its offer.

21. CONFLICT OF INTEREST:

The successful Offeror and their officers and employees shall comply with the provisions of the Virginia State and Local Government Conflict of Interests Act (Va. Code § 2.2-3100 1 et. seq.), the terms of which are incorporated herein by reference.

NVTa is intent on avoiding conflicts of interest associated with the award of the contract(s). To these ends, Offerors must identify existing and prospective contractual relations they have (or could have) which could present sources of conflict as part of the proposal submission.

22. DISADVANTAGED BUSINESS ENTERPRISE (DBE/SWAM):

Where it is practicable for any portion of the awarded contract to be subcontracted, the Offeror is encouraged to offer such business to DBE/SWAM certified businesses.

23. NONDISCRIMINATION:

Offeror shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or faith-based organization.

24. INSURANCE CHECKLIST:

A checklist of required insurance coverage is Attachment A and identified as “NVTa Insurance Coverage Required”. Items marked “X” are required to be provided. A certificate of insurance indicating these coverages should accompany the offeror’s response to the RFP. A copy of the declarations page is acceptable for errors and omissions insurance. If insurance is incomplete, the Offeror should provide a letter from its insurance agent stating that the Offeror is eligible to obtain insurance to the prescribed limits, should a contractual offer be extended. Technical proposals must note any desired exceptions to the insurance coverage. Offerors may submit proposed alternatives.

25. CONTRACT MANAGER, PROGRAM MANAGER, PROJECT MANAGER AND PROJECT OFFICER:

For this project, the following individuals will serve as managers and officer:

Contract Manager

Lauren Wilber
Financial Accountant
NVT A

Project Officer

Michael Longhi
Chief Financial Officer
NVT A

Program Manager

Sree Nampoothiri, PhD, AICP
Senior Manager, TPP
NVT A

Project Manager

Starla Couso, AICP
Manager, TPP
NVT A

BRT Project Manager

Amanda Sink
Project Delivery/Grants Manager
NVT A

The NVT A's Project Officer's role is to ensure legal and regulatory compliance during the procurement, and throughout the period of performance, and to manage the approval and issuance of new task orders in conjunction with NVT A's Program Manager. The Project Officer will also provide financial oversight of the Contract Manager.

The NVT A's Contract Manager's role is to manage financial and contract administration elements of the contract, in coordination with NVT A's Project Manager, including payment requests.

The NVT A Program Manager's role is to provide technical oversight and guidance to the NVT A Project Manager and the successful Offeror's Project Manager, including initial review of project deliverables.

The NVT A Project Manager's role is day-today management and coordination with the successful Offeror's Project Manager, including scope, schedule, budget adherence, progress reporting, and approval of reimbursement requests.

The NVT A BRT Project Manager's role is day-today management and coordination with the successful Offeror's Project Manager, including scope, schedule, budget adherence, progress reporting, and approval of reimbursement requests.

26. PROCUREMENT SCHEDULE

Please note that dates are tentative and may change without notice.

<u>Date</u>	<u>Activity</u>
September 15, 2025	Issue RFP
September 19, 2025 at 12:00 PM (Noon)	Written Questions on RFP Due
September 23, 2025 at 10:00 AM	Pre-proposal Conference
October 21, 2025 at 12:00 PM (Noon)	Proposal Due Date
November 3, 2025	Short-listed firms notified
Week of November 10, 2025	Oral Presentations
February 27, 2026	NVTA Approval of Award
Week of March 2, 2026	Kick-off meeting

27. NOTICE OF AWARD:

The successful Offeror will be notified in writing by mail or otherwise that its proposal has been accepted and that it is to be awarded the contract. The notice of award should not be construed as a "Notice to Proceed" unless specifically stated in the notice of award.

28. EXECUTION OF CONTRACT:

The successful Offeror shall execute the contract and furnish the Insurance Certificates to NVTA within ten (10) calendar days after the Notice of Award has been issued. The contract will be in writing and shall be executed in the number of copies required by NVTA. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this RFP, Contract Provisions, and the Consultant's Technical and Cost Proposal as agreed upon by NVTA, plus such other terms and conditions as may be mutually agreed. Contract performance shall begin on the date set forth in the written Notice to Proceed.

SECTION C SCOPE OF WORK

TransAction Update Development Approach and Philosophy

TransAction is a needs-based, data-driven plan that, among other things, includes a Project List containing multi-modal, regional transportation projects. This Project List represents the initial eligibility filter for projects that can be funded through NVTAs Six Year Program. Since TransAction is a fiscally and geographical unconstrained plan, inclusion of a project in the TransAction Project List is not a guarantee of future funding by NVTAs, but TransAction will support the evaluation of projects under funding consideration.

The development of TransAction primarily relies upon an integrated approach to technical analysis and public engagement – the consultant will be heavily involved in both components. The development of TransAction will be conducted in three sequential phases. While the three phases are sequential, with relatively inflexible start/end dates, task activities within each phase will advance simultaneously on multiple fronts. Activities related to technical analysis and public engagement will vary from phase to phase but will be inter-dependent within each phase. The anticipated phases include:

Phase 1: Identification of Needs and Priorities	March 2026 – August 2026
Phase 2: Analysis of Projects and Packages	September 2026 – April 2027
Phase 3: Documentation, Review, and Finalization	May 2027 – November 2027

The development philosophy for the TransAction update will be driven by the approved vision and goals (see below description of vision and goals). Two complementary approaches will be used to develop and evaluate TransAction:

- Traditional performance-based planning approach, using quantitative, model-based analysis with weighted performance measures.
- ‘Core Value’ approach that incorporates a more holistic/overarching review for each ‘core value’, e.g. safety, equity, sustainability, and integrated multimodal system. While the ‘core value’ approach can still be data-driven, it will take a broader, region-wide view as to how well TransAction addresses each core value. As such, the ‘core value’ approach may help identify additional candidate regional projects.

Both approaches will incorporate public engagement and stakeholder inputs.

TransAction will take account of transportation needs that are derived in three ways:

- Travel demand in an intermediate and outer horizon years, taking account of cooperative planning forecasts for population and employment;
- Analysis of future travel conditions, taking account of transportation projects that are fully funded but not yet implemented; and
- Extensive public and stakeholder engagement, potentially including focus groups, surveys, polls, pop-up events, town hall meetings, and other engagement opportunities.

Regional transportation projects will be identified, and their performance evaluated against the transportation needs. TransAction will identify and evaluate project packages in various geographic footprints, e.g. the region as a whole, in eleven major corridors, and associated corridor segments. It is not the intent of TransAction to evaluate individual projects, although a small number of ‘mega’ projects with an estimated project cost in excess of \$500 million may be subject to additional scrutiny. Such additional scrutiny may include development of project packages comprising combinations of mega projects and other complementary regional transportation projects.

That said, NVTa considers, and has demonstrated through previous funding programs, that the scope/scale of a project is not the only indicator of potential regional impact. For example, first/last mile connections, transportation technology, and projects that integrate multiple modes may also have a strong regional impact, particularly when approached from a multi-jurisdictional/multi-agency perspective.

TransAction will address uncertainty in future forecasts through the use of scenario (sensitivity) analysis. Scenarios will be developed that represent alternate futures, covering topics such as transportation technology, resiliency, and potential shifts in the scale of work from home arrangements and other pandemic-related behavioral changes. Scenario analysis is important to NVTa as, in a fiscally constrained environment, the Authority wishes to avoid investment obsolescence, where the value of its investments in some regional transportation projects may not be fully realized.

The extent to which NVTa’s investments in regional transportation projects can address regional transportation-related needs is somewhat constrained. While NVTa’s two primary responsibilities are transportation planning and programming, other factors beyond NVTa’s immediate influence may affect transportation system performance in Northern Virginia. The regional economy, household income, housing availability and affordability, location of planned future commercial and residential developments, education levels and access to education, personal preferences, and a host of external factors are inter-related and influence travel behaviors to varying degrees for different people.

However, the Authority may choose to consider and adopt common policy positions on transportation and other issues in response to analyses conducted as part of TransAction.

Six Year Program Update Development Approach

As mentioned above, the TransAction Project List represents the initial eligibility filter for projects that can be funded through NVTa’s Six Year Program. Since TransAction is a fiscally and geographical unconstrained plan, inclusion of a project in the TransAction Project List is not a guarantee of future funding by NVTa, but TransAction will support the evaluation of projects under funding consideration during each Six Year Program update cycle (every two years).

Following adoption of the TransAction update by the Authority in November 2027, two subsequent Six Year Program updates will be based on the Project List associated with this TransAction update, and will be supported by the successful Offeror through this contract:

- FY2028-2033 Six Year Program (Call for Regional Transportation Projects – in May 2027)
- FY2030-2035 Six Year Program (CfRTP – in May 2029)

The FY2028-2033 Six Year Program will be supported by the successful Offeror through this contract. Because the development schedules for this TransAction update and the FY2028-2033 Six Year Program update coincide, the FY2028-2033 Six Year Program will be developed using the Project List included in the current TransAction plan (adopted in December 2022) in combination with the transportation model developed as part of this contract.

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Consultant and NVTA may agree to an amended scope on each Task, or these Tasks (singularly or entirely) will be removed from RFP 2026-01 with no cost or penalty to either party.

Work associated with the Six Year Program updates and the BRT Action Plan 2.0 will use the transportation model developed in Task 4. Offerors should note the schedule overlap between the TransAction Update and the FY2028-2033 Six Year Program update.

TASK 1: PROJECT MANAGEMENT

Task 1.1: Project Work Plan

The project work plan should outline the overall project approach throughout the TransAction phases and subsequent Six Year Program updates. The project work plan should demonstrate how the TransAction and Six Year Program updates will be completed on time and within budget, while achieving NVTa's objectives.

The project work plan should address oversight, phase/task management, and project/task/delivery scheduling, including inter-dependencies between related tasks. The work plan shall describe the consultant's approach to scheduling and hosting all meetings, including providing draft meeting summaries to NVTa's Project Manager within one week of each meeting as well as the review cycle, format, and overall structure for preparing all draft and final materials. The work plan shall include a quality assurance and quality control (QA/QC) component that addresses how the accuracy and consistency of all work products and deliverables will be assured.

The work plan will also include any assumptions regarding the role of NVTa staff. NVTa will be committing resources for communications oversight focused on quality control for consistency in messaging, branding, formatting, and quality.

The work plan will be reviewed and finalized by the NVTa Project Manager.

Task 1.2: Data Needs Request

The consultant will identify technical documentation and data needed to accomplish the planning effort. The consultant will gather and evaluate publicly available information and data required to accomplish the work task. The consultant will prepare a data needs request for the NVTa Project Manager. The NVTa Project Manager will work with other NVTa staff, member jurisdictions, and the Virginia Department of Transportation (VDOT), and the Transportation Planning Board and Metropolitan Washington Council of Governments (TPB/MWCOG) to fulfill the data needs request for the consultant team to the best of their ability. Any new data and information collected or developed by the consultant will become property of the NVTa.

In tandem with the data needs request, the NVTa Project Manager will send NVTa's branding guidelines for NVTa, TransAction, and the Six Year Program (Task 2.1: Public Engagement Plan).

Task 1.3: Project Kickoff Meeting

The project kick-off meeting can take place in-person or virtually. If held remotely, the consultant is responsible for scheduling and arranging the project kick-off meeting. All key staff from NVTa and the consultant team will participate in the kick-off meeting. The primary agenda items for the kick-off meeting will be the project work plan (Task 1.1: Project Work Plan), communication protocol, data needs request (Task 1.2: Data Needs Request), and the public engagement plan (Task 2.1: Public Engagement Plan).

The consultant will share a draft meeting summary to the NVTa Project Manager within one week of the meeting. Within two weeks of the project kick-off meeting, the consultant will refine the project

work plan and submit it to the NVTA Project Manager for finalization and approval (Task 1.1: Project Work Plan).

Task 1.4: Bi-Weekly Coordination Meetings

The consultant will work with the NVTA Project Manager to schedule a bi-weekly coordination meeting to occur remotely. The consultant will prepare the agenda (at least a week in advance) and send summary notes for every meeting (within a week of the meeting) as well as action items for every bi-weekly coordination meeting. The frequency of these meetings may increase to weekly meetings to accommodate project deliverables or other logistics. Any modification to the bi-weekly meeting will need to be confirmed with the NVTA Project Manager.

Task 1.5: Committee Meetings

NVTA's Project Manager will have sole discretion to decide whether any action in any task is necessary to take to the following committees: the Regional Jurisdiction and Agency Coordinating Committee (RJACC), the Planning and Programming Committee (PPC), the Planning Coordination Advisory Committee (PCAC), the Technical Advisory Committee (TAC.), and the Transportation Technology Committee (TTC). The consultant should assume that its project manager and at least one other team member will, at most, attend the RJACC meeting once every six months or as needed during critical project milestones. The RJACC are held both in-person at NVTA's office and remotely during normal business hours. For TransAction, an expanded group of RJACC, called RJACC Plus, will be briefed on an as needed basis. The consultant will attend all RJACC Plus meetings and prepare materials accordingly. The consultant may also be requested to attend work group meetings as needed (i.e., the Modeling Working Group and BRT Planning Working Group). To the extent possible, this will be documented in the project work plan (Task 1.1: Project Work Plan).

The consultant should assume that at least one team member will attend the monthly PPC, PCAC, and TAC meetings for the duration of the project, which are typically held in-person at NVTA's office on weekday evenings except during August, when these committees do not normally meet. The consultant shall prepare presentations and supporting documents at the direction of NVTA's Project Manager, to share with NVTA's committees.

Task 1.6: Authority Meetings

Northern Virginia Transportation Authority meetings take place in-person on the second Thursday of each month except for August, when the Authority does not normally meet. At the discretion of the NVTA Project Manager, the consultant will be asked to prepare presentations and supporting documents to present at the Authority meetings. The consultant team should assume that at least one team member will attend the Authority meetings. It is anticipated that the consultant team will be requested to present to the Authority once every six months or as needed during critical project milestones for the duration of the project.

When consultant support is not requested at Authority meetings, NVTA staff will provide updates in the CEO report.

Task 1.7: Work Sessions

Approximately four times a year, coincident with key milestones, the consultant should assume that its project manager and at least three other team members will attend a half-day work session with

RJACC Plus members. The consultant shall prepare, print, and bring materials to facilitate the work session. The work session will be held at NVTa's office.

The consultant shall also support the planning and execution of a half-day work session for Authority members. The purpose of the work session will be to seek feedback from Authority members on the key findings of the analysis and to interactively identify potential regional transportation policy areas including for consideration in the Authority's legislative program for the 2027 General Assembly. The work session will provide Authority members with an opportunity to provide inputs to, and guidance on, the future public comment process during Phase 3.

Task 1 – Deliverables

- Agenda for and Notes from Project Kickoff Meeting
- Agenda for and Notes from Bi-Weekly Coordination Meetings
- Draft and Final Project Work Plan
- Data Needs Request
- Presentations or Deliverables for Committee Meetings
- Presentations or Deliverables for Authority Meetings
- Presentations or Deliverables for Work Sessions

TASK 2: PUBLIC OUTREACH AND COMMUNICATION

NVTa will be committing resources for communications oversight focused on quality control for consistency in messaging, branding, formatting, and quality.

Task 2.1: Public Engagement Plan

The public engagement plan (PEP) shall describe the overarching approach to public and stakeholder engagement throughout the three phases of TransAction, recognizing the need for flexibility to accommodate both in-person and virtual events. The timing of the three phases should align with the overall phases outlined for TransAction. The consultant should organize the public engagement plan around the following three phases:

- Phase 1 will focus on identifying transportation needs and priorities.
- Phase 2 will focus on incrementally releasing contextual information and analytical findings.
- Phase 3 will focus on inviting formal feedback through a public hearing and open house.

The engagement plan shall outline the tailored approach to engage a reasonable representative cross-section of North Virginians. In all engagement-related deliverables, the consultant shall make every effort to include all impacted populations including transit-dependent populations, people with disabilities, and people with Limited English Proficiency (LEP). Alternative formats should also be made available when sufficient notice.

In coordination with NVTa's Communication & Public Affairs Manager, the NVTa Project Manager will share NVTa's brand guidelines. The materials prepared by the consultant shall be consistent with the branding guidelines provided by NVTa staff. A clear and concise writing style should be used on all outreach materials. Any proposed deviations from the branding must be discussed with the NVTa

Communications Public Affairs Manager and NVTa Project Manager. The branding guidelines will be shared in tandem with the data needs request (Task 1.3: Project Kickoff Meeting).

Task 2.2: Social Media Calendar

The consultant will be responsible for creating and coordinating a social media calendar for the NVTa Project Manager and NVTa Communications & Public Affairs Manager. The social media calendar should establish a framework for the NVTa Communications Team to utilize to build a campaign. Social media calendars shall identify the anticipated weeks and timely key messages (e.g., project information updates, highlights from technical analyses, or opportunities to engage both online and in-person) to be shared on social media.

NVTa staff will be responsible for creating and posting all materials on NVTa’s social media channels and main website. The consultant will work with NVTa staff to determine the appropriate timeframe to engage with different audiences throughout the three phases of engagement.

Task 2.3: Website Content

Throughout the duration of TransAction, NVTa’s TransAction webpage² is anticipated to be updated at least three times. The consultant will be responsible for providing NVTa staff with written content for three major website updates. The written content should be provided in layout form with language categorized into appropriate sections that summarize the main objective of the project phase, relevant information/findings and how to get involved. NVTa staff will be responsible for finalizing and publishing content on NVTa’s website. The consultant and NVTa staff will coordinate to ensure the timing of each website update aligns with the social media calendar (Task 2.2: Social Media Calendar).

Task 2.4: Online Surveys/Polls

The consultant will create up to three online surveys (one per phase). The content of the surveys should be determined by the primary work products in the three phases:

- Identification of Needs and Priorities
- Analysis of Projects and Packages
- Documentation, Review, and Finalization

These “surveys” are to publicly be referred to as “feedback forms.” The consultant shall propose an appropriate online engagement or survey platform to the NVTa Project Manager. After confirmation, the consultant will be responsible for creating a draft survey for NVTa staff to test. The consultant will update the draft survey based on NVTa staff comments and update accordingly before publishing.

Task 2.5: Perception Survey

‘Tracking survey’ of public perceptions will use previous iterations of this survey to gauge recent trends on various topics related to Northern Virginias’ feelings on various transportation topics. The survey, which has previously sampled at least 1,000 Northern Virginias, must be representative of population distribution and other socio-economic variables across the region. Offerors should base their pricing on 1,000 respondents.

² <https://thenovaauthority.org/transportation-planning/long-range-plan/transaction>

A perception survey will be completed every two years for the duration of the contract. This applies to TransAction as well as the Six Year Programs.

Task 2.6: Open Houses

An open house provides an informal forum to discuss transportation needs and priorities on a one-on-one basis. The consultant shall plan for one in-person and one virtual event for Phase 1 and Phase 3. The consultant shall identify and adopt best practices in the industry to ensure reasonable participation levels.

The consultant shall be responsible for making event arrangements including, handling logistics including signage for interior and exterior venues, providing necessary supplies, including electronic data collection devices, large-scale plotted maps, flip charts, easels and markers, and information materials. Materials in alternative formats, including recorded and large print, signal language interpreters (ASL or Exact Sign English), translators for non-English speakers and devices for people with hearing impairments need to be made available upon request. Light refreshments (e.g., water, coffee, and cookies) and incentives such as small giveaway items (e.g., hand sanitizers, pens, stress balls) for the public to attend may also be included.

Task 2.7: Focus Groups

The focus groups are intended to provide information early in the development of TransAction. The focus groups can dive more deeply into specific topics than is the case with other forms of public engagement. Due to the necessarily small size of each group, typically 10-15 adults, at least eight (8) focus groups will be needed to reach a representative cross-section of Northern Virginians. The focus groups may be executed in multiple waves, with the second and subsequent waves exploring topics that surface during earlier waves.

The consultant shall consider logistical arrangements for the focus groups, including whether they are executed in-person or remotely. The consultant shall draft questions, incorporate NVTa staff edits/suggestions, facilitate the conversation, and take notes for each focus group.

Task 2.8: Stakeholder Events

Stakeholder events are targeted at organizations rather than individuals. As such, their format may be different to public open houses (e.g., invitation only, more structured, topic specific). NVTa's stakeholders broadly include:

- Business associations
- Environmental groups
- Community-oriented groups

Task 2.9: Pop-Up Events

The purpose of pop-up events is to bring the conversation to the community rather than expect them to come to us. It is envisioned that there will be more public interaction opportunities than for traditional public open houses, albeit in a potentially less controlled environment. The overall approach of the pop-up events is similar to open-house events, i.e., brief one-on-one discussion, live interaction opportunities, informal feedback through comments, and establishing a contact list for ongoing engagement opportunities. The pop-up events may occur in high foot-traffic locations, e.g., shopping

malls, transportation hubs, campuses. At festivals/fairs/farmers markets, the presence typically requires rental of a booth space for the duration of the event.

At least one pop-up event will be held in every NVTa member jurisdiction with additional pop-up in all counties. It is anticipated that there will be 40 pop-up events in total. The pop-up events will be held during Phase 1 and Phase 2. The consultant shall identify potential locations and events, and the associated permitting requirements and lead times associated with each.

The consultant shall be responsible for making all event arrangements, handling logistics including signage for interior and exterior venues, providing necessary supplies, including electronic data collection devices, large-scale plotted maps, flip charts, easels and markers, and information materials. Materials in alternative formats, including recorded and large print, signal language interpreters (ASL or Exact Sign English), translators for non-English speakers and devices for people with hearing impairments need to be made available upon request. Light refreshments (e.g., water, coffee, and cookies) and incentives such as small giveaway items (e.g., hand sanitizers, pens, stress balls) for the public to attend may also be included.

Task 2.10: Engagement Summary

Within a week of each event, the consultant will prepare a brief engagement summary highlighting the engagement method, date and time of the event (or duration), number of participants, key takeaways, and other notable information.

Task 2.11: Technical Memorandum

The technical memorandum will summarize the events and detail the relevant outputs for incorporation into future tasks. One technical memorandum per phase (three (3) in total) will be prepared for review by the NVTa Project Manager.

Task 2 – Deliverables

- Public Engagement Plan
- Social Media Calendar
- Website Content
- Online Surveys/Polls
- Engagement Summary
- Technical Memorandum

TASK 3: EXISTING CONDITIONS

Task 3.1: Review and Analyze Existing Conditions

The consultant will review NVTa's current planning document as well as relevant transportation-related geographic information systems (GIS) data in each county and town within NVTa's boundary in addition regional planning partners including the Transportation Planning Board Metropolitan Washington Council of Governments (TPB/MWCOG), the Northern Virginia Transportation Commission (NVTC), etc.

Task 3.2: Existing Conditions Report

The consultant will create an existing conditions report summarizing the various socioeconomic variables make and transportation features that influence the region's transportation system.

Specifically, the consultant will review and summarize:

- **Socioeconomic Factors** – the consultant will provide an overview of different socioeconomic variables that influence the region's transportation system. The consultant will review and synthesize the region's demographic characteristics and employment development factors including population trends and projections, employment trends and projections, commuting patterns, among others.
- **Roadway Network** – Utilizing the travel demand model (TDM), the consultant will identify the most congested corridors in the base, interim, and forecasted years.
- **Public Transportation Network** – the consultant will review the existing public transportation network and summarize the availability and connectivity of these services and provide opportunities for improvements. The consultant will not duplicate work associated with the BRT Action Plan 2.0 scope of work.
- **Freight Network** – the consultant will review relevant regional and state initiatives and provide a summary of the freight network. The summary should include all modes of freight including sea, air, ground, and intermodal freight facilities and corridors.
- **Bicycle and Pedestrian Network** – The consultant will review the connectivity and quality of the existing pedestrian and bicycle network and identify improvement strategies that promote safety and connectivity for non-motorized users. The consultant shall review VDOT's 2024 Northern Virginia Bicycle and Pedestrian Network Study.
- **Environmental Features** – The consultant will provide an environmental analysis including, air quality, stormwater, flooding, heat, etc. and provide a summary identify risks and vulnerabilities to the transportation network. The summary should address opportunities to make the transportation network more resilience to the identified risks and vulnerabilities.
- **Transportation Technology** – the consultant will review TPB's ITS inventory and NVTA's [Transportation Technology Strategic Plan](https://thenovaauthority.org/transportation-planning/innovation/transportation-technology)³ to summarize how technology is deployed in Northern Virginia.

The relevant needs will be incorporated into future tasks including Tasks 4, 5, and 6.

Task 3 – Deliverables

- A report detailing the findings of the existing conditions analysis in Adobe InDesign.
- Any GIS data used or created to support Task 3, together with an inventory describing the data files.

³ <https://thenovaauthority.org/transportation-planning/innovation/transportation-technology>

TASK 4: TRAVEL DEMAND MODELING

Task 4.1: Update the Regional Transportation Model

The consultant will update, validate, and calibrate the NVTa travel demand model to recognized industry standards. The consultant should have the ability to perform remote support via a cooperative support session.

NVTa's current travel model was developed with a strategy to utilize regional (macro-level) travel demands and patterns in a mesoscopic simulation platform, to derive finer resolution traffic flows at the intersection level via dynamic traffic assignments. The macro model is an enhanced version of the National Capital Region Transportation Planning Board's (TPB's) trip-based demand model in CUBE (version 2.4). NVTa's model adds a mesoscopic roadway network in DTALite using the following data sources:

- TPB CUBE network attributes
- OpenStreetMap
- NVTa TRANSIMS network

The product of this task will be a validated travel demand forecast model capable of forecasting and evaluating future travel demand and a model validation report with an updated users' manual that follows standard industry practice. The consultant should anticipate several meetings with NVTa's TransAction Modeling Group, comprising modeling experts from NVTa, jurisdictions, and regional agencies. The TransAction Modeling Group will provide independent guidance to the NVTa Project Manager. The consultant will update the model to include:

- **Base Year** (2023) – this will include all fully implemented projects in the current year.
- **Intermediate Years** (2030, 2040) – this will use the current year 'No-Build' network with additional projects that will be fully implemented by the intermediate year.
- **Horizon Year** (2050) – this will use the intermediate year 'No-Build' network with additional projects that will be fully implemented by 2050.

Each 'No Build' network represents the transportation system as it corresponds to the current year, intermediate horizon year, or the outer horizon year. For the intermediate and outer horizon years, fully funded projects are assumed to be implemented and functional, consistent with relevant state, regional, local, or transit capital programs. Fully funded projects shall be included in the transportation system network for the intermediate and outer horizon years as appropriate, related to their expected year of opening. 'No Build' networks will extend beyond Northern Virginia with sufficient granularity to represent travel patterns affecting Northern Virginia.

Projects that are unfunded or partially funded shall not be included in a 'No Build' network, even if they have a reasonable expectation of being fully funded. Instead, they shall be included in the 'Build' networks for the intermediate and outer horizon years, as appropriate. Unfunded and partially funded projects that are included in the TransAction plan that is ultimately adopted by the Authority will be included in the corresponding TransAction Project List. Projects that are included in the TransAction Project List become eligible for funding by NVTa during its subsequent Six Year Program cycles, which incorporates a data-driven competitive process. Identification of unfunded and partially funded projects is addressed under Task 5.1: Develop Project List ('Bottom Up') and Task 5.3: Develop

Project List (‘Top Down’). Approval of the Task 4.1 deliverables by the NVTA Project Manager is a pre-requisite for using the model to evaluate any ‘Build’ networks in subsequent tasks.

Part of the validation and calibration process will involve documenting the following steps:

- CUBE is now part of its parent company Bentley’s new modeling platform called “OpenPaths CUBE 2024.” The consultant will document the need and rationale to convert NVTA’s current CUBE version 2.4 model to this new platform. This documentation will be shared with the NVTA Project Manager and Planning Analytics Manager.
- This new OpenPaths platform offers a dynamic traffic assignment tool called DYNAMEQ. The consultant will document the need and rationale to stay with current DTALite tool, or switch to DYNAMEQ or other mesoscopic traffic simulator engine will be documented and shared. At a high-level, this should be documented in the offeror’s proposal.
- Explore new functionalities within the modeling workflow to analyze NVTA’s goals and core value topics, such as resiliency (Task 5.4: Regional Resiliency Model).

Note: the contractor should be able to perform remote support to access NVTA IT environment (with the tool of their choice to be specified in the proposal) via cooperative support session.

Task 4.2: Regional Model Analysis

The consultant shall identify project packages in various geographic footprints, e.g. the region as a whole, inter-regional, inter-jurisdictional/mega, and regional projects. It is not the intent of TransAction to evaluate individual projects in detail, although a small number of ‘mega’ projects with an estimated project cost in excess of \$500 million may be subject to additional scrutiny. Such additional scrutiny may include development of project packages comprising combinations of mega projects and complementary, but less expensive, regional transportation projects.

That said, NVTA considers, and has demonstrated through previous funding programs, that the scope/scale of a project is not the only indicator of potential regional impact. For example, first/last-mile connections, transportation technology, and projects that integrate multiple modes may also have a strong regional impact, particularly when approached from a multi-jurisdictional/multi-agency perspective. To this end, the consultant shall include a disaggregated analysis of the regional performance of ‘modal layers’ including:

- Private autos
- Transit services (bus rapid transit, commuter bus, express bus, local bus)
- Passenger rail services (Metrorail, VRE, MARC, Amtrak)
- Other forms of shared mobility such as vanpools, carpools, taxis, Transportation Network Companies (TNCs)
- Freight (road and rail)
- Bicycle/pedestrian network, including shared mobility devices
- Waterborne
- Transportation technologies

From this analysis of modal layers, the consultant shall identify interconnection hubs, including parking facilities, stations, transit nodes, and airports, to gain a deeper understanding of how well the

multi-modal transportation system performs, and to identify missing or under-performing interconnection hubs.

The consultant shall specify sufficient model runs to be able evaluate project packages for intermediate and outer horizon years. An underlying assumption is that both ‘No Build’ and ‘Build’ networks will be used to assess impacts.

The consultant shall identify how well the regional transportation projects address the regional transportation needs, and identify significant missing gaps or system under-performance. Subsequently, the consultant shall identify additional regional transportation projects to mitigate these. The analysis will include the development of a TransAction (formerly HB 599) project rating for each project, using a methodology to be developed with the NVTa Project Manager and, subsequently, and discussed with NVTa’s committees.

Task 4.3: Technical Support

Throughout the duration of the contract, the consultant will provide technical support on the travel demand model as needed, such as:

- Preparing trainings or briefings for NVTa staff
- Modifying model script(s) to enhance the users’ experience and/or new sub tasks
- Assisting with troubleshooting with model run time errors (if any)

Task 4 – Deliverables

- Technical Memorandum specifying the need or rationale to convert NVTa’s current CUBE version 2.4 model to OpenPaths CUBE 2024.
- Technical Memorandum specifying the rationale to stay with DTALite or switch to DYNAMIQ or other mesoscopic traffic simulator engine.
- Regional model, other data, and inventory describing the data files to support Task 4.
- A series of model outputs based on agreed-upon project packages for 2023, 2030, 2040, and 2050 ‘Build’ and ‘No Build’ networks;
- Draft and Final validation report;
- Technical Memorandum specifying project packages for each corridor segment and for selected mega projects (including multiple packages for some segments/mega projects for comparative purposes), including visualizations;
- Technical Memorandum summarizing the coding and results of each individual model output, including visualizations;
- Technical Memorandum summarizing the results of the analysis of modal layers and interconnections, including visualizations;
- Technical Memorandum detailing the impact of the regional transportation projects on the regional transportation needs, including visualizations, and identifying additional candidate regional projects to address any gaps.
- Training or briefing materials in addition to any documentation associated with training materials.

TASK 5: REGIONAL TRANSPORTATION NEEDS

Task 5.1: Develop Project List ('Bottom Up')

NVTA will coordinate with jurisdiction and agency staff to review the current TransAction Project List in order to identify projects that are implemented and functional, under construction, or fully funded. Through these interactions, NVTA staff is also identifying additional 'bottom up' projects, i.e. projects that are included in approved local plans, such as Comprehensive Plans and Transit Development Plans. Identification of these 'bottom up' projects does not automatically designate them as regional projects for inclusion and analysis during development of the TransAction plan update.

The consultant shall work with NVTA staff to document and, where necessary, review all relevant local plans prepared either regionally or by affected jurisdictions, including relevant plans for the Commonwealth of Virginia, adjacent jurisdictions in Northern Virginia, adjacent states, and the District of Columbia. Building on the efforts of NVTA staff and review of relevant plans, the consultant shall prepare a database of candidate regional projects. For each candidate regional project, the consultant shall include a planning level estimate of the full cost of the project, if such an estimate is not available from sponsoring jurisdictions or agencies.

Projects funded using NVTA's regional revenue funds must be included in TransAction, and must be regionally significant. The consultant shall develop a methodology to identify attributes that may support the determination as to whether a proposed project is regional in nature (versus local). Such attributes may potentially include but are not limited to:

- Number of vehicles or persons using a facility affected by the project;
- Importance of a facility to the region's economy;
- Whether the project passes through multiple jurisdictions, or can be applied at a regional scale;
- Extent to which a project connects jurisdictions, activity centers, and modes;
- Consistency with NVTA core values, such as safety, equity, and sustainability.

The target deadline for identification of candidate 'bottom up' projects is June 30, 2026, following adoption of the Commonwealth's Six Year Improvement Program by the Commonwealth Transportation Board. This will allow up to four months to confirm which candidate regional transportation projects will be included in the development of 'Build' networks.

NVTA staff and the consultant shall jointly develop a project numbering system that is consistent with the current TransAction Project List.

Task 5.2: Identification of Regional Transportation Needs

TransAction will take account of regional transportation needs that are derived from three sources:

- Travel demand in intermediate and outer horizon years, taking account of collaborative planning forecasts for population and employment;
- Extensive public and stakeholder engagement, including focus groups, surveys, polls, town hall meetings, and other engagement opportunities (Task 2); and
- Analysis of future travel conditions, taking account of transportation projects that are fully funded but not yet implemented (Task 3 and Task 4).

The consultant shall identify and document regional transportation needs related to each of the three sources listed above.

The consultant shall gather necessary demographic and land use information to assess trends that will affect transportation demand in Northern Virginia, including:

- The MWCOG/TPB Household Travel Survey, incorporated into the travel demand model used in analyzing the transportation networks;
- The most up-to-date population, household and employment projections to 2050 adopted by the TPB;
- The most recently available TPB and Commonwealth transportation plans;
- Census data;
- Research findings related to data centers, federal workspaces, and housing affordability/attainability;
- Demographic trends incorporated into relevant recent regional plans that further inform transportation demand in Northern Virginia; and
- Relevant information associated with Regional Activity Centers.

The consultant shall note any inconsistencies or gaps, i.e. where transportation needs do not appear to be met.

Task 5.3: Develop Project List ('Top Down')

In addition to the 'Bottom-up' candidate regional transportation projects identified in Task 5.1: Develop Project List ('Bottom Up'), the consultant shall identify a further list of new projects and/or groups of projects to be considered for inclusion in the TransAction update, taking account of the findings in Task 5.2: Identification of Regional Transportation Needs. All projects must meet the definition of a regional project as outlined in Task 5.1: Develop Project List ('Bottom Up'). These projects are referred to as 'Top-down' signifying that they will likely be multi-jurisdictional in nature or may include regional transportation technology or other approaches to address identified regional transportation needs. The consultant shall work with relevant jurisdictions and agencies to ensure that cost estimates are verifiable and on a consistent basis.

Task 5.4: Regional Resiliency Model

To supplement the identification of regional needs, the development of a regional resiliency model will be used to assess the vulnerability of transportation infrastructure and communities to extreme weather and other disruptive events. The model will support data-driven planning and policy development to advance regional transportation resilience over the next 25 years.

The consultant will work with the NVTa Project Manager to identify the analytical scope and resilience goals. The consultant will identify or build a geospatial or computational model to quantify and map resilience across the region. The model should build on publicly available geospatial data including transportation, land use, environmental conditions, future hazards, critical assets, and social vulnerabilities. The model should evaluate exposure, sensitivity, and adaptive capacity of transportation assets and identify critical links or assets at highest risk under multiple hazard scenarios including 'bottom-up' projects. Further, the findings need to flow into identification of needs and 'top-down' projects.

The consultant will prepare a technical memorandum detailing the model structure, data sources, methodology, and key findings.

Task 5 – Deliverables

- Interim list of candidate ‘Bottom Up’ projects.
- Database and interactive map of ‘bottom up’ candidate regional transportation projects, including information in a consistent format to NVTAs project dashboard⁴, such as project number, title and brief description, project location, project sponsor, primary mode, supporting modes, and planning level estimate of full project cost. Over time, the database will be expanded to include characteristics of individual projects, such as traffic volume or ridership, and other data that will support subsequent project screening and evaluation.
- Technical memorandum detailing the transportation plans that have been reviewed, and any conflicts or assumptions in terms of transportation projects or strategies among the reviewed plans that will need to be addressed in subsequent tasks.
- Technical memorandum describing methodology to define Regional Projects.
- Technical memorandum summarizing highlights and key details of how candidate Regional Projects will be coded into the various ‘Build’ or ‘No Build’ networks. The technical memorandum shall include simple visualizations to summarize coding details.
- Technical memorandum documenting the demographic and land use patterns and related, relevant trends for the region;
- Technical memorandum that summarizes the regional transportation needs for Northern Virginia, combining the findings from this task with those from Tasks 3, Task 4 and Task 5.
- Project list, including planning estimates of project cost for each project (Top-down) that is consistent with and complementary to the interim list of candidate ‘Bottom Up’ projects developed in Task 5.1.
- Updated technical memorandum describing methodology to define Regional Projects, if different to Task 5.1.
- Updated database and interactive map of ‘Bottom Up’ candidate regional transportation projects, including information in a consistent format to NVTAs project dashboard⁵, such as project number, title and brief description, project location, project sponsor, primary mode, supporting modes, and planning level estimate of full project cost. Over time, the database will be expanded to include characteristics of individual projects, such as traffic volume or ridership, and other data that will support subsequent project screening and evaluation.
- Technical memorandum summarizing highlights and key details of how candidate regional projects will be coded into the various ‘Build’ or ‘No Build’ networks. The technical memorandum shall include simple visualizations to summarize coding details.
- Regional resilience model and associated data files.
- Any other data created to support Task 5, together with an inventory describing the data files.

⁴ <https://novagateway.org/Dashboard/Overview>

⁵ <https://novagateway.org/Dashboard/Overview>

TASK 6: OBJECTIVES, MEASURES, AND WEIGHTS

Task 6.1: Review and Update TransAction Objectives, Measures, and Weights

Using the corresponding objectives and measures from the current version of TransAction as a starting point, and feedback from public engagement and NVTAs committees, the consultant shall develop proposed objectives and measures for the subsequent review by NVTAs committees and approval by the Authority. In developing the proposed objectives and measures, the consultant shall consider the complementary approaches to evaluation using the performance-based planning and ‘core values’ approaches.

These performance measures must support the TransAction vision and goals as approved by the Authority. Ideally, there will be no more than seven (7) to eight (8) performance measures, which may necessitate a prioritization approach. The consultant shall coordinate with the NVTAs Project Manager to ensure that the overall approach and performance measures are compliant with the requirements of House Bill 599 (2012).

Similarly, the corresponding performance measure weights will follow a process of feedback and review, prior to recommendation to, and approval by, the Authority.

Task 6 – Deliverables

- Technical Memorandum detailing development of recommended objectives, performance measures, and weights.

TASK 7: SCENARIO EVALUATION

Task 7.1: Pre-Scenario Sketch Planning

The objective of this task is to utilize a sketch planning tool to support the development and evaluation of transportation strategies to inform the scenario development and analyses with the newly calibrated/validated NVTAs travel demand model in Task 4.1: Update the Regional Transportation Model.

The consultant will work with the NVTAs Project Manager and NVTAs Planning Analytics Manager to identify an appropriate sketch planning tool (e.g., TREDIS, VisionEval, EERPAT, REMI, or other regional model-based tool). After selecting a sketch planning tool that can run multitude of scenarios in relatively short time, the consultant will work with the NVTAs Project Manager and team to create an analytic framework using the selected sketch planning tool to create scenarios with a defensible set of assumptions for testing. The consultant is responsible for the data collection and sketch planning tool runs. The scenarios could include:

- Higher density housing
- Higher bike or transit trips
- Higher household VMT
- Inclusion of a mileage-based fee
- Increase EV fleet
- Increases in flooding events

- Increase temperature or other weather events

The consultant will run each scenario and summarize the results of each model run in a technical memorandum. Using the outputs, the consultant and NVTa staff will derive preferred combinations to use in Task 7.2: Develop Scenarios for Sensitivity Analysis.

Task 7.2: Develop Scenarios for Sensitivity Analysis

Scenarios are not intended to represent preferred or predicted outcomes. Instead, the scenarios are intended to facilitate an understanding of the sensitivity of projects to a range of possible alternate futures. By defining discrete alternate future scenarios, and using these scenarios to evaluate the performance of the TransAction plan, it is possible to better understand the sensitivity of TransAction to these scenarios. In so doing, this addresses uncertainty in the plan development process over the long term. This in turn will potentially enable the Authority to make enhanced investment decisions in future updates to its Six Year Program. Potentially, scenario analysis may also inform a need for identification and inclusion of additional candidate regional projects. Offerors shall describe their proposed technical approach and preliminary schedule for developing scenarios. Citizen and stakeholder engagement associated with the development of scenarios must be reflected in the proposed approach to Task 2.1: Public Engagement Plan.

The consultant shall, at a minimum, develop five (5) core scenarios that are sufficiently different from each other and from the ‘baseline’ scenario embodied in the future horizon year networks. The consultant may develop additional scenarios, including hybrid scenarios based upon the core scenarios. It is envisioned that these five (5) scenarios could address:

- Transportation technology, including dynamic incentivization, dynamic multi-modal information systems, and connected/autonomous/shared/electric (CASE) vehicles;
- Road usage charges (potentially varying by vehicle type, roadway type, vehicle occupancy, time of day, and congestion levels);
- Extreme weather events, such as sea/river level rise, excessive heat, and inland inundation; and
- Post-pandemic ‘New Normal’ encompassing higher levels of work from home, online shopping, and virtual meetings.
- Housing affordability

Scenarios developed must be grounded in practicality, and may consider potential infrastructure, technology, service, or other changes, such as but not limited to the addition of focused sets of new transportation projects, changes to the technologies or costs involved in day-to-day transportation, or more efficient distribution of trips.

Scenarios may include modifications to collaborative planning forecasts. However, since local jurisdictions set land use policies and NVTa has no such authority, scenarios should not rely exclusively on redistributing the location of jobs or housing. The consultant shall confer with NVTa staff with respect to any proposed scenarios with land use assumptions that differ from current plans, assumptions, and forecasts.

The consultant shall accomplish this task by reviewing relevant approaches used in other metropolitan regions in Virginia and elsewhere, including relevant academic research and guidance.

Task 7.3: Sensitivity (Scenario) Analysis

The consultant shall replicate much of the analysis conducted in Task 7.1: Pre-Scenario Sketch Planning for each of the scenarios, using the same ‘Build’ and ‘No-Build’ networks, enabling a comparison between the expected outcomes and the alternate futures. This analysis is intended to provide an enhanced understanding of the robustness of the analysis of the expected outcomes. This in turn may influence NVTAs’ approach to future funding programs.

Task 7 – Deliverables

- Technical Memorandum describing a detailed methodology for identifying and selecting core scenarios. The consultant should anticipate the possibility that a limited number of additional hybrid or follow-on scenarios may need to be developed;
- Technical Memorandum describing each of a minimum of five (5) core scenarios, and any related hybrid or follow-on scenarios;
- Technical Memorandum describing how the three core scenarios will be incorporated in the analysis of regional transportation projects that will be conducted in Task 7.2: Develop Scenarios for Sensitivity Analysis. This may include evaluation of individual projects, groups of projects (in the same corridor, for example), and all projects combined.
- Technical Memorandum summarizing scenario analysis and key findings, including visualizations.
- Any other data created to support Task 7, together with an inventory describing the data files.

TASK 8: PROJECT EVALUATION

Task 8.1: Benefit/Cost Analysis

The benefit/cost analysis should provide an understanding of the benefit/cost relationship for project packages. The consultant shall propose a methodology to analyze the benefit/cost relationship for each project package using the planning level project cost estimates developed during Phase 1. For its funding programs, NVTAs using congestion reduction relative to cost as a component of its decision-making process. For its assessment of economic impact, NVTAs uses additional measures of benefit. The consultant shall work with NVTAs’ Project Manager to finalize a detailed methodology, prior to conducting the benefit/cost analysis.

Task 8.2: Re-Evaluation Analysis

The re-evaluation analysis is an update following the public engagement. The consultant, in conjunction with the NVTAs Project Manager, shall rerun the analysis and ranking as necessary in response to any comments that would justify such reruns.

Task 8 – Deliverables:

- Technical Memorandum summarizing the benefit/cost methodology and analysis.
- Technical memorandum detailing additional model runs and outputs.
- Updated geospatial visualizations.
- Any other data created to support Task 8, together with an inventory describing the data files.

TASK 9: TRANSACTION DOCUMENT

Task 9.1: Long Range Transportation Plan Document

The consultant will prepare the draft and final versions of TransAction in Adobe InDesign. The TransAction update document must be both easy to read and convenient to use as a reference document.

The final TransAction update will comprise of six components:

- Standalone high quality Executive Summary comprising up to twenty pages, including associated maps, tables, and other figures. It is envisioned the Executive Summary will be printed two-sided, in full color, and staple bound. The consultant may suggest alternative formats. A print run of 100 copies is anticipated following adoption by the Authority.
- Standalone high quality Project List to accompany the Executive Summary, comprising an indexed list of projects by corridor, including associated maps, tables, and other figures. It is envisioned the Project List will be printed two-sided, in full color, and staple bound. As a minimum, the Project List will include (for each project) a project reference number, project title, brief project description, summary of primary and supporting modes, and estimated project cost. The consultant may suggest alternative formats. A print run of 100 copies is anticipated following adoption by the Authority.
- Detailed Technical Report that uses Technical Memoranda as source material. A print run of 25 copies is anticipated following adoption by the Authority.
- Standalone summary brochure comprising a single page printed two-sided in full color. A print run of 1,000 copies is anticipated following adoption by the Authority.
- Translated print documents in Spanish and Korean.
- Interactive webtools including ESRI Story Maps or other interactive content.

All documents will be uploaded to the TransAction website, and will incorporate search, navigation, and readability features to ensure a high degree of accessibility to a wide audience.

The consultant will supply the master copies of camera-ready documents and electronic files of all documents, including relevant GIS, data, photos, and graphic files, to the NVTa Project Manager. All materials will become the property of NVTa.

Commencing in Task 1.1: Project Work Plan, and continuing throughout Phases 1 and 2, the consultant shall establish and adhere to a production schedule for each chapter of the detailed Technical Report. Each chapter will be based on source material from corresponding Technical Memoranda. To the extent possible, chapters will be prepared as the work progresses and reviewed by the NVTa Project Manager together with other designated reviewers. At least one week, and preferably two weeks, shall be scheduled for each review. Larger or more detailed drafts may require longer review times. Low quality drafts are acceptable for most drafts, which will be shared electronically for review rather than in print.

The consultant shall prepare presentations and supporting documents at the direction of NVTa's Project Manager, to share with NVTa's committees. The consultant shall attend committee meetings as directed.

When compiled, additional reviews will be needed for complete versions of draft and final deliverables.

Task 9 – Deliverables

- Draft updates (multiple versions for internal review and external review, including NVTa's committees).
- Draft public comment version for the TransAction Open House and Public Hearing.
- Final public comment version for the TransAction Open House and Public Hearing.
- Final draft version for review and approval by NVTa.
- Final version (after approval by NVTa).
- Hard and soft copies, electronic media, electronic data and files, including GIS data.
- ESRI Story Map

SIX YEAR PROGRAM UPDATES

TASK 10: FY2028-2033 SIX YEAR PROGRAM (SUMMER 2027 THRU SUMMER 2028)

Task 10.1: Base Network for ‘Long Term Benefit’ Analysis

The purpose of Task 10.1 is to establish a base network against which the impact of NVTA’s regional investments will be compared.

HB 2313 (2013) requires that, in the long term, NVTA’s nine member jurisdictions receive a ‘benefit’ that is approximately equal to the share of revenues attributed to each locality. The consultant, in conjunction with the NVTA Project Manager, shall finalize a detailed methodology to accomplish this requirement, including the format of outputs used for subsequent analysis by NVTA. NVTA prepared a preliminary methodology for the FY2022-2027 Six Year Program update that uses two different modeling/analytical approaches to establish a range of impacts. Consistent with the detailed methodology, the consultant shall develop a base network, referred to as the Long Term Benefit (or LTB) base network, that does not include any projects funded by NVTA’s regional revenues. This revenue stream commenced in FY2014, starting on July 1, 2013. The LTB base network will be similar to the TransAction base network, developed under Task 4.1: Update the Regional Transportation Model.

Task 10.2: System-wide Model Runs for ‘Long Term Benefit’

The purpose of Task 10.2 is to establish an LTB ‘Build’ network to estimate the impact of NVTA’s regional investments.

The consultant, in conjunction with the NVTA Project Manager, shall identify a list all projects funded (fully or partially) by NVTA’s regional revenues, and add these to the LTB base network to create an LTB ‘Build’ network. There are approximately 100 such projects. The consultant shall use the LTB base and ‘Build’ networks to estimate the impact of NVTA’s regional revenues using the methodology finalized in Task 10.1: Base Network for ‘Long Term Benefit’ Analysis. The consultant shall support the NVTA Project Manager as needed to post-process the model outputs to enable LTB to be estimated for each locality.

Task 10.3: Review Project Applications

The purpose of Task 10.3 is to prepare data needed to analyze individual candidate projects.

For each Six Year Program update, eligible applicants use NVTA’s password-protected online application portal to submit funding requests. NVTA will provide access credentials to the consultant in order to access application information. NVTA does not control the number of applications, and does not currently set any application limits. The consultant should assume there are approximately 30 such projects applications representing a range of projects including roadway and intersection enhancements, transit enhancements, bike/pedestrian facilities, and transportation technology projects. The consultant shall participate with the NVTA Project Manager in reviews of the project applications, including one-on-one meetings with project applicants (assuming 15 applicants). These meetings are intended to clarify applications and identify a consistent approach to evaluating the projects. The consultant shall prepare a summary of coding information for each project.

Task 10.4: Candidate Project Model Runs – Base and Horizon

The purpose of Task 10.4 is to analyze individual candidate projects to determine congestion reduction relative to cost.

The consultant shall conduct a model-based analysis for each project application. The purpose of this analysis is to support the NVTA Project Manager to estimate the congestion reduction relative to cost index for each candidate project. Using the model networks developed in Task 4, the consultant shall develop ‘Build’ networks for each project in an intermediate horizon year (2030 or 2040) and the outer horizon year 2050. These networks will be used to model the impacts of each project, and post-processed using the previously approved performance measures.

On completion of the initial analysis, the consultant shall review the findings with NVTA staff and the corresponding applicant staff. This review shall include simple visualizations showing how the project affects volumes, speeds, crowding, etc. The consultant shall re-run any analyses for which any errors, inconsistencies, or omissions are identified, and again share the findings with NVTA staff and the corresponding applicant staff. Following agreement on the robustness of these analyses, the consultant shall conduct post-processing analyses. The consultant shall coordinate with the NVTA Project Manager to ensure the format of outputs used meets the requirements for subsequent analysis by NVTA.

Task 10.5: Groups of Projects Model Runs – Base and Horizon

The purpose of Task 10.5 is to analyze groups of candidate projects to determine congestion reduction relative to cost.

While Task 10.4 considered each candidate project individually, Task 10.5 will group selected candidate projects for further analysis. The consultant shall coordinate with the NVTA Project Manager to identify up to five (5) groups of projects that may have synergistic or duplicative impacts. The consultant shall conduct a model-based analysis for each group of projects. The purpose of this analysis is to support the NVTA Project Manager to better understand how synergistic or duplicative impacts may affect NVTA’s overall project evaluation. The consultant shall repeat the approach described in Task 10.4.

On completion of the grouped project analysis, the consultant shall review the findings with NVTA staff. The consultant shall re-run any analyses for which any errors, inconsistencies, or omissions are identified, and again share the findings with NVTA staff. Following agreement on the robustness of these analyses, the consultant shall conduct post-processing analyses. The consultant shall coordinate with the NVTA Project Manager to ensure the format of outputs used meets the requirements for subsequent analysis by NVTA.

Task 10.6: System-wide Model Runs for Project Ratings

The purpose of Task 10.6 is to analyze individual candidate projects to determine TransAction (formerly HB 599) project ratings.

The consultant, in conjunction with the NVTa Project Manager, shall finalize a detailed methodology to accomplish this requirement that builds upon work conducted during Phase 2 of TransAction and modified to reflect the specific candidate projects for the Six Year Program.

The consultant shall conduct a model-based analysis for each project application. The purpose of this analysis is to support the NVTa Project Manager to estimate the TransAction project rating for each candidate project. Using the model networks developed in Task 4, the consultant shall develop ‘Build’ networks for each project in an intermediate horizon year (2030 or 2040) and the outer horizon year 2050. These networks will be used to model the impacts of each project, and post-processed using the previously approved performance measures. The consultant shall coordinate with the NVTa Project Manager to ensure the format of outputs used meets the requirements for subsequent analysis by NVTa.

Task 10.7: Public Engagement

The purpose of Task 10.7 is to inform Northern Virginians on the FY2028-2033 update, encourage engagement and to enable them to provide formal comments.

Public engagement will focus on more inviting formal feedback through a public hearing and open house. As part of the formal public comment process, NVTa will host an Open House and Public Hearing. The consultant shall support the NVTa Project Manager to plan, execute, and document these events.

Task 10 – Deliverables:

- Technical memorandum detailing analytical methodology for estimating Long Term Benefit.
- LTB Base and Build networks; Build network for each project; Build network for each project group.
- Technical memorandum summarizing base year model outputs, including visualizations.
- Technical memorandum detailing projects funded using NVTa regional revenues and a summary of coding for each project, including visualizations.
- Technical memorandum summarizing LTB estimates, including visualizations.
- Summaries of meetings with project applicants.
- Technical memorandum providing a summary of coding for each project and group of projects, including visualizations.
- Technical memorandum detailing analyses (including re-runs) for each project and group of projects, including visualizations.
- Technical memorandum summarizing post-processing results, including visualizations.
- Support NVTa committee meetings as needed.
- Technical memorandum detailing analyses (including re-runs) for each project group, including visualizations.
- Technical memorandum detailing analytical methodology for estimating TransAction project ratings; detailing analysis for each project, including visualizations; summary of post-processing results, including visualizations.
- List of candidate projects and related information for public review.
- Open House and Public Hearing at NVTa or held virtually.

- Technical Memorandum providing tabulation and analysis of public comment (from all sources) during the official public comment period, including visualizations, and associated database in a format agreed with NVTAs Project Manager.
- Support Six Year Program-related messaging as necessary.

TASK 11: FY2030-2035 SIX YEAR PROGRAM (SUMMER 2029 THRU SUMMER 2030)

Task 11.1: Base Network for ‘Long Term Benefit’ Analysis

The purpose of Task 11.1 is to review the base network developed in Task 10.1: Base Network for ‘Long Term Benefit’ Analysis against which the impact of NVTAs regional investments will be compared.

The consultant, in conjunction with the NVTAs Project Manager, shall review the methodology for estimating Long Term Benefit that was finalized in Task 10.1. Consistent with the detailed methodology, the consultant shall review the Long Term Benefit (or LTB) base network, and modify it should the methodology necessitate this.

Task 11.2: System-wide Model Runs for ‘Long Term Benefit’

The purpose of Task 11.2 is to establish an LTB ‘Build’ network to estimate the impact of NVTAs regional investments.

The consultant, in conjunction with the NVTAs Project Manager, shall identify a list all projects funded (fully or partially) by NVTAs regional revenues, and add these to the LTB base network to create an LTB ‘Build’ network. This will include the approximately 100 such projects used for Task 10.2, together with any additional projects since that task was completed. The consultant shall use the LTB base and ‘Build’ networks to estimate the impact of NVTAs regional revenues using the methodology finalized in Task 11.1. The consultant shall support the NVTAs Project Manager as needed to post-process the model outputs to enable LTB to be estimated for each locality.

Task 11.3: Review Project Applications

The purpose of Task 11.3 is to prepare data needed to analyze individual candidate projects.

For each Six Year Program update, eligible applicants use NVTAs password-protected online application portal to submit funding requests. NVTAs will provide access credentials to the consultant in order to access application information. NVTAs does not control the number of applications, and does not currently set any application limits. The consultant should assume there are approximately 30 such projects applications representing a range of projects including roadway and intersection enhancements, transit enhancements, bike/pedestrian facilities, and transportation technology projects. The consultant shall participate with the NVTAs Project Manager in reviews of the project applications, including one-on-one meetings with project applicants (assuming 15 applicants). These meetings are intended to clarify applications and identify a consistent approach to evaluating the projects. The consultant shall prepare a summary of coding information for each project.

Task 11.4: Candidate Project Model Runs – Base and Horizon

The purpose of Task 11.4 is to analyze individual candidate projects to determine congestion reduction relative to cost.

The consultant shall conduct a model-based analysis for each project application. The purpose of this analysis is to support the NVTA Project Manager to estimate the congestion reduction relative to cost index for each candidate project. Using the model networks developed in Task 4, the consultant shall develop ‘Build’ networks for each project in an intermediate horizon year (2030 or 2040) and the outer horizon year 2050. These networks will be used to model the impacts of each project, and post-processed using the previously approved performance measures.

On completion of the initial analysis, the consultant shall review the findings with NVTA staff and the corresponding applicant staff. This review shall include simple visualizations showing how the project affects volumes, speeds, crowding, etc. The consultant shall re-run any analyses for which any errors, inconsistencies, or omissions are identified, and again share the findings with NVTA staff and the corresponding applicant staff. Following agreement on the robustness of these analyses, the consultant shall conduct post-processing analyses. The consultant shall coordinate with the NVTA Project Manager to ensure the format of outputs used meets the requirements for subsequent analysis by NVTA.

Task 11.5: Groups of Projects Model Runs – Base and Horizon

The purpose of Task 11.5 is to analyze groups of candidate projects to determine congestion reduction relative to cost.

While Task 11.4 considered each candidate project individually, Task 11.5 will group selected candidate projects for further analysis. The consultant shall coordinate with the NVTA Project Manager to identify up to five (5) groups of projects that may have synergistic or duplicative impacts. The consultant shall conduct a model-based analysis for each group of projects. The purpose of this analysis is to support the NVTA Project Manager to better understand how synergistic or duplicative impacts may affect NVTA’s overall project evaluation. The consultant shall repeat the approach described in Task 11.4.

On completion of the grouped project analysis, the consultant shall review the findings with NVTA staff. The consultant shall re-run any analyses for which any errors, inconsistencies, or omissions are identified, and again share the findings with NVTA staff. Following agreement on the robustness of these analyses, the consultant shall conduct post-processing analyses. The consultant shall coordinate with the NVTA Project Manager to ensure the format of outputs used meets the requirements for subsequent analysis by NVTA.

Task 11.6: System-wide Model Runs for Project Ratings

The purpose of Task 11.6 is to analyze individual candidate projects to determine TransAction (formerly HB 599) project ratings.

The consultant, in conjunction with the NVTa Project Manager, shall finalize a detailed methodology to accomplish this requirement that builds upon work conducted during Phase 2 of TransAction and modified to reflect the specific candidate projects for the Six Year Program.

The consultant shall conduct a model-based analysis for each project application. The purpose of this analysis is to support the NVTa Project Manager to estimate the TransAction project rating for each candidate project. Using the model networks developed in Task 4,, the consultant shall develop ‘Build’ networks for each project in an intermediate horizon year (2030 or 2040) and the outer horizon year 2050. These networks will be used to model the impacts of each project, and post-processed using the previously approved performance measures. The consultant shall coordinate with the NVTa Project Manager to ensure the format of outputs used meets the requirements for subsequent analysis by NVTa.

Task 11.7: Public Engagement

The purpose of Task 11.7 is to inform Northern Virginians on the FY2030-2035 update, encourage engagement and to enable them to provide formal comments.

Public engagement will focus on more inviting formal feedback through a public hearing and open house. As part of the formal public comment process, NVTa will host an Open House and Public Hearing. The consultant shall support the NVTa Project Manager to plan, execute, and document these events.

Task 11 – Deliverables:

- Technical memorandum detailing revised analytical methodology for estimating Long Term Benefit, if needed.
- LTB Base and Build networks; Build network for each project; Build network for each project group.
- Technical memorandum summarizing base year model outputs, including visualizations.
- Technical memorandum detailing projects funded using NVTa regional revenues and a summary of coding for each project, including visualizations.
- Technical memorandum summarizing LTB estimates, including visualizations.
- Summaries of meetings with project applicants.
- Technical memorandum providing a summary of coding each project and groups of projects, including visualizations.
- Summaries of meetings with project applicants.
- Technical memorandum detailing analyses (including re-runs) for each project and groups of projects, including visualizations.
- Technical memorandum summarizing post-processing results, including visualizations; and
- Support NVTa committee meetings as needed.
- Technical memorandum summarizing post-processing results, including visualizations.
- Technical memorandum detailing analytical methodology for estimating TransAction project ratings; detailing analysis for each project, including visualizations; summary of post-processing results, including visualizations.
- List of candidate projects and related information for public review.
- Open House and Public Hearing at NVTa or held virtually.

- Technical Memorandum providing tabulation and analysis of public comment (from all sources) during the official public comment period, including visualizations, and associated database in a format agreed with NVTAs Project Manager.
- Support Six Year Program-related messaging as necessary.

ADDITIONAL TASK: BRT ACTION PLAN 2.0

This additional task is a non-optional part of this RFP.

Background

Northern Virginia experiences some of the worst traffic congestion in the Commonwealth of Virginia and is consistently ranked among the most congested regions in the United States. The Northern Virginia Transportation Authority (NVTA, or the Authority) plays a critical role in funding congestion-reducing, multimodal projects that address the region’s transportation needs. To be eligible for funding through the Authority’s [Six Year Program](#)⁶—updated every two years—projects must be included in the region’s current long-range transportation plan, [TransAction](#),⁷ which is updated every five years. The current version of TransAction was adopted in December 2022 and identified a vision for a high-capacity bus rapid transit (BRT) system.

The [BRT Action Plan](#)⁸ (referred to in this scope of work as BRT Action Plan 1.0) builds on more than \$880 million in NVTA’s BRT investments to create a regionally connected BRT system. Developed in partnership with a multi-agency BRT Planning Working Group (established in early 2021), the BRT Action Plan evaluates the opportunities, challenges, and impacts associated with 28 potential BRT routes serving Northern Virginia, as well as destinations in Maryland and Washington, DC. The BRT Action Plan bridges the gap between TransAction and the Six Year Program by creating a vision for a regional BRT system.

The BRT Action Plan 1.0 is the first step towards implementing a regional BRT system. The BRT Action Plan 2.0 will build off this momentum to better position the region to:

- Secure diverse funding sources to build and operate BRT and BRT-related projects;
- Continue engaging with members of the public to build public awareness and trust;
- Collaborate across jurisdictions and operators to find operational synergies; and
- Advance BRT implementation in alignment with the regional vision.

With the completion of BRT Action Plan 2.0, NVTA member jurisdictions and regional partners will be able to submit robust BRT-related funding requests to NVTA and other agencies in a coordinated and sequential manner.

Note: The title “BRT Action Plan 2.0” is provided for reference purposes only and is subject to change. Any change in title will not affect the scope of work, deliverables, or terms outlined herein.

⁶ <https://thenovaauthority.org/funding/funding-projects/six-year-funding-program>

⁷ <https://thenovaauthority.org/transportation-planning/long-range-plan/transaction>

⁸ <https://thenovaauthority.org/transportation-planning/planning-initiatives/bus-rapid-transit>

BRT TASK 1: PROJECT MANAGEMENT

BRT Task 1.1: Work Plan

The project work plan should outline the overall project approach, timeline, and schedule. The project is anticipated to take between 12-18 months to complete, including review by NVTA's committees. In the work plan, the consultant should address project oversight, quality assurance and quality control (QA/QC), and project delivery scheduling, including synergies with other NVTA work products like TransAction or the Six Year Program where possible. The work plan will include the consultant's approach to scheduling and hosting meetings as well as the review cycle, format, and overall structure for preparing all draft and final materials. The work plan will also include any assumptions regarding the role of NVTA staff.

The work plan will be reviewed and finalized by the NVTA Project Manager.

BRT Task 1.2: Data Needs

The consultant will identify technical documentation and data needed to accomplish this planning effort. The consultant will gather and evaluate publicly available information and data to complete this planning effort. The consultant will prepare a data needs request for the NVTA Project Manager and Planning Analytics Manager identifying gaps or missing data needed to complete the project. The NVTA Project Manager will provide materials from the BRT Action Plan 1.0 including geographic information systems (GIS) as well as other documentation produced as a part of BRT Action Plan 1.0. The NVTA Project Manager will work with other NVTA staff, member jurisdictions, the Virginia Department of Transportation (VDOT), and the Transportation Planning Board and Metropolitan Washington Council of Governments (TPB/MWCOG) to fulfill the data needs request for the consultant team to the best of their ability.

Any new data and information collected or developed by the consultant will become property of the NVTA.

BRT Task 1.3: Project Kick-off Meeting

The project kick-off meeting can take place in-person or virtually. If held remotely, the consultant is responsible for scheduling and arranging the project kick-off meeting. All key staff from NVTA and the consultant team will participate in the kick-off meeting. The primary agenda items for the kick-off meeting will be a review of BRT Action Plan 1.0, the project work plan for BRT Action Plan 2.0 (BRT Task 1.1), and next steps.

The consultant will share a draft meeting summary to the NVTA Project Manager within one week of the meeting. Within two weeks of the project kick-off meeting, the consultant will refine the project work plan and submit it to the NVTA Project Manager for finalization and approval (BRT Task 1.1).

BRT Task 1.4: Coordination Meetings

The consultant will work with the NVTA Project Manager to schedule a bi-weekly coordination meeting to occur remotely throughout the duration of the project. The consultant will prepare the agenda and send summary notes as well as action items for every bi-weekly coordination meeting. The frequencies of these meetings may increase to weekly meetings to accommodate project deliverables

or other logistics. Any modification to the bi-weekly coordination meeting will need to be confirmed with the NVTA Project Manager.

BRT Task 1.5: Committee and Working Group Meetings

NVTA's Project Manager will have sole discretion to decide whether any action in any task is necessary to take to the following NVTA committees: the Regional Jurisdiction and Agency Coordinating Committee (RJACC), the Planning and Programming Committee (PPC), the Planning Coordination and Advisory Committee (PCAC), the Technical Advisory Committee (TAC), and the Transportation Technology Committee (TTC). The consultant will also be requested to attend NVTA working group meetings as needed. The working groups include the BRT Planning Working Group and the Modeling Working Group. To the extent possible, the anticipated timeframe to present to the committees and working groups will be documented in the project work plan (BRT Task 1.1). The meetings for all the committees and working groups will be scheduled by NVTA. For each meeting the consultant is requested to attend, the consultant will provide materials and co-present with the NVTA Project Manager.

BRT Task 1.6: Authority Meetings

Authority meetings take place in-person on the second Thursday of each month except for August, when the Authority does not normally meet. At the discretion of the NVTA Project Manager, the consultant will be asked to prepare presentations and supporting documents to present at the Authority meetings. The consultant team should assume that at least one team member will attend the Authority meetings. It is anticipated that the consultant team will be requested to present to the Authority once every six months or as needed during critical project milestones for the duration of the project. When consultant support is not requested at Authority meetings, NVTA staff will provide updates in the CEO report.

BRT Task 1.7: Coordination with the Federal Transit Administration

It is anticipated that there will be three, one-hour coordination meetings with the Federal Transit Administration (FTA). It is anticipated that these meetings will be held virtually. The coordination meetings with FTA will include members of the project team, consisting of the consultant team and NVTA staff. The NVTA Project Manager will be responsible for organizing and scheduling these meetings. The consultant team will create a list of questions based on the proposed agenda in collaboration with NVTA staff to ask FTA during these meetings.

The primary agenda item for the first FTA coordination meeting will be a presentation on the BRT Action Plan 1.0 including tools used to evaluate routes/the system, lessons learned from public engagement, and next steps and recommendations.

The primary agenda item for the second FTA coordination meeting will be FTA's Capital Investment Grants Program (CIG), including the transportation planning and environmental review process requirements to apply for funding, features of successful application, etc. The second meeting should also discuss the tools (including, but not limited to REMIX, TBEST, STOPS, or SCOPE) or other best practices to create a competitive application for federal funding.

The primary agenda item for the third FTA coordination meeting will be developing guidance for designing common BRT features like stations and mobility hubs at the regional level and individual route level.

After each meeting, the consultant will prepare a summary documenting the outcomes of each discussion. The summary will identify additional items for further study. The meeting summary will be reviewed and finalized by the NVTA Project Manager.

BRT TASK 2: EDUCATION CAMPAIGN

BRT Task 2.1: Public Engagement Plan

The public engagement plan (PEP) will describe the overarching approach to public and stakeholder engagement throughout the project. The consultant will also propose and describe three (3) to four (4) education strategies (BRT Task 2.3). In coordination with NVTA's Communications & Public Affairs Manager, the NVTA Project Manager will share NVTA's brand guidelines as well as the brand developed for BRT Action Plan 1.0. The brand guidelines should be used to create all materials related to this project. A clear and concise writing style should be used on all outreach materials.

The PEP should assume that all final external materials should be translated into a minimum of two languages: Spanish and Korean. Other languages may be considered if needed for other tasks related to Task 2.

BRT Task 2.2: Social Media Calendar

The consultant will be responsible for creating and coordinating a social media calendar for NVTA's Project Manager and NVTA's Communication & Public Affairs Manager. The social media calendar will establish a framework for NVTA's Communication Team to build a social media campaign. The social media calendar will identify the anticipated weeks, timely key messages (project information updates, highlights from technical analyses), and opportunities to engage with the project.

NVTA staff will be responsible for creating and posting all final materials on NVTA's social media channels and website. The consultant will work with NVTA staff to determine the appropriate timeframe to engage with various audiences.

BRT Task 2.3: Education Campaign Strategies

In BRT Action Plan 1.0, surveys and focus groups identified that more information and education is needed on bus rapid transit throughout the region. The primary goal of the education campaign for BRT Action Plan 2.0 is to build on public education of bus rapid transit.

The consultant will propose three (3) to four (4) public education strategies. The proposal of each strategy should outline the pros and cons of each tool as well as the cost estimate associated with each strategy. The primary goals of all proposed strategies should be to raise public awareness and understanding, provide equitable access to information, and measure and evaluate the impact of the campaign. In coordination with the NVTA Project Manager, the consultant team will select a public education strategy or combination of strategies to use during the focus group sessions (BRT Task 2.4).

BRT Task 2.4: Focus Groups

Using the selected education campaign strategy or strategies (BRT Task 2.3), the consultant will conduct focus groups. The focus groups are intended to test an education strategy that could be deployed more publicly and regionally. At least eight (8) focus groups will be conducted for this project. The focus groups may be executed in multiple waves, if needed. The consultant will make a concerted effort to ensure that the focus group members represent a broad cross-section of Northern Virginians.

The consultant will organize and schedule the focus group meetings either virtually or in-person. The consultant will prepare the content needed to facilitate the discussion. The consultant will take notes for each focus group and summarize the meetings. The consultant will send a draft summary to the NVTa Project Manager a week after the focus group meetings. The NVTa Project Manager will review and provide comments to the consultant team before summaries are finalized.

BRT Task 2.5: Education Campaign Deployment

Using lessons learned from the focus groups (BRT Task 2.4), the consultant and NVTa Project Manager will determine the best strategy or strategies to deploy across the region. The strategy will include a blend of in-person and virtual engagement opportunities. Strategies could include, but are not limited to surveys, regional pop-up events, workshops or work sessions, ‘ask a planner,’ citizen task forces, or community-led planning initiatives.

In addition to identifying a selected strategy or strategies, the consultant will be responsible for producing and printing educational materials to support the public education campaign. The materials could include, but are not limited to social media post content, fact sheets, brochure, digital visualization tools, ESRI Story Maps, or short videos.

BRT Task 2.6: Perception Survey

‘Tracking survey’ of public perceptions will be used to gauge Northern Virginians’ feelings on BRT and other relevant transportation topics. The survey must be representative of population distribution and other socio-economic variables across the region. Offerors should base their pricing on 1,000 respondents or Northern Virginians.

BRT Task 2.7: Peer Exchange Groups

NVTa staff is working to establish two peer exchange groups:

- A regional peer exchange including members representing the five BRT lines in Northern Virginia.
- A national peer exchange group that could include representatives from Atlanta, Denver, Richmond, or metropolitan areas.

The regional peer exchange group will be led by NVTa. It is anticipated that at least five (5) meetings will occur as part of this scope of work. NVTa staff will identify the members of the regional peer exchange group. NVTa will schedule and facilitate the regional peer exchange group meetings either virtually or in-person. NVTa and the consultant will collaborate to prepare the agenda and discussion topics or questions for each meeting. The consultant will provide additional support as requested by the NVTa Project Manager. The consultant will be responsible for creating a meeting summary and documenting best practices discussed during the meeting.

The national peer exchange group will be co-led by NVTa and the consultant. It is anticipated that at least three (3) meetings will occur as part of this scope of work. The consultant will identify the national peer exchange group members and confirm the members with the NVTa Project Manager. The consultant will schedule the regional peer exchange group meetings virtually. NVTa and the consultant will collaborate to prepare the agenda and discussion topics or questions for each meeting. The consultant will be responsible for creating the meeting summary and documenting best practices discussed during the meeting.

Following each peer exchange group meetings (both regional and national), the consultant will prepare a summary and identify best practices. The consultant will document the best practices in a technical memorandum. If needed, more research could be conducted to further document regional and national best practices. The consultant will provide a draft of the technical memorandum to the NVTa Project Manager for review. The NVTa Project Manager will provide one (1) set of consolidated comments for the consultant to revise the memorandums. The findings will be included in the draft and final documents of the BRT Action Plan 2.0.

BRT TASK 3: ROUTE MODIFICATION

BRT Task 3.1: Coordination with Member Jurisdictions

During BRT Action Plan 1.0, NVTa received comments on routing alignments for BRT routes. The consultant team will review the comments and prepare a list of questions for NVTa's member jurisdictions on a route-by-route basis. The NVTa Project Manager will organize meetings with each of the nine (9) member jurisdictions to review the comments and ask questions to confirm the preferred route alignment and identify any limited additional comments. The consultant will facilitate the coordination meetings, take notes, and prepare a meeting summary for each member jurisdiction meeting. The NVTa Project Manager will review the summaries and provide comments to the consultant team before the summaries are finalized.

A second round of coordination meetings with each member jurisdiction will be held to review the evaluated routes (BRT Task 3.3). The consultant will prepare a summary of the evaluated route results to present to the member jurisdictions by jurisdiction. The second round of meetings will be scheduled and organized by the NVTa Project Manager. The consultant will facilitate the coordination meeting, take notes, and prepare a meeting summary for each member jurisdiction meeting. The NVTa Project Manager will review the summaries and provide comments to the consultant team before the summaries are finalized.

BRT Task 3.2: Coordination with Transit Operators and Regional Partners

Within NVTa's member jurisdiction boundary, there are eight (8) transit operators, including both dedicated fixed guideway and demand-responsive transit:

- Arlington Transit (ART) – Arlington County
- CUE – City of Fairfax
- DASH – Alexandria Transit Company and City of Alexandria
- Fairfax Connector – Fairfax County
- Loudoun County Transit – Loudoun County

- OmniRide – Potomac and Rappahannock Transportation Commission (PRTC)
- Washington Metropolitan Area Transit Authority (WMATA)
- Virginia Railway Express (VRE) – Northern Virginia Transportation Commission (NVTC) and PRTC

The consultant team will prepare a list of questions for NVTa's transit operators and member jurisdictions. The NVTa Project Manager will organize up to three (3) meetings with the transit operators and regional partners as well as with the Metropolitan Washington Council of Governments (MWCOG), the Virginia Department of Rail and Public Transportation (DRPT), and the Virginia Department of Transportation (VDOT). The consultant will facilitate the coordination meetings, take notes, and prepare a meeting summary for each meeting. The NVTa Project Manager will review the summaries and provide comments to the consultant team before the summaries are finalized.

BRT Task 3.3: Modified Routes

The routes from the BRT Action Plan 1.0 will be updated based on input from the member jurisdictions and transit operators (BRT Tasks 3.1 and 3.2). The modified routes will be evaluated to determine the following: potential ridership, operational feasibility, and financial level of magnitude similar to the analysis from BRT Action Plan 1.0. All measures used in BRT Action Plan 1.0 will need to be developed.

- **Potential Ridership:** The consultant shall document any constraints and assumptions made in the development of ridership estimates and provide insights using origin and destination (O-D) data. To the maximum extent possible, the consultant shall identify how the ridership forecasts are influenced by bus priority measures, mobility hubs, and other relevant factors. The ridership forecast for each modified corridor shall be reviewed by NVTa and by jurisdiction and agency staff in each corridor and updated as necessary based on feedback.
- **Operational Feasibility:** The consultant shall document any constraints and assumptions made in the development of the operational analysis and provide insight as to the number and type of transit vehicles, vehicle maintenance and storage facilities including refueling needs, fare structure and farebox technology, operational and public-facing information systems, staffing and supervision, infrastructure maintenance, co-branding, and other relevant factors. The operational analysis for each modified corridor shall be reviewed by NVTa and by jurisdiction and agency staff in each corridor and updated as necessary based on feedback.
- **Financial Feasibility:** The consultant shall document any constraints and assumptions made in the development of the financial analysis and provide insights into potential farebox and other revenues, revenue-sharing, subsidies, capital and operating costs, and other related topics. The financial analysis for each modified corridor will be reviewed by NVTa and by jurisdiction and agency staff in each affected corridor and updated as necessary based on feedback. The documentation of the financial feasibility should include recent regional initiatives including SJ 28 and DMV Moves.

The consultant will prepare a technical memorandum summarizing the ridership, operational, and financial analysis for each modified corridor.

BRT Task 3.4: Updated Maps

Once route modifications are finalized (BRT Task 3.3), the consultant will update the relevant route profiles created as part of BRT Action Plan 1.0. The consultant will update the systemwide schematic map from BRT Action Plan 1.0 if significant modifications to the bus stops/stations/hubs along individual routes have been made. The consultant will create schematic maps for each BRT route to be consistent with the updated schematic map of the entire system. The maps will be included as part of the draft and final documents (BRT Tasks 5.1 and 5.2).

BRT TASK 4: EVALUATION FRAMEWORK

BRT Task 4.1: Travel Demand Model Evaluation – Modified Routes

The modified route evaluation will use the 2045 TransAction travel demand model base year and future year (2045). Using ‘Build’ and ‘No Build’ networks, the consultant will run a comparison between expected outcomes and alternative futures. The analysis is intended to provide a direct comparison between the routes identified as part of BRT Action Plan 1.0 and the modified alignments identified through coordination with member jurisdictions. The consultant will provide a technical memorandum summarizing the scenario analysis and key findings.

BRT Task 4.2: Travel Demand Model Evaluation – Systemwide

The systemwide travel demand model evaluation will utilize the 2050 TransAction base year (2023) and future year (2050) to analyze all BRT routes. Using ‘Build’ and ‘No Build’ networks, the consultant will run up to five (5) scenarios. The analysis is intended to provide an enhanced understanding of the operational robustness of the system and consider potential phasing of the BRT routes. The scenario analysis will consider the best practices resulting from coordination with FTA (BRT Task 1.6). The consultant will provide a technical memorandum summarizing the scenario analysis and key findings. The technical memorandum should highlight the interdependencies of routes and acknowledge the challenges of implementation at a regional scale.

BRT Task 4.3: Transit Readiness Analysis

The NVTA Project Manager in collaboration with the consultant will select up to ten (10) routes to write corridor-specific whitepapers to identify the necessary steps for the corridor to become ‘BRT ready.’ It is anticipated that the whitepaper would cover topics like first-mile/last-mile connections, necessary densities in surrounding area, and future considerations for implementation. The whitepaper will highlight example peers and best practices to illustrate recommendations. The example peers and best practices could be identified as part of the peer exchange (BRT Task 2.7). The whitepapers will be included as part of the draft and final documents (BRT Tasks 5.1 and 5.2).

BRT TASK 5: DOCUMENTATION

BRT Task 5.1: Draft Document

In conjunction with the NVTA Project Manager, the consultant shall prepare an outline of BRT Action Plan 2.0. NVTA’s Project Manager will review and provide comments on the draft outline before the consultant starts the draft report. The consultant will prepare a draft BRT Action Plan 2.0 in Adobe InDesign based on the agreed outline. The BRT Action Plan 2.0 will outline the route modifications

made since BRT Action Plan 1.0, describe the tools used to evaluate the modified routes and the network as a whole, and highlight the funding sources that could be used to implement BRT in Northern Virginia.

BRT Task 5.2: Final Document

The final document will incorporate the comments received on the draft document (BRT Task 5.1). The document will be translated into Spanish and Korean. The consultant should assume that twenty (50) copies will be printed in English, ten (10) copies will be printed in Spanish, and ten copies (10) will be printed in Korean.

BRT Task 5.3: Technical Appendix

The technical appendix will include all the technical memorandums created as part of this project. Within one month of NVTa approval of the BRT Action Plan 2.0, the consultant shall submit a draft version of the detailed technical appendix for review by NVTa staff. The consultant shall deliver the final version of the document within one month of confirming comments from NVTa staff. The consultant should assume that twenty (20) copies will be printed.

SECTION D PAYMENT TO CONSULTANT

1. PAYMENT TERMS:

Monthly progress payments will be made to the firm receiving the contract award (hereinafter known as Consultant) by NVTa for work performed satisfactorily according to project milestones. The Consultant should submit monthly progress reports simultaneously with its invoices. NVTa will retain a 10% contingency from each invoice submitted. Payment for amounts withheld shall be made at the end of the project within 45 days of receipt and acceptance of all products by NVTa.

2. INVOICES:

A copy of all invoices for services delivered and accepted shall be submitted by the Consultant as directed below:

Invoices will be submitted electronically to the NVTa Project Manager. The NVTa Project Manager will review the invoices for correctness and appropriateness prior to recommending payment to the NVTa Contract Manager.

All contract payments will be made by ACH (preferred) or wire transfer.

Invoices, at a minimum, shall contain the following information:

- a. Name, Address, Email, Telephone and Fax Number of Consultant
- b. NVTa Contract Number
- c. Invoice Number
- d. Date of Invoice
- e. Description of Services Rendered, Tied to Relevant Deliverable(s)
- f. Hours by Employee Keyed to Specific Tasks in the Scope of Work, with Associated Costs and Fees, Plus Documented Expenses.
- g. Total Invoice Amount
- h. Consultant's Signature
- i. Federal Employer Identification Number

3. TAXES:

The NVTa excise tax exemption registration number will be furnished upon request.

4. LIQUIDATED DAMAGES:

Even if no specific amount of liquidated damages will apply NVTa reserves the right to obtain appropriate compensation for delays beyond the contractual schedule that are attributable to Consultant performance.

5. AVAILABILITY OF FUNDS:

It is understood and agreed between the parties herein that NVTa shall be bound thereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.

6. PAYMENT TO SUBCONTRACTOR:

A Consultant is hereby obligated:

- a. To pay the subcontractor within seven days of the Consultant's receipt of payment from NVTA for the proportionate share of the payment received for work performed by the subcontractor under the contract; or
- b. To notify NVTA and the subcontractor, in writing, of the Consultant's intention to withhold payment and the reason.

The Consultant is obligated to pay the subcontractor interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Consultant that remain unpaid seven days following receipt of payment from NVTA, except for amounts withheld as stated in Section (b) above. The date of mailing of any payment by U.S. mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. Consultant's obligation to pay an interest charge to a subcontractor shall not be construed to be an obligation of NVTA.

Consultant agrees to return any retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment may occur only for good cause following written approval of NVTA. This clause applies to both DBE and non-DBE subcontractors. Work may be credited toward DBE goals only when payments are actually made to DBEs.

7. AUTHORIZED FUNDING:

If at any time Consultant has reason to believe that the costs to NVTA that will accrue in the performance of the contract/task order(s) in the next succeeding 30 days, when added to all other payments previously accrued, will exceed 75% of the then current total authorized funding, Consultant shall notify NVTA to that effect, advising of the estimate of additional funds required for completion of the contract/task order. NVTA shall not be obligated to reimburse Consultant for any work performed, if in the performance thereof the total funding then allotted to the contract/task order will be exceeded.

NVTA shall not be obligated to pay the Consultant any amount in excess of the ceiling price reflected in the contract and/or task order until the NVTA Project Officer shall have notified the Consultant in writing that the price has been increased and shall have specified in the notice a revised price that shall constitute the price for performance under this contract/task order. When and to the extent that the price set forth in the contract and/or task order has been increased, any hours expended and material costs incurred by the Consultant in excess of the price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the price.

SECTION E CONSULTANT TERMS AND CONDITIONS

1. CONTRACT REQUIREMENTS:

NVTA follows Virginia procurement laws. Accordingly, all applicable federal and state requirements will apply. Consultants are expected to be familiar with these requirements. NVTA will provide a contract containing these provisions for execution by the consultant. Consultant should not expect to use their own standard contracts for this engagement. Commonwealth of Virginia requirements are subject to change; the contractor is responsible for complying with the most current regulations.

The final contract will contain provisions similar to those set forth below.

2. APPLICABLE LAW AND COURTS:

Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The consultant shall comply with applicable federal, state, and local laws, rules and regulations.

3. PRECEDENCE OF TERMS:

In the event of an inconsistency between the Request for Proposal, the Contract Terms and Conditions, other included documents, or federal and state procurement law, the inconsistency shall be resolved by the following order of precedence:

- a. Virginia's Public Procurement Act, as amended
- b. Contract Terms and Conditions
- c. Request for Proposal (RFP)
- d. Consultant's Accepted Technical and Cost Proposal

The preceding provisions include, in part, certain Standard Terms and Conditions required by the Commonwealth of Virginia, whether or not expressly set forth in these contract provisions. All contractual provisions required by the Commonwealth are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all Commonwealth of Virginia mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The contractor shall not perform any act, fail to perform any act, or refuse to comply with any NVTA requests which would cause NVTA to be in violation of the terms and conditions.

4. OBLIGATION OF CONSULTANT:

By accepting the award, the Consultant agrees that it has satisfied itself from a personal investigation of the conditions to be met, that the obligations herein are fully understood, and no claim may be made nor will there be any right to cancellation or relief from the contract because of any misunderstanding or lack of information.

5. ASSIGNMENT OF CONTRACT AND SUBCONTRACTING:

Contract/task order(s) shall not be assignable by the Consultant in whole or in part without the written consent of NVTA. In the event that the Consultant desires to subcontract some part of the work specified herein, the Consultant shall furnish to NVTA the names, qualifications and experience of the

proposed subcontractors. The Consultant shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

6. CONSULTANT RESPONSIBILITIES:

Consultant shall be responsible for completely supervising and directing the work under this contract and all subcontractors that it may utilize, using its professional skill and attention in accordance with the normal degree of care and skill of other reputable transportation planning and engineering consulting firms providing similar services on similar projects of like size and nature at the same time in the Washington DC metropolitan area. Subcontractors who perform work under this contract shall be responsible to the Consultant. Consultant agrees that it is as fully responsible for the acts and omissions of its subcontractors and of persons employed by the Consultant as it is for the acts and omissions of its own employees.

7. NO CLAUSE 7

8. CONTRACTUAL DISPUTES AND CLAIMS:

In accordance with Section 2.2-4363, Va. Code Ann., this provision shall be followed for consideration and handling of all disputes and claims by the Consultant under this contract. Section 2.2-4365, Va. Code Ann. is not applicable to this contract. Under no circumstances is this section an administrative appeals procedure governed by Section 2.2-4365, Va. Code Ann. because Section 2.2-4365, Va. Code Ann. is not applicable to this procurement.

Notice of the intent to submit a claim setting forth the basis for any claim shall be submitted in writing within ten days after the occurrence or the event giving rise to the claim or within ten days of discovering condition giving rise to the claim, whichever is later. In no event shall any claim arising out of this contract be filed after submission of the request for final payment by the Consultant.

Claims by the Consultant with respect to this contract shall be submitted in writing in the first instance for consideration by the Contract Manager. The decision of the Contract Manager shall be rendered in writing within 30 days from the receipt of the claim from the Consultant. If the Consultant is not satisfied with the decision or resolution of the Contract Manager, the Consultant may file a formal dispute with regard to the claim with the Project Officer within 30 days of the decision of the Contract Manager. The Project Officer shall reduce his/her decision to writing and shall mail or otherwise furnish a copy of his/her decision to the Consultant within 30 days of the receipt of the claim from the Consultant. The decision of the Project Officer shall be final and binding.

Should any decision-maker designated under this procedure fail to make a decision on a claim within the time period specified, then the claim is deemed to have been denied by the decision-maker. Pending a final determination of a claim, the Consultant shall proceed diligently with the performance of the work under this contract.

In accordance with the provisions of Section 2.2-4363, Va. Code Ann., full compliance with this dispute and claim resolution procedure set forth in this Section shall be a precondition of the filing of any lawsuit by the Consultant against the NVTAA arising out of the contract.

9. DEFAULT:

In case of failure to deliver goods or services in accordance with the contract terms and conditions, NVTa, after due oral or written notice and the failure of the Consultant to so cure in a commercially reasonable time as set forth in the written notice, may procure them from other sources and hold the Consultant responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that NVTa may have.

10. TERMINATION FOR CONVENIENCE OR DEFAULT:

NVTa may terminate this contract, or any portion of it, by serving a written notice of termination on the Consultant. The notice shall state whether the termination is for convenience of NVTa or for the default of the Consultant. If the termination is for default, the notice shall state the manner in which the Consultant has failed to perform the requirements of the contract. The Consultant shall account for any property in its possession paid for from funds received from NVTa, or property supplied to the Consultant by NVTa. If the termination is for default, NVTa may fix the fee, if the contract provides for a fee, to be paid the Consultant in proportion to the value, if any, of work performed up to the time of termination. The Consultant shall promptly submit its termination claim to NVTa and the parties shall negotiate the termination settlement to be paid the Consultant.

If the termination is for the convenience of NVTa, the Consultant shall be paid its contract close-out costs, and a fee, if the contract provided for payment of a fee, in proportion to the work performed up to the time of termination.

If, after serving a notice of termination for default, NVTa determines that the Consultant has an excusable reason for not performing, such as strike, fire, flood, events which are not the fault of and are beyond the control of the Consultant, NVTa, after setting up a new work schedule, may allow the Consultant to continue work, or treat the termination as a termination for convenience.

The Consultant shall include provisions for termination for convenience of NVTa in any subcontract, and shall specifically include requirements that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Consultant from any recovery from NVTa whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

11. ANTITRUST:

By entering into a contract, Consultant conveys, sells, assigns, and transfers to NVTa all rights, title and interest it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by NVTa under said contract.

12. ACCESS TO RECORDS:

The Consultant agrees to provide NVTa access to any books, documents, papers and records of the Consultant that are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.

Consultant agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except

in the event of litigation or settlement of claims arising from the performance of this contract, in which case the Consultant agrees to maintain same until NVTA or its duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. The Consultant agrees to permit NVTA to reproduce project documents by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

13. TESTING/INSPECTION:

NVTA reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to specifications.

14. RELEASES, LICENSES, PERMITS AND AUTHORIZATIONS:

It is the Consultant's responsibility to obtain all releases, licenses, permits and other usage authorizations for all matters within its ordinary sphere of activity, including photographs, copyrighted materials, artwork or any other property or rights belonging to third parties obtained by the Consultant for use in performing services for NVTA, and shall save NVTA harmless from all claims, demands, expenses (including reasonable attorney's fees), liabilities, suits, and proceedings (including any brought in or before any court, administrative body, arbitration panel or other tribunal) against or involving NVTA on account of or arising out of such use.

15. WARRANTY:

All materials and equipment furnished by the Consultant shall be fully guaranteed against defects in material and workmanship in accordance with the most favorable commercial warranties the Consultant gives any customer for such supplies or services.

16. RIGHTS IN DATA:

The term "subject data," as used herein means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under this contract. The term includes graphic or pictorial delineations in media such as drawings or photographs; text in specifications or related performance or design-type documents; machine forms such as punched cards, magnetic tape or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to, computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to contract administration.

All "subject data" first produced in the performance of this contract shall be the sole property of NVTA. The Consultant agrees not to assert any rights at common law or equity and not to establish any claim to statutory copyright in such data. Except for its own internal use, the Consultant may not publish or reproduce subject data, in whole or in part, or in any manner or form, nor authorize others to do so without the written consent of the NVTA, until such time as the NVTA may have either released or approved the release of such data to the public.

17. PATENT RIGHTS:

If any invention, improvement, or discovery of the Consultant or any of its subcontractors is conceived or first actually reduced to practice in the course of this contract, and that invention, improvement, or

discovery is patentable under the laws of the United States of America or any foreign country, the Consultant agrees to provide immediate notice and a detailed report to NVTa.

18. IMMIGRATION REFORM AND CONTROL ACT OF 1986:

Consultant certifies that it does not and will not, during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

19. INDEMNIFICATION:

Consultant shall not seek to hold liable NVTa, or any of its officers, agents and employees for any claims of any nature whatsoever arising out of this contract or arising out of the activities funded in whole or in part by the contract. Consultant agrees to defend the NVTa, its officers, agents, servants and employees (hereinafter individually and collectively referred to as "Indemnitees"), from all suits, claims, demands, actions, or proceedings, and to the extent permissible by law, indemnify and hold harmless the Indemnitees from:

All damages of liability, including costs, expenses and attorney fees, to the extent caused by any negligent, reckless or wrongful act, error, or omission or the willful misconduct of Consultant or any person or organization for whom Consultant is responsible, and arising out of the performance of professional services under this Agreement; and

All liability, loss, damage, claims, demands, costs and expenses, including, in part, court costs and attorney fees, based upon any act, omission, or occurrence of Consultant or any person or organization for whom Consultant is responsible, to the extent arising out of, in connection with, resulting from or caused by the performance or failure of performance of any work or services other than professional services under this Agreement, or from conditions created by Consultant's performance or non-performance of said work or services.

Consultant agrees to maintain adequate insurance to protect NVTa and its officers, agents, and employees from liability arising out of this contract.

20. ETHICS IN PUBLIC CONTRACTING:

Consultant certifies that its proposal is made without collusion or fraud and that he/she has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that he/she has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

Consultant also must ensure that there is no real or perceived conflict of interest during the term of the contract.

21. DEBARMENT STATUS:

By submitting this proposal, the Consultant certifies that it is not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor is it an agent of any person or entity that is currently so debarred.

Consultant further certifies that it is not debarred, suspended, declared ineligible, or voluntarily excluded from participating in contracts with the federal government, and that it will refrain from awarding any subcontract to a debarred or suspended subcontractor. In addition, Consultant agrees to comply with the requirements of Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 USC Section 6101 note; and U.S. DOT regulations on debarment and suspension at 49 CFR Part 29.

22. CIVIL RIGHTS:

Consultant certifies to NVTa that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans with Disabilities Act, and §2.2-4311 of the Virginia Public Procurement Act (VPPA). The following requirements apply to the underlying contract:

- 1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and federal transit law at 49 U.S.C. § 5332, Consultant agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, Consultant agrees to comply with applicable federal implementing regulations and other implementing requirements.
- 2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:
 - a. Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, Consultant agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Part 60 et seq. (which implement Executive Order No. 11246, "Equal Employment Opportunity and with any applicable federal statutes, executive orders, regulations, and federal policies that may in the future affect construction activities undertaken in the course of the project. Consultant agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Consultant agrees to comply with any implementing requirements.
 - b. Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and federal transit law at 49 U.S.C. § 5332, Consultant agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, Consultant agrees to comply with any implementing requirements.

- c. Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, Consultant agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, Consultant agrees to comply with any implementing requirements.

Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Consultant, in all solicitations or advertisements for employees placed by or on behalf of Consultant, will state that Consultant is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

- 3) Consultant will include these Civil Rights provisions above in every subcontract or purchase order over \$10,000 and all subcontracts financed in whole or in part with federal assistance, modified only if necessary to identify the affected parties.

23. DISADVANTAGED BUSINESS ENTERPRISE (DBE) / VIRGINIA SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESS (SWAM):

If the Offeror is certified as a DBE or Virginia SWaM, document certification in Attachment D. Otherwise, where it is practicable for any portion of the awarded contract to be subcontracted, the Consultant is encouraged to offer such business to minority and/or women-owned businesses.

Consultant or his/her subcontractor shall not discriminate on the basis of race, color, sex, gender, national origin or ethnicity in the performance of this contract. Consultant will be required to submit a schedule of DBE use on a quarterly basis. Consultant is required to maintain records and documents of payments to DBE's/SWaM's for three years following the performance of the contract and will make these records available to NVTa upon request.

Consultant or its subcontractors agree to ensure that disadvantaged business enterprises as defined in 49 C.F.R. Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with funds provided under this agreement. In this regard, NVTa and its Consultants shall take all necessary and reasonable steps to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts.

Consultant, its agents, employees, assigns or successors, any persons, firms, or agency of whatever nature with whom it may contract or make agreement, in connection with this contract shall cooperate with NVTa and shall use their best efforts to ensure that disadvantaged business enterprises shall have the maximum practicable opportunity to compete for subcontract work under this contract.

24. NON-DISCRIMINATION AGAINST FAITH-BASED ORGANIZATIONS:

NVTa does not discriminate against faith-based organizations in procuring supplies and services.

25. INSURANCE REQUIREMENTS:

A checklist of required insurance coverage is attached and identified as “NVTa Insurance Coverage Required.” Items marked “X” are required to be provided. A certificate of insurance indicating these coverages must accompany the bid submission. A copy of the declarations page is acceptable for errors and omissions insurance. If insurance is incomplete, the prospective Consultant should provide a letter from its insurance agent stating that the prospective Consultant is eligible to obtain insurance to the prescribed limits, should a contractual offer be extended. No contract shall be finalized and no work shall commence until NVTa’s insurance requirements are met.

Consultant agrees to include the provisions of the foregoing clause in every subcontract or purchase order so that the provisions will be binding upon each subcontractor or vendor.

- 1) Consultant shall be responsible for its work and every part thereof, and for all materials, equipment, and property of any and all description used in connection therewith. Consultant assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission, or operation under the contract, or in connection in any way whatsoever with the contracted work.
- 2) Consultant shall, during the continuance of all work under the contract provide and agree to maintain the following unless omitted from the attached “Insurance Checklist”:
 - a. Workers’ Compensation and Employers’ Liability insurance under the Commonwealth of Virginia statutory requirements, to protect the firm from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.
 - b. General Liability insurance in the amount prescribed by NVTa, to protect the Consultant, its subcontractors, and the interest of NVTa, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form General Liability endorsement, in addition to coverages for explosion, collapse, and underground hazards, where required. Completed Operations Liability coverage shall continue in force for one year after completion of work.
 - c. Automobile Liability insurance, including property damage, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Consultant. In addition, all mobile equipment used by the Consultant in connection with the contracted work, will be insured under either a standard Automobile Liability policy, or a Commercial General Liability policy.
- 3) Liability insurance may be arranged by General Liability and automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
- 4) The Consultant agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best’s Key Rating of at least A:VI.

- 5) NVTA shall be named an additional insured in the General Liability policies and stated so on the Certificate.
- 6) The Consultant will provide an original, signed Certificate of Insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the NVTA Contract Manager before a contract is executed and any work is started.
- 7) The Consultant will secure and maintain all insurance policies of its subcontractors, which shall be made available to NVTA on demand.
- 8) The Consultant will provide on demand, certified copies of all insurance coverage on behalf of the contract within 10 days of demand by NVTA. These certified copies will be sent to NVTA from the Consultant's insurance agent or representative.
- 9) No change, cancellation, or non-renewal shall be made in any insurance coverage without a 30 day written notice to the NVTA Contract Manager. The Consultant shall furnish a new certificate prior to any change or cancellation date. The failure of the Consultant to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished to the NVTA Contract Manager.
- 10) Insurance coverage required in these specifications shall be in force throughout the contract term. Should the Consultant fail to provide acceptable evidence of current insurance within five days of written notice at any time during the contract term, NVTA shall have the absolute right to terminate the contract without any further obligation to the Consultant, and the Consultant shall be liable to NVTA for the entire additional cost of procuring the incomplete portion of the contract at time of termination.
- 11) Compliance by the Consultant and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Consultant and all subcontractors of their liabilities and obligations under this heading or under any other section or provisions of the contract.
- 12) Contractual and other liability insurance provided under the contract shall not contain a supervision, inspection, or services exclusion that would preclude NVTA from supervising and/or inspecting the project as to the end result. The Consultant shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the subcontractors and any person employed by the subcontractor.
- 13) Nothing contained herein shall be construed as creating any contractual relationship between the subcontractor and NVTA. The Consultant shall be as fully responsible to NVTA for the acts and omissions of the subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.
- 14) Precaution shall be exercised at all times for the protection of persons (including employees) and property.

- 15) Consultant and all subcontractors and sub-subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, as it may apply to the contract.
- 16) If the Consultant does not wish to meet the specifications of these insurance requirements, alternate insurance coverage proposed by the Consultant, may be considered and need written approval by the NVTa Project Officer.

26. CHANGES:

By written notice to the Consultant, NVTa may from time to time make changes within the general scope of the contract, in the services to be provided by the Consultant, the method or place of delivery, or the place of performance. Changes may also be made by mutual agreement between the parties in writing. The Consultant shall promptly comply with the notice and shall perform all services in conformity to the notice.

If any such change causes an increase or decrease in the Consultant's cost of performance or the time required for performance, an equitable adjustment in the contract price and/or the time allowed for performance of the contract shall be negotiated and the contract modified accordingly by written supplemental agreement. Any claim by the Consultant for adjustment under this clause must be asserted by written notice to NVTa within 30 days from the date of receipt by the Consultant of the change notice. If the parties fail to agree to an adjustment, the question of an increase or decrease in the contract price or time allowed for performance shall be resolved in accordance with the procedures for resolving disputes provided by the disputes clause of the contract, or if there is none, in accordance with the disputes provision of the [Commonwealth of Virginia's Vendor's Manual](#).⁹ Neither the existence of a claim, a dispute, submission of the dispute or the dispute resolution process, litigation or any portion of this provision or changes shall excuse the Consultant from promptly proceeding with performance of the contract as changed by the notice.

⁹ https://dgs.virginia.gov/globalassets/business-units/dps/documents/vendorsmanual/vm_08.2024.pdf

SECTION F REQUIRED ATTACHMENTS

Required Attachments

Attachment A:	RFP Submission Form.
Attachment B:	NVTA Insurance Coverage Required.
Attachment C:	Disadvantaged Business Enterprise Statement.
Attachment D:	Schedule of Disadvantaged Business Enterprise Participation Statement.
Separately Bound:	Cost Proposal Format (to be submitted separately from the technical proposal) Separate excel template is available at: https://thenovaauthority.org/procurement

ATTACHMENT A**RFP SUBMISSION FORM****A. SUBMITTING BUSINESS ENTITY IDENTIFICATION & OWNERSHIP DISCLOSURE**

Company: _____

Contact Person: _____

Email: _____

Title: _____

Address: _____

Telephone No.: _____

Indicate which of the following apply:

Corporation _____

Partnership _____

Sole Proprietor _____

Small Business _____

Organized under the laws of the State of _____

Principal place of business located at _____

Complete if appropriate:

Disadvantaged Business Enterprise (DBE) _____

Certified by _____

B. VIRGINIA CONFLICTS OF INTEREST & PUBLIC PROCUREMENT

This solicitation is subject to the provisions of Section 2.2-3100 et. seq., of the Code of Virginia (1950), as amended, (The Code), the Virginia State and Local Government Conflict of Interests Act, and Sections 2.2-4300 et. seq. of the Code, the Virginia Public Procurement Act.

The Offeror (____) is (____) is not aware of any information bearing on existence of any potential conflicts of interest or violation of ethics in public contracting. If yes, explain.

C. OTHER INFORMATION

1. General character of work performed by your firm:

2. Has your firm ever failed to complete any work awarded to you? If yes, explain.

3. Has your firm ever defaulted on a contract? If yes, explain.

4. Indicate the names of subcontractors, if any, proposed for this project, anticipated role, anticipated level of effort, address, phone number, and contact person. Indicate if the subcontractor is a certified Disadvantaged Business Enterprise (DBE) and by whom they are certified.

5. Please indicate if your firm, subcontractor or any persons associated therewith in the capacity of owner, partner, director, officer or any other position involving the administration of federal funds:

- is currently under suspension, debarment, voluntary exclusion, or determination of ineligibility of any federal agency;
- has been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the last three (3) years;
- has a proposed debarment pending; or
- has been indicted, convicted, or had a civil judgment rendered against it or them by a court competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Any of the above conditions will not necessarily result in denial of award, but will be considered in determining Offeror responsibility. For any condition noted, indicate to whom it applies, initiating agency, and date of action. Providing false information may result in federal criminal prosecution or administrative sanctions.

D. CERTIFICATION

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same services, materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the State and Federal law and can result in fines, prison, sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this Request For Proposal and certify that I am authorized to sign for the Proposer.

Signature _____ Date _____

Name (Printed) _____ Title _____

ATTACHMENT B

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY
INSURANCE COVERAGE REQUIRED**

Items marked “X” are required to be provided if award is made to your firm. See specification section entitled “Insurance Requirements.” Consultant’s Insurance Agent shall mark a “check” (“Yes” or “No”) as to availability of insurance. Note: If you have answered “No” to any of the requirements, provide written explanation on a separate sheet.

COVERAGE REQUIRED			LIMITS (FIGURES DENOTE MINIMUM)	
Yes	No	Required		
___	___	<u>X</u>	1. Workers’ Compensation and Employers’ Liability; Admitted in Virginia	1. Statutory Limits of the Commonwealth of Virginia: Yes
___	___		Employer’s Liability	\$100,000
___	___		All States Endorsement	Statutory
___	___		USL&H Endorsement	Statutory
___	___		Voluntary Compensation	Statutory
___	___	<u>X</u>	2. General Liability	2. \$1,000,000 Combined
___	___		Products	Single Limit Bodily
___	___		Complete Operations	Injury and Property
___	___		Contractual Liability	Damage Each Occurrence
___	___		Personal Injury	
___	___		Independent Contractors	
___	___		XCU Prop. Damage Excl.	
___	___		Deleted	
___	___	<u>X</u>	3. Automobile Liability	3. \$500,000 Combined
___	___		Owned, Hired & Non-Owned	Single Limit Bodily
___	___		Motor Carrier Act End.	Injury and Property
				Damage Each Occurrence
___	___	<u>X</u>	4. Professional Errors and Omissions	4. \$_____ Limit Each Occurrence
___	___	___	5. Garage Liability	
___	___	___	6. Garage keepers’ Legal Liability	
___	___	___	7. Fire Legal Liability	
___	___	___	8. Other Insurance: [adapt for project]	
___	___	<u>X</u>	9. NVTa named as additional insured on General Liability (This coverage is primary to all other coverages NVTa may possess)	
___	___	<u>X</u>	10. 30 day cancellation notice required	

- | | | | |
|-----|-----|-----------------|--|
| ___ | ___ | <u>X</u> | 11. Best's Guide Rating - A:VI or Better, or Equivalent |
| ___ | ___ | <u>X</u> | 12. The Certificate must state Bid/RFP # and Bid/RFP Title |
| ___ | ___ | <u>X</u> | 13. Umbrella Liability |

OFFEROR AND INSURANCE AGENT STATEMENT

We understand the Insurance Requirements of these specifications and will comply in full if awarded this Contract.

OFFEROR

INSURANCE AGENCY

SIGNATURE

SIGNATURE

ATTACHMENT C**DISADVANTAGED BUSINESS ENTERPRISE STATEMENT**

NVTA is committed to an active effort to involve Disadvantaged Business Enterprises (DBE) and certified Virginia Small, Women-owned, and Minority-owned Businesses (SWaM) in contracting opportunities, to increase competition. To ensure that DBE's/SWaM's have the maximum practicable opportunity to compete for contract and subcontract work, we ask that you describe below, how your organization would include the use of DBE's/SWaM's in fulfilling the RFP requirements.

Complete Attachment D for each DBE/SWaM you plan to utilize during the contract period.

ATTACHMENT D**SCHEDULE OF DISADVANTAGED BUSINESS ENTERPRISE (DBE/SMAM) PARTICIPATION**

 Name of Offeror

 Project Name

 Name of DBE/SWaM Contractor

 DBE/SWaM Point of Contact

 Address

 Phone Number

 Type of Product/Services Provided/SOW Tasks and contract items noted below

General Requirement Reference (such as SOW C.2)	Percent of Total Task	Percent of Contract

(Use additional lines as needed)

Please attach a copy of your DBE/SWaM Contractor designation from a Federal or Commonwealth of Virginia Agency.

The undersigned will enter into a formal agreement with the above DBE/SWaM Contractors for work listed in the schedule conditioned upon execution of a contract.

 Offeror

 Date

SECTION G PRICE PROPOSAL SUMMARY TABLE

Separately Bound Price Proposal

PRICE PROPOSAL SUMMARY TABLE
RFP # 2026-01
Northern Virginia Transportation Authority
TransAction Update and Six Year Program Updates

Offerors are required to complete the following Price Proposal Summary table in Excel for all tasks listed below. The Excel file must be included in the written price proposals. This table is NOT a substitution for a full cost proposal as described in the RFP. A soft copy of the table is available on the Authority's web site.¹⁰

Task 1.1: Project Work Plan

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 1.1: _____

Task 1.2: Data Needs Request

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 1.2: _____

Task 1.3: Project Kickoff Meeting

¹⁰ <https://thenovaauthority.org/procurement>

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 1.3: _____

Task 1.4: Bi-Weekly Coordination Meeting

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 1.4: _____

Task 1.5: Committee Meetings

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 1.5: _____

Task 1.6: Authority Meetings

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 1.6: _____

Task 1.7: Work Sessions

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 1.7: _____

Task 2.1: Public Engagement Plan

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 2.1: _____

Task 2.2: Social Media Calendar

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 2.2: _____

Task 2.3: Website Content

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					

DBE					
Other direct costs not included in above estimate					

Subtotal Task 2.3: _____

Task 2.4: Online Surveys/Polls

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 2.4: _____

Task 2.5: Perception Survey

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 2.5: _____

Task 2.6: Open Houses

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 2.6: _____

Task 2.7: Focus Groups

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 2.7: _____

Task 2.8: Stakeholder Events

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 2.8: _____

Task 2.9: Pop-Up Events

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 2.9: _____

Task 2.10: Engagement Summary

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 2.10: _____

Task 2.11: Technical Memorandum

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 2.11: _____

Task 3.1: Review and Analyze Existing Conditions

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 3.1: _____

Task 3.2: Existing Conditions Report

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 3.2: _____

Task 4.1: Update the Regional Transportation Model

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					

DBE					
Other direct costs not included in above estimate					

Subtotal Task 4.1: _____

Task 4.2: Regional Model Analysis

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 4.2: _____

Task 4.3: Technical Support

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 4.3: _____

Task 5.1: Develop Project List 'Bottom Up'

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 5.1: _____

Task 5.2: Identification of Regional Transportation Needs

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 5.2: _____

Task 5.3: Develop Project List ‘Top Down’

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 5.3: _____

Task 5.4: Regional Resiliency Model

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 5.4: _____

Task 6.1: Review and Update TransAction Objectives, Measures, and Weights

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 6.1: _____

Task 7.1: Pre-Scenario Sketch Planning

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 7.1: _____

Task 7.2: Develop Scenarios for Sensitivity Analysis

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 7.2: _____

Task 7.3: Sensitivity (Scenario Analysis)

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 7.3: _____

Task 8.1: Benefit/Cost Analysis

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					

DBE					
Other direct costs not included in above estimate					

Subtotal Task 8.1: _____

Task 8.2: Re-Evaluation Analysis

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 8.2: _____

Task 9.1: Long Range Transportation Plan Document

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 9.1: _____

Task 10.1: FY28-33 Base Network for Long Term Benefit Analysis

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 10.1: _____

Task 10.2: FY28-33 System-wide Model Runs for Long Term Benefit

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 10.2: _____

Task 10.3: FY28-33 Review Project Applications

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 10.3: _____

Task 10.4: FY28-33 Candidate Project Model Runs – Base and Horizon

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 10.4: _____

Task 10.5: FY28-33 Groups of Projects Model Runs – Base and Horizon

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 10.5: _____

Task 10.6: FY28-33 System-wide Model Runs for Project Ratings

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 10.6: _____

Task 10.7: FY28-33 Public Engagement

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 10.7: _____

Task 11.1: FY30-35 Base Network for Long Term Benefit Analysis

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 11.1: _____

Task 11.2: FY30-35 System-wide Model Runs for Long Term Benefit

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					

DBE					
Other direct costs not included in above estimate					

Subtotal Task 11.2: _____

Task 11.3: FY30-35 Review Project Applications

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 11.3: _____

Task 11.4: FY30-35 Candidate Project Model Runs – Base and Horizon

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 11.4: _____

Task 11.5: FY30-35 Groups of Project Model Runs – Base and Horizon

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 11.5: _____

Task 11.6: FY30-35 System-wide Model Runs for Project Ratings

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 11.6: _____

Task 11.7: FY30-35 Public Engagement

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal Task 11.7: _____

BRT Task 1.1: Work Plan

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 1.1: _____

BRT Task 1.2: Data Needs Request

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 1.2: _____

BRT Task 1.3: Project Kickoff Meeting

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 1.3: _____

BRT Task 1.4: Coordination Meetings

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 1.4: _____

BRT Task 1.5: Committee and Working Group Meetings

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 1.5: _____

BRT Task 1.6: Authority Meetings

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					

DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 1.6: _____

BRT Task 1.7: Coordination with the Federal Transit Administration

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 1.7: _____

BRT Task 2.1: Public Engagement Plan

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 2.1: _____

BRT Task 2.2: Social Media Calendar

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 2.2: _____

BRT Task 2.3: Education Campaign Strategies

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 2.3: _____

BRT Task 2.4: Focus Groups

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 2.4: _____

BRT Task 2.5: Education Campaign Deployment

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 2.5: _____

BRT Task 2.6: Perception Survey

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 2.6: _____

BRT Task 2.7: Peer Exchange Groups

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 2.7: _____

BRT Task 3.1: Coordination with Member Jurisdictions

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 3.1: _____

BRT Task 3.2: Coordination with Transit Operators and Regional Partners

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 3.2: _____

BRT Task 3.3: Modified Routes

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					

DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 3.3: _____

BRT Task 3.4: Updated maps

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 3.4: _____

BRT Task 4.1: Travel Demand Model Evaluation – Modified Routes

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 4.1: _____

BRT Task 4.2: Travel Demand Model Evaluation – Systemwide

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 4.2: _____

BRT Task 4.3: Transit Readiness Analysis

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 4.3: _____

BRT Task 5.1: Draft Document

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 5.1: _____

BRT Task 5.2: Final Document

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 5.2: _____

BRT Task 5.3: Technical Appendix

	Person Assigned	Role	Hours	Full Burden Rate (including Travel Cost)	Total
Consultant					
Subcontractor					
DBE					
Other direct costs not included in above estimate					

Subtotal BRT Task 5.3: _____