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**Issue Date: February 28, 2023**

**RFP #: CVTA 2023-03**

**Title:** FALL LINE WAYFINDING PLAN  
**Issuing Agency:** Central Virginia Transportation Authority (CVTA)  
424 Hull Street, Suite 300  
Richmond, VA 23224

**Proposals shall be returned no later than 4:00 p.m., March 17, 2023. Please note: Section 4 of the Scope of Services has been updated to reflect added flexibility for CONSULTANT to develop a phasing timeframe that matches the approach. Specific dues dates by phase have been removed.**

**INQUIRIES:** Any questions which may arise as a result of this solicitation may be addressed to the following: Chet Parsons, at (804) 323-2030 or [cparsons@PlanRVA.org](mailto:cparsons@PlanRVA.org). Contact initiated by an offeror concerning this solicitation with any other PlanRVA/CVTA representative, not expressly authorized elsewhere in this document, is prohibited. Any such unauthorized contact may result in disqualification of the offeror from this transaction.

Response to this Request for Proposals, signed by an individual who has authority to bind the partnership or corporation, shall be considered an offer on the part of the offeror and shall be deemed accepted upon approval by PlanRVA on behalf of the Central Virginia Transportation Authority.

**INCLUSIVE PURCHASING AND SUPPLIER DIVERSITY:** PlanRVA and the Central Virginia Transportation authority is committed to assuring opportunity for all businesses in providing support to the organization. All vendors are encouraged to examine proposals through a lens of diversity, equity, and inclusion. We welcome proposals that support small-, minority-, women-, and disabled-owned businesses and fully provide them the opportunity to compete. Proposals which leverage partnerships and/or include minority and women owned firms as part of their engagement proposal will be viewed favorably.

**OFFEROR INFORMATION:** In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods and/or services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and address of firm:

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FEI/FIN No.: \_\_\_\_\_

Date: \_\_\_\_\_

By: (signature) \_\_\_\_\_

Name: (printed name) \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## STUDY PURPOSE

The purpose of this Request for Proposals for the project is to have a consultant teamwork with the CVTA on the following tasks:

Development of a wayfinding plan for the Fall Line regional trail system.

## PROPOSAL DEADLINE:

Sealed proposals for the FALL LINE WAYFINDING PLAN will be received until **4:00 pm EST on Friday, March 17, 2023**, by the Central Virginia Transportation Authority (CVTA) located at 424 Hull Street, Suite 300, Richmond, VA 23224.

To be considered, all proposals must be received via email at [cvta@planrva.org](mailto:cvta@planrva.org) on or before the date and hour stated above and must include the information specified by this Request for Proposal. The agency is not responsible if the proposal does not reach the specific destination by the appointed time. Proposals received after the date and hour designated and incomplete submissions are automatically disqualified and will not be considered.

Please note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, Section 11-35.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

## PERIOD OF CONTRACT:

The contract period for the Fall Line Wayfinding Plan shall be from award through August 31, 2023.

## ADDITIONAL INFORMATION

All inquiries for additional information and submissions should be directed to:

Name: Chet Parsons, AICP CTP  
Central Virginia Transportation Authority  
Phone: (804) 924-7039  
Email: [cparsons@planrva.org](mailto:cparsons@planrva.org)

## TO BE CONSIDERED COMPLETE, PROPOSALS SUBMITTED IN RESPONSE TO THE RFP SHALL CONTAIN THE FOLLOWING INFORMATION:

1. Return of the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
2. A written narrative statement (one (1) digital copy, not to exceed 25 pages) to include:
  - a. **Qualifications and Experience:** Describe the qualifications and experience of the firm/team in providing similar services as described in the Scope of Work and for all the proposed staff who will be assigned to this contract. Include resumes, and/or other supporting information. Identify

primary, secondary, or back-up service and support personnel. Identify those aspects of this contract they are qualified to provide.

- b. **Project Approach:** Description of the approach to the work for providing the proposed services.
  - c. **Project Schedule:** Detailed project schedule that identifies steering committee involvement, project milestones, and major deliverables (the schedule should not be date-certain)
3. In a separate document:
- a. **Fee:** Fully Loaded Fee for the Work Activities described
  - b. **Contract Compliance:** Any additional information required for compliance with DRPT contract terms & conditions

### SELECTION PROCESS

The CVTA Technical Advisory Committee (TAC) and staff will review the narrative written statement outlining each offeror's qualifications/experience, project approach and project schedule and recommend the firm that best meets the following criteria (25-point scale):

1. **Firm Experience**-similar project experience with evaluation of transit governance and transportation districts (5 points).
2. **Team Management**-demonstrated individual experience with similar project assignments, assessment of team structure and management, including sub-contractors, if any (5 points).
3. **Project Approach**-practical steps and methodology for completing the work tasks as outlined in the scope of work (10 points).
4. **Timeframe**-a schedule illustrating demonstrated ability to accomplish the scope of work with the goal of returning a CVTA-approved report by August 31, 2023(5 points).

Following the ranking of qualifications by the CVTA TAC, the firm which is ranked the highest will be selected for review of the fee portion of the proposal. Negotiations will commence with the highest ranked firm. Should an agreement not be reached, the selection committee will move to the firm that is ranked second.

## Scope of Services

### FALL LINE WAYFINDING PLAN – CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

#### 1. STUDY BACKGROUND

Named for its unique geography along the trail corridor, the Fall Line denotes the area where the Piedmont plateau and Atlantic Coastal Plain meet, resulting in a number of rapids and waterfalls. The Fall Line trail courses through seven localities: Ashland, Hanover, Henrico, Richmond, Chesterfield, Colonial Heights, and Petersburg. The Fall Line trail came together as an opportunity to "connect the dots" of active transportation networks taking shape in the greater Richmond region. Several sections of the trail already existed or were planned in localities' comprehensive and special area plans, including the existing Ashland Trolley Line Trail and Chester Linear Park, and planned Trolley Line Connector in Henrico, Brook Road protected bike lanes in Richmond, and the Northern Jefferson Davis Special Area Plan in Chesterfield. A natural corridor for a long-distance trail began to emerge that would provide opportunities for active transportation, recreation, and economic development.

The Central Virginia Transportation Authority committed \$104.5 million in regional funding towards the completion of the Fall Line, a 43-mile regional trail connecting Ashland, Virginia to Petersburg, Virginia. The CVTA, along with our nine member governments, continue to work to identify opportunities to complete the trail and open it as soon as possible for the use and enjoyment of residents and visitors to our region. The Virginia Department of Transportation is finalizing a design guide that will serve as a technical manual for engineers and designers to use as their primary reference as they develop the specifications, final designs, and construction documents for the trail itself. The guide provides detailed information on topics including trail width, design speeds, and cross slopes; intersection layout; and signs and markings.

This scope of work is intended to identify necessary placemaking components of the wayfinding plan so that as segments of the trail are ready to move into construction, comprehensive, consistent guidance is available to inform local decisions on what to include in plans and projects.

#### 2. STUDY PURPOSE AND OBJECTIVES

The main objective will be to create a "user friendly" environment along the trail in which the user will find ease of navigation to be able to experience the natural beauty of the area while highlighting the multiple opportunities for users to explore their connections with culture and nature.

#### The plan should include the following components:

- Develop a comprehensive signage/wayfinding package which complements and enhances the image of the Fall Line Trail and respects the architectural and the natural landscape.
- Develop a strong identity and a cohesive image to make the visitor understand that the Fall Line Trail landmarks, through the towns, parks, educational campuses, river crossings and regional trails, all belong to the same Fall Line Trail system.

- Provide a clear understanding of what attractions are available, where they are located along with the distance and the walking and biking times.
- Promote the use of symbols and color coding to visually convey quickly and effectively the location of the important viewsheds, trailheads and nodes (parking and activity areas) on the maps and signs.
- Propose a design that will be memorable and will highlight the experience for inter-generational families.
- Provide information about walking and biking distances to promote usage and encourage the growth of businesses, to attain economic development and population retention achieved by enhancing the health and spirit of residents and guests by creating a system that connects people to the cultural and natural world.
- Integrate the wayfinding system with the technology advances and make recommendations for future integration of the static signage with technology for mobile handheld apps that couple intuitive and sophisticated user experiences with trend-setting technology and web platforms.
- Provide clear and easy to follow recommendations for the update and maintenance of the signage, and wayfinding system.
- Develop standards that unify sign sizes, typefaces and graphics with emphasis on flexibility of materials and colors that promote a sustainable system.
- Design flexible, durable, vandal-resistant and easily maintained components.

The system will concentrate on clarifying accessibility and exit paths, supporting usage while highlighting the value of the Fall Line Trail and its positive impact on the economic and tourism areas.

### **3. STUDY ADMINISTRATION**

CVTA will manage this study with the technical assistance of a qualified consulting firm (herein after referred to as the “CONSULTANT”). The review will be conducted using a two-pronged approach, with work occurring simultaneously at both a technical level and a policy level. A consultant with significant experience in all facets of active transportation, specifically multi-use trail design and wayfinding, will be expected to provide a work product that can be appreciated by technical staff and understood by the general public. Both CVTA and the CONSULTANT will designate Project Managers through which all formal communications related to the Study will be exchanged.

### **4. CONSULTANT ENGAGEMENT AND STUDY SCHEDULE**

CONSULTANT support services are needed through August 31, 2023.

The Plan will be developed in five phases as described below. As part of the proposal, CONSULTANT shall include suggested timing for each phase that allows for full report completion by August 31, 2023.

- Phase 1 – Signage design
- Phase 2 – Preliminary placement plan
- Phase 3 – Detailed placement and sign content design
- Phase 4 – Fabrication plan
- Phase 5 – Final Report

Each Phase of the Study will include specific Tasks and Deliverables described in Section 6 below.

The CONSULTANT is expected to make at least one (1) and as many as three (3) public presentations on the Plan to various entities. Presentations and Deliverables shall be reviewed and approved by the CVTA TAC before being presented in public meetings.

## **5. STUDY BUDGET**

The contract between CVTA and CONSULTANT is a Cost-plus Fixed Fee contract. Total cost of the contracted work shall not exceed \$65,000. A monthly invoice will be submitted by the CONSULTANT to CVTA, along with a monthly progress report. The invoice and monthly progress report will provide a percent complete per task item and a detailed description of the activities performed for each task and subtask item. The percent complete should be tied to the dollar value that is placed on each task item, with the invoice amount reflecting the percent complete of each task.

## **6. SCOPE OF SERVICES: STUDY PHASES, TASKS & DELIVERABLES**

The Plan will be conducted in five phases. Each Study phase will include specific tasks to be completed during the phase. Individual Study phases and tasks may require the production of deliverables at the end of the phase or task or at other scheduled milestones described below.

In addition to the five phases of the Study described below, the CONSULTANT will provide monthly updates to the CVTA throughout the course of the Study. The CONSULTANT and the CVTA TAC will establish a regular schedule of progress meetings for the Study prior to the start of work by the CONSULTANT. The CONSULTANT will be responsible for preparing meeting agendas and meeting minutes.

The CONSULTANT will also be required to deliver public presentations throughout the course of the Study. The schedule of meetings at which CONSULTANT presentations will be required will be established by CVTA during the course of the Study.

### **Phase 1 – Signage design**

Phase 1 includes information gathering to understand local conditions, goals of the project, and visual reconnaissance of the area. Signs will be designed to ensure a sensitive placement that respects and enhances the natural environment. Elements that reflect the nature friendly characteristics of the area will be incorporated into the signage to achieve a totally integrated image. This image will be intended to imprint on the user a unique vision of the Fall Line Trail that will make the visit a memorable experience.

The goal is to establish, with the help of signage, an environment that is easy to navigate. The product will develop a system to aid wayfinding for the first-time visitor. Offerors will keep in mind current conditions but focus on flexibility and future developments. Proposals will observe national best practices in wayfinding design and may include a color-code and symbol development in the design to enhance

functionality. Offerors may present design options that vary in size, color, layout, font, and concept. Potential sign types will be identified and included in the proposal.

## **Phase 2 – Preliminary placement plan**

Phase 2 includes development of a strategy for placement of wayfinding aids, general design of components, identification of primary and secondary destinations, preparation of design concepts, and a package of three (3) preliminary design recommendations.

Recommendations for placement shall include the following components:

- Visit area to verify optimal sign locations.
- Confirm proposed destination list, terminology and nodal decision points.
- Provide different trail scenarios for connections, intersections, or spurs.
- Develop a preliminary sign location plan including strategic locations of all system components.
- Review preliminary sign location plan with the stakeholders.
- Based on input from stakeholders produce final proposed sign location plan

The placement of signs will be based on functional goals while following the recommendations of the latest local and state regulations as well as the municipal and county regulations.

## **Phase 3 – Detailed placement and sign content design**

Phase 3 includes development of a final design option including cost estimate, sign type, layout, size, and location of all components, including elements noted below:

- Graphic design that incorporates formats, letterforms, letter sizes, letter spacing, line spacing, arrows and pictograms, and copy layouts that follow ADAAG guidelines.
- Color hue and intensity are selected to facilitate maximum legibility and follow ADAAG guidelines regarding contrast requirements.
- Options for all materials and applications are presented and reviewed for their compliance with design criteria and project objectives.
- Flexibility and maintenance: some sign type options contemplate the use of changeable parts to maintain the system dynamic and facilitate in-house or outsourced changes.
- Durability, tamper resistance, and easy maintenance is reasonably possible.

## **Phase 4 – Fabrication plan**

Phase 4 includes fabrication and installation of wayfinding components

- Coordinate proposed schedule for production and installation.
- Assist in answering questions during production phase.
- Review /check all material samples and review shop drawings during the manufacturing phase to ensure quality control.
- Prepare additional drawings and documents as required.
- Track production schedule and coordinate the schedules for installation of the signs.
- Respond to installer's questions to address concerns during the installation and supervise installation on site.



- Conduct substantial completion walk through on-site to ensure that all items on each phase have been addressed.
- Coordinate the completion of as-built documents and delivery to Client.

### **Phase 5 – Final Report**

The Final Report will be produced and delivered to CVTA in an accessible format that can be viewed electronically or printed. The Final Report will also include a four (4) to eight (8) page Executive Summary of the Study that will focus on key findings and recommendations deemed pertinent by CVTA.

The Final Report document shall be delivered to CVTA no later than August 31, 2023. The Final Report document will be delivered to the CVTA Project Manager. In addition to the Deliverables required to be submitted during the course of the Study, the CONSULTANT will submit the following Deliverables to CVTA at the end of the Study:

- PowerPoint presentations and public-facing materials developed and delivered throughout the Study.
- All Study data and files in editable digital formats

## Attachment A: GENERAL TERMS AND CONDITIONS

- A. In addition to the terms and conditions listed herein, this purchase is also subject to CVTA's terms and conditions which can be reviewed by contacting the CVTA's legal counsel.
- B. Contractor's Authorization To Transact Business: In accordance with *Code of Virginia* Section 2.2-4311.2, as amended, any offeror organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law. Any offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia* shall include in its proposal the identification number issued to it by the State Corporation Commission. Any offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law, shall include in its proposal a statement describing why the offeror is not required to be so authorized. This information shall be provided on Attachment A titled "Virginia State Corporation Commission (SCC) Registration Information." Failure to provide the required information may result in the rejection of the proposal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth of Virginia, if so required under Title 13.1 or Title 50 of the *Code of Virginia*, to be revoked or cancelled at any time during the term of the contract. PlanRVA/CVTA may void any contract with a Contractor if the Contractor fails to remain in compliance with the provisions of this section. SEE ATTACHMENT A.

## VII. SPECIAL TERMS AND CONDITIONS

- A. **Insurance Requirements:** The Contractor and insurance company should carefully review the insurance requirements set forth below. The Contractor shall furnish a copy of a certificate of insurance in accordance with the requirements before the Authority will execute a contract. The Contractor shall be responsible for maintaining current certificates of insurance on file with the Authority. The certificate of insurance does not need to accompany the proposal.
- The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the Authority from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverages shall be such as to fully protect the Authority, the Consulting Professional (if applicable)

and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his forces as enumerated above.

- The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the Authority and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract. All insurance carriers shall waive any and all subrogation against the Authority, and it shall be the responsibility of the Contractor/the Contractor's insurance professional to ensure compliance with this requirement.
- The Contractor's insurance coverage shall be primary and non-contributory to any program of insurance or self-insurance that the Authority may or may not have in force, and the insurance required hereunder shall not be interpreted to relieve the Contractor of any obligations under the contract. The Contractor shall remain fully liable for all deductibles and amounts in excess of the coverage actually realized.
- The Contractor shall maintain during the initial term and any additional terms of this contract the following equivalent coverage and minimum limits:
- Commercial General Liability: \$1,000,000 Combined Single Limit per occurrence. Coverage must be Broad Form and include Products & completed Operations, Bodily Injury, Property Damage and Contractual Liability.
- Business Automobile Liability: \$1,000,000 Combined Single Limit per occurrence. Coverage should include all owned, hired, and non-owned automobiles.
- Workers' Compensation: Virginia Statutory limits including Employers Liability limits of \$100,000 each accident, \$100,000 each disease-each employee, and \$500,000 policy limit.
- Professional Liability: \$1,000,000 per occurrence.
- Umbrella Liability in excess of Commercial General Liability and Automobile Liability: \$2,000,000 per occurrence and in the aggregate. Such umbrella or excess policy shall provide substantially the same coverage as the underlying Commercial General Liability (including the Authority as an additional insured), Business Automobile Liability or Employers' Liability insurance and shall

expressly provide that the umbrella or excess liability will drop down over a reduced or exhausted aggregate limit of the underlying insurance.

- An insurance certificate shall be provided as evidence of the required insurance. The insurance certificate:
- Must reflect that the Commercial General Liability policy names the Central Virginia Transportation Authority, their officers, employees, and agents, as an additional insured by endorsement to the policy or as required by contract.
- Additional insured status applies to all work of the named insured performed on behalf of the Authority.
- Proposals must reflect that the policies are endorsed to require no less than 30 days' notice of cancellation or other change in coverage to the Authority.
- Must have an authorized signature.
- The Certificate Holder should be listed as:

Central Virginia Transportation Authority c/o PlanRVA

424 Hull Street, Richmond Virginia 23224

- B. Negotiating Contract Reductions:** The Authority reserves the right, at any time during the contract term or any extension of the term, to renegotiate with the Contractor a reduction in the compensation paid to the Contractor that is less than the compensation initially agreed to by the Contractor and the Authority at the time of contract execution/issuance of the purchase order. The Authority may initiate such negotiations whenever the Authority determines that it is in the Authority's best fiscal interests to do so. Notwithstanding any other provision of this contract/purchase order to the contrary; the Authority may terminate the contract/purchase order immediately and without penalty if the Authority is unable to renegotiate the compensation with the Contractor to an amount which the Authority determines to be appropriate.
- C. Information Security General Protection:** The Contractor will develop, implement, maintain, and use commercial best practices, including appropriate administrative, technical, and physical security measures, to preserve the confidentiality, integrity and availability of Authority data received from, or on behalf of an Authority employee or Authority business function. These measures will be extended to all subcontractors used by the Contractor.
- D. Subcontracts:** No portion of the work shall be subcontracted without prior written consent of the Authority. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall

furnish the Authority the names, qualifications, and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract and compliance with applicable General Terms and Conditions (including, without limitation, the non-discrimination and drug-free workplace provisions).

**VIII. AWARD:** The CVTA shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Negotiations shall be conducted if necessary.

**IX. PRICING SCHEDULE**

The total cost estimate and not-to-exceed amount for the work described in the scope of work are required.

Each fixed fee amount provided shall include reimbursable expenses that may be incurred, excluding travel related expenses (e.g., travel, meals, lodging). Travel related expenses should comply with GSA per diem rates which are utilized by the Authority (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).

**XI. ADDENDA**

Any changes or supplemental instructions to this solicitation shall be in the form of written addenda. Most addenda are downloadable from <https://planrva.org/home/about-the-commission/purchasing-and-bids/>. Each offeror is responsible for obtaining all addenda posted at the website or by calling (804) 323-2033. Acknowledgement of receipt of all addenda shall be in the space provided within the solicitation or by returning a copy of each signed addendum. Failure to do so may result in rejection of the proposal. All addenda issued shall become part of the solicitation and all resulting contract documents.

Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____

## ATTACHMENT B

Virginia State Corporation Commission (SCC) Registration Information  
(Complete and return with proposal submission)

**The offeror shall check one of the following. The offeror is:**

a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ **-OR-**

not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

**\*\*NOTE\*\* >>** Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals. No award shall be issued to an offeror who fails to provide the required information unless a waiver of these requests is granted by the chief executive of the local governing body (the County reserves the right to determine in its sole discretion whether to allow such waivers):

**Attachment C  
Proposer Information Form**

**Complete Legal Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Federal Tax ID Number:** \_\_\_\_\_

My signature below certifies that:

- I agree to abide by all conditions of this Proposal and that I am authorized to sign this Proposal.
- The accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, 498.4 of the *Code of Virginia*, 1950 as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.
- The accompanying proposal is in compliance with the *State and Local Government Conflict of Interests Act 2.2-3100*, supplemented by Article 6, 2.2-4367-69 of the *Code of Virginia*. Specifically, no CVTA employee, CVTA employee's partner, or any member of the CVTA employee's immediate family holds a position with the offeror such as an officer, director, trustee, partner, or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction or owns or controls an interest of more than five percent.

To receive consideration for award, this signature sheet must be returned as it shall be a part of your response.

**Signature of Authorized Representative:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

**Primary contact person for questions and concerns relative to this project (if different):**

\_\_\_\_\_  
**Phone:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Minority-Owned Business:** YES  NO

**In-Region Business:** YES  NO

**Women-Owned Business:** YES  NO

**Small Business:** YES  NO

**Service-Disabled Veteran-Owned Business:** YES  NO