

AGENDA

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

FINANCE COMMITTEE

Wednesday, October 14, 2020

8:30 a.m.

PlanRVA James River Board Room

Members of the public may observe the meeting via YouTube Live Streaming on the [PlanRVA YouTube Channel](#). Opportunities for sharing comments are described in the [Public Participation](#) guide.

WELCOME AND INTRODUCTIONS

(Stoney)

CERTIFICATION OF A QUORUM

(Parsons)

1. Approval of CVTA Finance Committee Meeting Agenda

(Stoney).....

Requested Action: Motion to accept the CVTA Finance Committee agenda as presented.

2. Approval of September 18, 2020 CVTA Finance Committee Meeting Minutes

(Stoney).....

1-2

Requested Action: Motion to accept the September 18, 2020 CVTA Finance Committee Meeting Minutes as presented.

3. CVTA Finance Committee Chairman's Report

(Stoney/10 minutes).....

4. CVTA Staff Report

(Parsons/5 minutes).....

- a. Meeting Schedule – Remainder of 2020
- b. Finance Directors Work Group
- c. CVTA TAC Update

5. Draft FY21 Operating Budget

- a. **Draft Agreement for Revenue Transfers with the Virginia Department of Transportation**
(Parsons, Gregory/10 minutes) handout
Requested Action: Motion to recommend approval of the VDOT Revenue Transfer Agreement subject to approval by legal counsel.

- b. **Draft Agreement for Support Services from PlanRVA**
(Heeter/10 minutes) 3-8
Requested Action: Motion to recommend approval of the PlanRVA Support Services agreement.

- c. **Insurance Services**
(Heeter/10 minutes) 9-15
Requested Action: Motion to authorize PlanRVA release Requests for Proposals for insurance coverage with the Finance Committee serving as the reviewing body.

- d. **FY21 Operating Budget**
(Parsons/10 minutes) 16-17
Requested Action: Motion to recommend CVTA adoption of the budget.

6. Public Comment Period

(Stoney/5 minutes).....

7. CVTA Finance Committee Member Comments

(Stoney/5 minutes).....

8. Adjournment

(Stoney).....

CAP/nm
Attachments

**CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
FINANCE COMMITTEE**

**MINUTES OF ACTION MEETING
PlanRVA James River Board Room
September 18, 2020**

Members Present:

Jurisdiction/Agency	Member	
Chesterfield County	Kevin P. Carroll	x
Hanover County	W. Canova Peterson IV	x
Henrico County	Frank J. Thornton	x
City of Richmond	Mayor Levar M. Stoney	x
Commonwealth Transportation Board	Carlos M. Brown	x

The Central Virginia Transportation Authority (CVTA) Finance Committee meeting was held in-person at the PlanRVA James River Board Room and made available to the public by electronic communication means as set forth by the April 22, 2020 actions of the General Assembly in response to the continued spread of novel coronavirus, or COVID-19. The technology used for this meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on the [Plan RVA YouTube Channel](#).

CALL TO ORDER

The Central Virginia Transportation Authority (CVTA) Finance Committee Chair Mayor Levar M. Stoney presided and called the September 18, 2020 CVTA Finance Committee action meeting to order at 8:30 a.m. in the PlanRVA James River Board Room.

CERTIFICATION OF MEETING QUORUM

Chet Parsons, RRTPO Secretary, certified that a quorum was present.

1. Approval of CVTA Finance Committee Meeting Agenda

On motion of Kevin P. Carroll, seconded by Frank J. Thornton, the CVTA Finance Committee unanimously approved the September 18, 2020 meeting agenda as presented.

2. Approval of August 27, 2020 CVTA Finance Committee Meeting Minutes

On motion of Kevin P. Carroll, seconded by W. Canova Peterson IV, the CVTA Finance Committee unanimously approved the minutes of the August 27, 2020 meeting as presented.

5.b. Action on Draft Agreement for Revenue Transfers with the Virginia Department of Transportation

On motion of Kevin P. Carroll, seconded by Frank J. Thornton, the Central Virginia Transportation Authority (CVTA) Finance Committee unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Finance Committee defers approval of the VDOT Revenue Transfer Agreement subject to approval by legal counsel until after the CVTA Technical Advisory Committee (TAC) meets on September 21 and before the next Authority meeting (date to be determined by PlanRVA staff).

5.c. Action on Draft Agreement for Support Services from PlanRVA

On motion of W. Canova Peterson IV, seconded by Kevin P. Carroll, the Central Virginia Transportation Authority (CVTA) Finance Committee unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Finance Committee defers approval of the PlanRVA Support Services agreement until after the CVTA Technical Advisory Committee (TAC) meets on September 21 and before the next Authority meeting (date to be determined).

5.d. Action on Banking & Insurance Services

On motion of Kevin P. Carroll, seconded by W. Canova Peterson IV, the Central Virginia Transportation Authority (CVTA) Finance Committee unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Finance Committee postpones the motion on authorizing PlanRVA to prepare and release Requests for Proposals for banking services and insurance coverage with the CVTA Finance Committee serving as the reviewing body to a future meeting.

FURTHER RESOLVED, that PlanRVA prepares a draft Request for Proposal for banking services and insurance coverage to be reviewed by all Authority member jurisdictions.

5.f. Action on FY21 Operating Budget

On motion of Kevin P. Carroll, seconded by Frank J. Thornton, the Central Virginia Transportation Authority (CVTA) Finance Committee unanimously approved the following resolution:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) Finance Committee defers recommendation to the CVTA to adopt the FY21 operating budget until after the CVTA Technical Advisory Committee (TAC) meets on September 21 and before the next Authority meeting (date to be determined).

ADJOURNMENT:

On motion of Kevin P. Carroll, Chair Stoney adjourned the meeting at 10:23 a.m. on September 18, 2020.

CAP/nm

Memorandum of Understanding
Central Virginia Transportation Authority
Richmond Regional Planning District Commission

This Memorandum of Understanding (MOU) is executed as of July 1, 2020 by and between the Central Virginia Transportation Authority (Authority) and the Richmond Regional Planning District Commission (PlanRVA) and describes the support services provided by PlanRVA to the Authority and the terms by which the Authority may continue to engage PlanRVA for these services.

WHEREAS, PlanRVA provides support services to the Richmond Regional Transportation Planning Organization pursuant to a Memorandum of Understanding dated December 31, 1984, which includes administrative and technical staff support to the Metropolitan Planning Organization for the purpose of carrying out the approved annual work program; and

WHEREAS, the Commissioners of PlanRVA authorized an offer of support services to the Authority by approval of Resolution 21-01 during their August 13, 2020 regular meeting; and

WHEREAS, the Authority accepted this offer of support services in concept during their organizational meeting on August 27, 2020 and directed the members of the Finance Committee to negotiate this MOU; and

THEREFORE, the Authority will engage PlanRVA to provide support services pursuant to the terms of this MOU, described as follows:

Term, Renewal and Termination

1. The initial period of support services shall be through June 30, 2021 and may continue to engage PlanRVA on an annual basis subject to review of performance and need.
2. The Authority may terminate this MOU at any time with at least ninety (90) days' notice prior to the start of the new fiscal year with obligation of PlanRVA to turn over all records, property or other materials necessary for the effective transition of support staffing to the Authority no later than June 30, 2020.
3. This MOU may be amended only by further written agreement of the Authority and PlanRVA. If any provision of this MOU shall be found to be unlawful or incapable of performance or enforcement, the remaining provisions shall remain in effect and this MOU shall be construed so as to carry out the intent of the Authority and PlanRVA as expressed in this MOU, to the extent practicable.

Compensation and Approved Expenses

4. The Authority and PlanRVA will agree to a compensation schedule as part of the annual budget process that is informed by review of a general scope of services or work plan for the fiscal year. In Fiscal Year 2021, the total compensation to PlanRVA shall not exceed \$200,000 for general staffing support.
5. Additional operating expenditures of the Authority may be reimbursed to PlanRVA and shall be in accordance with the FY2021 annual budget and approved in recognition of the need for initial expenditure prior to the establishment of Authority accounts. These include, but are not limited to:
 - a. General Legal Counsel
 - b. Technology Services and Support
 - c. Office Expenses and Supplies
 - d. Postage
 - e. Printing, Copying and Production
 - f. Public Engagement
 - g. Travel
6. The annual amount agreed upon by the Authority and PlanRVA for each fiscal year shall be billed to the authority by PlanRVA on a quarterly basis for actual support services provided during the period. Each quarterly invoice shall also include the cost of any additional administrative or operating services or materials which are approved by the CVTA and provided by PlanRVA during the period. Invoices should include reasonable description of expenditures and information supporting costs billed.

Support Services Available

7. PlanRVA will provide administrative and support services to the Authority including, but not limited to:
 - a. Oversight of all start up activities described in Exhibit 1
 - b. Planning, facilitation, logistics coordination, public notice and record keeping for all regular and special meetings of the Authority and Committees established through the Bylaws and at the direction of the Chair;
 - c. Other administrative responsibilities related to compliance with Virginia Code and operation of a public body;
 - d. Financial management and record keeping, including revenue and expense management, reconciliation of Authority accounts, financial reporting, and support to the annual audit of internal controls and financial statements;
 - e. Completion of programmatic tasks related to the mission and function of the Authority, including but not limited to:

- i. Regional project prioritization development and implementation;
 - f. Annual reporting, as required or requested, to the General Assembly, Auditor of Public Accounts, Department of Transportation, member jurisdictions.
- 8. PlanRVA may provide additional technical assistance, planning, outreach or other support services beyond the scope of this contract and in accordance with a separately negotiated work plan and cost estimate. Funding for these additional services provided by, or coordinated through, PlanRVA will be made available at the direction of the Authority through the annual budget process.

Accountability and Reporting

- 9. PlanRVA will provide, at minimum a quarterly work status report summarizing the major activities undertaken and accomplished during the period including assessment of compliance with key performance indicators identified in Exhibit 2.
- 10. PlanRVA shall maintain record of the services and materials provided to the Authority and charged to it, and those records shall be open to inspection by the Authority at any time during normal working hours of PlanRVA, upon reasonable advance notice by the Authority.

IN WITNESS WHEREOF, PlanRVA and the Authority have each approved this MOU and caused this MOU to be executed by their respective duly authorized officers as of the day and year first signed.

[REMAINDER OF PAGE BLANK- SIGNATURES ON FOLLOWING PAGE]

Central Virginia Transportation Authority

By: _____

Date: _____

Frank J. Thornton, Chair

Richmond Regional Planning District Commission (PlanRVA)

By: _____

Date: _____

Martha Heeter, Executive Director

Exhibit 1: Deliverables Associated with Startup

The following are a list of expected deliverables for FY2021 and should be completed no later than June 30, 2021 for consideration of satisfactory performance under this agreement unless further direction limits that capability or new priorities are established to supersede these deliverables.

- A. Arrange for general legal counsel support services for the Authority
- B. Arrange for and provide necessary staff resources to the Authority
- C. Convene inaugural meeting of the Authority resulting in established leadership and governance framework including adoption of Bylaws, election of officers, and establishment of standing committees
- D. Establish schedule for meetings of the Technical Advisory Committee, Finance Committee and Authority for the fiscal year
- E. Facilitate negotiation of revenue transfer agreement(s) between the Authority and the Virginia Department of Transportation
- F. Develop revenue validation process with participating localities and process for transfer of funds
- G. Manage process for solicitation of proposals for banking and investments
- H. Establish banking and investment account(s) as directed by the Authority
- I. Develop Financial Management Procedures and internal controls
- J. Manage process for solicitation of proposals for insurance coverage
- K. Coordinate with the Auditor of Public Accounts for arrangement of the FY2021 Annual Financial Audit
- L. Facilitate development of Regional Project Prioritization in coordination with the Richmond Regional Transportation Planning Organization¹
- M. Assure compliance with the enabling legislation to establish the Regional Public Transportation Plan²
- N. Assure compliance with the enabling legislation to develop the Transit Service Governance Report for submission no later than December 1, 2020³
- O. Develop web presence for the CVTA and online access site for meeting materials, public information and resources

¹ PlanRVA will require additional funding to support development of a regional prioritization mechanism if it is not aligned with the priorities of the Richmond Regional Transportation Planning Organization, invoking Section 8 of this MOU; Funding for such activities may be provided through the 35% allocation for Regional Projects

² PlanRVA will coordinate with the Greater Richmond Transit Company who is responsible for developing the Plan in collaboration with the Richmond Regional transportation Planning Organization in conformance with guidelines required by §33.2-286. Funding provided by the Authority to support consultant work on this activity shall be provided through the 15% Transit allocation. PlanRVA costs to support this work shall be funded through the RRTPO.

³ PlanRVA will manage a consultant led project to facilitate the completion of the Report which will be funded through the 15% Transit allocation. PlanRVA costs to support this work will be in addition to the costs outlined in this agreement and funded at the direction of the Authority through the 35% allocation for Regional Projects or the 15% allocation for Transit.

Exhibit 2: Key Performance Indicators

PlanRVA will indicate performance related to the indicators listed below⁴:

Effective Project Management:

- Completion of deliverables identified in Exhibit 1 in timely manner, as established by the Authority for each item
 - o Subject to direction on each item
- Support Services described in this MOU fall within the approved budget and contract amount
 - o All variances addressed and approved prior to commitment of funds

Effective Financial Management:

- Compliance with financial management procedures and internal controls
 - o Achieve a financial audit with no findings or concerns
 - o Timely submission of the FY2021 Annual Audit to the APA
- Delivery of financial activity reports summarizing activity of the total revenues and the operating expenses of the Authority
 - o Submitted on a quarterly basis following close of the quarter
 - o Target of 20% variance of actual expenses to budget
- Submission of quarterly invoices and work status reports in time for inclusion in the Authority meeting materials
 - o October⁵, January, April, and June⁶
- Timely payment of invoices due to vendors
 - o Net 30-day payments
- Timely and accurate transfer of revenues to localities
 - o Target of less than 0.05% error rate
 - o Within 45 days of receipt

Effective Communications with Authority Members, Committee Members, Locality Representatives and the Public

- Timely distribution of complete meeting materials for meetings of the Authority and Committees
 - o Minimum 5 days' notice to members and the public
- Coordination and communication with local government representatives including local legal counsel, financial experts and administrators
 - o Regular communications and coordination of staff resources as needed
- Delivery of relevant and useful information regarding the activities of the CVTA to the public and the media through digital and print material
 - o All inquiries treated as FOIA requests and addressed according to the relevant requirements

⁴ May be further defined or revised by a standing committee or the Authority

⁵ The first quarterly invoice will be submitted at the next meeting following execution of this MOU.

⁶ The fourth quarterly invoice will be submitted to estimate costs through June 30th to follow the meeting deadline.

**Request for Proposals
RFP# 21-01**

Insurance Coverage for a Public Authority of the Commonwealth of Virginia

Activity	Date By
RFP Issued	October 16, 2020
Deadline for Prospective Offeror to Submit Questions	October 23, 2020
Answers to Submitted Questions Posted on PlanRVA website	October 26, 2020
Proposal Submission Deadline	October 30, 2020
RFP Selection and Contract Announcement	November 13, 2020
Contract Start Date	July 1, 2020

Purpose:

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified vendor(s) to provide recommendations and proposals for insurance coverage to include public officials' liability, general liability, auto liability hired non-owned, and crime.

Questions and Submissions:

Any Changes and/or Addenda to this RFP will be posted on the PlanRVA website at www.PlanRVA.org. Respondents are responsible for checking this website prior to submission for any updates or changes. *Failure to acknowledge all addenda may result in rejection of your proposal as non-responsive.*

Any questions regarding this RFP must be submitted in writing directly to the staff at PlanRVA via email at CVTA@PlanRVA.org no later than 5:00 p.m. on October 23, 2020. All questions from prospective responders and answers regarding this proposal will be posted on the PlanRVA website at www.PlanRVA.org. Prospective responders will also find links to background information about the Central Virginia Transportation Authority at [New CVTA URL](#).

Proposals will be received at the Regional Commission by electronic mail ONLY and should be submitted to CVTA@PlanRVA.org. (Proposals that are not submitted electronically via email will not be considered). All information received in response to this request marked Proprietary will be handled accordingly. Responses to the Request will not be returned. Full submission requirements and instructions are detailed herein.

By:
Martha Heeter, Executive Director

Date: October 16, 2020

1 Request for Proposal (RFP)

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified vendor(s) to provide recommendations and proposals for insurance coverage to include public officials' liability, general liability, auto liability hired non-owned, and crime.

The coverage will begin on July 1, 2020 or immediately and continue through June 30, 2020 with the option for annual renewal. Should the contract award be made with an existing association group that is maintained for the purpose of promoting the interest and welfare of public bodies, the Central Virginia Transportation Authority may choose to continue to renew the contract beyond the renewal set forth in this paragraph (Code of Virginia 2.2-4345).

2 Introduction to the Central Virginia Transportation Authority

The Central Virginia Transportation Authority is a newly-created authority in Central Virginia that provides new funding opportunities for priority transportation investments across the region. This Authority was established by the 2020 General Assembly of Virginia and comprises the counties and city located within Planning District 15. The Authority will administer transportation funding generated through the imposition of an additional regional \$0.07 sales and use tax (revenue collection began October 1, 2020) and a wholesale gas tax of \$0.076 per gallon of gasoline and \$0.077 per gallon of diesel fuel (revenue collection began July 1, 2020). The Authority is responsible for stewardship of the revenue generated through the additional taxes and meeting regional transportation priorities.

PlanRVA, the Regional Commission (Planning District 15/ Richmond Regional Planning District Commission) is providing staff support to the Authority as it forms and will provide administrative support services through June 30, 2021.

3 Selection Criteria

Proposals shall be evaluated using the following criteria as related to the requirements.

<i>Evaluation Criteria</i>	<i>Points</i>
<i>Experience and Qualifications of the Offeror</i>	<i>25</i>
<i>Cost of Providing Services</i>	<i>40</i>
<i>Financial Ratings</i>	<i>20</i>
<i>References</i>	<i>10</i>
<i>Completeness and Clarity of Proposal</i>	<i>5</i>

Offerors who appear most capable of providing a product/service that can best satisfy the needs of the Authority, based on the scoring described above, will be selected as finalists for further evaluation. There is no specified number of finalists that may be selected. Finalists may be required to attend an interview session to discuss their proposal.

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price. Negotiations shall be conducted with the offerors so selected. While price shall be considered, that need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal and shall award the contract to that offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the RFP and the offeror's proposal as negotiated. The Authority may cancel this Request for Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D).

The Authority may participate in, sponsor, conduct, or administer a cooperative procurement agreement on behalf of or in conjunction with one or more other public bodies, or public agencies or institutions, or localities of the several states of the United States or its territories, or the District of Columbia, for the purpose of combining requirements to increase efficiency

or reduce administrative expenses in any acquisition of goods or services. Except for contracts for professional services, a public body may purchase from another public body's contract even if it did not participate in the request for proposal (RFP) or invitation for bid (IFB), if the RFP or IFB specified that the procurement was being conducted on behalf of other public bodies. Nothing herein shall prohibit the assessment or payment by direct or indirect means of any administrative fee that will allow for participation in such an arrangement.

4 Response Contents and Format

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration of your potential as a provider of the requested services.

5 Proposal Requirements

Each Offeror interested in submitting a proposal for consideration shall include the detailed information described, in the order listed below, with their proposal:

- 5.1. Provide a letter of introduction that includes the name and location of the company, a statement of interest, and the ability to provide the required services. The letter of introduction shall be signed by an individual authorized to conduct business for the firm with the name of the individual typed below the signature. Relevant contact information (telephone, business address, email) must be included in the letter of introduction.
- 5.2. Provide description of risk management and loss control services and claims handling procedures. Provide examples of reports including claims summary, claim expense, and experience reports.
- 5.3. Outline capability to accept additions/deletions of autos/property, etc., as well as claims reports electronically.
- 5.4. Complete Offeror Data Sheet (Submittal A) listing three references that have utilized services/coverage proposed, preferably for like entities and local governments. The Authority may contact references to inquire about their satisfaction with services provided.
- 5.5. Provide information and pricing for associated risk management programs or other products the Authority might consider upon recommendation (Cyber Risk and Liability coverages, etc).
- 5.6. Itemize the cost of providing each type of coverage.
- 5.7. Provide company financial ratings (Submittal B).

6. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

6.1. GENERAL REQUIREMENTS

- 6.1.1. In order to be considered for selection, Offerors must submit one complete and submit a digital copy response to this RFP. No other distribution of the proposal shall be made by the Offeror.
- 6.1.2. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in requiring prompt submission of missing information and/or giving a lower evaluation of the proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- 6.1.3. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate artwork, expensive paper, bindings, visual, and other presentation aids are not required.

- 6.1.4. Physical copies of the proposal should be formatted to print on 8-1/2" x 11" paper. All documentation submitted with the proposal should be contained in that single file.
- 6.1.5. Ownership of all data, materials, and documentation originated and prepared pursuant to the RFP shall belong exclusively to the Authority and be subject to inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of Section 2.2-4342 of the Virginia Public Procurement Act prior to or upon submission of the data or other materials to be protected and state the reasons why protection is necessary.

6.2 SUBMITTAL REQUIREMENTS

- 6.2.1 Signature pages of this RFP signed and completed as required.
- 6.2.2 Offeror’s complete Proposal, as described under Proposal Requirement Section.
- 6.2.3 Completed Offeror Data Sheet, Submittal A.
- 6.2.4 Completed Cost Proposal, Submittal B.

7 TIME FRAME/SCHEDULE OF EVENTS

The following is the expected timeline of activities associated with this RFP. Failure to comply with any key dates will render the submission ineligible for consideration.

Activity	Date By
RFP Issued	October 16, 2020
Deadline for Prospective Offeror to Submit Questions	October 23, 2020
Answers to Submitted Questions Posted on PlanRVA website	October 26, 2020
Proposal Submission Deadline	October 30, 2020
RFP Selection and Contract Announcement	November 13, 2020
Contract Start Date	July 1, 2020 or upon execution

8 Communications and Response

Martha Heeter, PlanRVA’s Executive Director, is the designated representative for this initiative. For any information relative to this RFP, please direct inquiries to the designated representative only. All inquiries and requests should be submitted in writing via email to:

mheeter@PlanRVA.org or CVTA@PlanRVA.org with attn: CVTA Insurance RFP in the Subject Line

9 Clarification Questions

Any questions regarding the RFP should be submitted in writing no later than 5:00 p.m. on October 23, 2020. Answers will be provided to all respondents by the *Answers* provided date, October 26, 2020.

10 Response Delivery Instructions

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5:00 p.m.) on the *Proposals Due* date indicated in the Time Frame/ Schedule of Activities table (Section 7).

11 Vendor Presentations

The Authority may elect to hold interviews and/or contract negotiations with one or more firms should additional information be required to make a final decision for contract award or to facilitate negotiations. PlanRVA will try to provide

the affected firms with as much advance notice as possible.

12 No Obligation

The submission of a proposal shall not in any manner oblige the Authority to enter a contract or to be responsible for the costs incurred by the Offeror's organization in responding to this request.

13 Agreement of Non-Disclosure

This document is proprietary and shall not be disclosed to any other party. It is designed, developed, and submitted to potential partners of the Authority solely for its benefit. The Central Virginia Transportation Authority will have complete ownership of the final product delivered by the contractor selected through this RFP. Any and all information deemed proprietary should be marked as such with expectation of agreement reached among both parties with regard to publication.

14 No Guarantee

The Authority and PlanRVA make no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.

OFFEROR DATA SHEET

1. **QUALIFICATIONS:** The Offeror shall have the capability and the capacity in all respects to fully satisfying all the requirements indicated in this RFP.

2. **YEARS IN BUSINESS:** Indicate the length of time the Bidder has been in business providing the goods/services in this solicitation:
 _____Years_____Months.

3. **REFERENCES:** Offerors shall provide three (3) references for which the company has provided specified goods/services of the same or greater scope within the last three (3) years.

1.	Customer Name:	Contact Name:	Contact Title:
Address:			Phone No.
			Email adr

2.	Customer Name:	Contact Name:	Contact Title:
Address:			Phone No.
			Email adr

3.	Customer Name:	Contact Name:	Contact Title:
Address:			Phone No.
			Email adr

PROPOSAL WORKSHEET

In compliance with this Request For Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

SIGNATURE PAGE	
Name of Agency Submitting Proposal	
Address:	
Phone Number:	
Fax Number:	
Contact Person:	
Title:	
Email Address:	
Company Representative Signature:	
Date:	

**CVTA Draft Budget- FY2021
Version 2- October 14, 2020**

Revenues

Add'l 0.7% Sales Tax	\$	84,300,000
Wholesale 7.6% Fuel Tax	\$	52,600,000
Interest	\$	-
Investment Income	\$	-
Total Revenue	\$	136,900,000

Notes

Forecast Letter dated 9/1020
Forecast Letter dated 9/1020

Expenses

FY2021 Operating Budget	\$	500,000
Regional Projects Set Aside (35%)	\$	47,740,000
Regional Prioritization/Support	\$	23,870
Public Outreach	\$	23,870
Financial Management	\$	-
Regional Projects	\$	47,692,260
Regional Transit (15%)	\$	20,460,000
Planning Support	\$	200,000
Transit Finance & Governance	\$	50,000
Regional Transit Funding	\$	20,210,000
Local Distributions (50%)	\$	68,200,000
Ashland		
Charles City		
Chesterfield		
Goochland		
Hanover		
Henrico		
New Kent		
Powhatan		
Richmond		

FY2021 Contract with PRVA: +/- \$210k	\$246,000.00	with Legal
0.05% Set Aside for Add'l Prioritization Technical Support		
0.05% Set Aside for Public Participation	\$ 43,870.00	
0.01% Set Aside for Financial Management	\$ -	
Balance available for project investment		
0.98% Suballocation for regional public transportation		
0.24% Set Aside for Finance & Governance		
balance available to GRTC		
Estimates of distribution based on formula of revenue source		
Forecasts not yet updated on locality basis		

Total Expenses **\$ 136,900,000**

Revenues Less Expenses **\$ -**

FY2021 CVTA Operating Budget- DRAFT
V2- October 14, 2020

Category	Total	Notes
Personnel		
Administration & Staffing	\$210,000.00	PlanRVA Staff support (1 FTE supported by 7 staff members); includes 10% Admin Fee
Member Compensation	\$10,500.00	Based on CTB Compensation Policy; 16 members/~210 Finance & Authority Meetings
Professional Services		
Audit	\$0.00	Estimate 15,000 for FY2022
Bank Fees & Investment Services	\$0.00	To be confirmed with selected bank(s) following RFP
General Legal Counsel*	\$36,000.00	\$3k/month; Invoiced through MOU with PlanRVA
Financial Advisors	\$0.00	To be confirmed at a later date (Other Expenses)
Insurance	\$5,000.00	Based on PlanRVA costs
Recruitment	\$15,000.00	Pending Future Staffing Plan
Special Bond Counsel	\$0.00	To be confirmed at a later date (Other Expenses)
Technology & Communications		
Technology Services & Support*	\$2,500.00	Software, Technology Services, Special Equipment over MOU with PlanRVA
Telecommunications*	\$0.00	Add'l expenses over MOU with PlanRVA
Administrative		
Meetings Expenses	\$20,000.00	meals, AV, site prep/support incl kickoff meeting (\$14k) and future meetings (\$6k)
Memberships/Subscriptions/Licenses	\$3,000.00	
Office Expenses & Supplies*	\$1,500.00	Add'l expenses over MOU with PlanRVA
Office Space/Leasing*	\$0.00	Included in MOU with PlanRVA
Postage*	\$500.00	Add'l expenses over MOU with PlanRVA
Printing, Copying & Production*	\$2,500.00	Add'l expenses over MOU with PlanRVA
Professional Development & Training	\$5,000.00	
Public Engagement*	\$20,000.00	Website Improvements, Public Notice Advertisements (FY21/22 Budgets)
Travel*	\$1,500.00	Authority Member/ Staff Travel for Meetings
Reserves for Contingency	<u>\$167,000.00</u>	Reserve for other expenses
Total	<u><u>\$500,000.00</u></u>	
	\$0.00	verify

*Expenses may be reimbursable to PlanRVA