



NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Pre-Proposal Conference

Presented by:

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Recording in Progress

Please note, this meeting is being recorded.

The recording will be posted on our website by close of business Friday, September 26th.

NVTA Staff Introductions

Michael Longhi	Chief Financial Officer <i>Project Officer</i>
Lauren Wilber	Financial Accountant <i>Contract Manager</i>
Sree Nampoothiri	TPP Senior Manager <i>Program Manager</i>
Starla Couso	TPP Manager <i>Project Manager</i>
Keith Jasper	Transportation Planning and Programming (TPP) Principal
Harun Rashid	Planning Analytics Manager
Amanda Sink	Project Delivery & Grants Manager
Abigail Hillerich	Communications & Public Affairs Manager

Agenda

- 1. Purpose of Pre-Proposal Meeting**
- 2. Procurement and Contract Administration**
- 3. Context**
- 4. Technical/Public Engagement Services**
- 4. Next Steps**
- 5. Responses to Submitted Comments**
- 6. Q&A**
- 7. Reminders**

Purpose of Pre-Proposal Meeting

- Describe the procurement and contract administration process
- Provide overview of scope of work and selection criteria
- Answer your questions

Procurement and Contract Administration

The procurement will be open and competitive RFP for technical/consulting services.

- **Contract Type**: technical services cost reimbursement subject to maximum, for RFP defined tasks
- **RFP**: The RFP is the basis for the contract. We typically execute the contract with an award/notice to proceed letter referencing to the technical proposal, cost proposal plus any additional documentation amending those documents generated during the negotiation process

Procurement and Contract Administration

- **Period of Performance:** five years – two for TransAction, three for Six Year Program
- **Scope of Work:**
 - TransAction
 - Six Year Program
 - BRT Action Plan 2.0
 - Additional Task Orders – additional task orders may be issued as mutually agreed
- **Technology:** Contractor should be able to perform remote support to access NVRTA IT environment with a tool of their choice (LogMeIn or similar tool) via a cooperative support session

Procurement and Contract Administration

- **Separate Technical and Price Proposals:**
 - *Including price information in technical proposal is an automatic disqualification*
 - Hourly rates must include travel costs
- **Proposal Evaluation Team:** Will be comprised of NVTa staff and member jurisdiction and agency subject matter experts.
- Initial evaluation will be made solely on the technical proposal.
- Subsequent evaluations will be based on technical and cost proposal seeking the best value solution.

Context

Work Products

TransAction

Six Year Program

BRT Action Plan 2.0

Work Products

Core Responsibilities



Continuous Initiatives



TransAction | Key Elements

- **Phase 1: Identification of Needs and Priorities** *(Mar 2026 – Aug 2026)*
 - Existing Conditions
 - Transportation Needs and Issues
 - Multimodal Project List
 - Travel Demand Model Update
- **Phase 2: Analysis of Projects and Packages** *(Sep 2026 – Apr 2027)*
 - Scenario Evaluation
 - Project Evaluation
- **Phase 3: Documentation, Review, and Finalization** *(May 2027 – Nov 2027)*
 - Documentation

Public Engagement throughout the process.

Six Year Program | Key Elements

- Two SYP Update Cycles
 - FY2028-2033
 - FY2030-2035
- Each update cycle involves:
 - Congestion Reduction Relative to Cost (CRRC)
 - TransAction Project Ratings
 - Long Term Benefit (LTB)
 - Qualitative Considerations

Public Engagement throughout the process.

BRT Action Plan 2.0| Key Elements

Builds on momentum of BRT Action Plan (July 2025)

- FTA Coordination
- Education Campaign
- Peer Exchange Groups
- Operator Coordination
- Model-based Route Evaluation
- Documentation

Technical/Public Engagement Services

Technical Services

Modeling

Public Engagement Services

Coordination

Other

Selection Criteria

Technical Services

- Multimodal transportation planning and modeling
- Scenario (sensitivity) analysis
- GIS/data analytics
- Project cost estimation
- Benefit-cost analysis
- High-quality visualizations
- Documentation/presentations

Modeling

- Current modeling platform
 - CUBE
 - DTALite
- Complementary modeling tools
- Technical support

Public Engagement Services

- Website and social media support
- Citizen/stakeholder outreach
- Market research/opinion polls
- Public meetings
- Public hearings

*NVRTA will be committing resources internally for Public Engagement & Communications oversight focused on brand and voice consistency.

Coordination

- NVTa Project Manager, supported by other NVTa staff
- Regional Jurisdiction and Agency Coordinating Committee (RJACC) Plus
- NVTa Statutory Committees (TAC & PCAC)
- Standing Committee (PPC)
- Committee Appointed by CEO (TTC)
- Working Groups (BRT Planning & Modeling)
- The Authority

Other

- Quality Assurance/Quality Control
- Document Review

NVTA staff and committees make recommendations; the Authority makes decisions.

Selection Criteria

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

Next Steps

October 10, 2025 at 5:00 PM

Offeror registration required

October 21, 2025 at 12:00 PM (noon)

Proposal due

November 3, 2025

Shortlisting notification

Week of November 10, 2025

Interviews with shortlisted firms

February 12, 2026

Authority selects consultant

Responses to Submitted Questions

Procurement and Contract Administration

Response to Submitted Questions

Q: Is there an example of remote support tool to access NVRTA's IT environment that could be provided?

A: LogMeIn or a similar tool is sufficient. The security goal is to avoid creating domain accounts on NVRTA's network.

Response to Submitted Questions

Q: Please confirm that responses to this RFP should be submitted electronically via email, and no hard-copy delivery is required. Page 6 indicates submission to an email address, but page 7 includes the location address.

A: Electronic submission is sufficient. In addition, if a firm wants to submit hard copy, it must be delivered at the NVRTA offices before the deadline.

Response to Submitted Questions

Q: The table detailing the Selection Criteria and Weighing shows Proposed Technical Approach [50 points] as a separate row from Proposed Approach to Public Engagement/Communications [20 points], and Project Understanding/Management [5 points]. Above in Section 14., those three elements are required under the Item D Technical Approach and within the 30-page maximum. Can NVTa confirm that all of these three elements are to be included within the 30 pages allotted for the Technical Approach?

A: Yes, all items (project understanding, technical approach, public engagement/ communications, in-house modeling and management plan are all required in the allotted 30 pages. Project staffing, resumes, and firm experience can be additional.

Response to Submitted Questions

Q: The RFP indicates that “NVRTA 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 NVRTA.” Given the anticipated six-year period of performance of the contract, this seems to be an unduly long period of time to hold retainage. Would NVRTA consider eliminating this retainage statement from the RFP, or confirm that the consultant may request payment for the retainage amount at completion of key milestone points or annually?

A: Dependent on actual performance, a request for early contingency release will be reviewed on a case-by-case basis. NVRTA has frequently agreed to an early release once all related deliverables have been accepted.

Response to Submitted Questions

Q: The MS Excel Cost Proposal Template shows that the full burden rate should be inclusive of travel costs. There is a separate line per task for “Other Direct Costs not included in Above Estimates,” but on page 11, there is a statement mentioning that “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.” Does this mean that offerors are to include both ODCs and travel into the full burden rate? Or is travel to be included in the full burden rate and ODCs to be entered in the “Other Direct Costs not included in Above Estimates” line item ?

A: The Other Direct Costs category is to be used for non-personnel related costs such printing. The full burden rate must include the cost for the categories listed on page 11.

Response to Submitted Questions

Q: In the Excel Cost Proposal Template titled “NVTA_RFP_2026-01_Price_Proposal,” are offerors allowed to include tabs to provide a breakdown of the summary by each individual year rather than one tab with the summary of the entire 6-year period of performance?

A: NVTA only reviews the summary costs broken out by task for the full multi-year contract. It is not necessary to breakout the costs per year.

Response to Submitted Questions

Q: In the Excel Cost Proposal Template titled “NVTA_RFP_2026-01_Price_Proposal,” there is a column for Role/Group. What is the definition of group, and is there a list of all the groups that can be provided? Or is the role sufficient?

A: Role is sufficient.

Response to Submitted Questions

Q: The RFP references a “Cost Reimbursement, subject to maximum” contract type, but also includes elements such as milestone-based payments and a price proposal summary table that could be interpreted as firm fixed price or time & materials. Please confirm the contract type for this RFP.

A: This RFP is a cost reimbursement, subject to maximum contract type. The milestone based payments are offered in consideration of the six year time horizon and the timing potential for overlapping tasks. Milestone based payments also allow the NVRTA and consultant business operations to monitor the financial progress of the contract.

Response to Submitted Questions

Q: Could NVTa provide an estimated budget or budget range for the overall scope of work?

A: The budget for this project is \$4.5 million. Be aware the budget for this project comes from a separately designated accounting fund which must reimburse an operating budget fund for other internal expenses. This amount also includes contingencies.

Response to Submitted Questions

Q: How should we submit contract exceptions?

A: Contract exception requests should be submitted as part of this current question and answer period, or at the preproposal conference on September 25, 2025 so the response can be shared with all firms. Any unresolved questions or requests should be noted in the Consultant's Letter of Proposal (RFP page 9 Item 14-C)

Exceptions to specific tasks should be noted in the corresponding Technical Approach phase (14-D).

Response to Submitted Questions

Q: The RFP indicates that labor rates must be inclusive of all costs including printing. Can NVTa confirm that we are able to specifically budget for certain direct printing costs, especially the significant print runs of final deliverables required in Task 9?

A: Yes, proposals need to clearly note estimated printing costs and should note how printing costs will greatly vary depending on the medium (flyer, plan document, maps, etc.) and quantity. Note that in addition to the summary documents noted above, hundreds of flyers and handouts will need to be printed for public engagement.

Response to Submitted Questions

Q: Price proposal- what tables need to be included beyond the price summary table (for which the excel version is provided)? The price proposal section in the appendix says that this table is not a substitution for a full price proposal. The Price Proposal section on page 11 says that we need other tables, but does not reference how those tables are structured.

A: NVTa specifies for the format listed in Section G for comparability purposes. NVTa does not specify a format for the remaining required price proposal information listed on page 11 of the RFP.

Response to Submitted Questions

Q: Does the “additional task” (BRT 2.0) need to fit within the budget allocated for TransAction?

A: Yes.

Responses to Submitted Questions

Technical/Public Engagement Services

Response to Submitted Questions

Q: Please confirm that since the perception survey will be completed every two years for the duration of the contract that we should assume the completion of three surveys under Task 2.5. Also, please confirm whether the Perception Survey under BRT Task 2.6 is intended to be a separate survey from the Perception Survey under Task 2.5, or whether the BRT questions are intended to be integrated into one of the Task 2.5 surveys.

A: Yes, plan for three perception surveys. Perception Survey noted under BRT section could be the same as Task 2.5 with BRT-related questions built into the survey.

Response to Submitted Questions

Q: Could you outline the enhancements you have made to the COG/TPB Cube Version 2.4 model ?

A: *Key enhancements include:*

- *Operate the entire model workflow from a GUI.*
- *Enhance Mode Choice model with TNC and CAV.*
- *Integrate dynamic traffic assignment with DTALite.*
- *Add a model result visualization Dashboard.*

Response to Submitted Questions

Q: Task 4.1 suggests updating a user's manual. Can the existing user's manual be made available?

A: Yes, we will provide the existing user's manual.

Response to Submitted Questions

Q: Task 2.5 requires 1000 responses from the perception survey. Can you confirm that is required, even though previous iterations have only included 600 responses?

A: If you think 600 is sufficient, provide rationale.

Response to Submitted Questions

Q: Can you confirm that we should assume a total of 3 waves of the perception survey will be conducted over the course of this contract? Including the perception survey mentioned in Task 2.6 of the BRT 2.0 scope?

A: Yes, 3 waves, including the one mentioned in BRT 2.0.

Response to Submitted Questions

Q: Related to engagement activities: should the consultant budget for small giveaways, or will NVRTA provide?

A: Yes, the consultant should budget for the giveaways.

Response to Submitted Questions

Q: Can you confirm the number of interim years required for the Task 4.1 analysis? Will 2030 or 2040 be selected, or will both be required?

A: Horizon year will be 2050 and one interim year (assumed to be 2040 though we may decide to go with another year).

Response to Submitted Questions

Q: Could you explain the logic behind introducing a separate “sketch planning” tool for scenario analysis in Task 7.1? What outputs does NVTa want to get out of the Task 7.1 analysis?

A: In the past, TransAction used 3-5 specific scenarios for testing using the travel demand model tools. We would like to explore a larger universe of scenarios but at a lower level of effort and data needs. This may be used to define the five or so scenarios to be tested with the model.

Response to Submitted Questions

Q: Can you please specify which documents need to be translated in Task 9.1?

A: Standalone high quality Executive Summary and Standalone summary brochure.

Response to Submitted Questions

Q: Can you explain the difference between task 10.4 and 10.6? They both seem to be calculating performance measures for candidate projects.

A: 10.4 refers to the congestion reduction relative to cost (CRRC) rating and 10.6 refers to TransAction Rating. The model runs could be the same.



Questions?

Reminders

- Register for amendments by October 10, 2025 at 5:00 PM
- ***Do not*** include any price information in your Technical Proposal

TransAction:

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

Procurement and Future Updates:

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

Closing Remarks

by

Monica Backmon

*CEO,
Northern Virginia
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Connect



Thank you for
joining us!