

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

**FOR:** Chair Phyllis J. Randall and Members  
Northern Virginia Transportation Authority

**FROM:** Michael Longhi, Chief Financial Officer

**DATE:** October 2, 2020

**SUBJECT:** Legislative Services Contract

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1. **Purpose:** To seek Northern Virginia Transportation Authority (NVTA) approval of the proposed Legislative Service Contract with McGuireWoods Consulting, LLC., as unanimously recommended by the NVTA Finance Committee, on September 17, 2020.
2. **Suggested Motion:** *I move Authority approval of the proposed Legislative Service Agreement with McGuireWoods Consulting LLC.*
3. **Background:**
  - a. A Request for Proposals (RFP) was issued on July 22, 2020, with proposals due on August 21, 2020.
  - b. Notice of this open procurement was placed on the NVTA website and with the Commonwealth's eVA procurement notice system.
  - c. One firm submitted responsive and responsible Technical and Price Proposals eligible for consideration by the RFP evaluation team.
  - d. The RFP evaluation team consisted of:
    - i. NVTA - Executive Director
    - ii. NVTA – Chief Financial Officer
    - iii. Loudoun County - Legislative Liaison
    - iv. Arlington County - Legislative Director
    - v. Fairfax County - Department of Transportation, Chief – Coordination Section
  - e. The MWC proposal received an overall score of 77.9 out of 80 by the RFP evaluation team. The proposal confirms Ms. Tracy Baynard will remain the lead MWC Associate working with the Authority.
  - f. Since only one proposal was submitted, NVTA staff conducted a required price/cost analysis. This analysis and negotiation with MWC resulted in validation of the \$75,000/year base, filing fees and an agreed reduction in the annual fee increase from 3% to 2.25%

**Attachment: Contract Award Notice -Draft**



**Northern Virginia Transportation Authority**  
*The Authority for Transportation in Northern Virginia*

DRAFT, 2020

Ms. Tracy M. Baynard, Senior Vice President  
McGuireWoods Consulting LLC  
1750 Tysons Boulevard, Suite 1800  
Tysons VA 22102

Dear Ms. Baynard:

The Northern Virginia Transportation Authority (NVTA) has acted to authorize the award of a contract to McGuireWoods Consulting LLC (MWC) to perform the work requested in NVTA RFP No. 2021-02 and described in your Technical Proposal and separate Price Proposal dated August 20, 2020.

The following clarifications and modifications apply:

1. Clarification: NVTA is not expecting to use Federal funding to support the services provided by MWC and recognizes that MWC is not acting as a federal contractor or subcontractor in providing the services requested.
2. Clarification: In the event Federal funds were to be used to support, or Federal representation requested, NVTA and MWC will negotiate a separate task order under this contract to implement any required service changes prior to the use of Federal funds.
3. Modification: The MWC Price Proposal dated August 20, 2020, page 2, first paragraph; the annual fee increase is modified from 3% to 2.25%, to be implemented on each contract anniversary date.

This letter, together with NVTA RFP 2021-02 and the McGuireWoods Consulting LLC Technical Proposal and Price Proposal dated August 20, 2020, provides the agreement to conduct the services under the specified terms and conditions. This letter also constitutes your notice to proceed unless advised otherwise in writing by NVTA on or prior to October 22, 2020.

If you concur please sign both originals and return one copy to Michael Longhi, NVTA CFO. Please contact Mr. Longhi at (703) 642-4653 with any questions.

Sincerely,

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Monica Backmon  
NVTA Executive Director

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Tracy M. Baynard  
MWC Senior Vice President

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Date