

AGENDA

CVTA FINANCE COMMITTEE

Wednesday, November 9, 2022, 8:30 a.m.

Community Foundation, 3409 Moore St., Richmond, VA 23230

This meeting is open to the public. Members of the public are invited to attend in-person or virtually. Please alert the CVTA Finance Committee at CVTA@PlanRVA.org if electronic transmission of this meeting fails for the public. If such transmission fails, the committee will take a recess until public access is restored.

Please refer to the

[Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

If you wish to participate in this meeting virtually, please register via Zoom at the following link:

https://planva-org.zoom.us/webinar/register/WN_6oQ1j3_ERR0DurmdCLS3kg

*Check out our complete **[Public Participation Guide](#)** online to learn about the different ways you can stay connected and involved. Meetings are also live streamed and archived on our YouTube Channel at **www.youtube.com/c/PlanRVA**.*

1. Welcome and Introductions

(Peterson)

2. Certification of a Quorum

(Firestone)

ADMINISTRATION

3. Consideration of Amendments to the Action Meeting Agenda

(Peterson)

4. **Approval of October 12, 2022, Meeting Minutes** – page 3

(Peterson)

Action requested – motion to approve minutes

5. Open Public Comment Period

(Peterson/5 minutes)

This meeting is being held in-person and via Zoom. A link to the Zoom webinar, where individuals may register to participate, is posted at the top of this agenda.

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom or to the email address at the top of this agenda. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken at this time. Please indicate by raising your hand (in-person participants) or through the Q&A/Chat functions on Zoom (virtual participants) if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

6. CVTA Finance Committee Chairman's Report

(Peterson/5 minutes)

7. CVTA Activities Report

(Parsons, Clarke/10 minutes)

a. Financial Activities and Investment Reports (Parsons) – page 6

b. TAC Activities Report (Clarke)

OLD BUSINESS

8. CVTA Regional Allocations

(Parsons/Clarke/20 minutes)

Action requested: Motion to recommend approval of the allocation scenario to advance regional projects

OTHER BUSINESS

9. PFM Presentation: Financing Projects and Addressing Escalating Costs

(Choi/15 minutes)

10. Reinitiating CVTA Executive Director Recruitment Process – page 9

(Carroll/10 minutes)

Information item

11. Future Meeting Topics – page 34

(Peterson/5 minutes)

12. CVTA Finance Committee Member Comments

(Peterson/5 minutes)

13. Next Meeting: December 14, 2022 (location TBD)

(Peterson)

14. Adjournment

(Peterson)

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

FINANCE COMMITTEE MEETING MINUTES

**James River Board Room and Zoom
October 12, 2022 – 8:30 a.m.**

Members Present:

Jurisdiction/Agency	Member	Present	Absent
Chesterfield County	Kevin P. Carroll	X	
Hanover County	W. Canova Peterson, Chair	X	
Henrico County	Frank J. Thornton	X	
New Kent County	Patricia A. Paige, Vice Chair	X	
City of Richmond	Mayor Levar M. Stoney	X	

The technology used for the CVTA Finance Committee 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 our [Plan RVA YouTube Channel](#).

Virtual participation of this meeting by members of the committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

1. Welcome and Introductions

The Central Virginia Transportation Authority (CVTA) Finance Committee Chair W. Canova Peterson, IV, presided and called the October 12, 2022, CVTA Finance Committee meeting to order at 8:33 a.m.

2. Certification of a Quorum

Janice Firestone, PlanRVA, certified that a quorum was present. All members were present.

ADMINISTRATION

3. Consideration of Amendments to the Meeting Agenda

Patricia Paige made a motion, seconded by Levar M. Stoney, to amend the agenda to include a presentation from PBMares on the CVTA audit. There were no other requested changes to the meeting agenda and the Finance Committee members voted unanimously to approve the agenda, as amended (voice vote).

4. Approval of September 14, 2022, CVTA Finance Committee Action Meeting Minutes

On motion of Levar M. Stoney, seconded by Patricia A. Paige, the CVTA Finance Committee unanimously approved the minutes of the September 14, 2022, CVTA Finance Committee meeting, as presented (voice vote).

5. Open Public Comment Period

There were no public comments received and no requests to address the committee.

6. CVTA Finance Committee Chairman's Report

Chair Peterson did not have a formal report.

7. CVTA Activities Report

a. Financial Activities and Investment Reports

Chet Parsons, PlanRVA, gave an overview of the report and offered to answer any questions.

b. TAC Activities Report

Dironna Moore Clarke, CVTA TAC Chair, provided a report on the group's activity and summarized the following topics TAC is addressing:

- The first quarterly expenditure reports have been completed.
- The spending plan for the Fall Line Trail will be addressed at the November meeting. The hope is to have a prioritization process to look at existing segments and the segments that are already funded. The group will also prioritize additional funding to meet the threshold of the 144M of Fall Line Funding.
- The obligation phase of the CVTA regional project process is ongoing. The localities have asked for additional time to submit their documentation. Only one has been able to submit their spending plan so far. The hope is to bring the reports to the Finance Committee in December.
- Eligibility requirements and distribution of funds on a regional scale is still being discussed.

c. Audit Presentation (added to agenda)

Mr. Michael Garber, PBMares, came forward and provided an update on the CVTA Audit. He reported that the audit has been completed. The opinion was unmodified/clean; there were no findings or items that needed to be addressed. There were also no findings on the internal controls section of the audit.

OLD BUSINESS

8. Project Selection and Allocation Framework Review

Ms. Clarke presented this matter to the committee and reported that different eligibility variables are being reviewed to see how they impact project scoring. TAC is considering recommending having an every other year regional project cycle.

Committee members asked that TAC determine a plan for when there is a project that scores badly in SmartScale. It's possible that the funds for those projects may need to be redistributed to others to cover construction cost overages. Staff is looking into the cost overages.

There was a discussion about the CVTA's willingness and ability to be flexible. Committee members shared their thoughts about the importance getting all the pertinent information to the localities.

OTHER BUSINESS

9. Reinitiating CVTA Executive Director Recruitment Process

Members of the HR Roundtable, Mary Selby, Yvette George and Katy Dickensheets, presented this matter. Ms. Selby reviewed a list of options for handling the process. Two consultant agencies have been identified and can be used if the decision is to have the process handled by a search firm. Estimated timelines were provided for each option.

Following the presentation, committee members had questions and the HR Roundtable clarified that option two provides for the search firm to conduct initial and subsequent interviews if that is the Authorities desire. The HR Roundtable members would not be a part of the interviews but can still take as small or large a role in the process as the Authority wishes.

The two consultant firms have provided information on their past experience and success rates with recruiting for similar positions. What those firms are offering to ensure a suitable candidate is identified is the ability to seek out individuals in similar positions who may not necessarily be actively seeking a new position.

On motion by Levar M. Stoney, seconded by Patricia A. Paige, the CVTA Finance Committee voted unanimously to recommend the Authority move forward with Option Two with the HR Roundtable being included in the process.

The HR Roundtable was asked to prepare the Request for Proposals for selection of a consultant firm so that it is ready to be put on immediately following the October 28th Authority meeting.

10. Future Meeting Topics

The Chair requested that a discussion on the restrictions on use of regional funds be added to an upcoming agenda. The CVTA TAC will be asked to prepare the information and submit to the Finance Committee.

11. CVTA Finance Committee Member Comments

There were no member comments.

12. Next Meeting

The next meeting is scheduled for November 9, 2022, beginning at 8:30 a.m. at the new PlanRVA Office building (424 Hull Street, first floor, Richmond, VA).

13. Adjournment

Chair Peterson adjourned the meeting at 9:42 a.m.

MONTHLY INVESTMENT REPORT

REBECCA R. LONGNAKER, CPA, MGT
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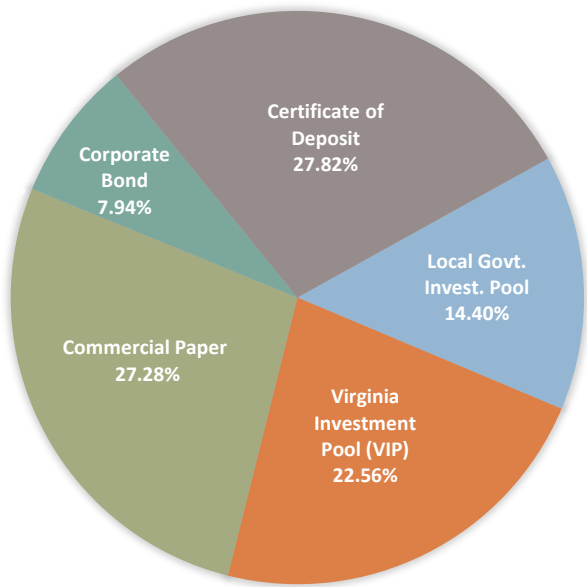
SEPTEMBER 2022

This investment report for September 2022 is presented in accordance with the Investment Policy of the Treasurer of Chesterfield County, Virginia. The objective of the policy is to obtain the highest possible yield on available financial assets, consistent with constraints imposed by safety objectives, cash flow considerations and the laws of the Commonwealth of Virginia that restrict the placement of public funds. All investments held are in compliance with this policy.

Investments at a glance (as of 9/30/2022)

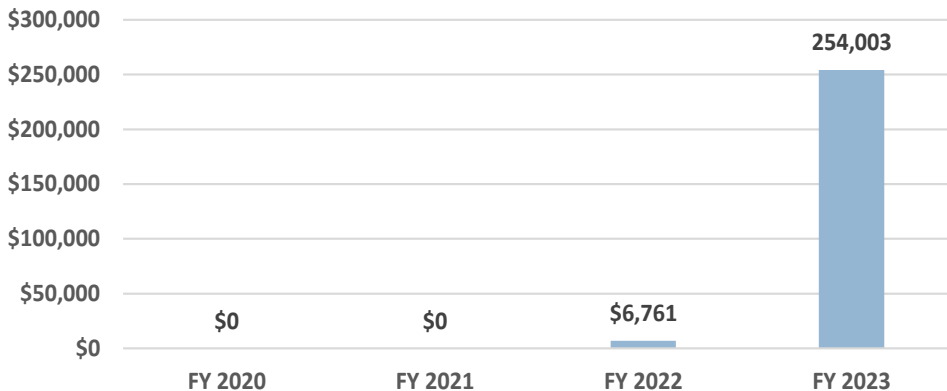
Total Book Value	\$125,977,485.45
Average Days to Maturity	90
Yield to Maturity 365 Day Equivalent	2.85%

Investment Type Allocation



Portfolio Mix	Balance
Local Govt. Invest. Pool (LGIP)	\$18,138,740.58
Virginia Investment Pool (VIP)	\$28,422,366.79
Federal Agency Discount	\$0
Federal Agency Coupon	\$0
Corporate Bond	\$10,000,000.00
Commercial Paper	\$34,371,978.08
Certificate of Deposit	\$35,044,400.00
US Treasury Discount	\$0
Total	\$125,977,485.45

Cumulative Interest Earnings FY2023



Interest earnings through September reflect sharp increases yields as inflation continues to rise. Cash flow projections provided by the financial advisory committee allowed for investments up to one year, while the balance of the portfolio remains in pooled funds. As new funds are received and maturities occur, funds will be invested as cash flow projections allow.

Benchmark Comparisons

The 91-Day Treasury Bill, 6-Month Treasury Bill and the Virginia Treasury Prime Liquidity are used as benchmarks for Central Virginia Transit Authority's (CVTA) portfolio performance. The portfolio outperformed one of the benchmarks for the month of September. Increasing inflation continues to drive short term yields higher.

YIELD BENCHMARKING			
	CURRENT YIELD	YEAR AGO	YoY CHANGE
Portfolio	2.85%	0.06%	2.79% pts
91-day T-Bill	3.22%	0.04%	3.18% pts
6-month T-Bill	3.71%	0.05%	3.66% pts
Va. Treas. Prime Liq.	2.15%	0.22%	1.93% pts

Compliance Report

The Treasurer's Investment Policy specifies limits on categories of investments to obtain diversification and avoid incurring unreasonable risk inherent in over-investing in specific instruments. CVTA's Investment Portfolio is in compliance with the Treasurer's Investment Policy.

Investment Category	Code of Virginia			Treasurer's Investment Policy			September Actual %
	Maximum Maturity	Authorized % Limit	Rating Requirement	Maximum Maturity	Authorized % Limit	Rating Requirement	
Local Government Investment Pool (LGIP)	N/A	100%	N/A	N/A	100%	N/A	14.40%
Virginia Investment Pool Trust Fund (VIP)	N/A	100%	N/A	N/A	100%	N/A	22.56%
Federal Agency Discount	No Limit	100%	N/A	5 Years	100%	N/A	0%
Federal Agency Coupon	No Limit	100%	N/A	5 Years	100%	N/A	0%
Corporate Bonds	5 Years	100%	AA/Aa	5 Years	100%	AA/Aa	7.94%
Commercial Paper	270 Days	35%	A1/P1/F1/D1	270 Days	35%	A1/P1/D1	27.28%
Certificate of Deposit	5 Years	100%	A1/P1/AA/Aa	5 Years	100%	A1/P1/AA/Aa	27.82%
U.S. Treasury Discount	No Limit	100%	N/A	5 Years	100%	N/A	0%

Understanding Key Investment Terms

Local Government Investment Pool (LGIP)	A State-administered fund that enables governmental entities to realize the economies of large-scale investing and professional funds management.
Virginia Investment Pool Trust Fund (VIP)	A fund, administered by the Virginia Municipal League (VML) and Virginia Association of Counties (VACo), that provides political subdivisions of the Commonwealth of Virginia the ability to pool their funds and invest under the direction and daily supervision of a professional fund manager.
Federal Agency Discount	Fixed income government agency obligations priced below par and maturing in more than one year.
Federal Agency Coupon	Fixed income government agency obligations with a stated interest rate and maturing in more than one year.
Corporate Bonds	Corporate Bonds are debt securities issued by publicly-held corporations to raise money for expansion or other business needs with a rating from at least two agencies of Aa by Moody's Investor Service, Inc., AA by Standard and Poors, Inc. or AA by Fitch, and a maturity of no more than five years.
Commercial Paper	"Prime Quality" paper with a maturity of 270 days or less and rated at least prime 1, A-1, or F-1 by the major credit rating agencies.
Certificate of Deposit	Negotiable certificates of deposits of domestic banks and domestic offices of foreign banks with a rating of at least A-1 or P-1 for maturities one year or less, and AA or Aa for maturities over one year and not exceeding five years.
U.S. Treasury Discount	Fixed income government securities priced below par and maturing in less than one year.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
Tax Collections and Allocations
For the Fiscal Year Ended June 30, 2023

	June Tax Activity 09/30/22	July Tax Activity 10/31/22	August Tax Activity	September Tax Activity	October Tax Activity	November Tax Activity	December Tax Activity	YTD	LTD
Local Distribution Fund									
Receipt of Taxes:									
Sales and Use Tax	\$ 13,407,200	\$ 13,047,777	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,454,977	\$ 277,588,446
Local Fuels Tax	4,078,688	4,255,546	-	-	-	-	-	8,334,234	100,255,499
Total Receipt of Taxes	<u>17,485,888</u>	<u>17,303,323</u>	-	-	-	-	-	<u>34,789,211</u>	<u>377,843,945</u>
Cash Outflows & Transfers:									
Transfers:									
Operating Fund	694,720	-	-	-	-	-	-	694,720	1,694,720
Regional Fund	5,876,909	6,056,163	-	-	-	-	-	11,933,072	131,652,229
Payments to GRTC	2,518,675	2,595,498	-	-	-	-	-	5,114,174	56,422,383
Total transfers	<u>9,090,304</u>	<u>8,651,662</u>	-	-	-	-	-	<u>17,741,966</u>	<u>189,769,332</u>
Local Distributions:									
Ashland	28,516	27,594	-	-	-	-	-	56,110	639,314
Charles City	53,451	51,573	-	-	-	-	-	105,024	1,155,303
Chesterfield	2,417,341	2,501,579	-	-	-	-	-	4,918,920	54,369,182
Goochland	210,245	207,704	-	-	-	-	-	417,949	4,669,434
Hanover	1,182,336	1,182,679	-	-	-	-	-	2,365,014	26,290,764
Henrico	2,638,257	2,906,859	-	-	-	-	-	5,545,116	60,191,791
New Kent	205,264	194,779	-	-	-	-	-	400,042	4,557,591
Powhatan	189,371	194,965	-	-	-	-	-	384,336	4,248,405
Richmond	1,470,804	1,383,930	-	-	-	-	-	2,854,734	31,952,828
Total local distributions	<u>8,395,584</u>	<u>8,651,662</u>	-	-	-	-	-	<u>17,047,246</u>	<u>188,074,613</u>
Local Distribution Fund ending balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (0)</u>
Operating Fund									
Beginning balance, July 1, 2022								\$ 332,130	
Transfer from Local Distribution Fund	\$ 694,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	694,720	
Prior year accounts payable	-	-	-	-	-	-	-	-	
Payment of operating costs	-	-	-	-	-	-	-	-	
Interest income	544	2,453	-	-	-	-	-	2,997	
Operating Fund ending balance	<u>\$ 695,264</u>	<u>\$ 2,453</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,029,847</u>	
Regional Fund									
Beginning balance, July 1, 2022								\$ 120,023,557	
Transfer from Local Distribution Fund	\$ 5,876,909	\$ 6,056,163	\$ -	\$ -	\$ -	\$ -	\$ -	11,933,072	
Interest income	149,625	121,165	-	-	-	-	-	270,789	
Regional Fund ending balance	<u>\$ 6,026,534</u>	<u>\$ 6,177,328</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 132,227,419</u>	

Notes:

* Activity month is reported. CVTA receives funds three months after the activity month



DRAFT

THE CENTRAL VIRGINIA TRANSPORTATION AUTHORITY



continues to recruit for

the position of

EXECUTIVE DIRECTOR



Background

The Central Virginia Transportation (CVTA) is a newly created organization that provides funding opportunities for priority transportation investments across the central Virginia region. This CVTA was established in 2020 by the Virginia General Assembly.

The CVTA comprises the nine counties and cities located in Planning District 15, which includes the Town of Ashland, the City of Richmond, and the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan. The CVTA is directed by Virginia Code to administer transportation funding in three categories: local discretion, regional transit and regionally significant projects.

PlanRVA, the planning district commission, is the fiscal agent and administrator for the Richmond Regional Transportation Planning Organization, the region's federally designated Metropolitan Planning Organization (MPO) and serves as a resource for the CVTA through both expert planning advice and administrative staff support to assure alignment with regional transportation planning priorities and effective member government relationship building.

Our Mission

The Central Virginia Transportation Authority will administer transportation funding generated through the imposition of an additional regional 0.7 percent sales and use tax (revenue collection began October 2020) and a wholesale gas tax of 7.6 cents per gallon of gasoline and 7.7 cents per gallon of diesel fuel (revenue collection began July 2020). The gas tax rates are indexed for inflation. The legislation requires a local maintenance of effort for transit funding of at least 50 percent of what was provided on July 1, 2020, with such amount to be indexed beginning in 2023. The Authority was directed to review the governance structure of existing transit service in the Richmond region, and evaluate the possibility of creating a transportation district – this was finalized and reported to the Governor and General Assembly during the summer of 2021.

Organizational Structure

The CVTA functions like a board of directors, responsible for general policy and decision making with respect to implementation of regional transportation improvements; additionally, it has fiduciary responsibility for revenue transferred to it by the Commonwealth to include compliance with statutory guidance on CVTA, GRTC and member jurisdictional use of funds.

Key committees:

- Finance Committee. Advises CVTA on all financial matters and oversees CVTA's financial activities.
- Technical Advisory Committee (TAC). Advises and provides recommendations on the development of projects, funding strategies and other technical matters as directed by CVTA.
- Finance Directors Working Group. Advises the Finance Committee on decisions related to financial policy, investment and expenditures.

Our Communities

The Richmond, Virginia region is located at the midpoint, halfway between New England and Florida, along the East Coast.

Virginia is fortunate to be located at the center of the East Coast economic corridor. The nation's capital, Washington, D.C., is adjacent to Virginia's northeast corner. Richmond, Virginia's state capital, is only 98 miles due south of D.C. (two-hour drive).

The CVTA region area covers 2,165 square miles with a population of approximately 1 million covering the nine member jurisdictions.



Town of Ashland

Ashland is the only incorporated town in the region located in the heart of Hanover County. The town has evolved from a railroad resort to a college town with the relocation of Randolph Macon College to the town in 1868.

Ashland is a community of seven square miles with a population of 7,565. The Town of Ashland is committed to stable growth while preserving the historic district, connecting its residential neighborhoods through a system of parks and trails.



County of Charles City

Charles City County is located east of Richmond and west of Williamsburg, with a southern border on the James River and an eastern border on the Chickahominy River.

Charles City County is a sparsely populated rural haven with a population of 6,773 residents who enjoy the benefits of a rural quality of life with easy access to urban centers and attractions.



County of Chesterfield

Chesterfield County is a rapidly growing suburban community with a population of 364,548.

Situated between the James and Appomattox Rivers, the county has a land area of 437 square miles. Chesterfield County is the fourth largest county in Virginia with much of the development in the northernmost part of the county.



County of Goochland

Goochland County is located approximately 13 miles west of Richmond, adjacent to Henrico County. The easternmost part of Goochland, complete with infrastructure, is

slated for development while the western part is planned to remain rural.

Route 288 along its eastern border provides connection through the West Creek Business Center to I-64. The county is 289 square miles with a population of about 24,727. Goochland offers an excellent quality of life, close to amenities but removed from high densities and traffic.



County of Hanover

Hanover County is a vibrant rural and suburban locality with a population of 109,979 and a land area of 471 square miles.

Hanover includes the incorporated Town of Ashland. The county is located between the Chickahominy and Pamunkey Rivers. Much of the development is oriented to I-95 and I-295, north of Richmond.



County of Henrico

Henrico County is the employment center of the region with a population of 334,389. The Richmond International Airport and Richmond International Raceway, which hosts two major NASCAR races each year, are both located in the county.

The county has a total land area of 245 square miles and wraps around the City of Richmond to the north extending east and west.



County of New Kent

New Kent County is a growing suburbanizing community, located 15 miles east of the City of Richmond.

New Kent County has a population of 22,945 with 212 square miles of land and water. The New Kent County development pattern is shaped by the major interchanges of I-64 as it extends to the east.



County of Powhatan

Powhatan County consists of 270 square miles and has a population of 30,333. Powhatan ranks as one of the fastest growing localities in Virginia.

Development patterns are shaped by US Route 60 and connecting routes of Routes 288 and 522 crossing the James River. Powhatan is dedicated to maintaining an excellent quality of life for its citizens and business community.



City of Richmond

The City of Richmond is the capital of the Commonwealth of Virginia and has a population of 226,610. It serves as a major center for employment and culture for the region.

Located on the James River, Richmond is an independent city with a total land area of 62.5 square miles, bounded by Chesterfield and Henrico Counties.

Leadership

As the lead member of the CVTA's management team, the executive director is responsible for day-to-day management and strategic operations of the CVTA, to include:

- Leadership:
 - ▶ Sets the strategic vision for the CVTA and ensures planning and programming of CVTA-directed investments that support achievement of the region's long-range transportation plan (LRTP), produced through the Richmond Regional Transportation Planning Organization and in collaboration with regional stakeholders and local jurisdictions.
 - ▶ Oversees administration of the CVTA.
 - ▶ Ensures that a coordinated annual operational plan and calendar are drafted for CVTA approval.

- ▶ Recommends an annual operations budget and debt service (capital) budget and, in concert with the Finance Committee, manages CVTA's resources.
- ▶ Provides leadership to CVTA committee members.
- ▶ Works collaboratively with PlanRVA staff to develop objective data and resources supporting the decision-making process.
- Building working relationships:
 - ▶ Develops and maintains relationships with CVTA members.
 - ▶ Collaborates with CVTA to identify problems, needs, opportunities and coordinates responsibility for achieving both near-term and long-term goals.
 - ▶ Reports monthly to CVTA on specific tasks and responsibilities.
 - ▶ Forges effective, mutual relationships with elected officials and key jurisdictional/agency staffs at all levels of government, private sector partners and members of community groups and the public.

Executive Director Position Major Responsibilities

- Serves as principal staff advisor to the CVTA and its members on all matters related to responsibilities and functioning of the CVTA, including project financing and asset management.
- Serves as principal CVTA staff coordinator with jurisdictions and relevant agencies, recognizing that various committee staff leads work directly with counterpart staff members.
- Takes a lead role in drafting a strategic vision and plans for the CVTA, in collaboration with appropriate committees.
- Ensures collaboration amongst the various committees so that the CVTA receives coordinated recommendations, while also ensuring that advisory committees' advice is also presented to the CVTA.
- Ensures that financial responsibilities and accountability are fulfilled by the CVTA.
- Selects and supervises CVTA staff.
- Drafts staff coordinated agenda for Chairman's consideration and ensures that meeting information packets are prepared and distributed in a timely fashion.

Preferred Characteristics

- Self-starter comfortable working with broad [board] guidance and minimal oversight.
- Professional demeanor that "presents well" to public officials (elected and appointed).
- Accustomed to working with multiple agencies and engendering a cooperative relationship.
- Knowledge of transportation planning and financial programming issues at a strategic and operational level.
- Ability to work through competing needs among various jurisdictions.
- Ability to communicate effectively with elected and appointed officials and the public.
- Ability to prepare briefings, charts and reports readily understood by the public.
- Ability to cast and exercise broad leadership vision, while engaging in day-to-day operational matters necessary in a small office environment.
- Accustomed to serving as the organization's spokesperson with various media.

Qualifications

Education and Experience

- Master's degree in transportation planning, public or business administration, public policy, economics, engineering, or a related, relevant discipline.
- Demonstrated knowledge/experience:
 - ▶ Minimum of 10 years of relevant management experience, with demonstrated success in a fast-paced environment.
 - ▶ Working with public-private partnerships, particularly those related to transportation projects preferred.
 - ▶ Working in a complex political and policy environment where consensus building is critical to organizational success.
 - ▶ Experience in the general principles and practices of public financial systems and vehicles, ideally to include capital financing and budgeting.
 - ▶ Proven track record with large regional multi-year capital transportation infrastructure projects.
 - ▶ Background in coordination of project presentations and meeting project deadlines across multiple jurisdictions and agencies.

- ▶ Experience in developing and/or managing methods for transportation/transit performance evaluation (from regional perspective) and measurement tools.
- ▶ Insight into obstacles transportation projects may encounter, working through state agency processes and federal regulatory agency requirements in the capital planning and implementation process.
- Knowledge of:
 - ▶ Federal rules relating to transportation planning with non-attainment of air quality standards.
 - ▶ Large transportation/transit service project management, oversight standards, tools and techniques.
 - ▶ Financial planning and best oversight approaches for major capital infrastructure projects.
 - ▶ Board meeting management and logistics, organization and time management.

A combination of equivalent training and experience may be considered.

Abilities

- Work and interact effectively and professionally with CVTA members and key jurisdictional staff.
- Define goals and develop plans/mechanisms to achieve them.
- Establish and maintain effective working relationships with peers and colleagues.
- Exercise effective time management, balance multiple priorities and consistently meet timelines and due dates.
- Develop, implement and monitor internal controls.
- Use and apply typical office software programs.

Compensation and Benefits

The CVTA offers a highly competitive compensation package for this position through a partnership with PlanRVA. Salary for this position is negotiable, commensurate with qualifications and experience.

- Health, Dental, Vision and Prescription Drug Coverage
- Flexible Spending Accounts
- Short- and Long-Term Disability Insurance
- Long-Term Care Insurance
- Group Term Life Insurance

- Retirement plan through the Virginia Retirement System and ICMA
- Annual Leave Beginning at 12 Days Per Year
- Sick Leave for Employee and Family Illness
- Paid Holidays in Accordance with Commonwealth of VA
- Professional Development Investment
- Technology/mobile device stipend

Additional Considerations

- Executive Director will travel often (normally with his/her vehicle) in Central Virginia; will be provided a monthly travel allowance.
- Executive Director is expected to live in Central Virginia.

Work Environment

Work will typically be performed in a quiet office environment. Executive Director support to CVTA and committee meetings will be provided in a public meeting environment that may be crowded and sometimes noisy. Executive Director is expected to be adept in multiple work platforms, including in-person, virtual and hybrid settings. Considerable travel within the region is to be expected.

Application Process

The application deadline is _____ at 5 p.m.

Application submission must also include:

- Cover letter
- Resume
- Salary history and salary requirements
- Reference list to include three professional references

Interested applicants should apply online at www.hanovercountyjobs.com.

An extensive background investigation is required including criminal history, financial/credit evaluation, public media/persona investigation and professional references.

CVTA is an Equal Opportunity Employer.

Central Virginia Transportation Authority



THE CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

Continues to Recruit for
The Position of

Executive Director



October 12, 2022

1

2022 RECRUITMENT TIMELINE THREE OPTIONS

- **Option 1** – HR Roundtable Managing the Recruitment and Selection Process
- **Option 2** – Fully Outsource the Recruitment and Selection Process
- **Option 3** – Outsource Candidate Recruitment with HR Roundtable Coordinating the Selection Process (permitted by select consultants, not all)

2

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SUMMARY OF CONSULTANTS

Two Search Firms

Boyden
Summit, NJ



JDG Associates
Rockville, MD



No consultants found in the state of Virginia that specialize in transportation infrastructure recruitment.

3

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SUMMARY OF CONSULTANTS

Search Firm: Boyden

Location: Summit, NJ



- Offers executive search assistance in several sectors including infrastructure and transportation.
- Available to begin search immediately upon selection.
- 12-week total timeline.
- Flat/fixed fee of \$60,000.
- Additional fees covering research, communication, administration and report reproduction costs will total \$5,000 to be billed with first invoice.
- Will bill for pre-approved travel expenses incurred by search consultants and candidates.
- If a candidate that Boyden places leaves the CVTA within 12 months of his or her start date, Boyden will reinitiate, for expenses only, a search for the same position and level as the original placement, and credit to this effort all fees paid on the original assignment.

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SUMMARY OF CONSULTANTS

Search Firm: JDG Associates

Location: Rockville, MD



- Has served the transportation industry for many years; clients include professional societies and the federal government.
- Available to begin search immediately upon selection.
- 14-week total timeline.
- Fee is 30% of the first year's annual base salary.
- Additional fees covering research, communication, administration and report reproduction costs to be billed with first invoice to a maximum of \$1,500.
- Bills for all advertising, posting expenses and travel expenses of JDG staff and candidates. Expenses over \$500 will not be made without the specific approval of the Committee Chair.
- If a candidate that JDG places leaves the CVTA within 12 months of his or her start date, JDG will reinitiate, for expenses only, a search for the same position and level as the original placement, and credit to this effort all fees paid on the original assignment.

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PROPOSED TIMELINE FOR OPTION #1

HR ROUNDTABLE MANAGING THE RECRUITMENT AND SELECTION PROCESS

Dates	Action Items
October 31 – November 30	<ul style="list-style-type: none"> • Position is posted/advertised on a variety of professional organization websites. Digital recruiting brochure attached. • Cover letter and resume, along with salary requirements required.
December 2	<ul style="list-style-type: none"> • Pre-screen and forward application materials, organizing them into three groups: <ul style="list-style-type: none"> • Highly qualified • Minimally qualified • Not qualified
December 16	<ul style="list-style-type: none"> • Finalize review of materials and select candidates for Phase I interviews. • Schedule interviews, interview location and handle all logistics.
Week of January 2	<ul style="list-style-type: none"> • Phase I interviews with interview panel members. • Provide panel members with interview packets and assist with development of interview questions in advance.
Week of January 16	<ul style="list-style-type: none"> • Phase II interviews with interview panel members. • Preliminary background check completed on candidates receiving second interviews.
Week of January 23	<ul style="list-style-type: none"> • Comprehensive background investigation completed on top candidate(s). • Finalize selection of candidate and extend offer.
February 24 or March 31	<ul style="list-style-type: none"> • Selected candidate announced at CVTA board meeting (tentative meeting schedule). • February/March start date for new Executive Director.

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PROPOSED TIMELINE FOR OPTION #2

FULLY OUTSOURCE THE RECRUITMENT AND SELECTION PROCESS

Dates	Action Items
October 31 – November 30	<ul style="list-style-type: none"> RFP Process for selection of a consulting firm.
December 1 – December 30	<ul style="list-style-type: none"> Recruitment profile is reviewed and updated by the consultant. Position is posted/advertised on a variety of professional organization websites. Consultant contacts possible candidates directly.
January 2 – March 3	<p>The consultant will:</p> <ul style="list-style-type: none"> Pre-screen and forward application materials. Schedule interviews, interview location and handle all logistics. Provide panel members with interview packets and assist with development of interview questions in advance. Schedule Phase II interviews/tours/activities as needed. Conduct background check on top candidate(s). Finalize selection of candidate and extend offer.
February 24 or March 31	<ul style="list-style-type: none"> Selected candidate announced at CVTA board meeting (tentative meeting schedule). February/March start date for new Executive Director.

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PROPOSED TIMELINE FOR OPTION #3

OUTSOURCE CANDIDATE RECRUITMENT / HR ROUNDTABLE COORDINATE THE SELECTION PROCESS

Dates	Action Items
October 31 – November 30	<ul style="list-style-type: none"> RFP Process for selection of a consulting firm.
December 1 – December 30	<ul style="list-style-type: none"> Recruitment profile is reviewed and updated by the consultant. Position is posted/advertised on a variety of professional organization websites. Consultant contacts possible candidates directly.
Week of January 2	<ul style="list-style-type: none"> HR Roundtable to pre-screen and forward application materials, organizing them into three groups: highly qualified, minimally qualified, not qualified.
Week of January 16	<ul style="list-style-type: none"> Finalize review of materials and select candidates for Phase I interviews. Schedule interviews, interview location and handle all logistics.
Week of February 6	<ul style="list-style-type: none"> Phase I interviews with interview panel members. Provide panel members with interview packets and assist with development of interview questions in advance.
Week of February 20	<ul style="list-style-type: none"> Phase II interviews with interview panel members. Preliminary background check completed on candidates receiving second interviews.
Week of February 27	<ul style="list-style-type: none"> Comprehensive background investigation completed on top candidate(s). Finalize selection of candidate and extend offer.
March 31 or April 28	<ul style="list-style-type: none"> Selected candidate announced at CVTA board meeting (tentative meeting schedule). March/April start date for new Executive Director.

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QUESTIONS?



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INFORMAL REQUEST FOR PROPOSALS

INFORMAL REQUEST FOR PROPOSALS NUMBER: CVTA2023-01

TITLE: Professional Services for a National Executive Recruitment for the position of EXECUTIVE DIRECTOR

ISSUED: October 31, 2022

Proposals are requested from HR/Management Consulting Firms to provide professional services to conduct an executive search process for the recruitment of an Executive Director for the Central Virginia Transportation Authority.

Proposals shall be returned no later than 4:00 p.m., November 14, 2022.

INQUIRIES: Any questions which may arise as a result of this solicitation may be addressed to the following: Martha Heeter, at (804) 924-7030 or mheeter@PlanRVA.org. Contact initiated by an offeror concerning this solicitation with any other 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.

This Informal 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 the Central Virginia Transportation Authority.

INCLUSIVE PURCHASING AND SUPPLIER DIVERSITY: 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 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.

I. PURPOSE

The Central Virginia Transportation Authority (herein referred to as “the Authority”) is seeking proposals from qualified firms to provide professional services for a national executive recruitment search for the position of Executive Director. It is the Authority’s intent to establish a contract for these services.

II. BACKGROUND

The Central Virginia Transportation Authority was enacted by the General Assembly during the 2020 Legislative Session and officially established on July 1, 2020. The Authority comprises the towns, cities and counties located within Planning District 15 including the Town of Ashland, City of Richmond, and Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan.

The Purpose of the Authority is to administer transportation funding generated through the imposition of an additional regional 0.7 percent sales and use tax (revenue collection began October 2020) and a wholesale fuels tax of 7.6 cents per gallon of gasoline and 7.7 cents per gallon of diesel fuel (revenue collection began in July 2020). According to the enabling legislation, 35% of the total revenues (herein as the “regional projects’ funds”) will be set aside for investment in transportation projects that were prioritized and selected by the Authority. All projects must benefit Planning District 15 and one or more member jurisdictions.

The Richmond Regional Planning District Commission (herein referred to as “PlanRVA”) is providing administrative support services to the Authority in Fiscal Year 2022. HR representatives from the member localities will be coordinating this Request for Proposals (herein referred to as the “RFP”) with support from PlanRVA staff. Information about the Authority and records of meetings of the Authority and its subcommittees may be found at CVTAva.org.

III. SCOPE OF SERVICES

The Authority is seeking to secure professional services for a national executive recruitment search for the position of Executive Director. The successful search firm will be required to expedite the process to ensure a hire date no later than March 31, 2023, for a new executive director. The search will include (but not limited to) the following:

- Edit/finalize the Authority’s draft recruitment profile for the position
- Candidate identification, solicitation, and screening
- Coordination of interviews and other meetings as appropriate with the hiring officials
- Development of interview questions, selection criteria and other

- documents as needed for the hiring process
- Reference checks, extensive background checks and other appropriate screenings for candidates
- Negotiation of compensation & benefits package with top candidate(s)
- Must be able to meet all pre-established and expedited deadlines to ensure a successful hire no later than March 31, 2023.

General Duties:

- The Consultant should provide consulting services to assist the Authority and its HR representatives in a national search to find and select the most qualified candidate to serve as Executive Director for the Central Virginia Transportation Authority. The Authority expects to select the Executive Director no later than March 31, 2023.
- The Consultant should provide on-site support as mutually agreed.
- The Consultant should comply with all relevant federal, state, and local legal requirements, as well as applicable Authority policies and procedures.
- The Consultant should turn over to the Authority, copies of all documents relating to candidates recommended by the Consultant at the time the recommendation is made. With respect to this search, the Authority should receive a copy of all documents sent out on behalf of the Central Virginia Transportation Authority.
- It is the Authority's responsibility to reimburse candidate interview expenses, such as travel and hotel accommodations, as arranged. A form should be offered by the Consultant for the Authority's use for reimbursement of candidate expenses, if desired. The Consultant agrees to work with the Authority's designee to ensure candidates are aware of this expectation.

Review/edit county prepared draft Recruitment Profile:

- The Consultant should assist the Authority in establishing characteristics by which a pool of highly qualified candidates may be identified. The Consultant will assist in finalizing the draft recruitment profile and making edits as appropriate.

Develop and Distribute Application Materials:

- The Consultant should develop and/or finalize the application process and supporting materials regarding the Authority; determine advertising venues; advertise the vacancy; and communicate the application process to interested candidates.
- The Consultant is directed to advertise the vacancy in regional and national publications. The recruitment profile should be published with various media with a complimentary Internet link to the Authority's website, if desired.

- The Consultant must be able to work within the Authority's established timeline for the search process.
- The Consultant should actively recruit qualified candidates to apply for the position and solicit nominations from knowledgeable people.

Evaluate resumes/applications

- The Consultant should receive resumes/applications from interested candidates and forward all resumes/applications to the Authority. The Consultant and the Authority should evaluate candidates for further consideration and interviews. The evaluation should include, but not be limited to, preliminary reference checks of candidates to be interviewed.
- The Consultant should gather data on candidates applying for the position. Those candidates' best matching the desired profile should be interviewed by the Consultant and the Authority to ensure they meet the required criteria. Within five calendar days of the closing date for resumes/applications, the Consultant should present a list of candidates to the Authority for consideration. References of recommended candidates should be checked by Consultant.

Candidate Interviews

- The Consultant should coordinate initial and final interviews and compile interview questions. The Consultant should complete additional screening and a detailed investigation of finalists, as needed.
- The Consultant should inform the Authority and its HR representatives, if appropriate, on items related to search protocols, establishing an interview format, developing interview questions, interviewing candidates, conducting site visits, and other matters related to the search process. The Consultant should be readily available during the search process to advise the Authority on search related issues.

Finalize Executive Director Selection

- The Consultant should be available to provide negotiation assistance on the terms, salary, benefits, and any other issues.
- The Consultant should make salary and compensation package recommendations to the Authority, if requested.

Confidentiality

- The Consultant shall maintain the confidentiality of the resumes/application process, including, but not limited to the names of applicants and the evaluation, interviews, and negotiation with and selection of candidates.

IV. INSTRUCTIONS

PROPOSAL SUBMISSION: It is the sole responsibility of the Offeror to ensure proposal is received before the time and date indicated above. Proposals and/or any addenda pertaining thereto, received after the specified time and date will not be considered. The CVTA may request additional information at any time during the procurement process. Proposals may be submitted by one of the following methods:

Email (preferred) to: mheeter@PlanRVA.org

Mail (alternative) to: Central Virginia Transportation Authority c/o PlanRVA
424 Hull Street, Suite 300
Richmond, Virginia 23224

V. DETAILED PROPOSAL SUBMITTALS

Offerors should include as part of their proposal response the following information at a minimum:

- A. Signed cover sheet and all addenda acknowledgement, if applicable.
- B. A detailed description of the services to be provided which addresses each of the phases listed in Section III, Scope of Services. Clearly state your firm's ability to meet or exceed the requested services and any alternative solutions that would benefit the Authority.
- C. Statement of Qualifications – The offeror should include a description of the organizational and staff experience as it relates to providing the requested services.
- D. Key Personnel – The offeror should provide a list of key personnel to be assigned to this contract. Specify their role in administering the contract.
- E. Length of time that the firm has been in business.
- F. Proposed cost in accordance with Pricing Schedule, Section IX.
- G. A minimum of three references, from similar projects/contracts completed/held within the last five years, who could attest to the firm's knowledge, quality of work, timeliness, diligence, flexibility, and ability to meet budget constraints. Include client's name and contact person's email address and phone number for each reference provided.

VI. 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. The County 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. EVALUATION AND AWARD

- A. EVALUATION CRITERIA: The following criteria will be utilized in the evaluation of proposals and award of the contract:

These criteria are to be utilized in the evaluation of qualifications for development of the shortlist of those offerors to be considered for negotiations. Individual criteria have been assigned a weight to reflect relative importance.

Criteria	Weights
1. Demonstration of the firm's ability to provide executive search services.	20%
2. Experience and qualifications of the proposed personnel assigned to provide the services.	20%
3. Previous experience in providing executive search services for Executive Director positions in this and related professions.	20%
4. Ability to devote necessary staff to this project to meet pre-established deadlines.	20%
5. Cost of Services	20 %

- B. 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.

Offeror should also include a breakdown of the cost for each of the following categories:

- Recruitment profile for the position
- Candidate identification, solicitation, and screening
- Coordination of interviews and other meetings as appropriate with the hiring officials
- Development of interview questions, selection criteria and other documents as needed for the hiring process
- Reference checks, extensive background checks and other appropriate screenings for candidates
- Negotiation of compensation & benefits package with top candidate(s)

Please identify steps that may be completed by the Authority and its HR representatives.

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 A

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 B
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

**CVTA FINANCE COMMITTEE AGENDA – November 9, 2022
FUTURE MEETING TOPICS***

- Financial Policy Review & Amendments
- Regional Projects Fund Allocation

*Draft: This is not a comprehensive list of considerations and is subject to change.