



**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](http://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

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## 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)

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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.

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

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

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

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# QUESTIONS?



**DRAFT**



**INFORMAL REQUEST FOR PROPOSALS**

**INFORMAL REQUEST FOR PROPOSALS NUMBER: CVTA2022-\_\_\_\_\_**

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

**ISSUED: October 31, 2022**

Proposals are being 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 (540) 336-1323 or [mheeter@PlanRVA.org](mailto: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](http://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:

Mail to: Central Virginia Transportation Authority c/o PlanRVA  
9211 Forest Hill Avenue, Suite 200  
Richmond VA 23235

Email to: [mheeter@PlanRVA.org](mailto:mheeter@PlanRVA.org)

#### **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.

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  
9211 Forest Hill Avenue, Suite 200, Richmond VA 23235

- 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