

REQUEST FOR PROPOSALS

Central Shenandoah Planning District Commission

On-Call Consultant Services, RFP No. CSPDC 2026-001

April 8, 2026

The Central Shenandoah Planning District Commission ("CSPDC") is seeking proposals from qualified firms interested in being included on an on-call list for the CSPDC's On-Call Consultant Program. The CSPDC represents a five-county area in the central portion of Virginia's Shenandoah Valley, including the Cities of Harrisonburg, Lexington, Buena Vista, Staunton, and Waynesboro; the counties of Augusta, Bath, Highland, Rockbridge, Rockingham, and all the towns contained within their boundaries.

The On-Call Consultant Program facilitates quick delivery of planning, architectural, engineering, and other services for local and regional projects. Other entities, including the CSPDC's member jurisdictions, the Harrisonburg-Rockingham MPO, and the Staunton-Augusta-Waynesboro MPO, may purchase services through the On-Call Consultant Program. Additional information pertaining to this RFP is available in the accompanying "Proposal Information and Requirements" document, including a full description of the scope of services and proposal requirements.

Proposals will be accepted until **June 5, 2026, at 2:00 PM**. Proposers should deliver ***one original and five hard copies*** of the proposal to:

Ms. Ann Cundy, Executive Director
Central Shenandoah Planning District Commission
112 MacTanly Place
Staunton, Virginia 24401

An electronic version of the proposal should be submitted via eVA.

Proposals must be prepared in complete conformance with the enclosed Proposal Information and Requirements form (the "Proposal Requirements"), which is hereby incorporated into this Request for Proposals. Failure to meet any standard set forth in the Proposal Requirements may result in a proposal being deemed not responsive to this request. The enclosed Proposal Information and Requirements are hereby incorporated in and made a part of this Request for Proposals.

To obtain a copy of the RFP and the Proposal Information and Requirements, or to inquire about the program, contact Ms. Ann Cundy , via email at ann@cspdc.org.

PROPOSAL INFORMATION AND REQUIREMENTS

1. General:

a. Joint Procurement

This RFP is jointly issued by the Central Shenandoah Planning District Commission (the "CSPDC") and the following public bodies pursuant to a joint procurement agreement with the CSPDC: Augusta County, Bath County, the City of Buena Vista, the Town of Broadway, the Town of Bridgewater, the City of Harrisonburg, the Harrisonburg-Rockingham Metropolitan Planning Organization, Highland County, the City of Lexington, Rockbridge County, the Rockbridge County Solid Waste Authority, Rockingham County, the City of Staunton, the City of Waynesboro, and the Staunton-Augusta-Waynesboro Metropolitan Planning Organization, and the Blue Ridge Resource Authority. In addition, other public bodies, including but not limited to the CSPDC's member jurisdictions, may purchase from contracts awarded as a result of this RFP pursuant to Virginia Code Section 2.2-4304(B). The CSPDC and the aforementioned public bodies are sometimes referred to individually as "Purchaser" and collectively as "Purchasers" in the provisions that follow.

b. Purpose

The Purchasers are seeking proposals from qualified firms interested in being included on an on-call list for professional and non-professional consulting services as detailed herein.

c. Contract Formation

This Request for Proposals ("RFP") will form part of the contract between the successful proposer(s) (referred to in this document as the "Consultant") and the Central Shenandoah Planning District Commission (the "CSPDC").

d. Proposal Submission

Proposals prepared in conformance with this RFP may be submitted in person or through the mail to the Central Shenandoah Planning District Commission in accordance with the instructions in Section 5 below.

e. Separate Proposals

Proposals concerning separate RFPs, or separate proposals regarding the same RFP, must not be combined on the same form or placed in the same envelope. Proposals submitted in violation of this provision risk not being considered.

f. Additional RFPs

The Purchasers reserve the right, at their sole discretion, to issue other RFPs for work related to these services, such as general planning, detailed engineering, and for other similar projects.

2. About the CSPDC:

The CSPDC represents a five-county area in the central portion of Virginia's Shenandoah Valley, including the Cities of Harrisonburg, Lexington, Buena Vista, Staunton, and Waynesboro; the counties of Augusta, Bath, Highland, Rockbridge, Rockingham, and all the towns contained within their boundaries. There are two metropolitan planning organizations served by the CSPDC. The Harrisonburg-Rockingham MPO encompasses all of the City of Harrisonburg, urbanized portions of Rockingham County, and the Towns of Bridgewater, Dayton and Mt. Crawford. The Staunton-Augusta-Waynesboro MPO encompasses all of the Cities of Staunton and Waynesboro, and urbanized portions of Augusta County.

3. About the On-Call Consultant Program:

The purpose of the On-Call Consultant Program is to create a list of qualified consultants to provide professional and/or nonprofessional services, as detailed below in the Scope of Services, to the CSPDC, its member jurisdictions, the Harrisonburg-Rockingham MPO, and the Staunton-Augusta-Waynesboro MPO. Other public bodies may also choose to purchase from the On-Call Consultant Program as permitted by Virginia Code § 2.2-4304(B). The aim of this RFP is to select multiple firms to provide these services in accordance with the terms of the contract that will be awarded. Comprehensive team submittals are encouraged, but not required. More information about the On-Call Consultant Program is available on the CSPDC's website at:

<https://www.cspdc.org/programs-services/on-call-consultant-program/>.

Key Advantages of the On-Call Consultant Program:

- **Streamlined procurement process** - Eliminates the need for individual RFPs for each project.
- **VDOT pre-qualified consultants** - All transportation consultants selected through this program undergo VDOT's pre-award evaluation, providing immediate access to VDOT-approved firms for locally-administered transportation projects.
- **Federal compliance built-in** - Contracts include all required federal provisions, simplifying the process for federally-funded projects.
- **Rapid project initiation** - Task orders can be negotiated and executed quickly, reducing project delays.
- **Competitive pricing** - Multiple qualified firms in each category ensure competitive pricing through task order negotiations.
- **Reduced administrative burden** - CSPDC manages the master contract, reducing procurement workload for member jurisdictions.

4. Scope of Services:

4.1 General Description

Services will be purchased during the term of any contract on an as-needed basis based on the specific needs of and/or projects undertaken by the Purchaser. **Proposers should clearly identify which service categories they are qualified to provide and describe their specific capabilities within each category.**

Services that may be purchased as a result of this RFP will include but not be limited to the categories detailed below in Section 4.2. Proposers should describe their ability to perform one or more specific services within the Scope of Services, and proposals should be detailed with respect to the services the firm performs.

4.2 Service Categories

TRANSPORTATION PLANNING SERVICES

Transportation planning services associated with metropolitan planning organization (MPO) requirements and local/regional transportation planning needs, including:

- Long-range transportation plans and updates

- Transportation studies including corridor and sub-area studies, traffic impact studies, and multimodal transportation analyses
- Travel demand modeling and traffic simulation
- SMART SCALE project development and application support
- Traffic engineering analysis and studies
- Public transit and mobility planning, including transit route analysis, service design, and operational planning
- Bicycle and pedestrian planning and engineering, including trail planning, greenway design, and active transportation infrastructure
- Safe Routes to School planning and implementation support

TRANSPORTATION ENGINEERING SERVICES

Transportation engineering and design services for roadway, intersection, and active transportation infrastructure, including:

- Roadway design and geometric improvements
- Intersection improvements including roundabouts, signals, and turn lane additions
- Signal timing, traffic control plans, and intelligent transportation systems (ITS)
- Traffic counts, data collection, and transportation impact analyses
- Roadway and streetscape design, including complete streets and context-sensitive solutions
- Right-of-way services, surveying, and underground utility locating and designation
- Preliminary engineering and design studies
- Construction plans, specifications, and estimates
- High-visibility crosswalks and pedestrian safety improvements
- Americans with Disabilities Act (ADA) compliance assessments and improvements
- Construction phase services including observation and inspection

Note: All firms providing transportation ser services must undergo VDOT pre-award evaluation and maintain good standing with VDOT throughout the contract term.

PAVING AND PAVEMENT ASSET MANAGEMENT SERVICES

Pavement evaluation, design, project development, and asset management services, including:

- Pavement condition assessments and distress surveys

- Pavement asset management system development and implementation
- Pavement management system development and updates
- State of Good Repair (SGR) project development and cost estimating
- Pavement design for rehabilitation and resurfacing projects
- Construction cost estimates for paving projects
- Material testing and specifications
- Pavement preservation strategies and lifecycle cost analysis
- Pavement performance monitoring and data collection

STORMWATER MANAGEMENT AND STREAM RESTORATION SERVICES

Stormwater planning, design, permitting, and compliance services, including:

- MS4 (Municipal Separate Storm Sewer System) permit assistance and compliance planning
- Stormwater Control Measure (SCM) design and best management practice (BMP) development
- Inspections of stormwater management facilities and SCM/BMP performance evaluations
- TMDL (Total Maximum Daily Load) evaluation and implementation planning
- Stormwater management plan development and updates
- Stormwater ordinance development and technical assistance
- Stream restoration design and implementation
- Erosion and sediment control planning
- Green infrastructure and low-impact development (LID) design
- Floodplain studies and flood mitigation planning
- Stormwater utility feasibility studies and rate structure development

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

GIS mapping, analysis, application development, and data management services, including:

- GIS mapping and cartographic services
- Spatial data analysis and modeling
- GIS database development, maintenance, and quality control
- Parcel mapping and assessment support

- Web-based GIS application development and customization
- Mobile GIS application development and field data collection solutions
- Asset management system integration with GIS platforms
- Address management and E911 support
- Infrastructure mapping (water, sewer, stormwater, transportation)
- Land use and zoning analysis
- GIS training and technical assistance
- Data conversion and migration services

ARCHITECTURAL SERVICES

Architectural planning, design, and construction services for public facilities, including:

- Facility condition assessments and asset inventories
- Feasibility studies for new facilities and facility improvements
- Space programming and planning
- Architectural design services (schematic design through construction documents)
- Building code compliance reviews and ADA accessibility assessments
- Construction engineering and inspections, including building condition surveys, assessment and documentation, and inventory of mechanical systems
- Historic preservation planning and design
- Energy efficiency audits and building performance analysis
- Interior design and furniture, fixtures, and equipment (FF&E) planning
- Project cost estimating and value engineering
- Landscape and architectural design for public spaces

WATER AND SEWER INFRASTRUCTURE SERVICES

Water, wastewater, and utility infrastructure planning and engineering services, including:

- Water and sewer system master planning
- Water and wastewater infrastructure asset management
- Water and wastewater rate studies and utility financial planning
- Water distribution and wastewater collection system design
- Water and sewer system condition assessments
- Treatment facility evaluation and improvements
- Capacity analysis and hydraulic modeling

- Water loss audits and system efficiency studies
- Well and water source development
- Utility mapping and asset inventory
- Water quality testing and monitoring program development
- Infrastructure funding and financing strategies

GRANT WRITING AND FUNDING ASSISTANCE

Grant research, application development, and funding strategy services, including:

- Grant opportunity research and identification
- Grant application preparation and submission
- Grant management and compliance assistance
- Federal and state funding program guidance (RAISE, BUILD, INFRA, RCP, etc.)
- Budget development for grant applications
- Benefit-cost analysis for competitive grant programs
- Public-private partnership (P3) feasibility and development
- Alternative funding and financing mechanism analysis
- Multi-jurisdictional grant coordination and collaboration support

ENVIRONMENTAL SERVICES & SUSTAINABILITY PLANNING

Environmental planning, assessment, compliance, and sustainability services, including:

Environmental Assessment & Compliance:

- Environmental site assessments, including Phase I and Phase II ESAs
- "Brownfields" assessment and remediation planning
- Watershed and water supply/flood mitigation studies and planning
- Environmental permitting assistance (wetlands, streams, endangered species)
- NEPA (National Environmental Policy Act) documentation and support
- Natural resource inventories and ecological assessments
- Environmental impact assessments

Sustainability & Climate Resilience:

- Climate vulnerability assessments for infrastructure and communities
- Climate adaptation and resilience planning

- Greenhouse gas emissions inventories and reduction strategies
- Renewable energy feasibility studies and planning
- Green infrastructure and nature-based solutions planning
- Energy efficiency planning and benchmarking for public facilities
- Sustainability action plan development

PROFESSIONAL SURVEYING SERVICES

- Land surveying services

STRUCTURAL ENGINEERING SERVICES

- Structural engineering services

GENERAL PLANNING AND OTHER SERVICES

Additional planning and technical services to support local and regional initiatives, including:

- Comprehensive plan development and updates
- Housing studies, real estate analysis, and market analysis services
- Emergency operations planning and continuity of operations planning (COOP)
- Parks, outdoor recreation, and trail planning
- Broadband and telecommunications planning services
- Public involvement and community engagement services, including facilitation, surveys, and meeting management
- Construction and contract management services
- Project and site plan review
- Economic development strategic planning and needs assessments
- Fiscal impact analysis and financial feasibility studies
- Workforce attraction and retention studies

4.3 Proposal Requirements for Service Categories

For each service category in which the firm seeks to be qualified, the proposal must include:

1. **Detailed capability description** - Specific services within the category that the firm can provide

2. **Relevant project experience** - Examples of similar projects completed in the last five years, preferably including work for similar-sized jurisdictions
3. **Key personnel** - Names, experience, skills, and qualifications of personnel who would perform services in this category
4. **Subconsultant identification** - Any subconsultants proposed for services in this category, with their specific roles and qualifications
5. **Understanding of local context** - Demonstrated knowledge of applicable Virginia regulations (VDOT requirements, VDEQ permitting, building codes, etc.) and familiarity with working in small cities and rural counties

5. Contents of Proposals:

5.1 Mandatory Proposal Contents

To be considered for selection, proposers must submit a complete response to the Request for Proposals. Failure to submit all information requested may result in the rejection of the incomplete proposal.

Proposals shall include, at a minimum, the following items:

a. Cover Letter and Executive Summary

A cover letter signed by an authorized representative of the firm, including:

- Firm name, address, and contact information
- Primary point of contact for this proposal
- Service categories for which the firm is proposing
- Brief executive summary of the firm's qualifications

b. Detailed Service Category Qualifications

For each service category identified in Section 4 that the firm wishes to provide:

i. Service Capabilities

- Detailed description of the specific services within the category that the firm is able to provide
- Description of the firm's approach and methodology for providing these services

- Any specialized certifications, qualifications, or technical capabilities relevant to these services

ii. Project Experience and References

- Minimum of three (3) relevant project examples completed within the last five years that are similar to the services the firm proposes to perform
- For each project example, include:
 - Client name and contact information
 - Project description and scope
 - Project budget and timeline
 - Firm's specific role and deliverables
 - Outcome and results
 - Relevance to anticipated CSPDC/member jurisdiction needs

iii. Evidence of Past Performance

- Documentation of ability to complete projects on schedule and within estimated budget
- Client satisfaction information or testimonials
- Any awards, recognition, or quality certifications relevant to the service category

c. Firm Background and Experience

- Information about the proposer's background and experience relative to the services proposed
- Firm history, size, organizational structure
- Office locations and which office(s) would perform work for CSPDC region
- Current and projected workload and capacity to fulfill requests for on-call services in a timely manner
- Any specializations or unique capabilities

d. Key Personnel

For each service category proposed:

- Names, experience, skills, and qualifications of key personnel that will be responsible for each type of service proposed
- Resumes for key staff (maximum 2 pages each)

- Professional licenses and certifications
- Relevant project experience for key personnel
- Current workload and availability of key personnel
- Staff location and accessibility to CSPDC region

Note: Only personnel identified in the proposal may be assigned to future task orders unless substitutions are approved by the Purchaser.

e. Subconsultants

- Identification of any proposed subconsultants and outside services to be used
- Specific services each subconsultant would provide
- Subconsultant qualifications and experience
- Description of how subconsultants will be managed and integrated into project teams

Note: Except for those subconsultants who are specifically identified in the proposal, during the term of a contract awarded as a result of this RFP, Consultant will only be permitted to add or substitute subconsultants who are either (a) listed as a prime consultant or subconsultant on another contract awarded under this RFP, or (b) otherwise approved by the Purchaser based on demonstrated qualifications.

f. Process and Project Management Approach

- Description of the process the firm will follow to respond to a request to provide on-call services for a particular project
- Project management methodology and communication protocols
- Approach to coordinating with local government staff, VDOT (where applicable), and other stakeholders
- Quality assurance and quality control procedures
- Approach to meeting schedules and budgets
- Responsiveness commitments (response time to inquiries, availability for meetings, etc.)

g. Rate Schedule and Cost Approach

- General narrative description of rate structure and approach to pricing

- Detailed hourly rate schedule by staff classification/position level *(to be provided only at interview and/or negotiation stage)*
 - Principal
 - Project Manager
 - Senior Professional
 - Professional
 - Technical Staff
 - Administrative Support
 - Any other staff classifications
- Anticipated overhead and markup rates, if applicable
- Approach to direct costs and reimbursable expenses
- Sample project budget structures for typical service types within proposed categories
- Rate escalation approach, if any, for multi-year contracts

Note: Scheduled pricing should not be provided in the proposal. Pricing for all services will be requested and discussed during the interview and/or negotiation stage of the competitive negotiation process.

h. Understanding of Virginia Regulatory Requirements

- **For transportation services:** Notation of experience working with the Virginia Department of Transportation (VDOT) and understanding of VDOT processes, standards, and requirements
- **For stormwater services:** Notation of experience working with Virginia stormwater and TMDL requirements/regulations
- **For all services:** Demonstrated understanding of applicable state and local codes, regulations, and standards

i. Virginia Department of Transportation (VDOT) Pre-Award Status (for transportation firms)

All firms who propose to provide transportation planning or engineering services will be required to undergo a VDOT pre-award audit before performing any such work. The proposal should include:

- Information concerning the firm's pre-award audit status
- If already pre-qualified with VDOT, provide documentation

- If not currently pre-qualified, indicate willingness and timeline to complete pre-award process

j. Professional Liability Insurance

- Evidence of Professional Liability Insurance in an amount meeting or exceeding \$500,000 per claim and \$1,000,000 per occurrence
- Proof of insurance (declarations page or policy endorsement) should be submitted as part of the proposal
- Commitment to maintain insurance throughout contract term

k. Federal Funding Compliance Certification

Proposers shall include and submit to the CSPDC the certification on the form provided (Attachment A) that neither the proposer, its principals, nor any prospective subconsultants have been debarred or are otherwise ineligible to participate in transactions involving federal funding.

l. Business Registration and Licensing

- Virginia State Corporation Commission identification number (if applicable)
- Commonwealth of Virginia Certificate of Authority (for foreign professional corporations)
- Department of Professional & Occupational Regulation (DPOR) registration information
- Any other applicable licenses or certifications

m. Additional Supporting Information

- Any other information on services the proposer feels would be beneficial to the Purchasers in evaluating the proposal
- Any other information the proposer feels will assist the Selection Committee in evaluating the proposals
- Examples of relevant work products recently completed by the firm(s) (optional)

5.2 Submission Requirements

a. Number of Copies

One (1) original and five (5) hard copies of the proposal should be submitted in a sealed envelope or package clearly marked "CSPDC On-Call Consultant Program" by **2:00 PM on June 5, 2026** (the "Application Deadline"). In addition to the hard copy proposals, one (1) full-color, digital copy in .pdf file format should also be submitted by the Application Deadline via eVA. The hard copy proposals should be delivered to:

**Ms. Ann Cundy, Executive Director
Central Shenandoah Planning District Commission
112 MacTanly Place
Staunton, Virginia 24401**

b. Proposal Content

Proposals should be as thorough and detailed as possible so that the Selection Committee may properly evaluate the capabilities of the respective firms to provide the required services. Proposals shall include, at a minimum, the items listed in Section 5.1 above.

c. Questions

Questions regarding this RFP will be received up to 5:00 p.m. on **Thursday, April 23rd**. All questions and answers will be detailed, shared, and available on the CSPDC website (<https://www.cspdc.org/programs-services/on-call-consultant-program/>) by 2:00 p.m. on **Tuesday, April 28th**. All questions shall be directed to Ms. Ann Cundy, Executive Director, via email at ann@cspdc.org.

d. Signature

All proposals must be signed in order to be considered. If the proposer is a firm or corporation, the proposer should show the following: (i) the identification number issued to the firm or corporation by the Virginia State Corporation Commission, (ii) the title of the individual executing the proposal, and (iii) if the individual is not an officer of the firm or corporation, the proposer should submit proof that the individual has the authority to bind the firm or corporation.

e. Business Registration

Prior to the time of submittal of the proposal, all business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission. Information about business registration can be found at <https://www.scc.virginia.gov/default.aspx>. Foreign Professional corporations and Foreign Professional Limited Liability Companies (i.e., organized or existing under the laws of a state or jurisdiction other than Virginia) must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation <http://www.dpor.virginia.gov/>, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (Board). Board regulations require that all branch offices of professional corporations and business entities located in Virginia, which offer or render any professional services relating to the professions regulated by the Board shall be registered as separate branch office with the Board. All offices, including branches, which offer or render any professional service, must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at that office. All firms involved that are to provide professional services must meet these criteria prior to submitting a proposal to the CSPDC. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia.

f. Delivery Responsibility

Proposers are responsible for delays in the delivery of the proposals by the US Postal Service, private couriers, or the inter-office mail system. It is the sole responsibility of the proposer to ensure that its proposal reaches the designated location by the designated date and hour. No proposals received after the prescribed date and hour will be considered.

6. Evaluation Criteria:

Proposals shall be evaluated using the following criteria:

a. Expertise, Experience, and Qualifications (30 Points)

- Expertise, experience, and qualifications of the firm's personnel in each service category that may provide services relevant to this RFP
- Professional credentials, certifications, and specialized training
- Experience and qualifications of any subconsultants
- Depth of staff in relevant disciplines
- Staff availability and accessibility to serve CSPDC region

The Selection Committee will assess the technical competency and professional qualifications of the proposed team, including educational background, professional registrations, relevant certifications, and specialized expertise.

b. Past Experience on Similar Projects (25 Points)

- Expertise and past experience of the firm in providing services on other contracts or on projects of similar size, scope, and features as those required for the Scope of Services in this RFP
- Relevance of past projects to anticipated needs of CSPDC and member jurisdictions
- Experience working with small cities and rural counties
- Experience working within Virginia regulatory environment (VDOT, VDEQ, state and local codes)
- Demonstrated ability to handle diverse project types within service categories

The Selection Committee will evaluate whether the firm has successfully completed projects similar in scope, complexity, and technical requirements to the services anticipated under this contract.

c. Past Performance Record (15 Points)

- Evidence of past successful performance relative to ability to complete projects on schedule and within the estimated budget
- Quality of work product and client satisfaction

- Ability to respond to changing project conditions and client needs
- Record of minimal change orders and claims
- References and recommendations from previous clients

The Selection Committee will consider the firm's track record for delivering projects on time, within budget, and meeting or exceeding client expectations.

d. Project Management and Work Plan Approach (15 Points)

- Firm's work plan and approach for providing the proposed services relative to the firm's existing workload
- Methodology for responding to on-call service requests
- Project management approach and quality assurance/quality control procedures
- Communication protocols and responsiveness commitments
- Approach to coordination with local government staff and stakeholders
- Schedule management and resource allocation strategies
- Availability for in-person meetings and site visits

The Selection Committee will evaluate the firm's approach to managing projects efficiently, maintaining quality, and ensuring effective communication and coordination.

e. Rate Structure and Cost Approach (15 Points)

- Reasonableness and competitiveness of proposed hourly rates by staff level
- Clarity and transparency of rate schedule and cost structure
- Approach to managing costs and providing cost-effective solutions
- Demonstrated value provided relative to rates proposed
- Approach to direct costs and reimbursable expenses
- Track record of completing projects within budget

While specific pricing will be negotiated, the Selection Committee will evaluate whether the firm's rate structure and cost approach demonstrate an understanding of public sector budget constraints and a commitment to cost-effectiveness.

f. References from Similar Projects (10 Points)

- References for projects completed by the firm which are similar to the types of services the firm proposes to perform

- Quality of client feedback and recommendations
- Evidence of strong client relationships and repeat clients
- Responsiveness to reference requests

The Selection Committee will contact references to verify the firm's performance, responsiveness, quality of work, and ability to meet client expectations.

g. Geographic Location and Regional Knowledge (5 Points)

- Geographic location of the firm's office(s) where the proposed services would be performed in relation to the geographic area served by the CSPDC
- Demonstrated knowledge of and familiarity with the Central Shenandoah Valley region
- Understanding of local and regional transportation, infrastructure, and planning challenges
- Ability to provide timely on-site presence and rapid response to jurisdiction needs

The Selection Committee will consider the firm's ability to provide accessible, responsive service and their familiarity with regional context, while recognizing that location alone does not determine service quality.

h. Firm Size and Capacity (5 Points)

- Size and resources of the firm relative to the services the firm proposes to provide
- Capacity to respond to multiple concurrent task orders
- Depth of staff to provide continuity and backup
- Financial stability and resources

The Selection Committee will assess whether the firm has adequate resources and capacity to fulfill anticipated service needs without overextension.

Additional Evaluation Considerations

Generally, the Selection Committee will consider the firm's overall suitability to provide the services outlined in this request within the time, budget, and operational constraints that may be present, and the comments and/or recommendations of the firm's previous clients, references, and others.

The Selection Committee shall have the right, before awarding any contract, to require a proposer to submit such evidence of its qualifications as it may deem necessary and may consider any evidence available to it concerning the financial, technical, and other qualifications and abilities of a proposer.

The Selection Committee may consider:

- Firm's understanding of the unique needs of small jurisdictions with limited staff capacity
- Commitment to diversity, equity, and inclusion in service delivery
- Innovation and creative approaches to service delivery
- Use of current technologies and methodologies
- Training and professional development programs for staff

7. Award of Contract:

7.1 Selection and Negotiation Process

a. Selection Committee Review

A review committee of CSPDC staff and selected officials (the "Selection Committee") will review the proposals and invite the most qualified firms to engage in discussions and/or informal interviews.

b. Discussions and Interviews

The CSPDC intends to engage in individual discussions and/or interviews with a limited number of proposers deemed fully qualified, responsible, and suitable on the basis of initial responses. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract.

During interviews, proposers may be asked to:

- Present their approach to specific hypothetical project scenarios
- Discuss their rate structure and approach to cost management
- Describe their availability and responsiveness protocols
- Provide additional detail on relevant project experience
- Respond to technical questions related to their proposed services

Proprietary information from competing proposers (including any data on estimated man-hours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Virginia Code Section 2.2-4342. At the conclusion of the discussions, and/or informal interviews, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the CSPDC shall select in the order of preference two or more proposers whose professional qualifications and proposed services are deemed most meritorious.

c. Negotiations

Negotiations shall then be conducted, beginning with certain proposer(s) on the basis of rankings by the Selection Committee. Proposers may be ranked according to a specific service or category of services.

If a contract satisfactory and advantageous to the CSPDC can be negotiated at a price considered fair and reasonable by the CSPDC, a contract award shall be made to that proposer. **Price shall be considered, but need not be the sole or primary determining factor.** The CSPDC intends to award contracts to more than one proposer to ensure adequate capacity and diverse expertise across service categories.

d. Single Proposer Award

Should the CSPDC determine in writing and in its sole discretion that only one proposer is fully qualified or that one proposer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated with, and potentially awarded to, only that proposer.

7.2 Contract Terms and Execution

e. Contract Award Timeline

Contracts are not expected to be awarded until December 2026. The CSPDC reserves the right to reject any and all proposals, and to waive formalities. Firms will not be compensated for time spent preparing responses to this RFP.

f. Contract Execution

The proposer(s) to whom the contract is awarded shall, within twenty days after presented documents are submitted for signature, execute and deliver to the CSPDC the contract forms and any other required forms or certifications.

g. Contract Terms Application

Contracts awarded as a result of this RFP will provide that the same contract terms shall, during the term of the contract, be extended to all of the Purchasers. Due to the nature of the On-Call Consultant Program, **the CSPDC does not guarantee that any minimum quantity of services will be purchased during the term of a contract.** Selected firms will be "on call" to provide services to the Purchasers as needs arise. Any contract awarded as a result of this RFP will be subject to the purchasing limits found in Virginia Code § 2.2-4303.1, as such limits may be amended from time to time.

h. Contract Renewal Terms

Pursuant to Virginia Code 2.2-4303.1(A), contract terms for selected firms will be for one year and may be renewed annually for up to four additional years at the discretion of the CSPDC.

On prior contracts for the On-Call Consultant Program, the CSPDC has historically exercised all of the renewal terms referenced above. It is likely that the renewal terms will be exercised for contracts awarded under this RFP, although the CSPDC reserves the right not to do so.

Renewal will be based on:

- Satisfactory performance on task orders during the contract period
- Continued need for the firm's services
- Continued competitiveness of rates and value provided
- Overall program needs and balance of service capabilities

7.3 Contract Performance and Management

i. Consultant Expectations

Selected firms will be expected to:

- Maintain responsiveness to inquiries and requests for proposals on task orders
- Provide high-quality, professional services consistent with industry standards
- Meet agreed-upon schedules and budgets for task orders
- Maintain professional liability insurance and other required coverage
- Comply with all applicable federal, state, and local regulations
- Maintain VDOT pre-qualification status (for transportation services)
- Communicate proactively with clients regarding project status, potential issues, and schedule/budget concerns

j. CSPDC Responsibilities

The CSPDC will:

- Facilitate communication between member jurisdictions and selected consultants
- Review consultant performance on task orders
- Address any performance concerns with consultants
- Coordinate contract renewals and modifications as needed
- Provide regular updates to member jurisdictions about the program and available services

k. Task Order Process

When a Purchaser has a need for services:

1. The requesting entity will contact CSPDC staff or may contact selected consultants directly (depending on program protocols)
2. Selected consultants in the relevant service category will be invited to submit a scope and fee proposal for the specific task
3. The requesting entity will review proposals and may negotiate with one or more consultants
4. A task order will be issued to the selected consultant with defined scope, schedule, budget, and deliverables
5. Work will proceed under the task order with invoicing according to agreed-upon terms
6. CSPDC staff may assist with task order development, review, and contract administration

I. Performance Monitoring

The CSPDC and the Purchaser will monitor consultant performance throughout the contract term. Unsatisfactory performance may result in:

- Reduced task order awards to the firm
- Exclusion from future task order opportunities
- Non-renewal of contract at the end of the contract term
- Contract termination for cause as provided in contract terms

8. Proposer's Representations:

a. Understanding of Contract Requirements

Each proposer, by submitting a proposal in response to this RFP, represents that the proposer has read and understands the contract specifications and requirements herein and has familiarized himself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of the work.

b. Certification of Proposal Integrity

By submitting their proposals, each proposer certifies that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other proposer, supplier, manufacturer, or sub-proposer in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

c. Immigration Law Compliance

By submitting their proposals, each proposer certifies that they do not and will not during the performance of this contract knowingly employ an unauthorized alien worker as defined in the Federal Immigration Reform and Control Act of 1986. Purchaser will not consider for award any proposals, and will not consent to subcontracting any portions of the contract to any subconsultants, in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

d. Debarment Certification

By submitting their proposals, each proposer certifies that they are not currently debarred by the Commonwealth of Virginia and that they are not listed on the governmentwide exclusions in the System for Award Management (SAM) from submitting proposals or contracts for the type of services covered by this RFP.

9. Required Contract Terms:

a. General Contract Provisions

The following provisions are required terms of each contract selecting a successful proposer to participate in the On-Call Consultant Program and will apply to every purchase of services by a Purchaser through the On-Call Consultant Program:

i. Governing Law

The contract shall be subject to and governed by the laws of the Commonwealth of Virginia. Any dispute arising out of the contract, its performance, or its interpretation shall be litigated only in the state courts serving the City of Staunton, Virginia, or – in the instance of purchases from a contract by entities other than the CSPDC – the state courts where that purchaser's administrative offices are located.

ii. Liability Limitation

Except for purchases by the CSPDC, the CSPDC assumes no liability for purchases made by any other entity.

iii. Termination Rights

Without limitation, the Purchaser reserves the right to terminate the contract immediately (a) in the event that the successful proposer discontinues or abandons operations; (b) if adjudged bankrupt, or reorganized under any bankruptcy law; or (c) fails to keep in force any required insurance policy.

iv. Contract Cancellation

Failure of the Consultant to comply with any section or part of the contract may be considered grounds for immediate cancellation of the contract.

v. Payment for Completed Work

If the cancellation clause is used by the Purchaser, the Consultant will be paid for all scheduled work completed satisfactorily by the successful proposer up to the termination date set in the written cancellation notice.

vi. Accounting and Audit Requirements

The Consultant and any subconsultants must have internal control systems in place that meet federal requirements for accounting. These systems must comply with requirements of 48 CFR 31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23 CFR 172, "Administration of Negotiated Contracts." All firms selected for a project (prime consultants, joint ventures and subconsultants) must submit their FAR audit data along with a Consultant Cost Certification for indirect cost rates required by FHWA order 4470.1A dated October 27, 2010 to the Department within 10 work days of being notified of their selection, whereby an official of an architectural or engineering firm shall certify that the indirect cost rate submitted does not include any costs which are expressly unallowable and that the indirect cost rate was established only with allowable costs in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of 48 CFR 31. A sample Consultant Cost Certification is available for architectural or engineering firm's use on VDOT website at <http://www.virginiadot.org/business/gmms.asp>. Should any firm on the consultant team fail to submit the required audit data within the ten work days, negotiations may be terminated by the CSPDC and the next most qualified team invited to submit a proposal.

vii. Furnishing of Resources

The Consultant shall furnish all labor, materials and equipment necessary to fulfill the requirements of the contract in strict compliance with the terms, and conditions of the contract.

viii. Compliance with Laws

The Consultant agrees and covenants that his agents and employees shall comply with all Town, County, State and Federal laws, and rules and regulations applicable to the business to be conducted under this contract.

ix. Permits and Licenses

The Consultant shall secure all necessary permits for the proper execution and completion of the work. All proposals submitted shall include in price the cost of any business or professional licenses, permits or fees required by the Commonwealth of Virginia, or any other governmental entity.

x. Safety and Property Protection

The Consultant shall ensure that his employees exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.

xi. Procurement Default Remedies

In case of any contractual default by the Consultant, the Purchaser, after due notice may procure the services detailed in the contract from other sources and hold the successful proposer responsible for all damages including, without limitation, attorneys' fees and any other excess cost occasioned thereby.

xii. Business Entity Authorization

A Consultant that is 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 or as otherwise required by law.

xiii. Nondiscrimination in Employment

The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the

Consultant. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

xiv. Equal Opportunity Employer Notice

The Consultant, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, will state that the Consultant is an equal opportunity employer.

xv. Subcontract Requirements

The Consultant will include the provisions of the foregoing paragraphs 9(a)(xiii) and (xiv) in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subconsultant or vendor.

xvi. Federal Government Not a Party

The Consultant acknowledges and agrees that the Federal Government is not a party to this Contract and shall have no obligations hereunder.

b. Payment and Invoicing Provisions

The following provisions will apply to every purchase of services by a Purchaser through the On-Call Consultant Program:

i. Itemized Invoices

The Consultant shall be required to submit a complete itemized invoice on each service which he or she may perform under the contract.

ii. Payment Terms

Payment shall be rendered to the Consultant for satisfactory compliance with the terms, conditions and specifications of the contract within forty-five (45) days after the receipt of the proper invoice.

iii. Subconsultant Payment

The Consultant shall take one of the two following actions within seven (7) days after the receipt of amounts paid to him by a Purchaser for work performed by his subconsultant(s) under the contract:

(a) Pay the subconsultant(s) for the proportionate share of the total payment received from the Purchaser attributable to the work performed by the subconsultant(s) under the contract; or

(b) Notify the Purchaser and subconsultant(s), in writing, of his intention to withhold all or a part of the subconsultant's payment with the reason for nonpayment.

iv. Interest on Late Payments

The Consultant shall pay interest to the subconsultant(s) on all amounts owed by the Consultant that remain unpaid after seven (7) days following receipt by the Consultant of payment from the Purchaser for work performed by the subconsultant(s) under the contract, except for amounts withheld as allowed by paragraph (a)(2) above. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent (1%) per month.

v. Lower-Tier Subconsultant Requirements

The Consultant shall include in each of its subcontracts a provision requiring each subconsultant to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subconsultant(s).

vi. Interest Limitation

The Consultant obligation to pay an interest charge to a subconsultant(s) pursuant to the payment clause in this section shall not be construed to be an obligation of the Purchaser. A contract modification shall not be made for the purpose of providing reimbursement for such interest charge and a cost reimbursement claim shall not include any amount for reimbursement for such interest charge.

vii. Federal and State Funding

The Purchaser may, from time to time, receive financial assistance or funding from the Federal government or the Commonwealth of Virginia and its agencies, including but not limited to the Virginia Department of Transportation and the Virginia Department of Rail and Public Transportation. Such funding may be used to purchase on-call services. The specific source of any federal or state funding may depend on the type of services the proposer performs. Contracts awarded as a result of this RFP will include all contract clauses required by federal and state law. The specific contract clauses may depend on the services the proposer is selected to perform. Such clauses may include the following:

(a) All applicable clauses listed in Appendix II to 2 C.F.R. 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

(b) The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, and the CSPDC that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of federally funded consultant contracts. A list of Virginia Department of Minority Business Enterprise certified DBE firms is maintained on their web site (<https://sbsd.virginia.gov/directory/>) under the DBE Directory of Certified Vendors. The Consultant is encouraged to take all necessary and reasonable steps to ensure that DBE firms have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the Consultant intends to subcontract a portion of the services on the project, the Consultant is encouraged to seek out and consider DBE firms as potential subconsultants. The Consultant is encouraged to contact DBE firms to solicit their interest, capability and qualifications. Any agreement between the Consultant and a DBE firm whereby the DBE firm promises not to provide services to other consultants is prohibited. The Department believes that these services support 10% DBE participation.

(c) The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract.

(d) The Consultant agrees to pay each subconsultant under for satisfactory performance of its contract no later than seven (7) days from the receipt of each payment the Consultant

receives from the Virginia Department of Rail and Public Transportation (DRPT) or its sub-grantees. The Consultant agrees further to return retainage payments to each subconsultant within seven (7) days after the subconsultant's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of DRPT of its sub-grantees. This clause applies to both DBE and non-DBE subconsultants.

(e) The Consultant agrees to provide sufficient access to FTA and its contractors to inspect and audit records and information related to performance of the Agreement as reasonably may be required, and to retain all such records for at least three years, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto.

(f) The Consultant acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. part 31, apply to its actions pertaining to the Agreement. The Consultant certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the Agreement.

(g) The Consultant acknowledges and agrees that federal requirements apply to the Contract, that these requirements may change due to new laws, regulations, guidance from a federal entity, or changes in the CSPDC's Master Grant Agreement. Consultant further agrees that such changes, if or when they occur, will apply to Consultant.

c. Responsiveness and Accessibility Requirements

The Consultant shall:

i. Maintain Accessibility

- Provide a primary point of contact available to respond to inquiries from Purchasers within one (1) business day
- Make key project personnel available for in-person meetings, site visits, and project coordination as reasonably required by the project scope
- Attend kick-off meetings, milestone review meetings, and final presentation meetings in person unless virtual attendance is acceptable to the Purchaser

ii. Response Time Commitments

- Respond to requests for task order proposals within the timeframe specified by the Purchaser (typically 5-10 business days)
- Acknowledge receipt of project inquiries within one (1) business day
- Provide project status updates at intervals agreed upon in the task order (typically bi-weekly or monthly)

iii. Communication Protocols

- Establish clear communication channels and protocols at project initiation
- Notify Purchaser immediately of any issues that may affect project schedule, budget, or deliverables
- Provide monthly invoices with clear documentation of work performed and expenses incurred
- Respond to Purchaser questions or concerns within two (2) business days

iv. Quality Assurance

- Implement quality control procedures to ensure deliverables meet professional standards and contract requirements
- Provide draft deliverables for Purchaser review with adequate time for comments before final submission
- Address Purchaser comments and revisions in a timely manner
- Stand behind work product and correct errors or deficiencies at no additional cost to Purchaser

Failure to meet responsiveness and accessibility requirements may be considered unsatisfactory performance and grounds for contract actions as described in Section 7.3(l).

10. Discrimination and Disadvantaged Business Enterprises:

a. Title VI Compliance

The CSPDC and its joint Purchasers, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d-4), and the Regulations promulgated thereunder, hereby notifies all bidders that it will affirmatively ensure that with respect to any contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. The successful proposer and any subconsultants selected to perform work pursuant to this RFP will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 work days after notification of their selection when requested by VDOT, the CSPDC, or any Purchaser.

b. Non-Discrimination

The CSPDC and the Purchasers do not discriminate against any proposer because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

11. Claims and Appeals:

All appeals of CSPDC decisions with respect to this procurement, including the decision to award or not to award a contract, shall be made in strict accordance with the CSPDC's Procurement Policy. Compliance with the policy is mandatory.

Attachment A

CERTIFICATION REGARDING DEBARMENT

(To be completed by the proposer)

1. The below-signed Proposer certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the Proposer is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the Proposer.

Signature	Title	Date
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Name of Proposing Firm

CERTIFICATION REGARDING DEBARMENT

(To be completed by a Subconsultant, if any)

1. The prospective subconsultant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective subconsultant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the Proposer.

Signature	Title	Date
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Name of Subconsultant Firm

END OF DOCUMENT