

City of Alexandria, VA

100 N. Pitt Street, Suite 301
Alexandria, VA 22314



The Seal of the City of Alexandria may not be used on any materials in response to this Solicitation without written permission from the Purchasing Agent, or unless the requirements of this Solicitation specifically call for the Seal to be incorporated in the response.

Solicitation General Information

Solicitation Type:	Request for Proposals
Number:	2037
Title:	Transportation Services for the DOT Paratransit Program and City Programs
Point of Contact:	Jordan Howar
Contact Email:	jordan.howar@alexandriava.gov

Procurement Schedule

Advertisement	September 3, 2026
Virtual Pre-Proposal Conference: YES Type: Optional	10 a.m., prevailing local time, on September 15, 2026
Final Date for Vendor Questions (Question must be sent via Email to the Contract Email listed above)	4 p.m., prevailing local time, on September 17, 2026
City Issues Responses to Vendor Questions via Amendment	September 24, 2026
Solicitation Responses Due	4 p.m., prevailing local time, on October 8, 2026
Award	See Part F for Award Information

The timeframes listed above apply to events related to the Solicitation and the City's due diligence process. **The activities with specific dates must be completed as indicated unless otherwise changed by the City by issuance of a written Amendment.**



Part A - General Information

1. Introduction

The City of Alexandria, Virginia (the "City") is an urban community of 15.75 square miles with a population of approximately 159,647. With its stable residential neighborhoods, its historic districts, and its proximity to Washington, D.C., the City continues to attract new residents, tourists, and businesses.

2. General Overview

The City of Alexandria, Virginia (the "City") issues this Request for Proposals ("RFP") to obtain sealed Proposals from qualified and responsible Offerors to provide Transportation Services for the DOT Paratransit Program and City Programs as more fully identified in this Solicitation.

This RFP is issued pursuant to the Virginia Public Procurement Act ("VPPA"), Code of Virginia § 2.2-4302.2, using the Competitive Negotiation method of source selection. Proposals will be evaluated based on the criteria set forth herein to determine which is most advantageous to the City, taking into consideration the stated evaluation factors.

The successful Offeror shall furnish all labor, supervision, expertise, materials, equipment, and other resources necessary to perform the required services in accordance with the Solicitation Documents and any resulting Contract. Insurance, bonding (if applicable), and other contractual requirements are identified elsewhere in this Solicitation.

3. Virtual Pre-Proposal Conference

The Pre-Proposal Conference and Proposal Opening will be virtual. Anyone wishing to attend either solicitation event must go to the following link to obtain a link:

<https://events.qcc.teams.microsoft.com/event/d1e61c27-162c-49a9-8bae-5a2182ced965@feaa9b31-4375-4aee-adcc-c76ad32a890b?source=copyLinkLegacyShareLinkDialog>

4. Contracting Officer's Representative and Contracting Officer's Technical Representative

The Contracting Officer's Representative (COR) and the Contracting Officer's Technical Representative (COTR) are responsible for administration and technical coordination, as applicable. Neither the COR nor the COTR has authority to modify the Contract, issue Change Orders, or waive Contract requirements. All contractual changes must be authorized in writing by the Purchasing Agent.

The following individual is appointed as the authorized COR:

Leah Riley, Director,
Department of Transportation and Environmental Services
2900 B Business Center Drive
Alexandria, VA 22314

The following individual is appointed as the authorized COTR:

Owen Albrecht, Senior Manager of Accessible Transportation Programs
Department of Transportation and Environmental Services



2900 B Business Center Drive
Alexandria, VA 22314

The Contractor must contact the COTR to coordinate the schedule and placement of contracted /Work.

5. Faith-Based Organizations Nondiscrimination

Pursuant to Virginia Code § 2.2-4343.1, the City of Alexandria does not discriminate against faith-based organizations in the solicitation, evaluation, award, or administration of contracts. A faith-based organization contracting with the City shall not discriminate against any recipient of goods, services, or disbursements on the basis of religion, religious belief, or refusal to actively participate in any religious practice, or on the basis of race, age, color, gender, sexual orientation, gender identity, national origin, or any other status protected by applicable law. If an individual objects to the religious character of a contracted provider, the City shall offer access to equivalent goods or services from an alternative provider.

6. Use of Task Orders

When the City establishes an on-call, indefinite delivery, or requirements-based contract, services will be authorized through the issuance of Task Orders during the contract term. Each Task Order will define the specific scope of work, deliverables, performance period, and compensation for the assigned services and will be governed by the terms and conditions of the underlying contract.

Task Orders will be issued only for work within the scope of the executed contract. No work shall commence, and the City shall have no obligation to pay, unless a Task Order is issued in writing by the City in accordance with the contract.

7. Special Terms and Conditions are set forth in Part C, and General Terms and Conditions are set forth in Part D, which are incorporated by reference.