

Procedures for Additional Users on Bench Contracts

The following bench contracts are available for use by the Transportation Secretariat and/or specified DRPT grantees listed in the solicitations portion of each contract:

General Planning Consultant Services Contract for Transit Projects in Virginia
General Financial Consultant Services Contract
General Communications and Marketing Consultant Services Contract
General Planning Consultant Services Contract for Rail Projects in Virginia

Additional users can view the contracts on DRPT's website at www.drpt.virginia.gov, under About DRPT/Procurement/Contracts.

To use a term contract, the additional user should review the contract to ensure the scope of work applies to the project for which the user is seeking consulting services. A scope of services should be sent via email to the consultant associated with the contract. Contact information is listed on the DRPT website. It may be beneficial to request proposals from multiple firms to compare services and prices. If one consultant is chosen over another, the other consultant should be notified.

Although language in the contracts may require DRPT to issue an eVA purchase order as a notice to proceed on work, the additional user should follow its own policy in regards to issuing work.

Terms and conditions agreed to in the contract between DRPT and the consultant take precedence over any conflicting terms and conditions requested from an additional user. Terms and conditions not addressed in the contract but requested by an additional user may be negotiated between the consultant and additional user.

The additional user will work directly with consultants on any work issued, including invoicing, but DRPT will be responsible for all contract administration. If any issues arise that an additional user believes DRPT should be aware of, notification should be sent to the DRPT contact listed next to the contract on the DRPT website.