

# Request for Proposals (RFP)

Non-A&E Planning Services

Issued by: Lane Council of Governments (herein after referred to as "Agency")

RFP Number: 2022-0004

RFP Title: Travel Model Technical Assistance

Issue Date: June 29, 2022

**PROPOSAL DUE DATE and TIME: AUGUST 8, 2022 by 2 PM PST**

Proposer Questions, RFP Protests, and Requests for Change: due via email no later than 7 calendar days prior to Proposal due date.

A pre-Proposal conference will not be held.

## Issuing Office; Purchaser/Single Point of Contact

Purchaser/Single Point of Contact for this RFP:	Elena Kuhnhenh, Senior Financial Analyst
Address:	859 Willamette Street, Suite 500 Eugene, OR 97401
E-mail:	procurement@lcog.org

Proposals and all other submittal requirements specified in [RFP section 2.4](#) must be submitted before the Proposal due date and time to the above email address.)

# Table of Contents

<b>1.0</b>	<b>SOLICITATION PURPOSE &amp; CONTRACT OVERVIEW</b>	<b>3</b>
1.1.	SUMMARY OVERVIEW & PROCUREMENT SCHEDULE	3
1.2.	PROJECT BACKGROUND, LOCATION, and SCOPE of NEEDED SERVICES	3
1.3.	PROJECT PHASES	5
1.4.	PERIOD OF PERFORMANCE	5
1.5.	QUANTITY OF CONTRACTS AWARDED & OFFER PERIOD	5
1.6.	FUNDING SOURCE(S):	5
1.7.	CONTRACT NOT TO EXCEED AMOUNT & METHOD OF COMPENSATION	5
1.8.	DISADVANTAGED BUSINESS ENTERPRISE (“DBE”) PARTICIPATION	5
1.9.	INSURANCE REQUIREMENTS	6
1.10.	CONTRACT TERMS & CONDITIONS	6
<b>2.0</b>	<b>INSTRUCTIONS TO PROPOSERS &amp; SUBMITTAL REQUIREMENTS</b>	<b>6</b>
2.1	PROPOSER QUESTIONS, RFP PROTESTS and REQUESTS FOR CHANGE	6
2.2.	ADDENDA	6
2.3.	MINIMUM QUALIFICATIONS	7
2.4.	PROPOSAL & SUBMITTAL REQUIREMENTS	7
<b>3.0</b>	<b>EVALUATION PROCESS &amp; CONSULTANT SELECTION</b>	<b>9</b>
3.1	EVALUATION PROCESS	9
3.2	TECHNICAL PROPOSAL EVALUATION CRITERIA and POINTS AVAILABLE	10
3.3	PRICING INFORMATION EVALUATION and POINTS AVAILABLE	12
3.4	TOTAL SCORE and AWARD	12
3.5	REFERENCES	13
3.6	RESPONSIBILITY DETERMINATION	13
3.7	INTENT TO AWARD NOTICE	13
3.8	AWARD PROTEST	13
<b>4.0</b>	<b>APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS</b>	<b>14</b>
4.1.	CERTIFICATION REGARDING DEBARMENT & OTHER RESPONSIBILITY MATTERS	14
4.2.	CERTIFICATES OF INSURANCE	14
4.3.	TAX ID NUMBER	14
4.4.	BUSINESS REGISTRY NUMBER/REGISTERED AGENT	14
4.5.	RESPONSIBILITY INQUIRY FORM	14
4.6.	PAY EQUITY CERTIFICATION	15
4.7.	COST INFORMATION	15
<b>5.0</b>	<b>NEGOTIATIONS</b>	<b>15</b>
<b>6.0</b>	<b>GENERAL TERMS &amp; CONDITIONS FOR THIS RFP</b>	<b>16</b>
6.1	NON-DISCRIMINATION	16
6.2	FUTURE WORK LIMITATIONS	16
6.3	ELECTRONIC FILES LINKED OR ATTACHED TO RFP	16
6.4	PUBLIC RECORDS	16
6.5	USE of RECYCLED PRODUCTS	17
6.6	RFP CANCELLATION	17
6.7	COST OF SUBMITTING A PROPOSAL	17
6.8	PUBLICITY	17
	<b>ATTACHMENT A - PROPOSAL COVER SHEET</b>	<b>18</b>
	<b>ATTACHMENT B - STATEMENT of WORK</b>	<b>20</b>
	<b>ATTACHMENT C - SAMPLE CONTRACT</b>	<b>21</b>
	<b>ATTACHMENT D - PROPOSED FULLY-BURDENED BILLING RATES</b>	<b>22</b>

## Definition of Terms:

The following terms have the meaning provided in [OAR 125-246-0110](#): “Addendum” or “Addenda”, “Business Day”, “Closing”, “Contract”, “OAR”, “ORS”, “Proposal”, “Request for Proposal” or “RFP”, “Responsible”, “Responsible Proposer”, “Responsive”, “Writing”.

# 1.0 SOLICITATION PURPOSE & CONTRACT OVERVIEW

## 1.1. SUMMARY OVERVIEW & PROCUREMENT METHOD and SCHEDULE

Agency is issuing this Request for Proposals and any addenda thereto (collectively, the “RFP”) to obtain Proposals from qualified consultant(s) for planning services (“Services”). For further information regarding the Services needed, see sections 1.2 through 1.10 and Attachment B.

Proposers responding to this RFP do so solely at their expense, and Agency is not responsible for any Proposer expenses associated with the RFP.

Agency is using the Competitive Sealed Proposal method, pursuant to ORS 279B.060, OAR 137-047-0260, as well as any additional requirements of Agency’s rules/policies (to the extent Agency’s requirements do not conflict with State or Federal requirements).

Procurement Schedule	Date or Number of Days
RFP issue date, deadline for Proposer questions/protests, and Proposal Due Date and Time	Dates stated on front page
Completion of Proposal evaluation	Est. 14 calendar days after Proposal Due Date
Completion of interviews or follow-up questions (if conducted)	Est. 25 calendar days after Proposal Due Date
Notice of intent to award	Est. 3 Business Days after all scoring complete
* Negotiations completed	Est. 40 calendar days after intent to award
Contract Start	Est. within 14 calendar days of negotiation completion

**\* Proposer, by submitting a Proposal, commits to and will be expected to make best efforts to accommodate the negotiation schedule above if selected for intent to award. See Section 5 Negotiations.**

## 1.2. PROJECT BACKGROUND, LOCATION, and SCOPE of NEEDED SERVICES

### Summary Overview

The Lane Council of Governments (Agency) is seeking Proposals from qualified firms to provide regional travel demand model services.

Agency is and staffs the Metropolitan Planning Organization (MPO) for the central Lane County area that includes Eugene, Springfield, and Coburg. The MPO is the lead agency for regional transportation planning and distributing federal transportation dollars and works cooperatively with local governments and transit providers to set priorities for transportation needs. This process enables our area to receive millions of dollars annually in federal transportation funding. The Central Lane MPO serves as the forum for cooperative transportation decision making. The MPO channels federal funding for transportation projects and programs through comprehensive, cooperative, and continuing planning process. There are five core functions of an MPO:

1. Establish a fair and impartial setting for regional decision making.
2. Evaluate transportation options.
3. Maintain a long-range transportation plan covering a 20-year planning horizon.
4. Develop a Transportation Improvement Program covering a period of at least four years and Prioritize Projects.
5. Involve the public.

Other responsibilities of the MPO include providing technical modeling of the transportation system to local governments; facilitating the interaction of federal, state, and local agencies dealing with

transportation issues; managing the analysis and process for maintaining conformity with federal air quality standards; preparation of financial analysis and project programming; and providing opportunities for public involvement.

The MPO planning area has a population of about 275,000 and covers the area within the urban growth boundaries of Eugene, Springfield, and Coburg, and a small area of Lane County adjacent to these urban areas. Partners in the MPO are:

- City of Coburg
- City of Eugene
- City of Springfield
- Lane County
- Lane Transit District
- Oregon Department of Transportation

Agency develops and maintains travel and land use forecasting tools and procedures that are utilized to support regional transportation and land use planning efforts, air quality conformity analysis, and on-going technical support for member agencies. Technical support includes foundational analysis and data for transportation system plans, corridor studies, project specific transportation impact analysis, and transit studies.

### **Current Models**

Agency's current travel demand model and land use allocation model each have a 2020 base year and a 2045 forecast year. They were crucial tools in updates to the MPO's 2045 Regional Transportation Plan, Air Quality Conformity Determination, and Congestion Management Process (all three adopted in January 2022) as well as the region's Intelligent Transportation System Plan (adopted in July 2021).

Agency maintains a trip-based regional travel demand model and a land use allocation model built with the UrbanSim platform. Travel behavior is collected from the region's most recent Household Travel Behavior Survey to understand how factors such as age, income, children, car ownership, and transportation infrastructure characteristics affect travel choices. Data input also includes population and employment (existing conditions and forecast) in a way that is consistent with local comprehensive plans as well as roadway and transit routes. The Agency's model region is divided into 666 transportation analysis zones. Census data, land characteristics, economic factors, and accessibility measurements feed into the Agency's land use model which projects the number of households and jobs located in each zone.

Agency uses a standard four-step modeling process for travel demand forecasting. This four-step process consist of the following parts:

1. Trip generation
2. Trip distribution
3. Mode choice
4. Trip assignment

It is anticipated that this RFP results in a 4-year contract with potential for extension. Agency's current four-step travel demand model will be utilized throughout the contract duration. However, while not explicitly a component of this RFP, Agency is collaborating with ODOT and other MPO partners representing the Portland regional and Salem-Keizer regional areas to collaboratively move towards a joint activity-based model (ABM) estimation and implementation. The transition towards an ABM may occur throughout the duration of this contract.

The purpose of this RFP is to solicit consultant Proposals for on-call travel demand model services. The expected scope of services includes:

- Coordinate with Agency staff regarding modeling needs

- Support regional transportation planning efforts by providing requested model outputs
- Respond to project level request for base and forecast year volumes
- Support corridor and transit analysis with volume, delay, and additional model outputs as requested
- Model updates including integration of the upcoming Oregon Household Activity Survey results, 2020 Census data, population and employment conditions and forecasts, and multi-modal transportation network changes.
- Ensure Agency travel demand model is maintained and producing expected results
- Awareness of industry best practices
- Provide guidance and expertise as Agency collaborates with partners in the statewide joint model estimation.
- Provide mentoring and education to Agency staff working with and needing to understand the travel demand model.

Proposers must have demonstrated experience in regional travel demand modeling, with a minimum of five years of experience of a principal project team member in conducting similar scopes of work.

The statement of work (SOW) will be developed and negotiated, within the scope advertised in this RFP, with the apparent successful Proposer for inclusion in the Contract.

### 1.3. RESERVED

### 1.4. PERIOD OF PERFORMANCE

The schedule for performance of Services needed under the prospective contract is approximately September, 2022 to August, 2026.

### 1.5. QUANTITY OF CONTRACTS AWARDED & OFFER PERIOD

It is anticipated that 1 Contract will be Awarded from this RFP (if Agency makes an Award). A Proposer's Proposal is a firm offer, irrevocable, valid and binding on the Proposer for not less than 180 days following the Proposal Due Date for this RFP. Agency may request, either orally or in Writing, that Proposer extend the offer period in Writing.

### 1.6. FUNDING SOURCE(S):

This procurement includes funding from Federal Highway Administration (FHWA).

### 1.7. CONTRACT NOT TO EXCEED AMOUNT & METHOD OF COMPENSATION

The anticipated initial value of the contract awarded from this RFP is estimated not to exceed \$100,000. Contingent upon Agency's need, Consultant's performance, and the availability of approved funding, Agency reserves the right to amend the contract (within the scope of the Project described in this RFP) for additional tasks, Project phases and compensation as necessary to complete the Project.

The method of compensation will be determined by Agency and may be any of the following methods (may include more than one method - "Mixed"):

- Time and Materials, up to a maximum NTE amount;
- Fixed Price for all Services;
- Fixed Price per Deliverable;
- Fixed Price per Milestone.

### 1.8. DISADVANTAGED BUSINESS ENTERPRISE ("DBE") PARTICIPATION

ODOT's DBE Policy Statement is posted at the following Internet address:

<https://www.oregon.gov/ODOT/Business/OCR/Pages/Disadvantaged-Business-Enterprise.aspx>

The DBE Policy Statement applies and is incorporated with the same force and effect as though fully set forth in this RFP.

**No Goal.** A DBE Participation Goal has not been established for this procurement. See RFP Attachment C - Sample Contract, Exhibit E for information on reporting requirements and how credit for DBE participation is determined for no-goal contracts.

### 1.9. INSURANCE REQUIREMENTS

See Exhibit C of the Sample Contract (RFP Attachment C) for the insurance requirements that will apply to the prospective contract from this RFP.

### 1.10. CONTRACT TERMS & CONDITIONS

See RFP Attachment C - Sample Contract, which is incorporated in the RFP by this reference, for the terms and conditions that will apply to the prospective contract from this RFP. Unless an official Addendum has modified or reserved the right to negotiate any terms and conditions contained in the Sample Contract or exhibits thereto, Agency will not negotiate any term or condition with the apparent successful Proposer(s) after the solicitation protest deadline, except the SOW and pricing. Changes to standard contract terms and conditions may be subject to approval by ODOT.

By Proposal submittal, the apparent successful Proposer agrees to be bound by the terms and conditions as set out in the Sample Contract associated with this RFP, and as they may have been modified or reserved by Agency for negotiation. **Any Proposal that is conditioned on Agency's acceptance of any other terms and conditions or rights to negotiate will be rejected.**

## 2.0 INSTRUCTIONS TO PROPOSERS & SUBMITTAL REQUIREMENTS

### 2.1 PROPOSER QUESTIONS, RFP PROTESTS and REQUESTS FOR CHANGE

All questions, RFP protests or requests for change relating to any aspect of this RFP or the associated Project must be submitted in Writing via e-mail to the Purchaser/Single Point of Contact identified on page 1 of this RFP. RFP protests and requests for change submitted after the protest due date on page 1 of this RFP will not be considered. RFP protests or requests for change must be in conformance with requirements set forth in **ORS 279B.405**. The foregoing procedures and deadline shall also apply to protests and requests for change respecting the contents of Addenda to the RFP, unless the Addenda specify a different deadline. **Failing to follow the foregoing requirements regarding the Single Point of Contact for inquiries may result in Proposal rejection by Agency.**

Answers to substantive questions and/or any changes to the RFP will be issued as official Addenda to this RFP, no later than 7 calendar days prior to the Proposal Due Date.

### 2.2. ADDENDA

When appropriate, as determined by Agency in its sole discretion, changes to the Proposal Due Date and time or revisions, additions, substitutions, clarifications of the RFP or attached terms and conditions will be issued as Addenda to this RFP. Modifications to this RFP shall be binding on Agency and Proposer only if in the form of written Addenda issued by Agency. Any such Addenda are incorporated into this RFP as if fully set forth herein. Except for officially issued Addenda, no person has been authorized to provide any other written or oral representation, clarification, warranty or assurance with respect to this RFP or the project.

Agency shall advertise Addenda, if any, on at the following website:

<https://lcog.org/transportation/page/rfp-2022-0004-travel-model-technical-assistance>

Anyone who has downloaded or received a copy of this RFP will only be alerted to the existence of any Addenda by monitoring and downloading from the above website, or by checking with the Purchaser/Single Point of Contact for this RFP. Agency is not responsible for sending Addenda to any potential Proposers.

## 2.3. MINIMUM QUALIFICATIONS

**2.3.1 Maximum Subcontracting.** Proposers are advised that, to be considered for award, the prime consultant must have qualified employees and capacity to self-perform (without subconsultant assistance) at least 51 percent of the Contract value for the proposed services (this does not apply to CA/CEI phase which may be subcontracted without the 51% self-performance requirement). The prime must have qualified employees to self-perform and QC the core deliverables required under the Contract. For example, if a bridge design project includes some survey, environmental, and geotechnical services, Agency intends to select a firm with employees qualified to perform bridge design, instead of selecting a survey, environmental, or geotechnical firm that will subcontract the bridge design.

**2.3.2 References.** Proposers must have completed in the last 2 years at least 2 projects similar in nature to the Services described in this RFP. Provide references for the similar work in the fields provided on the Proposal Coversheet - RFP Attachment A.

**2.3.3 Experience.** Proposers shall have demonstrated experience in the following areas:

**2.3.3.1** Regional travel demand modeling

**2.3.3.2** Consulting in a similar capacity conducting similar scopes of work.

## 2.4. PROPOSAL & SUBMITTAL REQUIREMENTS

**2.4.1 Time, Date and Place for Submission.** Proposals and all required submittal items must be received by the submittal deadline and at the email set forth on page 1 of this RFP. (or such other deadline as may be revised by Addenda issued by Agency). Agency will not accept Proposals submitted after the Proposal submittal deadline.

If submittal by email or Electronic Procurement System is allowed under this RFP, in the event of a system failure that interferes with the ability of Proposer to submit Electronic Submittals, to protest or to otherwise participate in the procurement, Agency may cancel the procurement or may extend the date and time of receipt of Electronic Submittals by issuing an Addendum immediately after the Electronic Procurement System or electronic mail system becomes available.

**2.4.2 Technical Proposal Page Limit, Font Size.** The Technical Proposal is limited to **15 pages** and must use a minimum **12 point font** for substantive text (including text in tables or resumes, if any). Any pages exceeding this limit will not be provided to the evaluation committee or considered in the evaluation. One page is defined as: one side of any 8-1/2" x 11" page, partial page, tab, index or table of contents that contains substantive text, tables, graphics, charts, resumes, etc. Any page over this size will be counted as 2 pages.

The following items do not count toward the page limit:

- Attachment A - Proposal Cover Sheet,
- Pricing information required in section 2.4.5.
- Any additional forms required in section 2.4.6.

**2.4.3 Technical Proposal Contents.** The Technical Proposal must address each of the evaluation criteria in section 3.2 and any other Technical Proposal requirements set forth in this RFP [**Searchable PDF or Microsoft Word format**].

Proposals should not include extensive artwork or other materials not essential to the utility and clarity of the Proposal. Do not include marketing or advertising material in the Proposal unless required by the RFP. **Do not include pricing information in the Technical Proposal.** All pricing information must be submitted as required in section 2.4.5.

**2.4.4 Signed Proposal Coversheet.** Proposer shall submit a completed Proposal Coversheet (RFP Attachment A) bearing the signature of Proposer’s authorized representative (**PDF format**).

By submitting a Proposal in response to this RFP, Proposer (and if selected for award, also as the Contractor) agrees with Agency that signatures showing on PDF documents submitted or exchanged via email are “Electronic Signatures” under ORS Chapter 84 and bind the signing party and are intended to be and can be relied upon by the parties.

**2.4.5 Pricing Information.** The required pricing information must be submitted as a separate **Microsoft Excel file**. The file should be clearly named to identify it as pricing information for the Proposer (example: XYZcorp\_Pricing.xlsx).

Submit pricing information using [RFP Attachment D - Proposed Fully-Burdened Billing Rates](#). Provide fully burdened billing rates for up to 8 Proposer staff and up to 8 subconsultant staff, if any, proposed to work under the prospective Contract. Include rates for the key staff, such as the project manager and technical staff, and staff in support roles.

- Fully burdened billing rates must be inclusive of labor cost, overhead, and profit.
- The proposed fully burdened billing rates shall remain in effect for not less than the first 12 months of the Contract.
- List the name, classification/job title, duties and fully burdened billing rate for each of the staff proposed.
- Include the estimated percent of overall budget for each of the staff. The percentages listed for each of the staff must total 100% for all.

The total weighted rate calculated on Attachment D will be used for “Pricing Information” scoring purposes only. Agency reserves the right to negotiate the final price and billing rates under the prospective Contract with the apparent successful Proposer.

**2.4.6 Additional Required Forms/Documents.** The following must be submitted with the Proposal package, but separate from the Technical Proposal document (these items do not count toward the Proposal page limit):

- **Subcontractor Solicitation and Utilization Report - SSUR** available at: <https://www.oregon.gov/ODOT/Forms/2ODOT/2721.pdf>. Submit a completed, signed SSUR (**PDF format**). Also fax a copy of the completed, signed SSUR directly to ODOT Office of Civil Rights (Fax 503-986-6382) within 10 Business Days following Proposal submittal deadline. **If unable to open form, see [instructions for changing browser settings](#).**]
- **Conflict of Interest (COI) Disclosure Form** available at: [https://www.oregon.gov/ODOT/Business/Procurement/DocsLPA/COI\\_LPA.docx](https://www.oregon.gov/ODOT/Business/Procurement/DocsLPA/COI_LPA.docx). Submit a completed, signed COI Disclosure Form (**PDF format**).

(Note: Proposers should review [section 4](#) of this RFP to ensure they can comply with submittal requirements for the apparent successful Proposer.)

**Proposal Package.** Provide all required submittal items electronically to the Purchaser/Single Point of Contact via the email specified on page 1 of the RFP. Include the RFP number and RFP Title on the email subject line.

**Electronic File Size.** Proposer shall make reasonable efforts to compress or optimize files to not exceed a combined **total of 15 megabytes for all submittals**. For tips on reducing file size, see information at the following links: [How to reduce PDF file size](#); [How to reduce the size of Word documents that contain images](#).



**Electronic Signatures.** By submitting a Proposal in response to this RFP, the Proposer (and if selected for award, also as the Consultant) agrees with the Agency that signatures showing on PDF documents submitted or exchanged electronically are “Electronic Signatures” under ORS Chapter 84 and bind the signing party and are intended to be and can be relied upon by the parties.

- 2.4.7 Public records exemptions.** When applicable, if Proposer believes any of its Proposal is exempt from disclosure under Oregon Public Records Law (ORS 192.311 through 192.478), Proposer shall also submit with the Proposal package:
- an additional fully redacted electronic version of its Proposal, clearly identified as the redacted version.
  - a memorandum citing the statutory justification for each specific area of the Proposal that Proposer claims to be exempt.

Identifying the Proposal in whole as trade secret, confidential or otherwise exempt from disclosure is not acceptable. Any content in the Proposal which Proposer believes to be a trade secret or exempt from public disclosure must be so indicated in conformance with the requirements of this section and [section 6.4](#) of this RFP.

#### **2.4.8 Proposal Withdrawals or Modifications.**

A Proposal may be withdrawn or replaced with a modified Proposal by written request from Proposer, provided the request (and any modified Proposal) is signed by Proposer’s authorized representative and received by Agency prior to the deadline for Proposal submittal.

### **3.0 EVALUATION PROCESS & CONSULTANT SELECTION**

#### **3.1 EVALUATION PROCESS**

**3.1.1 Proposal Opening.** There will be no public opening of Proposals. Proposals received will not be available for inspection until after the evaluation process has been completed and the Notice of Intent to Award is issued. However, Agency will record and make available upon request the identity of all Proposers after opening.

**3.1.2 Responsiveness Review.** Proposals submitted by the Proposal Due Date and time will receive an initial review by Agency for Responsiveness to all requirements (allowing for minor informalities) set forth in the RFP and RFP Coversheet. Any Proposal not meeting RFP requirements may be found non-Responsive and rejected.

**3.1.3 Technical Proposal Evaluation.** Technical Proposals found to be Responsive will be forwarded to an evaluation committee of at least 3 members that will independently review, score and rank Technical Proposals in accordance with the criteria and point allocation in section 3.2. Evaluators will independently judge the merits of each Technical Proposal by comparing the requirements and criteria stated in the RFP with the Responsiveness and the relevance of information, experience, and qualifications presented in the Technical Proposal.

If necessary, the Purchaser may request via email further clarification from Proposer to assist the evaluation committee in gaining additional understanding of Proposal. A response to a clarification request must be in Writing and may only clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal Clarifications may not be used to rehabilitate a non-Responsive Proposal.

**Score for Technical Proposal** = Total of the Technical Proposal scores (RFP section 3.2) from all evaluators for a given Proposer, divided by the number of evaluators.

**3.1.4 Price Proposal Evaluation.** The pricing information required in RFP Section 2.4.5 will be opened (and scored as set forth in RFP section 3.3) following completion of evaluation and scoring of Technical Proposals.

**3.1.5 Optional Interviews/Follow-up Questions.** Agency may, in its sole discretion, conduct and score interviews with the top 3 ranked Proposers based on scoring of Technical Proposals and pricing information. However, Agency, in its sole discretion, may select fewer or more than the top 3 ranked Proposers for interviews if there is a natural break in scores. As an alternative to interviews, Agency may elect to send follow-up questions via email to the top ranked Proposers. Agency must receive Proposers’ responses to the follow-up questions by the deadline set forth in the email to Proposers. Agency may conduct face-to-face or teleconference interviews if determined necessary after conducting written follow-up questions.

If interviews/follow-up questions are conducted, the following will apply:

- A minimum of 3 evaluators shall score the interviews/follow-up questions;
- Evaluation and scoring will be based on the criteria in section 3.2;
- Interviews/follow-up questions will have a maximum total score of 20 points;
- The number of Proposers selected for interviews/follow-up questions is at the sole discretion of Agency;
- Interviews may require physical attendance at Agency’s offices; however, Agency may elect to conduct interviews via teleconference or video conference.
- **Interview score** = Total of the interview scores from all evaluators for a given Proposer, divided by the number of evaluators.

Further details regarding interviews or follow-up questions will be included with the notification of time and date of interviews, if conducted.

### 3.2 TECHNICAL PROPOSAL EVALUATION CRITERIA and POINTS AVAILABLE

	Evaluation Criteria	Maximum Points
1	<p><b>Understanding of Requested Services</b></p> <ul style="list-style-type: none"> <li>○ Demonstrate a clear and concise understanding of the scope of Services being requested in this RFP. Response should address the following: Experience with travel demand models and providing travel demand modeling services to a public agency. (10)</li> <li>○ List projects and contract services performed within the last 5 years by type and location, most comparable to the requested Services. (5)</li> <li>○ Using 3 of the most recent projects or contracts (in any combination) listed, include a brief description of type of services provided, agencies contracted with for services, and responsiveness to on-call requests (10)</li> </ul>	25
2	<p><b>Proposer’s General Experience, Qualifications, Capabilities and Capacity</b></p> <p>Demonstrate experience, qualifications, capabilities and capacity to complete the requested Services. Response must include:</p> <ul style="list-style-type: none"> <li>○ Describe Proposer’s management and organizational structure, and how that structure aids the delivery of project services - including chain of command and process for managing projects, including contact person (Project Manager) and their backup for project related issues. (5)</li> <li>○ Describe qualifications and proficiencies enabling Proposer to complete the requested Services. (5)</li> <li>○ An explanation describing how Proposer can accommodate varying levels of work as contracted including any limitations. Describe Proposer’s approach to</li> </ul>	25

	<p>adjusting schedules when needed, or adjusting level of effort in order to meet a schedule and keep a project within a stated budget. (10)</p> <ul style="list-style-type: none"> <li>○ An explanation of internal procedures and policies related to project management, quality assurance, quality control and cost control. (5)</li> </ul> <p>Scoring will be based on relevance of the experience, qualifications, and technical competence of Project Manager and key staff proposed for use on this specific project.</p>	
3	<p><b>Project Team Qualifications: Project Manager and Key Members</b>          Demonstrate Proposer's team qualifications and experience relating to the requested Services.          Response should address the following:</p> <ul style="list-style-type: none"> <li>○ List names, titles, responsibilities, and availability of key members who are anticipated to perform Services. (5)</li> <li>○ List of sub-contractors, their addresses, and Services proposed to be generally committed to each. (5)</li> <li>○ Qualifications (including any specified licenses, certifications, and advanced degrees) and relevant individual experience for all key team members likely to perform Services, including sub-contractors. (5)</li> <li>○ Approach to project continuity should Project Manager and/or Key Members change during this project timeline. (5)</li> </ul> <p>i.</p>	20
4	<p><b>Project Team Experience</b>          The Proposer and Team must demonstrate expertise and knowledge in the following areas (in no particular order). Cite specific projects exhibiting experience in the following areas:</p> <ul style="list-style-type: none"> <li>○ Demonstrated experience in the areas of four-step travel demand modeling services detailed in the Scope of Work. (20)</li> <li>○ Demonstrated expertise in the field of travel demand modeling, including Activity Based Models. (10)</li> <li>○ Ability and commitment to deliver required products and services, meet all deadlines, and ensure quality control. (20)</li> <li>○ Demonstration of the overall understanding of the needs of this solicitation. Proven track record in the areas of expertise sought. Proposer should clearly identify the principal person/people who worked on past projects and their role in this solicitation. (30)</li> </ul>	80
5	<p><b>Clarity of Proposal and Conformity with Requirements</b>          A written response is not required for this criterion. The Proposal will be scored by evaluators on format including appropriate use of tables and graphics; ease of finding clear, concise responses that correlate with the order of evaluation criteria in the RFP; errors, including misspellings, grammatical, and typographic; and Proposer's ability to follow instructions. (5)</p>	5
6	<p><b>Reference Questionnaires - Scoring for Relevant Experience</b>          Provide references for the 2 most recent, relevant projects that were completed through final deliverables in the last 5 years. To be relevant, projects listed should include services that are similar in nature and complexity to the Project(s) described in this RFP. Proposers may not selectively pick projects/references. Rather, they must submit references for the most recent projects that are relevant to the services</p>	20

<p>requested in this RFP. <b>Failure to submit the most recent, relevant references will be considered non-responsive and may result in Proposal rejection.</b></p> <p>Proposer must complete sections A and B of a separate Reference Questionnaire form (<b>RFP Attachment D</b>) for each reference and send to the reference contact electronically (MS Word Format). <b><u>Completed Reference Questionnaire forms must then be sent by the reference directly to SPC at the e-mail address on the form no later than the close date and time of this RFP.</u></b></p> <p>To ensure a minimum of 2 Reference Questionnaires are received by Agency, Proposers may, at their discretion, submit a maximum of 3 additional references as alternates. If alternate references are submitted they must use the required forms, continue to follow the required “most recent” protocol and the Reference Questionnaire forms must be submitted directly to SPC by the reference. Reference scoring will be based on the required references plus any alternates necessary to make up the required minimum number of submittals.</p> <p>It is the Proposer’s responsibility to contact each reference to -</p> <ul style="list-style-type: none"> <li>• Ensure the client contact information is correct and confirm (or obtain) contact information for an appropriate alternate contact;</li> <li>• Request that the reference or alternate complete part C of the Reference Questionnaire and return it directly to SPC, per the instructions on the questionnaire, by the close date and time of this RFP.</li> <li>• <b>Ensure that references use the attached form and do not use previously completed reference questionnaire forms from prior solicitations, as they may include different questions and scoring.</b></li> </ul> <p>If the contact and alternate contact for the reference are both members of the evaluation committee for this RFP, Agency will request a different project reference from the Proposer.</p> <p>Up to 30 points are available from scores provided by Agency’s evaluators based on the relevance of the project(s) and services submitted by the reference(s).</p>	
--	--

**3.3 PRICING INFORMATION EVALUATION and POINTS AVAILABLE**

Price Scoring	Maximum Points
<p>Following scoring and ranking of Technical Proposals, fully burdened billing rates (in conformance with the requirements in RFP section 2.4.5) will be opened and scored as follows:</p> <ul style="list-style-type: none"> <li>• Proposer with the lowest Total Weighted Rate will receive 20 points.</li> <li>• Proposer with the second lowest Total Weighted Rate will receive 10 points.</li> <li>• Proposer with the third lowest Total Weighted Rate will receive 5 points.</li> <li>• All other Proposers will receive 0 points.</li> </ul>	20

**3.4 TOTAL SCORE and AWARD**

**SUMMARY OF CRITERIA and MAXIMUM SCORES**

DESCRIPTION	MAXIMUM SCORE
<b>Technical Proposal:</b>	<b>175</b>
Understanding of Requested Services	25
Proposer's General Experience, Qualifications, Capabilities and Capacity	25
Project Team Qualifications: Project Manager and Key Members	20
Project Team Experience	80
Clarity of Proposal and Conformity with Requirements	5
References	20
<b>Pricing Information</b>	<b>20</b>
<b>Subtotal: Technical Proposal and Pricing</b>	<b>195</b>
<b>Interviews/Follow-up Questions, if conducted (see section 3.1.5)</b>	<b>20</b>
<b>Maximum Total Score (for Proposal; Pricing; and Interviews/Follow-up Questions, if conducted)</b>	<b>215</b>

**3.4.1 Total Score for Proposer Ranking** - The total scores for final Proposer ranking will be calculated as follows:

**Average of all evaluators' Technical Proposal scores plus score for Pricing Information plus (if conducted) Average of all evaluators' interview/follow-up questions scores.**

**3.4.2 Method of Award** - Unless all Proposals are rejected or the RFP is cancelled, tentative award will go to the Proposer determined to be the most Advantageous Responsive and Responsible Proposer. Generally this includes, but is not limited to, the Responsive and Responsible Proposer with the highest total score for Technical Proposal and pricing as calculated under 3.4.1 above.

### 3.5 REFERENCES

Agency reserves the right to investigate references including customers other than those provided in the Proposal or Proposal Coversheet (Attachment A). Investigation may include past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment to employees and workers or any other criteria as determined by Agency.

### 3.6 RESPONSIBILITY DETERMINATION

Agency will determine if an apparent successful Proposer is Responsible, pursuant to ORS 279B110, prior to award and execution of the Contract. At any time prior to Contract execution, Agency may reject any Proposer found to be not Responsible.

### 3.7 INTENT TO AWARD NOTICE

If an apparent successful Proposer is selected, Agency will issue an intent to award notice and will provide a copy of the notice (or electronically post) to all Proposers. Award to the apparent successful Proposer is subject to successful negotiation of the Contract.

### 3.8 AWARD PROTEST

A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written award protest to the Purchaser/Single Point of Contact, identified on page 1 of this RFP, no later than 7 calendar days after the date of the selection notice. Award protests

submitted after this deadline will not be considered. Award protests must be in conformance with requirements set forth in OAR 137-047-0740 and ORS 279B.410. All costs of a protest shall be the responsibility of the protestor and undertaken at the protestor's expense.

## 4.0 APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS

**The submittal requirements in this section 4 apply only to a Proposer that receives intent to award notice following Agency's evaluation and scoring of Proposals (and interviews, if conducted).**

**Failure to submit required submittal items in a timely manner may result in Agency rescinding the intent to award notice and issuing notice of intent to award to the next ranked Proposer.**

### 4.1. CERTIFICATION REGARDING DEBARMENT & OTHER RESPONSIBILITY MATTERS

**Within 5 Business Days** of receipt of notice of intent to award, for contracts that will exceed \$150,000 (including as may be amended) the apparent successful Proposer shall submit a signed Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters form available on line at: <https://www.oregon.gov/ODOT/Business/Procurement/DocsPSK/CertFederal.pdf> (ref 48CFR 52.209-5)

### 4.2. CERTIFICATES OF INSURANCE

Prior to Contract execution, the apparent successful Proposer shall provide certificates of insurance via e-mail for insurance coverage required in Exhibit C of the Sample Contract (RFP Attachment C).

### 4.3. TAX ID NUMBER

The apparent successful Proposer shall provide their Taxpayer Identification Number (TIN) and backup withholding status on a completed [W-9 form](#) if either of the following apply:

- When requested by Agency prior to Contract execution, or
- When the backup withholding status or any other information of Proposer has changed since the last submitted W-9 form, if any.

### 4.4. BUSINESS REGISTRY NUMBER/REGISTERED AGENT

If selected for award, the apparent successful Proposer must be duly authorized by the State to transact business in the State before executing the Contract. The Proposer shall submit a current Oregon Secretary of State business registry number (unless operating as your real and true name). See [process for obtaining a business registry number](#). All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding [Registered Agents](#). For more information, see [Oregon Business Guide, How to Start a Business in Oregon](#) and [Laws and Rules](#). The titles in this subsection are available at the following Internet site: [https://www.filinginoregon.com/pages/business\\_registry/laws\\_rules.html](https://www.filinginoregon.com/pages/business_registry/laws_rules.html).

### 4.5. RESPONSIBILITY INQUIRY FORM

The apparent successful Proposer shall submit a completed, accurate and signed Responsibility Inquiry form **within 5 Business Days** of receipt of Intent to Award notice (see form for additional information regarding Agency's responsibility review). The Responsibility Inquiry form is available at: <https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx> (under Miscellaneous Procurement Forms) and must be submitted via e-mail.

Consultant is responsible for any and all contractual matters, including performance of Services and the required deliverables included in the Contract, whether Consultant, a representative of Consultant, or subconsultant/subcontractor of Consultant produces them.

#### 4.6. PAY EQUITY CERTIFICATION

If the Contract value exceeds \$500,000 (including as may be amended) **AND** Proposer employs 50 or more full-time workers, Proposer shall submit to Agency a copy of a true and correct unexpired Pay Equity Compliance Certificate prior to Contract execution. The certificate must be issued to a current authorized representative employed by the Proposing firm. See the following for instructions on how to obtain the certificate from Oregon Department of Administrative Services:

[www.oregon.gov/das/Procurement/Documents/SB491PayEquity.pdf](http://www.oregon.gov/das/Procurement/Documents/SB491PayEquity.pdf).

If the Contract value will not exceed \$500,000 **OR** Proposer has 49 or fewer employees, then Proposer is **NOT** required to take the training and submit the certificate. However, they are required to comply with ORS. 652.220, and are encouraged to take the training.

#### 4.7. COST INFORMATION

A detailed Price Proposal and schedule of fully burdened billing rates must be submitted **no later than 10 Business Days** after Agency and apparent successful Proposer discuss project scope and review or develop the detailed statement of work.

The Price Proposal must be prepared using the BOC-nbr form available at:

<https://www.oregon.gov/odot/Business/Procurement/DocsPSK/bocnbr.xls>. The Price Proposal may not include any costs unallowable under the [Federal Cost Principles](#) (48CFR Part 31). The Price Proposal must include all allowable labor costs and direct non-labor expenses to complete each task and deliverable of the Services as follows:

- Fully burdened billing rates (inclusive of labor cost, overhead, and profit) for Proposer staff and any subcontractor staff that will be performing the Services. If fully burdened billing rates were submitted and scored as part of the evaluation under this RFP, then those proposed rates must be used in the Price Proposal. The billing rates shall remain in effect for not less than the first 12 months of the Contract.
- For Proposer and any subcontractors, the proposed number of hours and staff assignments (classifications and names) with line items for each element of the work (tasks and subtasks).
- For Proposer and for any subcontractors, an itemization of any necessary non-labor expenses such as travel, reproduction costs, equipment rental, etc., for each task/subtask. Such expenses must not be for costs included as overhead in Proposer's or subcontractor's fully burdened labor rates. Agency will not pay or reimburse any expenses incurred by Contractor during the completion of the Services except as authorized in the Statement Work or elsewhere in this Contract. Any authorized travel expenses must comply with the Oregon Travel Policy available on the Internet at: <https://www.oregon.gov/das/Financial/Acctng/Documents/40.10.00.pdf>
- Contingency Tasks. These are tasks that may or may not be required based on circumstances that are determined after the work has begun. For tasks identified as Contingency Tasks (if any) in the Statement of Work, separate line-item amounts must be shown on the Price Proposal for each Contingency task. The amount for a Contingency Task must include the total price for the task, including any expenses. Non-labor expenses for Contingency Tasks must not be included in an overall amount for direct non-labor expenses applied to the budget for the non-contingency tasks.

### 5.0 NEGOTIATIONS

Following notice of intent to award, Agency will negotiate in the best interest of Agency, including the SOW, appropriate staff classifications and hours for each task, pricing information, and any other provision(s) Agency has indicated in the RFP or any Addenda it will negotiate. This does not include negotiation of the standard terms and conditions of the Sample Contract, which are intended to be consistent from project to project. Agency, at its discretion, may conduct more than one round of

discussions or negotiations. Any revisions to the SOW, delivery schedule, costs or any other changes resulting from negotiations must be reduced to Writing and reflected in the final Contract.

If Agency and apparent successful Proposer are unable for any reason to reach agreement within a reasonable amount of time, Agency may thereafter negotiate serially with the second ranked Proposer, and if necessary, with the third ranked Proposer, and so on until negotiations result in Contract award or the solicitation is terminated. Agency, in its sole discretion, may proceed with a new solicitation for the same Services or consider any other options available under the applicable rules, laws, and policies.

## **6.0 GENERAL TERMS & CONDITIONS FOR THIS RFP**

### **6.1 NON-DISCRIMINATION**

Agency, in accordance with the Title VI of the Civil Rights Act of 1964, 78 Stat. 252. 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Proposers that it will affirmatively ensure that all business enterprises will be afforded full opportunity to submit Proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

### **6.2 FUTURE WORK LIMITATIONS**

(For these purposes, "Affiliate" or "Affiliates" of a consultant means any Person or entity that controls, is controlled by or is under common ownership or control with that consultant.)

- If a consultant or any Associate of consultant enters into personal services contract(s) with Agency for the purpose of advising or assisting in developing specifications, a scope or statement of work, an invitation to bid, a request for proposals or other solicitation documents and materials related to a given procurement, the consultant may not be eligible to propose/bid on the prospective procurement (based on a case-by-case assessment by Agency, ODOT or FHWA). See [Oregon Laws 2012, Chapter 53](#).

### **6.3 ELECTRONIC FILES LINKED OR ATTACHED**

This RFP document must be viewed electronically to access files, attachments, forms, provisions or other documents that are: -

- included electronically (shown as icons) or provided via hyperlinks from the Internet in this RFP; or
- included as file attachments posted for this RFP in the eProcurement system used to advertise this solicitation.

All such files, attachments, forms, provisions or other documents are incorporated in this RFP with the same force and effect as though fully set forth in this RFP.

### **6.4 PUBLIC RECORDS**

All Proposals are public record and are subject to public inspection after Agency issues the Notice of the Intent to Award. Application of the Oregon Public Records Law will determine whether any information is actually exempt from disclosure. All Proposals submitted in response to this RFP become the Property of Agency. By submitting a Proposal in response to this RFP, Proposer grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating a Contract, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including supporting materials, will not be returned to Proposer unless the Proposal is submitted late.



## **6.5 USE of RECYCLED PRODUCTS**

Consultants/contractors shall use recyclable products to the maximum extent economically feasible in the performance of the Contract work set forth in this document.

## **6.6 RFP CANCELLATION**

Agency may cancel this RFP or reject any or all Proposals in accordance with ORS 279B.100, if doing either would be in the public interest as determined by Agency. In no event shall Agency have any liability for the cancellation of this RFP.

## **6.7 COST OF SUBMITTING A PROPOSAL**

Proposer shall pay all the costs in submitting its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

## **6.8 PUBLICITY**

Any publicity giving reference to this Project, whether in the form of press releases, brochures, photographic coverage, or verbal announcement, shall be done only after prior written approval of the Agency.

# ATTACHMENT A - PROPOSAL COVER SHEET

## Part I - Proposer Information and References

**RFP#:**

**Legal Name of Firm as provided to IRS:**

**DBA Name (if different than legal name):**

<b>DUNS Number:</b> _____	Is Proposer registered as a foreign corporation in Oregon? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Corporation <input type="checkbox"/> Professional Corporation <input type="checkbox"/> Ltd. Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Ltd. Liability Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other:	
State of Incorporation/Organization: _____	
Mailing Address: _____	
Type name of authorized contact for this RFP: _____	
Email address: _____	
Telephone: _____ Fax: _____	
Type name of person(s) authorized to sign Contract: _____	

**MINIMUM QUALIFICATIONS**

Per RFP section 2.3.1 - Proposer has staffing and capacity to perform at least 51 percent of the work under the prospective contract using employees of the Proposing firm.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Per RFP section 2.3.2 - Proposer has listed references below for 2 projects completed in the last 3 years that are similar in nature to the Services described in this RFP.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Per RFP section 2.3.3 - Proposer has demonstrated experience in the following areas: 2.3.3.1 Regional travel demand modeling 2.3.3.2 Consulting in a similar capacity conducting similar scopes of work.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**REFERENCES**

<b>Provide references for 3 clients for which Proposer has provided, in the last 3 years, similar services to those described in this RFP (please verify contact information):</b>	
1) Name of Client: _____	Reference Contact Person: _____
Telephone: _____	Email: _____
Project Title: _____	
Period of Performance: _____	Completed on Schedule: Yes <input type="checkbox"/> , No <input type="checkbox"/>
Contract Estimated Cost: _____	Contract Actual Cost: _____
Name of Proposer's Project Manager: _____	
2) Name of Client: _____	
Reference Contact Person: _____	
Telephone: _____	Email: _____
Project Title: _____	
Period of Performance: _____	Completed on Schedule: Yes <input type="checkbox"/> , No <input type="checkbox"/>
Contract Estimated Cost: _____	Contract Actual Cost: _____
Name of Proposer's Project Manager: _____	
3) Name of Client: _____	
Reference Contact Person: _____	
Telephone: _____	Email: _____
Project Title: _____	
Period of Performance: _____	Completed on Schedule: Yes <input type="checkbox"/> , No <input type="checkbox"/>
Contract Estimated Cost: _____	Contract Actual Cost: _____
Name of Proposer's Project Manager: _____	

# ATTACHMENT A - PROPOSAL COVER SHEET

## Part II - Proposer Certifications

By signing below, the authorized representative on behalf of Proposer certifies that:

1. Proposer agrees to and shall comply with the terms and conditions of the sample contract associated with this RFP and all requirements, specifications and terms and conditions contained within the RFP. Proposer acknowledges receipt of any and all Addenda to this RFP.
2. All contents of the Proposal (including any other forms or documentation, if required under this RFP) and this Proposal Cover Sheet, are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud, or other dishonesty. No attempt has been made or will be made by Proposer to induce any other person to submit or not submit a Proposal. Proposer understands that any statement or representation it makes, in response to this solicitation, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" {as defined by the **Oregon False Claims Act**, ORS 180.750(1)}, made under the resulting Contract being a "false claim" {ORS 180.750(2)} subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.
3. Proposal is a firm offer for 180 days following the Proposal Due Date.
4. Proposer has available the appropriate material, equipment, facility and personnel resources and expertise, or ability to obtain the resources and expertise, necessary to demonstrate the capability of the firm to meet all contractual responsibilities.
5. Proposer has not been notified within the last 3-year period of any delinquent Federal, State or local taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.
6. Proposer, its principals and major subcontractors (major subcontractor is defined as receiving 10% or more of the total Contract amount) have not presently, or within the last 3 years, been convicted of, indicted for, or otherwise criminally or civilly charged by a governmental entity with the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of bids or Proposals; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property.
7. Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin. And, pursuant to ORS 279A.110, Proposer has not and Proposer will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business certified under ORS 200.055.
8. Proposer's employees and agents are not included on the list entitled "Specially Designated Nationals and Blocked Persons" maintained by the Office of Foreign Assets Control of the United States Department of the Treasury and currently found at <https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>
9. Proposer and its Principals, and any of its prospective subcontractors for this award are not presently debarred, suspended, disqualified, proposed for debarment or declared ineligible for the award of contracts by any federal agency or agency of the State of Oregon, and does not have an Active Exclusion on the System for Award Management (SAM) which is available at <https://sam.gov/>.
10. Proposer, acting through its authorized representative, has read and understands the RFP instructions, specifications, and terms and conditions contained within the RFP (including the sample contract) and all Addenda, if any. The Proposal submitted is in response to the specific language contained in the RFP, and Proposer has made no assumptions based upon either (a) verbal or written statements not contained in the RFP, or (b) a previously-issued RFP, if any.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(President or Authorized Representative of Proposer)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**ATTACHMENT B - RESERVED**

## ATTACHMENT C - SAMPLE CONTRACT

The Sample Contract (including its terms, conditions and Exhibits) is not physically attached but incorporated into this RFP with the same force and effect as though fully set forth herein.

**Attachment C** is available as a separate file posted at the following Web address:

<https://lcog.org/transportation/page/rfp-2022-0004-travel-model-technical-assistance>; or may be requested by email from the Purchaser/Single Point of Contact listed on page 1 of this RFP.

## ATTACHMENT D - PROPOSED FULLY-BURDENED BILLING RATES

Attachment D is available is available for download at the following hyperlink:  
[https://www.oregon.gov/ODOT/Business/Procurement/DocsLPA/AttD\\_rates.xlsx](https://www.oregon.gov/ODOT/Business/Procurement/DocsLPA/AttD_rates.xlsx)

Attachment D may also be requested by email from the Purchaser/Single Point of Contact listed on page 1 of this RFP.