

LEGAL NOTICE
Sunday, 8-28-16

REQUEST FOR QUALIFICATIONS AND PROPOSALS – Metroplan is soliciting services of qualified transportation planning consultants **TO MODERNIZE AND RECALIBRATE THE CARTS TRAVEL DEMAND MODEL**. Required submittals must be received by 11:00 a.m. CDT on September 27, 2016. To obtain a copy of the full RFQ/RFP and Notice of Nondiscrimination, download from www.metroplan.org or contact Casey Covington at 501.372.3300 (hearing impaired may dial 711).

For additional information contact:

Casey Covington at 372-3300 or send email to: covington@metroplan.org

CENTRAL ARKANSAS REGIONAL TRANSPORTATION STUDY

REQUEST FOR

QUALIFICATIONS AND PROPOSALS TO

MODERNIZE AND RECALIBRATE THE

CARTS REGIONAL TRAVEL DEMAND MODEL

Prepared by
METROPLAN
A Council of Local Governments

In cooperation with:
United States Department of Transportation
Arkansas State Highway and Transportation Department
Rock Region Metro
And

City of Alexander	City of Jacksonville	City of Wooster
City of Austin	City of Little Rock	City of Vilonia
City of Bauxite	City of Lonoke	City of Ward
City of Benton	City of Maumelle	City of Wrightsville
City of Bryant	City of Mayflower	Faulkner County
City of Cabot	City of Mount Vernon	Lonoke County
City of Cammack Village	City of North Little Rock	Pulaski County
City of Conway	City of Shannon Hills	Saline County
City of Greenbrier	City of Sherwood	
City of Haskell	City of Traskwood	

August 28, 2016

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Notice of Nondiscrimination

Metroplan complies with all civil right provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, Metroplan does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in admission or access to and treatment in Metroplan's programs and activities, as well as Metroplan's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding Metroplan's nondiscrimination policies may be directed to Susan Dollar, ADA/504/Title VI Coordinator, 501 West Markham Street, Suite B, Little Rock, AR 72201, (501) 372-3300, or the following e-mail address: sdollar@metroplan.org. (Hearing impaired may dial 711.)

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.

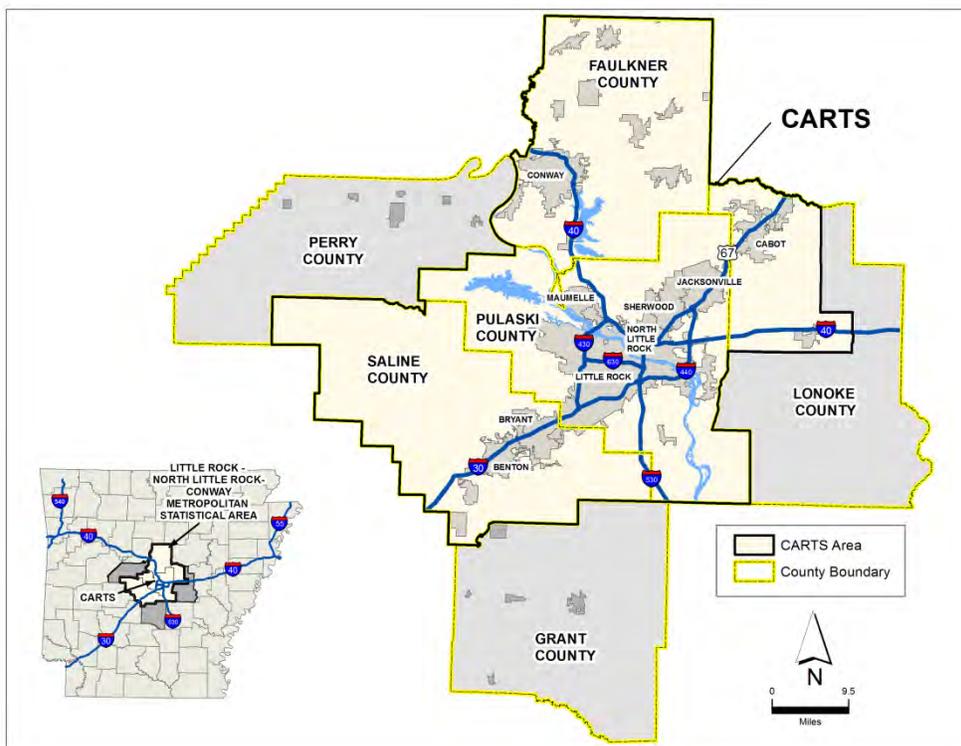
REQUEST FOR QUALIFICATIONS & PROPOSALS TO MODERNIZE AND RECALIBRATE THE CARTS THE REGIONAL TRAVEL DEMAND MODEL

August 28, 2016

A. INTRODUCTION

Metroplan is a council of local governments and metropolitan planning organization (MPO) based in Little Rock, Arkansas. Metroplan's total membership includes 22 cities, five counties, the Rock Region Metro, and the Arkansas State Highway and Transportation Department (AHTD). Metroplan's primary mission is developing long-range transportation plans and short-range transportation improvement programs as part of the comprehensive, continuing, coordinated planning process for the metropolitan planning area. This planning process and the transportation projects resulting from it are financed in part by the U.S. Department of Transportation. The Central Arkansas Regional Transportation Study (CARTS) area includes major portions of the four most populous counties in the six-county Little Rock-North Little Rock-Conway Metropolitan Statistical Area (MSA) as illustrated in **Figure 1**.

Figure 1: Little Rock-North Little Rock-Conway MSA and CARTS Area



The CARTS Model encompasses all portions of Faulkner, Lonoke, Pulaski and Saline counties. This four-county area covers 2,896 square miles (7,500 square kilometers). The CARTS area is smaller covering 2,459 square miles (6,368 square kilometers), and represents the metropolitan planning area that is expected to urbanize within the next 20-25 years and for which regional transportation plans and improvement programs are prepared by Metroplan. The four-county model area population was about 675,000 in 2010, and the 2040 projection is just short of 940,000.

Metroplan and AHTD jointly use and maintain the CARTS travel demand model (TDM), including a 2010 base year and 2040 forecast year. The model was developed in 2004 using data from the 2000 Census and travel surveys conducted in 2003 for a 2000 base. The model was developed to run on TransCAD Version 4.6/4.7. The CARTS model is a standard four-step travel demand model, with feedback to trip distribution on a 24-hour period, and built using TransCAD GISDK scripting language and native TransCAD functions. The CARTS TDM is used to prepare daily traffic and transit forecasts, conduct system analyses, corridor/subarea analyses, site-impact analyses, and long-range planning. A post processor was also developed allow the model to be used to conduct air quality sensitivity analysis. Documentation on the development of the 2000 base year model is available at www.metroplan.org under the transportation section.

In 2011, a review of the model and recommendations for modifications was completed, with model scripts updated and optimized for TransCAD Version 5.0 (64 bit). At the same time, Metroplan staff updated the socioeconomic data using results of the 2010 census and a new 2010 base year was developed. Metroplan and AHTD propose to modernize the model to state-of-the-practice while expanding opportunities for analyzing regional scenarios and corridor studies to adequately support the regions' Long-Range Transportation Planning Process.

Consultant services are requested to develop and validate a new CARTS model and a new base year (to be determined) using the current CARTS model structure as the foundation. Work is generally expected to include: a new model interface, inclusion of time-of-day function, and the recalibration and revisions to trip generation, mode choice and travel assignment. Data collection, data purchase, and surveys, beyond that current available to Metroplan, AHTD, and Rock Region Metro, will be included as part of the project.

The Consultant responsibilities are expected to include the following tasks, but may be added, removed, delayed, or subdivided dependent upon budget considerations and changing needs of the region.

- Optimizing model code for maximum efficiency and consistent with future build version of TransCAD for all model steps (the build version of TransCAD with model delivery will be specified during model development – the code should allow the model to be run on future build versions).
- Incorporating latest recommended practices into mode choice, network skimming, path building, and traffic assignment;
- Updating of household stratifications curves and trip generation rates;
- Recalibration of the internal trip distribution model;
- Development and implementation of a new trip distribution model for external trips;
- Modifications to replace the current 24-hour model structure with four time-period models (e.g., AM peak, mid-day, PM peak, and off-peak periods);
- Recalibration of the nested logit mode choice model (including light rail/BRT mode for which service does not exist);
- Additional integration of freight movements;
- Development and implementation of a new procedure for determine roadway capacities and speeds for the revised model time of day structure;
- Recalibration or revision to the roadway delay function;
- Integration of Managed Lanes into model;
- Development of a new model interface;
- Modernizing model structure for consistency with easy integration with macro and micro simulation software;
- Development of a post processor for summarizing system operational results, hourly volume and speed estimates for emissions analyses, and scenario analysis; input into simulation software;
- Model structure capability for adding bicycle and pedestrian modeling;

- Necessary data collection and analysis (beyond what is available or could be provided by AHTD, Rock Region Metro and Metroplan), including any travel surveys;
- Technical assistance for a specified time period (to be agreed upon at time of contract)
- *Additional tasks as determined appropriate by Metroplan and AHTD for enhancing the CARTS Travel Demand Model*

The new calibrated and validated model is expected for delivery by December 2017.

Following delivery of an updated CARTS travel demand model, Metroplan and AHTD may determine to employ a peer review process to examine the new model system. As a result of the peer review process, additional modifications to the model system may be included in a second phase of work. If no modifications are needed, or if no funds are available to pursue other modifications, Metroplan and AHTD may opt to accept the updated CARTS model as delivered.

Consultant selection and contract negotiations are scheduled to begin in October 2016. Work is scheduled to begin on or about December 1, 2016. The new calibrated and validated model is expected for delivery by December 2017. This project is partially funded by federal funds.

B. GENERAL PROVISIONS

1. Metroplan's consultant selection and contracting process is subject to applicable provisions of federal, state and local laws and ordinances.
2. The selected firm will be required to comply with all applicable equal employment opportunity (EEO) laws and regulations, including assurance of nondiscrimination under Title VI of the Civil Rights Act.
3. It is Metroplan policy to contract with disadvantaged business enterprises (DBEs) whenever possible. Non-DBEs are requested to use DBE firms whenever appropriate and to inform Metroplan of said use.

4. Firms that are on the U.S. Comptroller General's list of ineligible contractors should not respond to this solicitation. Metroplan will not contract with said firms.
5. Metroplan or AHTD will not be liable for any costs incurred in preparing, submitting, or presenting a respondent's submittals or any associated travel costs. Furthermore, the Metroplan or AHTD shall not be liable for any costs incurred prior to the execution of the contract by all parties nor any costs incurred prior to the effective date of the Notice to Proceed or Work Order.
6. Although discussions may be conducted with respondents submitting acceptable proposals, consultant selection may be made without any discussion.
7. Metroplan reserves the right to postpone the opening and/or review of respondent submittals for cause or convenience. Metroplan also reserves the right to reject any and all proposals, in whole or in part, and to waive any information thereon.
8. If only one qualified respondent responds by the due date, Metroplan may enter into contract negotiations with that firm.
9. Although the contract will be lump sum, Metroplan shall make partial payments for work completed under the contract and satisfactorily detailed in each valid invoice and accompanying progress report.
10. The contract will include a liquidated damage clause, in the event that consultant services are not satisfactorily completed by the contractual deadline.
11. The selected Consultant must submit an audit report including a report on internal control and compliance. The report shall meet the reporting guidelines provided in the applicable financial audit standards sections of the General Accepted Government Auditing Standards (GAGAS), and shall include **positive assurance** that all costs included in the recommended rate are allowed by **48 CFR Part 31**. An indirect cost rate, set by the audit, must be approved by the AHTD prior to executing the contract. The selected Consultant must certify that any costs which are not expressly allowable under the cost principles of the FAR of 48 CFR 31 is not included in the cost proposal.
12. The selected Consultant must be registered with the Arkansas Secretary of State's office to do business in the State of Arkansas prior to Contract execution. Failure to

comply with this requirement within 30 days of selection notification may result in failure to execute a Contract with the Consultant. The Metroplan may then reject the selected Consultant for the duration of this process and negotiate a contract with the next most qualified Consultant on the list until a contract has been executed.

13. The selected Consultant and subconsultants agree that they will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under the negotiated agreement. Furthermore, the selected Consultant and subconsultants shall not enter into any other contract during the term of this agreement that would create or involve a conflict of interest with the services provided herein or other contracts that may be adverse to the AHTD, State, City, or County. The selected Consultant shall further covenant that, in the performance of the contract, the Consultant or subconsultant shall not employ any person, or subcontract with any entity, having known interest.
14. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of a bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.

C. CONTENTS OF RESPONDENT SUBMITTALS

Each respondent must include in their submission the following documents, so that all respondents are effectively and fairly evaluated.

1. A Letter of Interest is required and should display a clear understanding of the project, include a positive commitment to complete the work in the specified time-period, and briefly summarize why the respondent should be selected. Address and contact information for each party in a proposed joint venture should be included.
2. Qualifications and Assurances: Respondent submittals must include a statement of qualifications and all required certifications and assurances.
 - a. Qualifications, Experience and Competence of Firm(s): Information must be included summarizing and documenting the qualifications, experience and

competence of the firm(s) in relation to the contractual services anticipated. Respondents are encouraged to include, at a minimum, a Standard Form 330 with the names and addresses of a representative list of clients/references with which the responding firm(s) has contracted with for similar work. Standard Form 330 is available at from the AHTD at http://www.arkansashighways.com/consultant_services/SF330-13a_11-30-17.pdf. A firm's reputation including its responsiveness to EEO and Civil Rights will be a major factor in the selection. Certification of DBE status should be provided in order to receive special consideration.

- b. Personnel Qualifications and Availability: Respondents must identify and summarize the relevant experience of personnel that would actually provide the anticipated contractual services. The Consultant Selection Committee will consider the qualifications of these individuals. The use of locally based personnel and any relevant local knowledge will also be considered.
- c. Certifications and Assurances: The certifications/assurances referenced below are required for all respondents or parties in a proposed joint venture for contractual services.
 - 1) Eligible Bidder Certification (Attachment A),
 - 2) Receipt of Addenda Certification (Attachment B),
 - 3) Non-collusion Assurance Affidavit (Attachment C),
 - 4) Disadvantaged/Women Business Enterprise (DBE) Certification (Attachment D),
 - 5) Equal Employment Opportunity Certification (Attachment E),
 - 6) Certification of Restrictions on Lobbying (Attachment F),
 - 7) Certification of Debarment or Suspension (Attachment G).

The letter of interest and qualifications is limited to a **maximum of 5** single-sided pages of size 8 ½” by 11”, with 11-point (minimum) font, 1.15” (minimum) line spacing, and 1” (minimum) margins on all sides. Standard Form 330, clients/references list, and certification of assurances are not included in the 5 page maximum.

3. Project Proposal: Respondents must provide a project proposal in accordance with the information provided in this Request for Qualifications/Request for Proposals (RFQ/RFP) and in any subsequent clarifications as specified in Section G. The proposal must be provided inside a separately sealed envelope as specified in Section H. Respondent proposals must include the following elements.
 - a. A detailed work plan that identifies major concerns,
 - b. An organization chart showing key personnel by name and time availability,
 - c. A proposed work schedule.

The project proposal is limited to a **maximum of 8** single-sided pages of size 8 ½” by 11”, with 11-point (minimum) font, 1.15” (minimum) line spacing, and 1” (minimum) margins on all sides.

4. Personnel Hour Proposal: Proposers must submit an estimate of personnel hours required to perform for all related services. There will be no advance payment for start-up. In order to obtain the best value for the State, modifications of the proposal may be allowed during contract negotiations. These estimates must be provided inside a separately sealed envelope that is clearly marked “Personnel Hour Proposal” on the outside of the envelope with the firm’s name and the project description, and not within other submittal documents. These proposals will not be opened until the top ranked firms have been determined.

D. SELECTION PROCEDURE

Metroplan’s objective is to select the highest qualified firm for the services to be rendered, at compensation determined as fair and reasonable to Metroplan and its governing board. To accomplish this objective, respondents will be evaluated in a two-part process. In the first part, up to three top firms deemed to be the most highly qualified to provide the services required will be selected. In the second part, the proposals of these top ranked firms will be evaluated in combination with their qualifications.

In the first part of consultant selection, a Consultant Selection Committee appointed by Metroplan will use the following criteria to evaluate respondent submittals.

<u>Part 1 Evaluation Criteria</u>	<u>Maximum Points</u>			
1. Qualifications, Experience and Competence of Firm(s)	25			
<table border="1"> <tr> <td>General and professional reputation, including responsiveness to civil rights and equal employment opportunity requirements and opportunities</td> </tr> <tr> <td>Past work performance with Metroplan/Cities</td> </tr> <tr> <td>Experience with projects of a similar nature as those advertised</td> </tr> </table>		General and professional reputation, including responsiveness to civil rights and equal employment opportunity requirements and opportunities	Past work performance with Metroplan/Cities	Experience with projects of a similar nature as those advertised
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Past work performance with Metroplan/Cities				
Experience with projects of a similar nature as those advertised				
2. Personnel Qualifications	25			
<table border="1"> <tr> <td>Professional staff including the education, experience, number of personnel available, and any partnerships with sub-consultants</td> </tr> <tr> <td>Professional staffing experience with projects of a similar nature</td> </tr> </table>		Professional staff including the education, experience, number of personnel available, and any partnerships with sub-consultants	Professional staffing experience with projects of a similar nature	
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Professional staffing experience with projects of a similar nature				
Maximum Total Points –	50			

Each member of the Committee will assign up to the maximum points noted above to each criterion based on respondent submittals. Respondents will then be ranked according to their total cumulative points. Based on this ranking, the Committee may conduct interviews, at their discretion, with representatives of the top ranked firms (at least three but no more than five firms). From the top ranked firms, up to three firms deemed to be the most highly qualified to provide the services required will be selected.

In the second segment of consultant selection, the Consultant Selection Committee will use the following criteria to evaluate respondent submittals.

<u>Part 2 Evaluation Criteria</u>	<u>Maximum Points</u>
1. Qualifications	50
2. Work Plan	35
3. Organization Chart, Time Availability, Work Schedule	15
Maximum Total Points	100

Each member of the Committee will assign up to the maximum points noted above to each criterion based on the respondent's submittals. Respondents will then be ranked according to their total cumulative points.

Following the completion of the Selection Committee's evaluation, Metroplan will enter into contract negotiations with the Committee's top-ranked firm. If a mutually satisfactory agreement cannot be negotiated with the top-ranked firm, said firm will be asked to document a final offer in writing before terminating negotiations. Negotiations will then be initiated with the second-ranked firm, and so forth, until a contract has been negotiated with a qualified consultant, or halted at the discretion of Metroplan. (Note: Contract award is subject to applicable provisions of federal, state, and local laws and ordinances.)

Metroplan reserves the right to reject any, and all, applicants if the requirements as set forth herein are not met or if the Selection Committee deems a respondent unqualified on the basis of the Committee's overall analysis of the criteria outlined above. Metroplan further reserves the right in its sole discretion to select the consultant it considers most favorable to Metroplan's interest.

E. CLARIFICATION OF SPECIFICATIONS

Requests for clarification of any items, requirements or specifications contained in this RFQ/RFP must be received in writing at Metroplan offices no later than 4:45 p.m. CDT, September 16 2016. Upon receipt of a written request for RFQ/RFP clarification, Metroplan shall post a response on its website (www.metroplan.org) no later than 3:00 p.m. CDT, September 20, 2016 and will e-mail all firms previously e-mailed regarding the RFQ/RFP. Firms that were not previously contacted by Metroplan should provide an e-mail or a postal address to facilitate future communications. Firms may also request that a written copy of Metroplan's RFQ/RFP clarifications be forwarded to them by U.S. mail. This procedure shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information. Metroplan's telephone number is 501-372-3300 (hearing impaired may dial 711). Please forward all written RFQ/RFP clarification requests to Mr. Casey R. Covington by faxing to 501-372-8060, e-mailing to covington@metroplan.org or sending to:

CARTS Study Director
Metroplan

501 W. Markham, Suite B
Little Rock, AR 72201

F. RESPONDENT SUBMITTALS

To be considered, one (1) paper copy and one (1) CD containing three (3) Adobe PDF documents (one document containing letter of interest, qualifications and certifications – titled “Qualifications”, one document containing project proposal – titled “PROPOSAL”, one document containing Personnel Hour Proposal – titled “PERSONNEL HOUR PROPOSAL”) of the required submittals must be received at the address provided above by 11:00 a.m. CDT on Tuesday, September, 27, 2016. Respondent submissions will be opened at Metroplan offices on the due date after 11:00 a.m. Thereafter, each member of the Consultant Selection Committee will be provided a set of documents that includes each respondent’s letter of interest and qualifications. The project proposals will not be opened until the second phase of consultant selection. The Personnel Hour Proposal will be opened separately at the discretion of Metroplan’s Executive Director.

Respondent submittals (paper copy) should be securely sealed in one or more parcels and clearly marked “**TDM IMPROVEMENT PROGRAM**”. Submittal documentation should be divided into three parts: (1) a letter of interest, qualifications, and certifications; (2) the project proposal, separately sealed; and (3) the cost proposal, separately sealed. Each separately sealed part should be clearly marked as follows: the second part “**PROPOSAL**” and the third part “**PERSONNEL HOUR PROPOSAL**”. Respondent submissions not in compliance with the instructions contained in this section and/or not containing the information requested may, at Metroplan’s discretion, be declared “non-responsive” and disqualified from consideration.

ATTACHMENT A
ELIGIBLE BIDDER CERTIFICATION

The Bidder warrants and represents that neither the Bidder, any of its employees or its subconsultants:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this Bid 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; violation 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;
3. 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 two (2) of this certification; and
4. Have not within a three-year period preceding this application/Bid had one or more public transactions (Federal, State, or local) terminated for cause or default.

The person executing this certification further represents, warrants and affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understand that the provisions of 31 U.S.C. Sections 3801 Et.Seq are applicable thereto.

BIDDER NAME

BY: _____
Signature

TITLE: _____

ATTACHMENT B
RECEIPT OF ADDENDA CERTIFICATION

The Bidder warrants and represents that it has received all Addenda (if any) issued by Metroplan in connection with this Request for Proposal.

BIDDER NAME

BY: _____
Signature

TITLE: _____

ATTACHMENT C

NON-COLLUSION ASSURANCE AFFIDAVIT

The undersigned, having first been duly sworn, on and under oath, state and affirm as hereinafter stated:

1. That I am the person responsible for the final decision as to the price(s) and amount of this Bid or, if not, that I have written authorization, attached to this certification, from that person to make statements set forth below on his or her behalf and on behalf of the Bidder.

2. I further attest that:
 - a. The price(s) and amount of this Bid have been arrived at independently without consultation, communication or agreement for the purpose of restricting competition with any other Consultant, bidder or potential bidder.

 - b. Neither the price(s) nor the amount of this Bid has been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the Bid Opening Date.

 - c. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.

 - d. The Bid of this Bidder is made in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary bid.

 - e. This Bidder has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an

agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this project.

- f. This Bidder has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for this Bidder submitting a complementary bid, or agreeing to do so, on this project.

 - g. I have made a diligent inquiry of all members, officers, employees, and agents of this Bidder with responsibilities relating to the preparation, approval or submission of this Bidder's Bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.
3. Further Affiant sayeth not.

Made and executed this ____ day of _____, 2016

Affiant's Signature

SUBSCRIBED AND SWORN to before me a Notary Public of and for the County and State aforesaid on this _____ day of _____, 2016.

Notary Public

My Commission Expires: _____

ATTACHMENT D
**DISADVANTAGED/WOMEN BUSINESS
ENTERPRISE CERTIFICATION**

The undersigned, having first been duly sworn, on and under oath, state and affirm as hereinafter stated:

1. That I am the Bidder or I have been authorized by the Bidder to make statements set forth below on behalf of the Bidder.

2. I further attest that:
 - a. The Bidder is a Disadvantaged Business Enterprise and meets the eligibility requirements detailed in 49 CFR Part 26.

 - b. The Bidder is certified with the Arkansas Highway and Transportation Department's DBE/WBE program or, if the Bidder has not been certified through the Arkansas Highway and Transportation Department, the source of the Bidder's DBE certification is: (Please insert source of DBE certification here).

3. Further Affiant sayeth not.

Made and executed this ____ day of _____, 2016

Affiant's Signature

SUBSCRIBED AND SWORN to before me a Notary Public of and for the County and State aforesaid on this _____ day of _____, 2016.

Notary Public

My Commission Expires: _____

ATTACHMENT E
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The undersigned, having first been duly sworn, on and under oath, state and affirm as hereinafter stated:

1. That I am the Bidder or I have been authorized by the Bidder to make statements set forth below on behalf of the Bidder.

2. I further attest that:
 - a. the policy of the Bidder is to insure equal opportunity and non-discrimination, and require that all employees and applicants for employment be treated equally regardless of race, color, sex, national origin, religion, age and physical handicap not related to the ability to perform a particular job or occupation, and,

 - b. that the Bidder agrees to treat each person fairly without regard to race, color, sex, national origin, religion, age and physical handicap not related to the ability to perform a particular job or occupation, with respect to employment, upgrading, promotion, demotion, transfer, layoffs, termination, rates of pay or other forms of compensation, selection for training, and other terms and conditions of employment and further agrees to include in all recruitment advertising the notation that it is "An Equal Opportunity Employer", and to register its employment advertisements with such minority and female community organizations as appropriate.

3. Further Affiant sayeth not.

Made and executed this ____ day of _____, 2016

Affiant's Signature

SUBSCRIBED AND SWORN to before me a Notary Public of and for the County and State aforesaid on this _____ day of _____, 2016.

Notary Public

My Commission Expires: _____

ATTACHMENT F

CERTIFICATION OF RESTRICTIONS ON LOBBYING

The undersigned, having first been duly sworn, on and under oath, state and affirm as hereinafter stated:

1. That I am the Bidder or I have been authorized by the Bidder to make statements set forth below on behalf of the Bidder.

2. I further attest that:
 - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement, and

 - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Bidder shall complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and,

 - c. That the Bidder shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

d. The undersigned acknowledges that this certification is a material representation of fact upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. Further Affiant sayeth not.

Made and executed this ____ day of _____, 2016

Affiant's Signature

SUBSCRIBED AND SWORN to before me a Notary Public of and for the County and State aforesaid on this _____ day of _____, 2016.

Notary Public

My Commission Expires: _____

ATTACHMENT G
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY
MATTERS**

A. The Consultant certifies, to the best of its knowledge and belief, that—

1. The Consultant and any of its Principals—

a. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal or state agency;

b. Have not, within a 3-year period preceding this offer, 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) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; 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 with, commission of any of the offenses enumerated in Subsection 31.1.1.2; and,

d. The Consultant has not within a 3-year period preceding this offer, had one or more contracts terminated for default by any federal or state agency.

B. *Principals*, for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Section 1001, Title 18, United States Code, as well as any other applicable federal and state laws.

C. The Consultant shall provide immediate written notice to the Owner if, at any time prior to contract award, the Consultant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

D. The certification is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Consultant knowingly

rendered an erroneous certification, the Owner may terminate the contract resulting from this solicitation for default in addition to any other remedies available to the Owner.

D. Further Affiant sayeth not.

Made and executed this ____ day of _____, 2016

Affiant's Signature

SUBSCRIBED AND SWORN to before me a Notary Public of and for the County and State aforesaid on this _____ day of _____, 2016.

Notary Public

My Commission Expires: _____