

# **Grand Forks - East Grand Forks Metropolitan Planning Organization**

## **Grand Forks – East Grand Forks Metropolitan Planning Organization**

### **Request for Proposals for Transportation Planning Services**

### **Transit Development Plan Update** Grand Forks, ND and East Grand Forks, MN

**January 2016**

**REQUEST FOR PROPOSALS  
FOR  
TRANSPORTATION PLANNING SERVICES**

The Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO) requests proposals from qualified consultants for the following project:

Transit Development Plan Update for Grand Forks, ND and East Grand Forks, MN

Qualifications based selection criteria will be used to analyze technical submittals from responding consultants. Upon completion of technical ranking, the MPO will enter into contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposal of the top ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any or all submittals. This project has a not to exceed budget of \$150,000 dollars.

Interested firms should contact Teri Kouba, Planner, at the MPO, 600 DeMers Avenue, East Grand Forks, MN 56721. Contact can also be done via phone 701.746.2660, or by email: [teri.kouba@theforksmmpo.org](mailto:teri.kouba@theforksmmpo.org)

All proposals received by **February 19, 2016**, at Noon at the MPO Office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Respondents must submit six (6) copies of the proposal. The full length of each proposal should not exceed twenty-five (25) double-sided pages, including any supporting material, charts, or tables. MPO will not accept spiral bound proposals; consultants are encouraged to prepare proposals in a format that will ensure for efficient disposal, and are encouraged to use materials that are easily recycled. **Electronic proposals are preferred** in Microsoft Word or Adobe Acrobat format; however they must be easily reproducible by MPO in black-and-white. A sealed cost proposal must still be provided in hard copy by noted due date. Submittals must be received no later than **February 19, 2016** at noon (Grand Forks local time). Hard copies of technical and/or cost proposals should be shipped to ensure timely delivery to:

**Teri Kouba  
Senior Planner  
Grand Forks – East Grand Forks MPO  
600 DeMers Avenue  
East Grand Forks, Minnesota 56721  
[teri.kouba@theforksmmpo.org](mailto:teri.kouba@theforksmmpo.org)**

Fax versions will not be accepted as substitutions for hard copies of proposals. Once submitted, the proposals become the property of MPO.

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# REQUEST FOR PROPOSALS FOR TRANSPORTATION PLANNING SERVICES

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## I. PURPOSE OF REQUEST

The MPO requests proposals from the qualified consultants for the following project:

### **Transit Development Plan Update**

The purpose of this Request for Proposals (RFP) is to provide interested consulting firms with enough information about the professional services desired by the MPO.

A selection committee will rank submittals from responding consultants. Upon completion of the ranking, the MPO will enter into contract negotiations with the top ranked firm. Sealed cost proposals will be required with the RFP. The cost proposals of the top ranked firm will be opened during contract negotiations. The MPO reserves the right to reject any and all submittals.

## II. GENERAL INSTRUCTIONS

A. *Any questions or comments regarding this proposal should be submitted to:*

Teri Kouba  
Planner  
GF/EGF MPO  
600 DeMers Avenue  
East Grand Forks, MN 56721  
  
Phone: 701/746-2660  
FAX: 701/787-3755  
e-mail: [teri.kouba@theforksmmpo.org](mailto:teri.kouba@theforksmmpo.org)

B. *Proposals shall be submitted to:*

GF/EGF MPO  
600 DeMers Avenue  
East Grand Forks, MN 56721

C. *All proposals must be clearly identified and marked as follows:*

Proposal For:  
Transit Development Plan Update  
Firm's Name  
GF/EGF MPO

**All proposals must be received by noon February 19, 2016** at which time the technical proposals will be opened for review. Cost proposals will remain sealed in a secure place until technical ranking is complete and contract negotiations begin. six (6) copies of the technical proposal must be provided. One copy of the cost proposal shall be submitted in a separate, sealed, and clearly marked envelope.

#### ***D. Selection Committee***

The technical proposals will be reviewed by the Selection Committee, which may include staff from local municipalities and multi jurisdictional bodies as follows:

- Cities Area Transit
- City of East Grand Forks Planner
- MPO
- City of Grand Forks Planning Department
- City of Grand Forks Finance Department

Once the written proposals are received, the Selection Committee will meet to rank the proposals. An interview will be scheduled with the firms that submit the top three ranked proposals. This 40 minute interview will provide an opportunity for the selection committee members to ask questions of the submitting firms and get clarification on any information in the proposal that may not be clear. Firms chosen for interviews will be expected to make presentations, and should prepare one. The interviews may be conducted in person at the MPO Offices. Firms may be asked to verbally expand upon particular points in their written proposal and should be prepared to do so.

#### ***E. Respondent Qualifications***

Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the ones required. Each respondent may also be required to show that he/she has satisfactorily performed similar work in the past and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent who is engaged in any work that would impair his/her ability to perform or finance this work.

No proposal will be accepted from, nor will a subcontract be awarded to, any respondent who is in arrears to MPO or its representative governments, upon any debt or contract; who is in default, as surety or otherwise, upon any obligation to the local partners; or who is deemed to be irresponsible or unreliable by the local representatives.

#### ***F. Disadvantaged Business Enterprise***

In the performance of this agreement, the contractor shall cooperate with MPO in meeting its goals with regard to the maximum utilization of disadvantaged business enterprises, and will use its best efforts to ensure that such business enterprises shall have the maximum practical opportunities to compete for subcontract work under this agreement.

##### **1. Policy**

It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this Agreement.

##### **2. DBE Obligation**

The MPO and contractor agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under or pursuant to this Agreement. In this regard, the contractor shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. The contractor shall not discriminate on the basis of race, creed, color, national origin, age, or sex in the award and performance of DOT-assisted contracts.

**G. *Equal Employment Opportunity***

In connection with this proposal and any subsequent contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. The consultant will take action to ensure that its employees are fairly treated during employment without regard to their race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rate of pay or other forms of compensation; and selection for training, including internship and/or apprenticeship. The consultant further agrees to insert a similar provision in all subcontracts, except subcontract for standard commercial supplies or raw materials. The consultant will furnish all necessary information and reports and will permit access to its books, records, and accounts by the MPO and/or its representatives including state and federal agencies, for purposes of investigation to ascertain compliance with non-discrimination provisions or any resultant contract.

**H. *Ownership, Publication, Reproduction, and Use of Materials***

All work products of the contractor which result from this contract are the exclusive property of MPO, local partners, and its federal/state grantor agencies. No material produced in whole or part under this agreement shall, during the life of this agreement, be subject to copyright in the United States or in any other country. Permission and approval must be obtained from the MPO before any report, handbook, cassettes, manual, interim data, or results are published. Draft copies of all deliverables must be prepared by the consultant and reviewed and approved by the MPO before publication. The consultant, subject to the approval by the MPO, shall have the authority to publish, disclose, distribute, and otherwise use in whole and part, any reports, data, or other materials prepared under this agreement.

**I. *Records, Access, and Audits***

The consultant shall maintain complete and accurate records with respect to allowable costs incurred and manpower expended under this contract. All such records shall be maintained on a generally accepted accounting basis and shall be clearly identified and readily accessible. The consultant shall provide free access to the representatives of MPO, the US Department of Transportation, and the Comptroller General of the United States at all proper times to such data and records, and their right to inspect and audit all data and records of the Consultant relating to his performance under the contract; and to make transcripts there from as necessary to allow inspection of all work data, documents, proceedings, and activities related to this contract for a period of three (3) years from the date of the final payment under this contract.

**J. *Conflicts of Interest***

No official or employee of the MPO, state, or any other governmental instrumentality who is authorized in his official capacity to negotiate, accept, or approve, or to take part in negotiating, accepting, or approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract. No engineer, attorney, appraiser, inspector, or other person performing services for the MPO, state, or a governmental instrumentality in connection with a project shall have, directly or indirectly, a financial or other personal interest other than his employment or retention by the MPO, state, or other governmental instrumentality, in any contract or subcontract in connection with such project. No officer or employee of such person retained by the MPO, state, or other governmental instrumentality shall have, directly or indirectly, any financial or other personal interest in a project unless such interest is openly disclosed upon the public records of the MPO, the NDDOT, the MnDOT, or such other governmental instrumentality, and such officer, employee, or person has not participated in such acquisition for and in behalf of the state.

**K. *Eligibility of Proposer, Non-procurement, Debarment and Suspension Certification; and Restriction on Lobbying***

The consultant is advised that his or her signature on this contract certifies that the company/agency will comply with all provisions of this agreement, as well as applicable federal and state laws, regulations, and procedures. Moreover the consultant affirms its compliance with the federal Debarment and Suspension

Certification and the Federal Restrictions on Lobbying.

***L. Subcontracting***

The contractor may, with prior approval from the MPO, subcontract as necessary to accomplish the contract objectives. Subcontracts shall contain all applicable provisions of this agreement, and copies of the subcontract must be filed with the MPO.

***M. Assignments***

The contractor shall not assign or transfer the contractor's interest in this agreement without the express written consent of the MPO.

***N. Procurement - Property Management***

The contractor shall adhere to 49 CFR 18.36 when procuring services, supplies, or equipment, and to the applicable provisions of 49 CFR 18.32 and FHWA Safety Grant Management Manual, Transmittal 14, October 5, 1995 Property Management Standards, which are incorporated into this agreement by reference, and are available from the North Dakota Department of Transportation.

***O. Termination***

The right is reserved by either party to terminate this agreement with or without cause at any time if the recipient does not comply with the provisions of this agreement or its attachments.

If the MPO terminates this agreement, it reserves the right to take such action as it deems necessary and appropriate to protect the interests of the MPO, and its state/federal grantor agencies. Such action may include refusing to make any additional reimbursements of funds and requiring the return of all or part of any funds that have already been disbursed.

***P. Amendments***

The terms of this agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by written instrument signed by the parties.

***Q. Civil Rights***

The contractor will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 STAT. 252), the regulation of the Federal Department of Transportation, 49 CFT, Part 21, and Executive Order 11246.

The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin. The contractor shall take affirmative action to insure that applicants are employed and that employees are treated during their employment without regard to their race, religion, color, sex, age, handicap, or national origin. Such actions shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Furthermore, the contractor agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

***R. Civil Rights - Noncompliance***

If the contractor fails to comply with the federal or state civil rights requirements of this contract, sanctions may be imposed by the FHWA or the NDDOT as may be appropriate, including, but not limited to:

1. Withholding of payments to the contractor under the contract until the contractor complies, or
2. Cancellation, termination, or suspension of the contract, in whole or in part.

***S. Energy Efficiency***

The contractor shall comply with the standards and policies relating to energy efficiency which are contained in

the North Dakota Energy Conservation Plan issues in compliance with the Energy Policy & Conservation Act, Public Law 94-163, and Executive Order 11912.

***T. Handicapped***

The contractor shall ensure that no qualified handicapped individual, as defined in 29 USE 706(7) and 49 CFR Part 27 shall, solely by reason of this handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from the assistance under this agreement.

***U. EPA Clean Act and Clean Water Acts***

The contractor shall comply with the Clean Air Act, 42 U.S.C. 1857; the Clean Water Act, 33 U.S.C. 1251; EPA regulations under 40 CFR Part 15, which prohibits the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities, and Executive Order 11738.

***V. Successors in Interest***

The provisions of this agreement shall be binding upon and shall ensure to the benefit of the parties hereby, and their respective successors and assigns.

***W. Waivers***

The failure of the MPO or its local state/federal grantors to enforce any provisions of this contract shall not constitute a waiver by the MPO or its state/federal grantors of that or any other provision.

***X. Notice***

All notices, certificates, or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

***Y. Hold Harmless***

The contractor shall save and hold harmless the MPO, its officer, agents, employees, and members, and the State of North Dakota and Minnesota and the NDDOT and MnDOT, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the contractor or its subcontractors, agents, or employees under this agreement. It is hereby understood and agreed that any and all employees of the contractor and all other persons employed by the contractor in the performance of any of the services required or provided for under this agreement shall not be considered employees of the MPO, the NDDOT, or the MnDOT and that any and all claims that may arise under the Worker's Compensation Act on behalf of said employees while so engaged and any and all claims by any third parties as a consequence of any act or omission on the part of said contractor's employees while so engaged in any of the services to be rendered under this agreement by the contractor shall in no way be the obligation or responsibility of the MPO.

***Z. Compliance with Federal Regulations***

The contractor is advised that his or her signature on this contract certifies that its firm will comply with all provisions of this agreement as well as applicable federal and state laws, regulation, and procedures. Moreover, the contractor affirms its compliance with the federal Debarment and Suspension Certification and the federal Restrictions on Lobbying.



### III. PRELIMINARY PROJECT SCHEDULE

#### A. Consultant Selection

Advertise RFP to Qualified Firms	January 22 , 2016
Receive Proposals	February 19 , 2016
Selection Committee Activity:	
Review Proposals	February 22 – February 26, 2016
Proposal Interviews	March 2 , 2016
Select Finalist	March 3 , 2016
Contract Negotiations Completed	March 4 , 2016
MPO Policy Board Approval of Consultant Selection and Contract	March 16, 2016

#### B. Project Development

Notice to Proceed	March 17, 2016
Draft Report Submittal	November 30, 2016
Final Report Submittal	January 31, 2017

#### C. Proposed Timeline

Consultant Procurement	January 22, 2016 to March 9, 2016
Consultant 'Notice to Proceed Issued'	March 17, 2016
Transit Rider Survey Finalized for Issuance	April 2016
Issue Transit Rider Survey (hard copy and electronically)	April 2016
Close Transit Rider Survey (and document results)	May 2016
Public Input Meeting #1, Focus Group, and Operator Workshop	May 2016
Public Input Summary	June 2016 (SRC Meeting #1)
Data Collection & Analysis Completion & SRC Approval	June 2016 (SRC Meeting #1)
Issues Identification/Needs Assessment Completed and Submitted to SRC	June 2016 (SRC Meeting #1)
Operational Alternatives Development and Analysis Completed (draft)	August 2016 (SRC Meeting #2)
Coordinated Public Transit – Human Services Transportation Plan (draft)	August 2016 (SRC Meeting #2)
Presentation #1 to Planning Commissions/City Councils	August 2016
Public Input Meeting #2 and Operator Workshop (as necessary)	September 2016
Public Input Summary (see meeting list above)	October 2016 (SRC Meeting #3)
Transit Asset Management Plan (draft)	October 2016 (SRC Meeting #3)
Financial Plan and Analysis (draft)	October 2016 (SRC Meeting #3)
System Goals, Objectives, and Performance Measures (draft)	October 2016 (SRC Meeting #3)
Draft TDP Completed for Internal Review	November 2016
Draft TDP Submitted to SRC for Review	November 2016 (SRC Meeting #4)
Public Input Meeting #3 and Draft TDP made available for public inspection	December 2016
Planning Commission Preliminary Approval	December 2016 (Presentation #2)
City Council Preliminary Approval	December 2016 (Presentation #2)
MPO Executive Policy Board Preliminary Approval	December 2016
FINAL Draft TDP possible SRC Meeting #5	January 2017
Planning Commission Approval	January 2017
City Council Approval	January 2017
MPO Executive Policy Board Approval	January 2017
Project Closeout	February 2017

#### **IV. RFP EVALUATION CRITERIA & PROCESS**

The MPO in close coordination with members of the Steering Committee will evaluate the written proposals based on, but not limited to, the following criteria and their weights:

##### **A. Understanding the Scope-of-Work and Proposed Project Approach (25 points)**

1. Does the firm demonstrate an understanding of the study objectives?
2. What is the consultant's approach to performing the scope-of-work effectively and efficiently?
3. What is the proposed schedule for completing the study?
4. What is the firm's proposed public input plan?

##### **B. Related Experience on Similar Projects (25 points)**

1. How familiar is the firm with this kind of work?
2. Does the firm have a history of successfully completing similar kinds of studies?

##### **C. Past Performance (15 points)**

1. Does the firm routinely deliver desired products in a timely manner?
2. Does the consultant routinely demonstrate initiative, efficient use of time and resources, and reliability in completing their projects?

##### **D. Expertise of the Technical and Professional Team Members Assigned to the Project (25 points)**

1. What are the technical and professional skills of each team member?
2. What will be the assigned role each member will play?

##### **E. Recent, Current, and Projected Workloads of Persons Working on the Project (10 points)**

1. Can the team members devote the time and resources necessary to successfully complete this project?

Each proposal will be evaluated on the above criteria by the Selection Committee. After RFP review, the Committee will schedule oral interviews. The Committee will determine which firm would best provide the services requested by the RFP. The qualifying firm chosen by the Selection Committee will enter into a contract and fee negotiation based on the sealed cost proposal, submitted in a separate envelope.

**The MPO is an Equal Opportunity Employer.**

#### **V. TERMS AND CONDITIONS**

- A. The MPO reserves the right to reject any or all proposals, or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal.
- B. The MPO reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- C. Any proposal may be withdrawn up until the date and time set for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to the MPO the services set forth in the attached specifications, or until one or more of the proposals have been approved by the MPO Policy Board.
- D. If, through any cause, the firm shall fail to fulfill in timely and proper manner the obligations agreed to, the MPO shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the MPO and shall contain, as a minimum, applicable provisions of the Request for Qualifications. The MPO reserves the right to reject any agreement that does not conform to the Request for Qualification and any MPO requirements for agreements and contracts.
- F. The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the MPO.

## **VI. PROPOSAL FORMAT AND CONTENT**

Proposals shall include the following sections at a minimum:

1. Introduction and Executive Summary
2. Response to Administration Questions
3. Summary of Proposed Technical Process/Planning Process
4. Description of Similar Projects
5. Project Staff Information including breakdown of estimated staff hours by each staff class per task
6. References
7. DBE/MBE Participation
8. Sealed Cost Proposals (to be bound separately)

Detailed requirements and directions for preparation of each section are outlined below:

### **A. Introduction and Executive Summary**

Provide the following information concerning your firm:

1. Firm name and business address, including telephone number, FAX number, and e-mail address, if available.
2. Year established (include former firm names and year established, if applicable)
3. Type of ownership and parent company, if any.
4. Project manager's name, mailing address, and telephone number, if different from Item 1. Project manager's experience.

In the Executive Summary, highlight the major facts and features of the proposal, including any conclusions, assumptions, and recommendations you desire to make.

### **B. Administrative Questions**

Respond to each of the following questions, and please cite the question before each answer.

1. Identify the respondent's authorized negotiator.  
  
Give name, title, address, and telephone number of the respondent's authorized negotiator. The person cited shall be empowered to make binding commitments for the respondent firm.
2. Provide workload and manpower summaries to define respondent's ability to meet project time line.

### **C. Summary of Proposed Technical Process**

Discuss and clearly explain the methodology that your firm proposes to use to satisfactorily achieve the required services on this project. The respondent must document his/her clear understanding of the RFPs entire scope of work and project intent (see VII of RFP) for Transit Development Plan Update, data requirements, public participation process, and alternative evaluation methodology. Include all aspects of technical analysis, projections, advanced technology and software, and public participation processes. Address any unique situations that may affect timely, satisfactory completion of this project.

### **D. Project Staff Information**

Provide a complete project staff description in the form of a graphic organization chart, a staff summary that

addresses individual roles and responsibilities, and resumes for all project participants. Please provide staff information breakdown of estimated staff hours by each staff class per task. It is critical that contractors commit to particular levels of individual staff members' time to be applied to work on this project. Variance from these commitments must be requested in writing from the MPO and reviewed/approved in terms of project schedule impact.

The completion of the scope of work in this agreement by the contractor must be done without any adverse effect in any way on other contracts that the contractor currently has in place with the MPO.

#### **E. Similar Project Experience**

Describe similar types of studies/construction projects completed or currently under contract.

#### **F. References**

Provide references of three clients for whom similar work has been completed.

#### **G. DBE/MBE Participation**

Present the consultant's efforts to involve DBE/MBE businesses in this project. If the consultant is a DBE/MBE, a statement indicating that the business is certified by the NDDOT or MNDOT as a DBE/MBE shall be included in the proposal. If the consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the subcontractor's certification by either the NDDOT or Mn/DOT shall be included. The percent of the total proposed cost to be completed by the DBE shall be shown.

#### **H. Cost Proposals/Negotiations**

##### **1. Cost Proposals**

Submit in a separate sealed envelope a cost proposal for the project work activities. Cost proposals will be separated from technical proposal and secured unopened until the technical evaluation process is completed. Only the cost proposal from the top ranked technical proposal will be opened during the negotiation process. Cost Proposals shall be based on hourly "not to exceed" amount. Cost proposals must be prepared using the format provided in Appendix B.

##### **2. Contract Negotiations**

The MPO will negotiate a price for the project after the Selection Committee completes its final ranking of the consultants. Negotiation will begin with the most qualified consultant, based on the opening of their sealed cost proposal. If the MPO is unable to negotiate a fair and reasonable contract for services with the highest ranking firm, negotiations will be formally terminated, and will begin with the next most qualified firm. This process will continue until a satisfactory contract has been negotiated.

The MPO reserves the right to reject any, or all, submittals.

## **VII. BACKGROUND AND SCOPE OF WORK**

### **A. Background**

As part of the regional transportation planning process, the MPO, in coordination with Cities Area Transit (CAT), is seeking proposals from qualified consulting firms with the experience and resources necessary to update the Transit Development Plan (TDP). It is essential that the TDP be updated to provide adequate guidance to make operational adjustments, address capital needs, note changes in fixed route and paratransit operations, and reevaluate local, state, and federal funding level changes that have occurred over the subsequent five-year planning period. It is also necessary to provide adequate guidance in the development and execution of coordinated transit services in the Grand Forks-East Grand Forks Metropolitan Area. As well, it will need to review if any additional routes, stops or days of service are necessary in the area.

As the designated Metropolitan Planning Organization (MPO) for the Grand Forks-East Grand Fork Metropolitan Area is responsible under federal law for maintaining a continuous, comprehensive, and coordinated transportation planning process. A component to this process is the development of the TDP which is intended to identify strategies and recommendations to

improve transit service delivery in the Grand Forks-East Grand Forks Metropolitan Area.

The MPO Area provides numerous public transportation opportunities for residents and visitors alike. There are five primary transit providers in the Metropolitan Statistical Area (MSA) that receive public funding; together these providers offer fixed route transit services, rural commuter services, senior dial-a-ride services, and ADA demand response services. These primary transit providers include: (a) CAT Fixed Route; (b) CAT Paratransit/Senior Rider; (c) University of North Dakota Shuttle; (d) Jefferson Lines; and (e) Tri-Valley T.H.E Bus.

Cities Area Transit System covers the Metropolitan area of the Cities of Grand Forks, ND and East Grand Forks, MN. CAT operates 13 fixed routes as well as, complimentary paratransit services for ADA eligible residents whom are unable to access fixed route services. All routes, with the exception of Route 5 and the Night Route, are two routes that use one bus for both. This leads to most routes having one hour headways with each route taking a bus to run in a half hour. The route 5 exception is that it has a half hour headway and only one bus runs that route. The Night Route exception is that it has a one hour headway that circulates the core areas of Grand Forks. There are only two routes in East Grand Forks (Routes 10 & 11) and the last run ends at 6:00 PM. All buses are ADA accessible and have two spaces for wheelchairs. Designated bus stops were implemented from the 2011 TDP. This was in an effort to get buses on time during their routes. Some route modifications also took place to improve on-time performance

Paratransit service is also available, drivers are provided by a private contractor. The Senior Rider service allows seniors to receive an origin to destination ride just like the Paratransit riders, but they do not receive the same priority of service.

The University Of North Dakota (UND) operates a campus shuttle system. This service operates Monday through Friday only during the Fall and Spring Semesters. One chronic issue with this service is the long, linear layout of campus. The current route structure cannot effectively get students from one end of campus to the other on time for classes. Additionally, at the west end of campus, the shuttles have to cross the railroad tracks twice on each route. Additional train traffic is expected on these tracks that will further hinder route performance. A campus transit study was done in 2011 but not implemented. Some coordination and common vehicle location software have increased CAT and UND cooperation. However, the consultant would need to work with the study and the University to meet the needs of the student population for CAT.

By November 2015, CAT provided a total of 359,063 rides including all fixed routes, paratransit services, and senior dial-a-ride services. Ridership reached its all-time peak in 2012 and has seen a slight decrease most recently.

FAST has emphasized the inter-city bus services and facilities. Both Jefferson Lines and Tri-Valley BUS provide service to/from the MPO area. Some facilities are jointly used by CAT and the downtown transfer center also acts as the station for Jefferson Lines. Other facilities are used mainly by the inter-city provider without great connection to CAT. For example, Tri-Valley has a park and ride spot in a portion of East Grand Forks Civic Center. This lot is used by commuters going to/from Thief River Falls early in the morning. Service coverage by CAT does not coincide well with this service nor facility. We will also need a strategy for implementing a plan for outside agencies coming into and making connections in the Grand Forks-East Grand Forks Metro Area.

Both East Grand Forks and Grand Forks have recently updated their individual Land Use Plans. One focus area of each was to incorporate Ladders of Opportunity initiative. Emphasis was placed to have each City grow in a manner that facilitates transportation choices. Further, Grand Forks is having specific provisions of its Land Development Code revised to ensure that each development proposal is reviewed with particular design considerations towards enhancing transit services to that development. The TDP will need to embrace and build upon these efforts.

CAT is currently the function of two separate municipal departments within the City of Grand Forks, North Dakota and the City of East Grand Forks, Minnesota. Over the past few decades, the City of Grand Forks and the City of East Grand Forks have entered into several agreements, both formal and informal, to assist in the operation of CAT. Some of these agreements have been specifically drafted to set forth a cost sharing/allocation plan for the distribution of costs related to major transit system expenditures.

Pursuant to 23 CFR Section 450.322, the MPO is initiating an update of the current TDP. Development of an updated TDP shall be done in cooperation with CAT, University of North Dakota, applicable metropolitan jurisdictions, inter-city bus service providers, and partner agencies including NDDOT, MnDOT, and the Federal Transit Administration (FTA). The TDP update process shall be guided by a public participation process that will comply with the MPO's adopted Public Participation Plan (PPP), last updated in 2012.

The TDP is developed under a defined five-year planning horizon and functions as a sub-element of the Long Range Transportation Plan (LRTP), updated in December 2013. The previous TDP was adopted in May 2012, with the last update in January 2014, and covers a five-year planning horizon from 2012 through 2016. Development and adoption of the TDP is recommended by FTA for the purposes of establishing a transit agency's vision for public transportation, assessing needs, and identifying a framework for program implementation. The consideration of both long-range and short-range strategies and actions too better enable the development of an integrated multimodal transportation system that efficiently moves people and addresses transportation demands. As program implementation largely depends on funding, grants, and participation from FTA and/or other state agencies, there is a vital need for a comprehensive TDP to guide considerations and policy decision related to operations, maintenance, infrastructure, and capital under a defined planning horizon.

The TDP update will analyze a wide range of service, capital, institutional/managerial, and financial alternatives. The consultant shall evaluate the existing transit systems in place, gauge opportunities for improved transit coordination in the region, identify the most efficient approach to meet the needs of the public, and carefully consider where transit resources should be devoted over the planning period.

Public involvement and outreach activities are integral components of the TDP and are expected to be included in the consultant's work program. The final product will guide the provision of services over the next five-year period within the financial revenues projected and include an implementation plan to accomplish TDP recommendations. The TDP will provide an implementation schedule for all plan elements, identifying the responsible parties and financial requirements. Minor changes to the scope may be necessary to integrate innovative approaches suggested by the consultant.

## **B. Scope of Work**

The MPO is seeking a consultant that can not only provide the typical qualifications necessary in the development of a TDP but also has the ability to provide innovation, originality, and creativity in examining and proposing service concepts, potential market expansions, and system efficiencies.

Outlined below is the scope of work that will guide development of the TDP for the Grand Forks- East Grand Forks Metropolitan Area. The MPO has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

At minimum, the consultant shall be expected to establish detailed analysis, recommendations and/or deliverables for the following tasks:

**Task 1.0: Background & Introduction.** The consultant shall develop a background and introduction to establish a framework of base information for the TDP development.

**Task 2.0: Data Collection and Analysis of Existing Transit Services.** The consultant shall collect and conduct an initial review and analysis of current and previous planning efforts. The consultant shall also provide a summary of existing conditions and the operating environment (transit history, operations, agreements, ridership trends, finances, etc.) of transit services in the Grand Forks-East Grand Forks Metropolitan Area. In addition, the consultant shall, at minimum, compile the following data:

- Service area and clients served;
- Hours of operation and level of service;
- Number of passengers and passenger trips by fare category;
- Operating budget, funding sources, and financial program information;
- Fare structure;
- Equipment and facilities;
- Vehicle technology advances, including Transit Signal Priority, automatic vehicle location (AVL) and automatic voice announcements (AVA);
- Transit management structure and organization in the Grand Forks-East Grand Forks Metropolitan Area;
- Existing operational staffing levels;
- Route structure and ability to maintain on-time performance
- Existing fleet replacement and bus stop improvement; and
- Marketing efforts.

The consultant shall document existing demographics, land use, and travel patterns as they relate to transit services. This

shall be inclusive of ridership propensity, transit-supportive density, and economic characteristics to help describe the market for transit in the Grand Forks-East Grand Forks Metropolitan Area and to recommend areas for new or improved transit services, if necessary.

The consultant shall update information related to current or proposed major activity centers such as hospitals, clinics, senior centers, shopping centers, recreational areas, employment centers, social services, and other major transit generators.

The consultant shall evaluate the existing ridership data for each service provided, evaluate ridership by service, and identify ridership patterns

The consultant shall evaluate existing transit services and identify the coordination of services where they exist, areas where coordination needs improvement, and areas where there may be service duplication.

**Task 3.0: System Goals, Objectives, and Performance Measures.** The consultant shall consider the existing goals and objectives and performance measures regarding public transit in the Grand Forks-East Grand Forks Metropolitan Area. The consultant shall consider modifications of these to draft specific, measurable, achievable, realistic, and timely goals and objectives. The intent of these goals, objectives, and performance measures shall be to establish a system in which the functionality of the transit system can be assessed from various perspectives throughout the planning horizon of the TDP. Goals, objectives, and performance measures shall draw upon the national goals of current legislation and the current LRTP for the Grand Forks-East Grand Forks Metropolitan Area.

**Task 4.0: Issue Identification & Needs Assessment.** The consultant shall prepare an overarching assessment which clearly summarizes and prioritizes all applicable issues and needs as identified in the existing conditions information. This task will develop the community vision for transit in the Grand Forks-East Grand Forks Metro Area.

The consultant shall combine data and input from the existing conditions information, review of current transit services, surveys, and input provided by CAT staff and operators to identify high and low transit demand areas.

The consultant shall contact key stakeholders in human service organizations to determine transportation needs, key days and times desired for transit services, potential solutions – including options outside of traditional fixed route service, and coordination opportunities.

**Task 5.0: Operational Alternatives Development & Analysis.** The consultant shall set forth an appropriate methodology for the development and analysis of system operation alternatives for CAT. This analysis shall include fixed route rationalization, productivity and efficiency measures, route-specific recommendations (i.e. operations, alignment, etc.), and other system facility concepts. In East Grand Forks there is a need to review if any additional routes, stops or evening service is necessary in East Grand Forks. The consultant will bring forward all possible route change alternatives to go through a public comment period. Once plan recommendations for the routes have been finalized future routes need to be created that best fit with the recommended routes. These planned routes will help business know where to expect transit service in the future. Thresholds for expanding into planned routes will be written into current policies for transit and planning. The operational analysis should also look at staffing levels of CAT as to if they are appropriate for current services provided and if future expansion happens what associate staffing levels need to be expanded as well. Also part of this analysis, the consultant will assist the MPO in understanding whether any of these alternatives impact the identified EJ populations. The impact analysis shall assist in concluding any adverse impacts and resolutions if any adverse impacts are identified.

The consultant shall document existing levels of coordination between the City of Grand Forks and the City of East Grand Forks (and the areas they service) and identify potential remaining gaps while establishing a framework for coordination concepts and principles to be considered based on the changing needs of public transportation in the Grand Forks-East Grand Forks Metropolitan Area. Additionally, the existing levels of coordination between CAT and the UND Shuttle service shall be documented with identification of and gaps. Lastly, the coordination of CAT and the inter-city bus service providers shall be documented.

The consultant shall also review the employment and organizational structure of CAT and make recommendations on structural/organizational changes, if needed, based upon best practices of other transit providers in the United States.

**Task 6.0: Coordinated Public Transit – Human Services Transportation Plan.** The consultant shall review and update the coordinated public transit – human services transportation plan for the Grand Forks-East Grand Forks Metropolitan Area. The plan shall cover specialized transportation within the Metropolitan Area and identify needs and barriers for individuals with disabilities, older adults, and persons with limited income. The plan shall establish program and service concepts to

further address identified transportation needs and barriers for individuals with disabilities, older adults, and persons with limited income that are not being met through the current public transit system.

This plan shall be an update to the existing coordinated public transit – human services transportation plan. The consultant will work closely with the Mobility Manager for CAT on development of the plan. The plan will follow the principles set forth in the United States Department of Transportation, Housing and Urban Development, Environmental Protection Agency Partnership Agreement, and will ensure linkages between agencies are identified regarding surface transportation and ancillary issues.

Outputs of the coordinated public transit – human services transportation plan shall include, at minimum:

- Assessing transportation needs for individuals with disabilities, older adults, and persons with limited income;
- Inventorying available services to identify areas of redundancy and gaps in service;
- Identifying strategies to address identified gaps in service;
- Identifying actions to eliminate or reduce duplication in services and strategies for more efficient utilization of resources through coordination; and
- Prioritizing implementation strategies.

This should be a chapter in the Transit Development Plan. It will have its own stakeholder group that will have a member on the Study Review Committee.

**Task 7.0: Transit Asset Management Plan.** The consultant shall develop a transit asset management plan that incorporates the processes, activities, and tools necessary to give CAT the ability to manage the efficient use of its transit assets. Transit assets include facilities and bus stops, equipment, and systems. The plan shall include an inventory of current transit assets, condition assessment and performance monitoring requirements, and a lifecycle management plan that documents costs, performance, and expectations associated with transit assets over their lifespan.

While the existing conditions chapter of the TDP will establish the inventory and condition of the inventory for the transit system there are other aspects to Transit Asset Management that need to be highlighted. The establishment of a local plan that works with the North Dakota DOT Transit Asset Management Plan needs to be done. This task should highlight the performance measures and targets in a report that evaluates the condition of the transit system with respect to the State and MPO performance measures and targets compared to past performance.

**Task 8.0: Financial Plan & Implementation.** The consultant shall develop a coordinated financial plan which identifies how various preferred alternatives may be implemented over the years of the TDP. This detailed strategy shall be developed to ensure effective implementation and include recommendations on programming of additional local, state, and federal resources. FAST has preliminarily given hope for increased funding levels; however, as details of FAST implementation are developed/distributed, the consultant will need to assist the MPO in understanding how it impacts the financial plan. Lastly, each State has potential for increased state funding for transit services. The consultant will have to assist the MPO in understanding these potential impacts to the financial plan.

**Task 9.0: Public Involvement.** In compliance with the MPO's adopted Public Participation Plan, the MPO, CAT, and the consultant shall cooperatively implement a robust public participation strategy to engage the public, transit users, and interested persons and stakeholders in the TDP update process. All public involvement comments shall be summarized by the consultant and provided to the Study Review Committee (SRC) for consideration throughout development of the plan. All comments shall be documented by the consultant within the plan prior to final adoption by local jurisdictions. The development of the TDP shall be supported through the following public involvement components:

**Study Review Committee:** Development of the TDP shall be guided by a SRC comprised of the following:

- Cities Area Transit (CAT) staff
- City of East Grand Forks Transit/Planning Staff
- MPO
- City of Grand Forks Planning Staff
- City of Grand Forks Engineering Staff
- City of Grand Forks Streets Department
- City of Grand Forks Finance Department
- City of East Grand Forks Public Works Staff
- UND Student Representative
- Northland Student Representative



- City of Grand Forks and East Grand Forks Senior Center Representative
- Human Service Coordination Committee Representative
- User Representative
- North Dakota DOT
- Minnesota DOT
- Federal Transit Administration (FTA)
- Federal Highway Administration (FHWA)
- Others to be determined

The Steering Committee shall meet no more than five (5) times between April 2016 and December 2016 to provide oversight and input into the development of the TDP. The MPO shall be responsible for coordinating and scheduling Steering Committee meetings. The consultant shall be responsible for preparing meeting material, developing agendas, and recording meeting minutes. The consultant will be expected to work closely with the MPO on coordination and distribution of materials to the Steering Committee as applicable to consultant work tasks. The meeting material needs to be too the MPO two (2) weeks before the meeting.

**Focus Group Meetings:** In coordination with CAT and the MPO, the consultant shall coordinate and facilitate up to four (4) focus group meetings with key stakeholders and interested persons to discuss transit system needs and opportunities in the Grand Forks-East Grand Forks Metropolitan Area. CAT and the MPO develop a list of individuals, agencies, and organizations to participate in these meetings. Focus group meetings will focus primarily on information for the existing conditions report.

**Operator Workshop:** In cooperation with CAT and the MPO, the consultant shall coordinate and facilitate up to three (3) operator workshops throughout the TDP update to consult with CAT operators (drivers, dispatchers, and other contracted operating personnel). The focus of these workshops will be to gather input regarding system operations of CAT fixed routes and paratransit.

**Public Input Meetings:** Development of the TDP shall be supported by no less than three (3) public input meetings. The MPO shall utilize its website and list of interested persons, stakeholders, and targeted interest groups to distribute public input meeting information. The consultant shall prepare notices and public announcements and have them to the MPO one week before the announcement goes out to the public. The MPO and CAT shall be responsible for issuing notices and public announcements. The consultant shall get meeting information to the MPO one week before the meeting. The consultant shall be responsible for the facilitation of the following public input meetings:

**Public Input Meeting #1 – Early Input Meeting.** The initial public input meeting shall focus on soliciting comments on the existing transit system and gathering information on ridership issues, service needs, system modifications, or other identified needs.

**Public Input Meeting #2 – Presentation of Alternatives.** The second public input meeting shall provide an opportunity for the public, stakeholders, and interested parties to provide feedback and comments on system alternatives, including issue identification/needs assessment and operational alternatives development and analysis.

**Public Input Meeting #3 – Draft TDP.** The final public input meeting shall provide the public an opportunity to comment on recommendations of the TDP regarding all aspects of public transportation within the Grand Forks-East Grand Forks Metropolitan Area.

**Council/Commission Presentation:** The consultant should be prepared to make two presentations to each City Council and/or Planning Commission. The first of the presentations is to present the wide range of alternatives. The presentation should include how and why the alternatives were developed. The second of the presentations is to present the draft document. This presentation should bring forward the draft recommendations and the reasoning behind them.

**Transit Rider Survey:** The consultant shall develop a transit rider survey for distribution in print and web format to support the TDP update. The survey is intended to inform specific analysis on the TDP update, with an opportunity for open-ended comments regarding system needs and operations.

**Task 10.0: Deliverables:** The consultant shall prepare Technical Memorandums for Tasks 2 through 8. These

memorandums will be reviewed by the Steering Committee for additional comments. The Technical Memorandums are to be used as the base for the chapters in the TDP. Each chapter, when applicable, of the document will reference or express direction concerning integration and /or compliance with Title VI (LEP) and Environmental Justice.

The consultant shall prepare an administrative draft TDP for review and comment by the Steering Committee. This draft is to be provided as an electronic PDF. Comments received from the Steering Committee shall be incorporated in the final draft of the TDP.

The consultant shall consider and incorporate the comments received on the draft TDP into the final report, as appropriate, and present it to the Steering Committee, the MPO Transportation Technical Committee, MPO Executive Policy Board, and applicable metropolitan jurisdictions.

The consultant shall provide the MPO and CAT fifteen (15) bound copies, a reproducible original in PDF format, and a changeable original in Word format. The consultant shall also provide an electronic copy of all final figures, tables, maps, and shapefiles that were created to produce the document.

### **C. Project Deliverables**

The final product will show recommendations for future transit operations in the MPO area. It will also give recommendation as to how to coordinate with other transit services.

#### **Transit Development Plan Update**

1. A draft report by noon, November 30th, 2016
2. A draft final report by noon December 30th, 2016
3. The final bound report by February 28, 2017 (15 copies)

An electronic copy of the approved final reports will be delivered to the Grand Forks-East Grand Forks MPO in PDF and Word format. The electronic copies should be complete and in order such that additional copies of either document could be printed on-demand. In addition, electronic copies of any pertinent working papers and modeling software either during the project or at its conclusion will be delivered to the MPO.

### **D. Estimated Project Budget**

This project has a not-to-exceed budget of \$150,000. Consultants submitting proposals are asked to use their audited DOT rates when completing their Cost Proposal Form (See Appendix B).

### **E. Other Requirements**

The consultant will update the Project Manager on an on-going basis, along with a written monthly progress report which will clearly reflect progress, timeliness, and budget expenditures. The monthly progress report will be required with the submission of each invoice.

## **VIII. INFORMATION AVAILABLE FOR CONSULTANT**

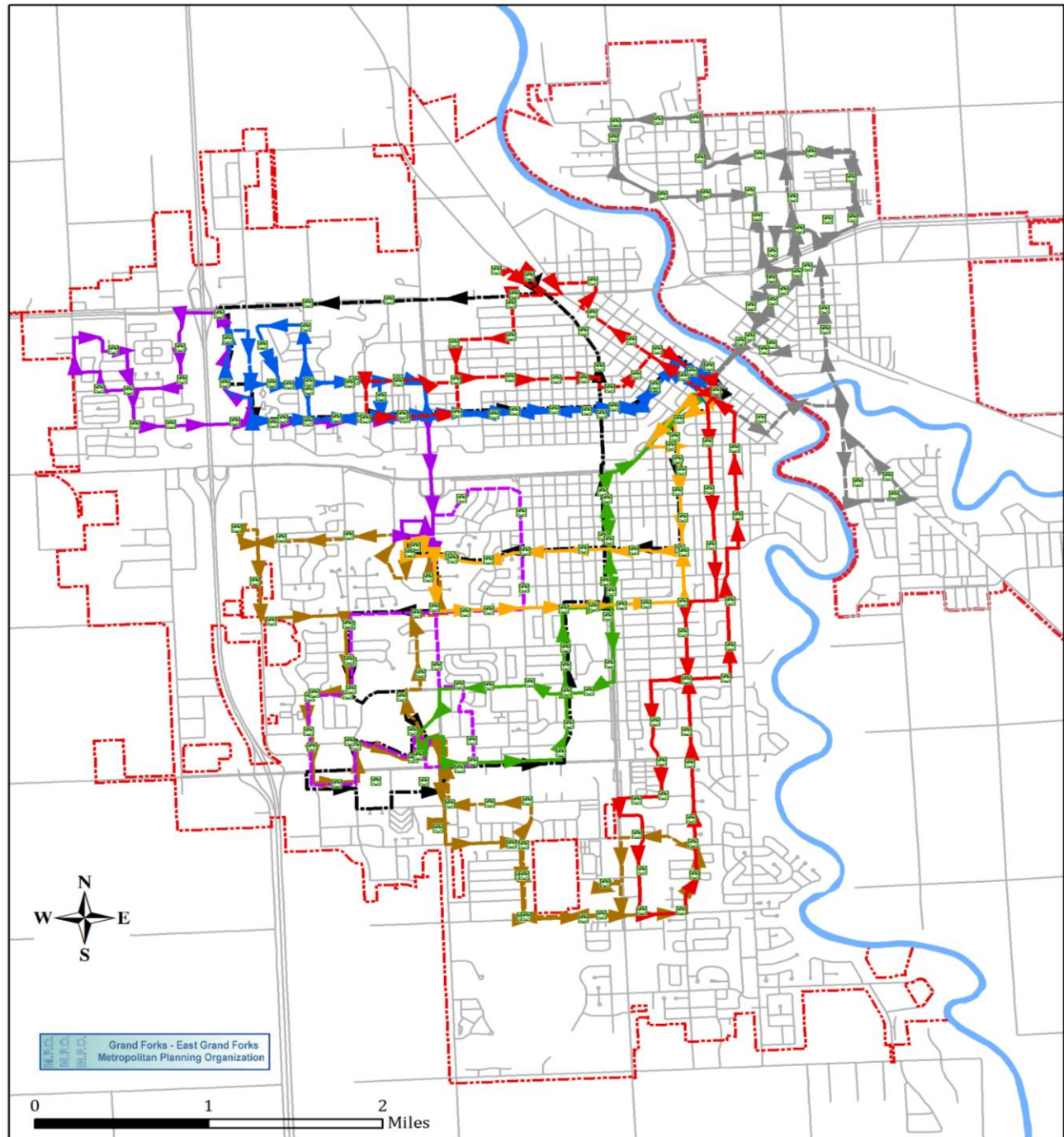
### **A. General Information**

The following resource data / information are available for the project:

- 2045 Grand Forks/East Grand Forks Land Use Plans
- Grand Forks/East Grand Forks 2040 Long Range Transportation Plan Update *Access to study via the GF-EGFMPO website [www.theforksmmpo.org](http://www.theforksmmpo.org)*
- Human Services Coordination Plan: [www.theforksmmpo.org/2012HumanServicesCoordTranspPlan.pdf](http://www.theforksmmpo.org/2012HumanServicesCoordTranspPlan.pdf)
- Grand Forks Land Development Code. *Access to Code via the GF City website [www.grandforksgov.com](http://www.grandforksgov.com)*
- Greater Minnesota Transit Investment Plan. *Access via MNDOT website <http://www.dot.state.mn.us/transit/reports/index.html>*
- NDDOT State Management Plan for Public Transportation. *Access via NDDOT website: <https://www.dot.nd.gov/divisions/localgov/docs/nddot-transit-state-management-plan.pdf>*
- Ridership data by route, month, and fare structure

- GIS shapefile data
- GF-EGF MPO Public Participation Plan. Access to plan via the GF-EGF MPO website [www.theforksmmpo.org](http://www.theforksmmpo.org)
- CAT website: <http://grandforksgov.com/bus>

## IX. MAP OF PROJECT AREA



- |         |         |          |                  |
|---------|---------|----------|------------------|
| Route 1 | Route 6 | Route 10 | Night Bus        |
| Route 2 | Route 5 | Route 11 | City Limits      |
| Route 3 | Route 8 | Route 12 | Designated Stops |
| Route 4 | Route 9 | Route 13 |                  |



**APPENDIX A**

**ATTACHMENTS 1 & 2**

**DEBARMENT OR SUSPENSION CERTIFICATION**

The Participant, \_\_\_\_\_ (name of firm) certifies to the best of its knowledge and belief, that it and its principals:

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 proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; 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/proposal had one or more public transactions (Federal, State, or Local) terminated for cause of default.

**THE PARTICIPANT, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. 3801 ET SEQ. ARE APPLICABLE THERETO.**

\_\_\_\_\_  
(Signature of Authorized Official)

Date

\_\_\_\_\_  
(Title of Authorized Official)

**CERTIFICATION  
OF  
RESTRICTION ON LOBBYING**

I \_\_\_\_\_, hereby certify  
on behalf of

(Name and title of grantee official)

\_\_\_\_\_ that:  
(Name of grantee)

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of 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.
- (2) 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 officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. 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.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By \_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Title of authorized official)

## APPENDIX B

### COST PROPOSAL FORM

(Include completed form in a separate sealed envelope - labeled "SEALED COST FORM - Vendor Name" and submit with technical proposal as part of overall RFP response.)

### COST PROPOSAL FORM

The cost estimated should be based on a not to exceed cost as negotiated in discussion with the most qualified contractor. Changes in the final contract amount and contract extensions are not anticipated.

**REQUIRED BUDGET FORMAT**  
*Please Use Audited DOT Rates Only*  
**Transit Development Plan Update**

1. Direct Labor	Hours	X	Rate	=	Total
Name, Title, Function	0.00	X	0.00	=	0.00
		X			
		X			
		X			
2. Overhead					
3. General & Administrative Overhead					
4. Subcontractor Costs					
5. Materials and Supplies Costs					
6. Travel Costs					
7. Fixed Fee					
8. Miscellaneous Costs					
<b>Total Cost</b>					