

REQUEST FOR QUALIFICATIONS

Consultant Services for Vancouver Area Smart Trek Work Program: Technical Assistance

RFQ Published: September 7, 2022

Qualifications Due: September 30, 2022

Issued by:

**Southwest Washington Regional Transportation Council
1300 Franklin Street, Suite 185
Vancouver, WA 98660
(564) 397-6067**

Table of Contents

1	GENERAL INFORMATION	1
1.1	INTRODUCTION, BACKGROUND, AND GENERAL INFORMATION	1
1.2	DOCUMENT PURPOSE.....	1
1.3	AGENCY BACKGROUND.....	2
1.4	CONTRACT DURATION.....	2
1.5	FUNDING.....	3
1.6	LOCAL AGENCY ROLES	3
1.7	RELATIONSHIP TO OTHER REGIONAL PLANS AND PROGRAMS	3
2	SCOPE OF WORK.....	4
2.1	CONSULTANT ACTIVITIES	4
2.2	RTC RESPONSIBILITY	7
2.3	PROJECT SCHEDULE.....	7
2.4	REPORTS BY CONSULTANT	7
2.5	CONSULTANT’S ROLE	7
2.6	SUBCONTRACTING	8
3	GENERAL REQUIREMENTS	8
3.1	RESPONSE DOCUMENTS	8
3.2	ADDENDA TO RFQ.....	8
3.3	SUBMITTAL OF RESPONSES	8
3.4	INQUIRIES ON RFQ	9
3.5	VALIDITY PERIOD	9
3.6	RFQ EVALUATION PROCESS.....	9
3.7	ASSIGNABILITY	10
4	TERMS OF PAYMENT.....	10
5	REQUEST FOR QUALIFICATIONS	10
5.1	RESPONSE REQUIREMENTS	10
5.2	UNDERSTANDING OF PROJECT BY CONSULTANT.....	11
5.3	QUALIFICATIONS OF CONSULTANT	11
5.4	REFERENCES OF CONSULTANT.....	11
5.5	PROJECT TEAM	11
5.6	AVAILABILITY	12
5.7	OTHER INFORMATION	12
6	CONSULTANT SELECTION.....	12
6.1	EVALUATION	12
6.2	EVALUATION TEAM	12
6.3	EVALUATION CRITERIA	12
7	GENERAL TERMS AND CONDITIONS.....	14
7.1	CONTRACT.....	14
7.2	LIMITATION	14
7.3	REJECTION OF PROPOSALS	14
7.4	PROCUREMENT PROTEST PROCEDURE	14
7.5	NONDISCRIMINATION.....	14

7.6	REIMBURSEMENT.....	15
7.7	PROPOSALS BECOME PUBLIC RECORDS.....	15
	APPENDICES.....	16

1 GENERAL INFORMATION

1.1 INTRODUCTION, BACKGROUND, AND GENERAL INFORMATION

The purpose of this RFQ is to hire a firm or firms interested in providing professional consultant services for the Vancouver Area Smart Trek Program (VAST). Key program elements consist of: intelligent transportation systems, and transportation operations and planning. Consultant assistance is requested to provide support for: multiagency VAST committees; policy, project and integration technical support for ITS projects; communications and network technical activities; and guidance on regional TSMO planning, performance measurement, and evaluation of operational strategies.

RTC has been responsible for the administration of the Vancouver Area Smart Trek (VAST) program since 2001. RTC's role is to provide coordination, management, and deployment of intelligent transportation system (ITS) projects, infrastructure, and equipment to ensure integration and interoperability of projects. RTC's VAST Program also recognizes the need for greater coordination between the ITS technology and transportation operations and planning to present an integrated transportation operations program.

Regional collaboration among the VAST partner agencies on transportation system management and operations, or TSMO, was initiated in 2011 with the adoption of RTC's first Regional TSMO Plan. These strategies focus on lower cost operational projects that are regionally coordinated and better utilize existing transportation facilities without expanding roadway capacity. Operational strategies include a wide range of projects such as traveler information, freeway management, arterial management, coordinated incident management, and transit signal priority. The TSMO Plan identified a set of transportation corridors where the application of operational strategies are an effective tool to improve reliability and performance and is the road map to guide TSMO investment and solutions to improve reliability, improve safety, and reduce travel delay. The 2016 Update to the TSMO Plan identified a series of emerging issues and trends, and as well as regional strategies and goals for TSMO. These elements were considered and incorporated during the development and completion of the 2022 Regional ITS Architecture Update.

The 2022 VAST Program will continue ITS infrastructure improvements and communications infrastructure development and will also address transportation system management and operations with the goal of making more effective use of existing infrastructure by improving transportation system operations and better monitor its performance.

1.2 DOCUMENT PURPOSE

The Southwest Washington Regional Transportation Council (RTC), in coordination with the VAST Steering Committee, is seeking responses to this Request for Qualifications from firms interested in providing consulting services to assist for the *Vancouver Area Smart Trek Work Program: Technical Assistance*. Specifically, consultant assistance is requested to provide

support for: multiagency VAST agency committees; policy, project and integration technical support for ITS projects, communications and network technical activities, and guidance on regional TSMO planning, performance measurement, and evaluation of operational strategies.

This Request for Qualifications outlines a description of the consulting services sought as well as the required documents to be submitted by interested firms. All responses shall be submitted by 3:00 p.m., September 30, 2022. *Any responses received after the deadline will not be considered.*

The responses received by the due date will be used to determine which firms, in the Management Team's sole opinion, best meet the requirements to support the *Vancouver Area Smart Trek: Technical Assistance*. An evaluation team will review responses, interview firms, recommend a final rank order of qualified firms and select the firm. The final decision regarding contract award will be made by the RTC Board of Directors in an open public meeting.

For its own best interests, RTC reserves the right to accept any response or to reject any and all responses.

The successful contractor will be required to comply with Equal Employment Opportunity laws, as well as other applicable federal, state, and local laws and requirements.

1.3 AGENCY BACKGROUND

The Southwest Washington Regional Transportation Council (RTC) is designated by the Governor of the State of Washington to be the Metropolitan Planning Organization (MPO) for Clark County, Washington. As the MPO/RTPO, RTC conducts numerous regional transportation planning activities for the region.

RTC participates in the development of the Regional Transportation Plan for Clark County (RTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), ITS planning and management, transportation operations planning, the Congestion Management Process, air quality planning, transportation demand management, development of the regional travel forecasting model and other regional transportation studies.

RTC is responsible for administration and management of the consultant contract.

1.4 CONTRACT DURATION

The contract awarded as a result of this RFQ will be for up to a 3-year period from the beginning of the contract period. RTC reserves the right to terminate the contract based on unsatisfactory provision of services or lack of funding.

1.5 FUNDING

Funding for this project will be provided through Federal Surface Transportation Block Grant Program funds.

1.6 LOCAL AGENCY ROLES

RTC has lead responsibility in conducting and managing the Vancouver Area Smart Trek Work Program, however, the program will be closely coordinated with Vancouver Area Smart Trek partner agencies. The VAST agencies consist of: Clark County, the City of Vancouver, the Washington State Department of Transportation, and C-TRAN. This Work Program will also be coordinated with ITS and operations management efforts being conducted by Portland Metro.

Two VAST committees provide direction and support to RTC for this program. The VAST/TSMO Steering Committee coordinates on project delivery, joint project funding, monitoring project development, and project integration. The VAST Communications Infrastructure Committee (CIC) addresses the sharing, maintenance, and standards for communications infrastructure and equipment. It is represented by the same agencies but is made up of both transportation and communications technical staff.

The development of RTC's Regional TSMO Plan adopted in 2011, and updated in 2016 was facilitated through the active support and participation of the Steering Committee. The Committee includes both traffic operations and transportation planning staff from partner agencies and continues to support TSMO planning and implementation of operational strategies.

A qualified consultant must be able to understand the VAST Work Program including the current transportation related activities of the local jurisdictions and interagency relationships for ITS and operations.

1.7 RELATIONSHIP TO OTHER REGIONAL PLANS AND PROGRAMS

The VAST program is consistent with the traffic operational efficiency goals in the Regional Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. The 2014 update of the RTP identified TSMO and ITS strategies to preserve transportation system capacity. The 2018 update of the RTP more fully incorporated those elements and the VAST program activities into the planning process and the RTP. In addition, the Bipartisan Infrastructure Law (BIL) maintains the performance measures and targets established under previous transportation authorizations. The work program will work to continue development of operational measures and targets consistent with the BIL.

The VAST Work Program meets federal requirements for planning, development, and implementation of ITS projects. Federal regulation 23 CFR 940 requires that regions develop and

maintain a regional ITS architecture to ensure that ITS technology projects are interoperable and that it must include participation from transportation stakeholders so that projects are coordinated and integrated. The VAST program also meets federal requirements for the Congestion Management System by providing regional services to agency partners to improve transportation performance by collaborating on operational strategies.

The TSMO Plan and subsequent updates will comprise the transportation system management operations element of the Regional Transportation Plan for Clark County and local comprehensive plans and will serve to guide planning for regional operations mobility.

2 SCOPE OF WORK

2.1 CONSULTANT ACTIVITIES

The tasks in this section describe the activities to be conducted by the consultant as part of the technical assistance needed for the VAST program.

CONSULTANT ASSISTANCE OVERVIEW

The Consultant Assistance Scope of Services for the VAST Program is intended to identify specific tasks where technical assistance is needed to support VAST Program activities, including, TSMO policy and planning, the implementation and integration of ITS and operational projects, and ITS communications and infrastructure.

Consultant assistance is specifically required for all aspects of the tasks described in this section, to provide advice and technical expertise to RTC and the VAST agencies, and to develop measurable outcomes on project delivery. To that end, the consultant will prepare and write reports, technical memoranda, and other documentation as needed, however, there is not expected to be extensive production of reports or technical memoranda. Rather, assistance required in this scope of work relies on the expertise and knowledge of the consultant team to assist RTC and the VAST member agencies.

The consultant will provide a Project Manager for VAST Program Technical Assistance who will act as the principal contact with RTC and the member agencies. The Project Manager for the consultant will be responsible for ensuring that the appropriate consultant staff and resource is utilized for the discreet expertise required for the tasks described below. This scope of work requires that the consultant provide expert oversight and technical review and input for the deployment, integration and interoperability of ITS projects, implementation of the Regional TSMO Plan, ITS communications projects and for the overall VAST program. The consultant will also have the experience and expertise to facilitate and support the VAST committees and RTC focusing on continuing a successful VAST program.

Task 1: VAST Committee Meetings: Attendance & Support

The Consultant will attend meetings of the VAST/TSMO Steering Committee, the Communications Infrastructure Committee, and related meetings as requested by RTC. Each committee generally meets once a month. Consultant may assist RTC with preparation of the meeting agenda and assist RTC with the development of meeting minutes and responses to specific action items identified during the meeting. The consultant may also provide other VAST committee support, including the development of brief position or technical papers.

Task 2: TSMO Policy and Planning, ITS Project Implementation and Integration Technical Support

In addition to committee support in Task 1, the Consultant will provide specific assistance and technical support as directed by the Steering Committee and RTC. This may include TSMO transportation operations technical assistance and/or assistance in meeting federal ITS requirements and guidance to the Steering Committees in establishing project priorities, needs, and planning.

Consultant will assist RTC in the initiation, development, and implementation of TSMO activities as directed by RTC. The activities with the TSMO element of the VAST Program that may be addressed include, but are not limited to the follow areas:

- Regional TSMO Coordination
- Performance Measurement
- PORTAL and Regional Data Collection
- Planning for Operations
- Project Development
- Regional Planning
- Education/Outreach

In addition to the TSMO element of the VAST Program, the Consultant will assist RTC in management and provide technical support for VAST funded projects. The range of activities may include:

- Assistance, management, and technical support on any new or ongoing VAST Projects contained in the Transportation Improvement Program including those managed by other agencies that have broader implications for VAST.
- Monitor and update the TSMO corridors identified in the Regional TSMO Plan.
- Guidance carrying out operational improvements in the TSMO Implementation Plan.

- Assist and provide guidance in the documentation of operational projects and their associated benefits.
- Provide support for the discussion of regional transportation operations improvements for the VAST agencies.
- Advise and provide assistance in compliance with Federal ITS requirements and performance measures and targets, particularly in the Federal BIL.
- Research and identify additional funding for operational, ITS, and communications projects including federal grants and programs and state and local opportunities.
- Assist RTC to develop guidelines and protocols for regional operations.
- Assist in the development of joint agency applications for federal program funding of ITS and operational projects.

Task 3: ITS, Communications and Network Technical Support

Consultant shall provide specific assistance and communications related technical support as directed by the VAST Communications Infrastructure Committee and RTC. Activities may include assisting RTC and VAST agencies in management and providing technical support for communications projects that may include but are not limited to:

- On-going support for the OSPInSight fiber data base management tool, data entry and product utilization.
- On-going support for Interlocal Communications Interoperability and Fiber Agreement, updates and amendments, and associated permits.
- Fiber, equipment and infrastructure standards.
- Assisting with development of rules of use on regional communications network.
- Assistance in the development CIC goals, objectives and prioritization of activities moving forward such as:
 - Development of guidance for fiber sizing for future projects.
 - Definition/refinement of design and documentation standards.
 - Definition/refinement of equipment and infrastructure standards.
 - Definition/refinement of construction and testing standards.
- CIC process and procedure development and documentation
 - Continue to formalize fiber sharing and route assignment process and procedures;

- Provide support for any efforts that come out of the activities identified directly above and may require definition of processes and procedures.
- Coordination with regional ITS network technical and policy support
 - Continuing support activities with regional ITS network as established.
- Development, identification, and documentation of future ITS network needs for the VAST agencies.

2.2 RTC RESPONSIBILITY

RTC will have overall responsibility for managing the Vancouver Area Smart Trek Work Program and the consultant assistance contract. RTC will provide direction to the consultant who will provide technical activities to support the Work Program as described in Section 2.1 above.

RTC staff will carry out project management and coordination activities. RTC will coordinate with the VAST partner agencies to develop the Vancouver Area Smart Trek Work Program and provide review of the tasks contained in the scope of work.

Unless otherwise directed, formal and informal communication following contract award shall be directed to Bob Hart, RTC Project Manager.

2.3 PROJECT SCHEDULE

The following schedule provides a timeline for the Vancouver Area Smart Trek Work Program. The selected consultant will begin participation in these activities upon execution of a contract.

Contract Begins	October 2022
Develop Detailed Work Plan	October 2022
Ongoing Consultant Assistance	Thru October 31, 2025

2.4 REPORTS BY CONSULTANT

The consultant and the Project Manager shall work together to develop a schedule for the consultant to provide written progress reports to RTC. The consultant shall provide any draft report sections for review by RTC and submit final report(s) to RTC.

2.5 CONSULTANT’S ROLE

The consultant and RTC will work together to develop an annual work scope (July to June) that identifies detailed activities, timelines, and budget. Project Manager approval is required before commencing work and/or any changes in the work program. The consultant will carry out

activities specified in the work program. Coordination and communication will be required between the Consultant and RTC Project Manager.

2.6 SUBCONTRACTING

The selected consultant shall submit names of potential subcontractors to the Project Manager for review and approval prior to entering into proposed subcontracts. The Project Manager shall have the right to approve or reject subcontractors prior to execution of a contract with the lead consultant.

3 GENERAL REQUIREMENTS

3.1 RESPONSE DOCUMENTS

Response documents shall include in fact or by reference, the following:

- Request for Qualifications
- Addenda to RFQ (If Applicable)
- Statement of Qualifications
- Project Understanding and Scope of Work

Responses should be prepared simply and economically providing straightforward, concise descriptions of qualifications and work scope to satisfy the requirements of the RFQ. RTC shall not be liable for any expense incurred in the preparation of responses. All responses and submissions will become the property of RTC and will not be returned to the respondent.

3.2 ADDENDA TO RFQ

RTC reserves the right to make any changes in the RFQ as deemed appropriate. Any and all changes shall be made by written Addendum, which shall be issued by RTC to all interested firms who have been issued copies of the RFQ from RTC.

3.3 SUBMITTAL OF RESPONSES

Statements of Qualifications will be received by RTC until 3:00 p.m. (Local Time), September 30, 2022. Any response received after the prescribed deadline will not be considered.

Statements of Qualifications may be mailed or hand delivered and shall be addressed as follows:

Mail/Hand Delivery:
Southwest Washington Regional Transportation Council
ATTN: Dale Robins
1300 Franklin St., Suite 185
P.O. Box 1366
Vancouver, Washington 98666-1366

The Statement of Qualifications shall be sealed in an envelope, box, or other suitable package. To ensure proper identification and handling, mark in the lower left-hand corner of the envelope: **“VAST Technical Assistance.”**

One (1) copy and **one (1)** electronic file (PDF format on a USB drive) of the Statement of Qualifications must be furnished to RTC at the time and place specified above.

RTC will send a confirmation e-mail once the file has been received by RTC in an acceptable format. RTC makes no provision for receipt of documents. Proposal submittals should, therefore, be sent in ample time to arrive at RTC before the actual due date. RTC shall not be liable for documents that do not arrive by the deadline.

3.4 INQUIRIES ON RFQ

Questions on this RFQ should be addressed to the above address; or to: procurement@rtc.wa.gov with a cc to: dale.robins@rtc.wa.gov. The Project Manager or designee shall be the single point of contact relating to this Work Program during the response period.

3.5 VALIDITY PERIOD

The Statement of Qualifications shall be considered current and a valid offer to undertake the work, subject to successful negotiation of a contract, for a period of at least ninety (90) days and shall contain a statement to that effect.

3.6 RFQ EVALUATION PROCESS

The following time line will be observed in selecting a consultant:

Release Request for Qualifications	September 7, 2022
Submittals Due to RTC	September 30, 2022
Interviews	Week of October 17, 2022 (If Needed)
Selection	October 2022

A time schedule will be established after the Statements of Qualifications are reviewed, scored and a consultant selected. RTC and the selection committee reserve the right to determine the most qualified team based only on the submitted qualifications. For its own best interests and in its own discretion, RTC reserves the right to accept any response, or to cancel this solicitation and reject all responses at any time during the procurement process.

3.7 ASSIGNABILITY

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

This RFQ is subject to Washington State statute RCW 39.34.030. Therefore, RTC will be acting as lead agency for the Washington State Department of Transportation which will be billed by RTC for service costs.

4 TERMS OF PAYMENT

The contractor will be paid on a monthly basis for authorized and satisfactorily completed work and services as rendered under this contract. Such payment shall be full compensation for work performed and services rendered, for all supplies, materials, equipment or use thereof, for all transportation, lodging and meals, and for all other necessary incidentals. All expenses shall be detailed on invoices submitted by the contractor to RTC. Fees for services shall be detailed by date, type of service provided, hours per type of service, hours per day, hourly rate, and total per day. Reimbursable expenses shall be itemized and shall be detailed by copies of all invoices for all non-travel reimbursable expenses. An original invoice must be received by the third Tuesday of the month for submittal to the RTC Board of Directors for approval and payment after the monthly Board Meeting held on the first Tuesday of each month. Invoices must be addressed to Dale Robins, RTC, P.O. Box 1366, Vancouver, WA 98666-1366.

5 REQUEST FOR QUALIFICATIONS

5.1 RESPONSE REQUIREMENTS

Each Response shall contain the following items:

- A Letter of Transmittal containing a statement addressing the required validity period (See Part 3.5, above) and a statement that the consultant has received, read, and understands this Request for Qualifications.

- Response documentation as outlined in Part 3.1 (above)
- Table of Contents.
- Summary.
- A written response addressing the items listed in Parts 5.2 through 5.7 (below).
- Indicate review and understanding of the required certifications (See Appendix of this Request for Qualifications, Attachments 1 and 2). The successful contractor will be required to complete the certifications.

5.2 UNDERSTANDING OF PROJECT BY CONSULTANT

Provide a narrative demonstrating the consultant's understanding of the Vancouver Area Smart Trek Work Program and the needed consultant assistance. Address how the consultant will provide guidance and assistance in conducting the following tasks: 1) VAST committees: attendance and support, 2) TSMO policy and planning, ITS project implementation and integration technical support, 3) ITS, communications and network technical support, and 4) how the consultant will coordinate with RTC and its partnering agencies.

5.3 QUALIFICATIONS OF CONSULTANT

Describe the depth of your team's relevant experience and skills and relate that experience to your understanding of the project. Emphasize the direct and related experience of your team's project personnel (not the reputation or experiences of the firms with which they are associated).

Describe your team's approach in communicating with RTC and the VAST program committees and the partnering agencies.

5.4 REFERENCES OF CONSULTANT

Include a minimum of three (3) relevant client references. Provide the name and phone number of the individual to be contacted for each reference. References should include a written description of the work performed.

5.5 PROJECT TEAM

The Request for Qualifications shall include a description of the project team, including the project manager, and an organizational chart showing responsibilities and decision-making authority. Project team members are to be identified by name, fields of expertise, specific responsibilities on

the project, as well as estimated percentage of participation in the project. Resumes for project personnel are also to be included.

5.6 AVAILABILITY

Include a statement of other work currently underway or anticipated to be in progress during the time frame of this project and show how the consultant intends to schedule projects so this project is accomplished as well.

5.7 OTHER INFORMATION

Consultants are free to provide other information that may assist RTC in determining the consultant's qualifications to undertake the work described.

6 CONSULTANT SELECTION

6.1 EVALUATION

Qualifications received in response to this RFQ will be evaluated and numerically ranked by an evaluation team to consist of representatives from the RTC and local partners. The consultant team deemed to be the most highly qualified to provide the services required for the proposed project— based on overall score—and reference checks will be identified as the preferred consultant. Based on the review team’s input, the RTC’s Project Manager may, at his or her discretion, elect to interview top-two ranked teams to select the one with the highest qualifications. If interviews are conducted 10 points will be added based on the interview.

Once selected, RTC’s Project Manager will negotiate a scope of services and a fee that is fair and reasonable. If agreement cannot be reached on scope of services and a fair and reasonable fee, negotiations with that firm shall be formally terminated. At this point, the RTC has the option to select another highly qualified team and enter into contract negotiations.

6.2 EVALUATION TEAM

The evaluation team is expected to consist of representatives from the Washington State Department of Transportation, Clark County, the City of Vancouver, C-TRAN, and RTC.

6.3 EVALUATION CRITERIA

The evaluation team shall review the qualifications in accordance with the following criteria:

- Capabilities of Consultant Project Team (50 Points)
 - Knowledge of transportation system management and operations issues, intelligent transportation systems, communications and fiber infrastructure, and transportation data archiving.
 - Expertise in federal requirements for integration between transportation management and operations, the congestion management process and the long range transportation plan.
 - Awareness and knowledge of emerging trends in the field of ITS, including connected and autonomous vehicles and the related issues of smart cities
 - Knowledge of Federal Bipartisan Infrastructure Law requirements regarding performance measures and targets.
 - Experience and knowledge in working with multiagency transportation committees including traffic operations and planning staff and information technology staff.
 - Familiarity with area transportation agencies and their associated transportation programs and issues.
 - Technical skills and strategic knowledge.
 - Knowledge of additional options and opportunities for funding transportation operations, ITS and communications projects.
 - Familiarity with the region.
- Proposed Project Approach (40 Points)
 - Project management expertise and philosophy.
 - Understanding of study need and purpose.
 - Proposed project management process and work program.
 - Relationship of study objectives to proposed work program.
 - Identification of key issues (technical and policy) to be addressed.
 - Commitment of Project Manager and team to project, and experience of team working together.
 - Proposed deliverables.
- Quality of Proposal and References (10 Points)
 - Readability and Presentation.
 - Clarity.
 - Communication of team strengths and overall approach.
 - Previous client references.

7 GENERAL TERMS AND CONDITIONS

7.1 CONTRACT

The successful Consultant must enter into a Professional Services agreement with RTC. The work shall be executed under the direction and supervision of the RTC Executive Director and his/her properly authorized agents, on whose inspection all work shall be accepted or condemned. The RTC Executive Director shall have the full power to reject or condemn any materials furnished or work performed under the Contract which does not conform to the terms and conditions set forth.

7.2 LIMITATION

This RFQ does not commit RTC to award a contract, or to procure or contract for services or supplies.

7.3 REJECTION OF PROPOSALS

RTC reserves the right to accept or reject any or all proposals received as part of this RFQ, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFQ if it is in the best interest of RTC to do so.

7.4 PROCUREMENT PROTEST PROCEDURE

Every effort will be made by RTC to resolve disputes relating to Consultant selection. The option of informal mediation may be used for resolution. Any Bidder may file a written complaint with the RTC's Executive Director. Upon receiving the written complaint, RTC will determine the most reasonable way to resolve the dispute. Written complaints should be addressed to RTC – Purchasing, P.O. Box 1366, Vancouver, WA, 98666-1366.

7.5 NONDISCRIMINATION

RTC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in regard to any contract entered into pursuant to this Request for Qualifications, minority business enterprises will be afforded full opportunity to respond to this request and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award. Persons with disabilities may request this information be prepared in alternate forms by calling RTC at (564) 397-5211.

7.6 REIMBURSEMENT

RTC will not reimburse suppliers for any costs involved in the preparation and submission of responses to the RFQ or in the preparation for and attendance at subsequent interviews. Furthermore, this RFQ does not obligate RTC to accept or contract for any expressed or implied services. RTC reserves the right to request any respondent to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the response.

7.7 PROPOSALS BECOME PUBLIC RECORDS

During the evaluation process, RTC treats all proposals with the highest level of confidentiality; however, once the evaluation process has been completed and a contract is awarded, the entire procurement becomes public information and subject to the Washington State Public Disclosure Act (RCW 42.17). Any proprietary information revealed in the proposal should therefore be clearly identified as such. RTC will notify any Proposer before releasing the proprietary information to any request for public records.

APPENDICES

CERTIFICATION REGARDING INELIGIBLE CONTRACTORS

The _____ (Name of Proposer) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the Proposer is unable to certify to any of the statements in this certification, such Proposer shall attach an explanation to this proposal.

The Proposer certifies or affirms the truthfulness and accuracy of the contents of the statement submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801 Et Seq. are applicable thereto.

Authorized Official

Attorney's Signature

Printed Name

Printed Name

Title of Authorized Official

Date

SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL
(RTC)

AFFIDAVIT CONCERNING CONFLICTS OF INTEREST
AND NONCOMPETITIVE PRACTICES

STATE OF _____)

COUNTY OF _____)

The undersigned, being first duly sworn, on oath states on behalf of the contractor:

A. Conflict of Interest

That the contractor by entering into this contract with RTC to perform or provide work, services, or materials to RTC has thereby covenanted, and by this affidavit does again covenant and assure, that it has no direct or indirect pecuniary or proprietary interest, and that it shall not acquire any such interest, which conflicts in any manner or degree with the services required to be performed under this contract and that it shall not employ any person or agent having any such interest. In the event that the contractor or its agents, employees, or representatives hereafter acquire such a conflict of interest, it shall immediately disclose such interest to RTC and take action immediately to eliminate the conflict or to withdraw from this contract, as RTC may require.

B. Contingent Fees and Gratuities

That the contractor, by entering into this contract with RTC to perform or provide services or materials for RTC has thereby covenanted, and by this affidavit does again covenant and assure:

1. That no person or selling agency bona fide employees or designated agents or representatives of the contractor has been employed or retained to solicit or secure this contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and

2. That no gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the contractor or any of its agents, employees, or representatives, to any official member or employee of RTC or other governmental agency with a view toward securing this contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this contract.

Company Name

By _____

Title _____

Subscribed and Sworn to Before Me

this _____ day of _____, 20____.

Notary Public in and for the State of _____

residing at _____.