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REQUEST FOR PROPOSAL NO. 12-028

BICYCLE DATA CLEARINGHOUSE AND BASELINE DATA

RELEASE DATE – FEBRUARY 7, 2012

I. SUMMARY

The Southern California Association of Governments (SCAG) is soliciting proposals in response to Request for Proposal (RFP) No. 12-028, Bicycle Data Clearinghouse and Baseline Data.

SCAG is seeking a consultant to develop standard survey methodologies for counting, surveying and forecasting bicyclist behavior on streets, dedicated bike facilities and access to transit.

The RFP is comprised of the following nine (9) parts presented herein as Attachments:

1. Proposal Information, Organization, and Content
2. Scope of Work
3. Proposal Evaluation Form
4. Interview Evaluation Form
5. Line Item Budget (Cost Proposal)
6. Debarment and Suspension Certification
7. SCAG Conflict of Interest Form
8. Disadvantaged Business Enterprise (DBE)
9. Vendor Information

II. PROPOSAL SUBMISSION

One (1) PDF copy via email (file cannot exceed 10MB, and must be one complete document, without multiple parts), one (1) original hard copy (clearly marked/stamped as such), and one (1) hard copy shall be received by SCAG's receptionist by 10:00 a.m. PST (time to be determined by SCAG's time clock) on March 6, 2012 and directed to:

Laura Aguilar, Contracts Administrator
Southern California Association of Governments
818 W. 7th Street, 12th Floor
Los Angeles, CA 90017-3435
Email: aguilarl@scag.ca.gov

The RFP number must be clearly marked on the outside of the package, including all outer packaging (DHL, FedEx, UPS, etc).
All submissions are considered a matter of public record.

Your proposal must be received at SCAG by the deadline specified above. Also, faxed proposals will not be accepted. Any proposal received after the deadline will be rejected.

Note: “proposer,” “consultant,” “contractor,” and “firm” may be used interchangeably throughout this document.

III. PRE-PROPOSAL CONFERENCE

The purpose of the pre-proposal conference is to provide new or updated solicitation information, provide clarification regarding the RFP package, and answer general questions regarding proposal preparation. All prospective proposers are encouraged to attend the pre-proposal conference. However, attendance is not mandatory. SCAG does not reimburse parking for pre-proposal attendees.

Please bring a copy of the RFP with you so we may explain special requirements pertaining to the solicitation. Extra copies of the RFP will not be available at the pre-proposal meeting.

Location and time are as follows:

Date: February 14, 2012
Time: 10:00 a.m. – 11:00 a.m.
Location: Southern California Association of Governments (SCAG)
Conference Room Riverside B
818 W. Seventh Street, 12th Floor
Los Angeles, CA 90017-3435

The deadline to submit questions is “February 14, 2012”. Questions must be submitted in writing to the attention of:

Laura Aguilar, Contract Administrator
Email: lastname@scag.ca.gov

Answers to the questions will be posted on SCAG’s solicitation management system under the corresponding RFP typically no later than three (3) working days after the deadline to submit questions.

IV. CONTRACT TYPE

Contract Type: Cost Plus Fixed Fee. Consultants must propose in United State currency and shall be paid with the same.

Funding for this project is contingent upon availability of funds at the time of contract award.

V. PERIOD OF PERFORMANCE

The maximum period of performance for this contract is June 30, 2013.

VI. PROJECTED TIMELINE (Subject to Change)

	<u>DATE</u>	<u>TIME</u>
RFP Released	February 7, 2012	
Pre-Proposal Conference	February 14, 2012	10:00 a.m.
Deadline to Submit Questions	February 14, 2012	3:00 p.m.
Posting of Answers to Questions	February 16, 2012	3:00 p.m.
Proposal Due Date	March 6, 2012	10:00 a.m.
Proposal Evaluations	March 14, 2012	
Consultant Interviews	March 28, 2012	
Final Selection	March 2012	
Contract Execution/NTP	April 2012	

VII. SELECTION PROCESS

- Proposals will be ranked in accordance with the criteria described in Attachments 3 and Attachment 4.
- Proposers may be invited for an interview.

VIII. SCAG RIGHTS

1. SCAG reserves the right to:
 - A. Disqualify any and all proposals that are not submitted in accordance with the required format described in this RFP;
 - B. Reject any and all proposals submitted;
 - C. Request additional information;
 - D. Award all or part of the work contemplated in this RFP;
 - E. Remedy errors in the RFP;
 - F. Cancel the entire RFP;
 - G. Issue subsequent RFP;
 - H. Approve or reject the use of a particular subcontractor/supplier;
 - I. Negotiate with any, all or none of the proposers. If SCAG is unable to negotiate final contract terms and conditions that are acceptable to SCAG, SCAG reserves the right to award the contract to another proposer;
 - J. Award a contract to other than the lowest priced proposal;
 - K. Award a contract without interviews, discussions or negotiations;
 - L. Award a contract to one or more proposers;
 - M. Only award a contract or any portion thereof to a firm that possesses a valid business license. Firms must possess the licenses by the RFP due date. SCAG must be provided with a copy of this license, if not provided previously; and
 - N. Only award a contract or any portion thereof to a firm that passes any references checks.
2. All proposers should be aware of the Insurance Requirements for Contract Award. The Certificate of Insurance must be provided by the successful proposer prior to contract award. A contract may not be awarded if insurance requirements are not met. The insurance requirements may be viewed on SCAG's website at: <http://scag.ca.gov/business/> under Section 41 of SCAG's Contract Template.

3. SCAG does not reimburse proposers for the cost of proposal preparation, even in the event of RFP cancellation.
4. Ring binders may not be accepted. Comb binding is preferred.
5. Communication between the proposer and any member of the Proposal Review Committee during the selection process is prohibited, except when and in the manner expressly authorized in this Request for Proposal. Violation of this restriction is grounds for disqualification.
6. SCAG shall award the contract for this RFP to the firm that it deems to have provided the best value to SCAG or the firm SCAG deems to be the best qualified for contract award (or both).
7. Every proposal submitted is considered a firm offer that must be valid for a minimum of ninety (90) calendar days.
8. If applicable, SCAG prefers that software developed, under SCAG's contract, not incorporate proprietary and/or third party software components. This does not preclude the development of deliverables which interface with commonly-available off-the-shelf software. However, contractors must determine in advance whether SCAG already has, or is willing to procure, appropriate licenses for any proprietary and/or third party software that would be required. Contractors must also provide the impacts of any enhancements and upgrades. SCAG will require delivery of documentation and source code for all electronic intellectual property developed under a SCAG contract prior to releasing final payment to the contractor.

IX. NOTIFICATION OF RIGHT TO PROTEST CONTRACT AWARD

Proposers have the right to protest the contract award in compliance with SCAG's Policy on Contract Award Protests, which can be viewed online at SCAG internet home page www.scag.ca.gov under "Doing Business with SCAG." A written protest must be filed with SCAG's Executive Director, or his designee within five (5) working days after posting of the Notice of Intent to Award. SCAG will not accept any verbal protests. The protest must be a detailed, written statement of the protest grounds and reference the RFP number and name of the designated Contracts Administrator. The protest must be submitted to SCAG's Executive Director or his designee via both certified mail and fax using the following address and fax number:

Executive Director
Southern California Association of Governments
818 W. 7th Street, 12th Floor
Los Angeles, CA 90017-3435
Fax: (213) 236-1825

The contract award is held up when SCAG's Executive Director receives the protest on time. The contract may not be awarded until the protest is either withdrawn or SCAG's Executive Director has rendered a decision.

PROPOSAL INFORMATION, ORGANIZATION, AND CONTENT

All proposals shall contain, at a minimum, the following information:

1. TITLE PAGE

The following must be provided on the title page:

- RFP Number
- Title of the Project
- Name and Address of Firm
- Phone/Fax of Firm
- Prime Contact Person
- Email Address of the Prime Contact Person
- Signature of the Individual Authorized/Obligated to Commit the Firm to this Project

2. TABLE OF CONTENTS

A clear identification of the materials by section and page numbers.

3. TECHNICAL APPROACH

- A statement and discussion of the project objectives, concerns, and key issues.
- The technical approach for performing the tasks must include a detailed Scope of Work along with the process for executing the requirements and objectives of the project.
- A discussion of the difficulties expected or anticipated in performing the tasks, along with a discussion of how the consultant proposes to overcome or mitigate against those difficulties.
- A detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and significant events.
- A statement of the extent to which the consultant's proposed approach and Scope of Work will meet or exceed the stated objectives discussed in this RFP. Furthermore, a discussion of how the consultant would modify the project, and/or schedule to better meet these objectives.

4. LINE ITEM BUDGET (COST PROPOSAL)

- Proposals must include a Line Item Budget in the format and detail shown in Attachment 5 (in United States currency). The same detailed budget is required of each subconsultant.
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5. PROFILE OF FIRM

- A statement indicating if the firm is local or national and a summary of representative experience relevant to the work described in the Scope of Work for this RFP.
- The location and telephone number of the office from which the work is to be done.
- Identification of the individuals who will perform the work, including officers, project manager and key staff. State the time commitment and include resumes for key individuals.

6. REFERENCES

- Provide a list of at least three references, including the names of contact persons within the firms. References should not include any SCAG staff or SCAG Regional Council Members.

7. REQUIRED FORMS

- Line Item Budget (Attachment 5).
- The Debarment and Suspension Certification (Attachment 6) **must be fully completed by all parties to the proposal (prime and all subconsultants).**
- The SCAG Conflict of Interest Form (Attachment 7) must be fully completed by all parties to the proposal whose portion of the overall work is valued at \$25,000 or more. All persons or firms seeking contracts valued at \$25,000 or more must complete and submit this SCAG Conflict of Interest Form along with the proposal. This requirement also applies to all proposed subconsultants whose portion of the overall work is valued at \$25,000 or more.
- A “Bidder’s List of Subconsultants (DBE and Non-DBE) – Part I” (Attachment 8A) and a “Bidder’s List of Subconsultants (DBE and Non-DBE) – Part II” (Attachment 8B) must be completed by the proposer. Attachment 8C must be signed and dated by the successful proposer at contract execution.
- All proposers should ensure that they have completed and submitted (Attachment 9).
- The selected consultant will be required to complete a Federal Form W-9 which may also be obtained on-line at www.scag.ca.gov under “Doing Business with SCAG.”

ATTACHMENTS 6, 7, 8A, 8B, AND 9 SHALL BE INCLUDED ONLY IN THE ELECTRONIC PDF COPY AND ORIGINAL COPY OF THE PROPOSAL.

8. SCAG STANDARD CONSULTANT AGREEMENT

The successful consultant will be required to sign SCAG’s standard consultant agreement in order to receive the contract award. **Proposer must identify in the proposal itself any concerns or objections to any of the contract terms and conditions in SCAG’s consultant agreement.** Review SCAG’s Terms and conditions published in SCAG’s website. Consultant shall propose alternative language for consideration. If SCAG is unable to negotiate final contract Terms and Conditions that are acceptable to SCAG, SCAG reserves the right to award the contract to another proposer. The contract template may be viewed on SCAG’s website at: <http://scag.ca.gov/business/>

CONTRACT LANGUAGE IS SUBJECT TO CHANGE BY SCAG PRIOR TO CONTRACT EXECUTION

BICYCLE DATA CLEARINGHOUSE AND BASELINE DATA**Introduction**

Los Angeles County Metropolitan Transportation Authority (Metro) and the Southern California Association of Governments (SCAG) is requesting proposals for developing standard survey methodologies for counting, surveying and forecasting bicyclist behavior on streets, dedicated bike facilities and access to transit. This study will develop a more accurate estimate of the current state of bicycling and bicycle-to-transit access within Los Angeles County. This will provide a valuable database for SCAG and local jurisdictions to better estimate existing numbers of bicyclists within Southern California. This project will be establishing, for the first time, a Bicycle Data Clearinghouse for measuring and reporting bicycle use, a standard methodology for collecting data and estimating VMT (vehicles miles traveled) and GHGe (Green House Gas Emissions) reductions by replacing vehicle use and an emphasis on the importance of data. The project is anticipated to take 9-12 months (please see Attachment 2A, Projected Project Schedule). However, this project will not extend past June 30, 2013.

Task 1 - Project Management

Task 1 includes all activities required to oversee and administer the successful completion of this project.

- 1.1 The consultant will initiate a project kick off meeting with consultant, SCAG, Metro, Caltrans and interested stakeholders for the purposes of reviewing specific tasks, general concerns and expectations. Invited stakeholders will include, but not be limited to, the cities of Burbank, Los Angeles, Glendale, Long Beach, Pasadena, Santa Clarita, Santa Monica, Orange County Transportation Authority, Western Riverside Council of Governments, Coachella Valley Association of Governments, San Bernardino Associated Governments and the Ventura County Transportation Commission. In addition the Los Angeles County Bicycle Coalition will be invited to participate. This team will form the Project Advisory Committee (PAC) which will oversee the project.
- 1.2 The consultant will collaborate with SCAG and Metro to determine base year calculations, the data requirements and methodology for incorporation of the data into future long range transportation plans and to forecast future conditions.
- 1.3 The consultant will participate in bi-monthly teleconference/video conference meetings with the PAC and consultant to review progress and project deliverables, and to acquire any feedback necessary to proceed. Consultant shall send meeting invitations, prepare meeting notes and action list.

Task 1 Deliverables:

- Project kick off meeting
- Six to eight (6-8) Bi-monthly PAC meetings, minutes and reports

Task 2 - Create a Comprehensive Countywide Bicycle Data Clearinghouse

The purpose of this task is to collect all of the available data and studies related to bicycling from around Los Angeles County, create a database and compile into an easily updated and searchable clearinghouse, usable by all stakeholders.

- 2.1 The consultant shall conduct a literature review of data and studies and identify best practices for the collection and organization of data. The consultant will develop a bibliography of the literature review and a list of best practices.

The Consultant shall develop a list of potential performance criteria in which to evaluate and compare various data collection and surveying strategies. The Consultant shall develop a matrix based on the criteria to analyze the various strategies and present the best alternative for consideration.

- 2.2 The consultant shall collect existing bicycle counts and/or surveys, where available, from all cities (89 jurisdictions) throughout Los Angeles County, Metro (rail and busway counts, bicycle parking inventory), Los Angeles County Bicycle Advisory Committee (LACBC) for on-street counts, Los Angeles Department of Transportation (on-street/intersection counts/traffic warrants), Rail and Busway Satisfaction Survey, Household Travel Survey and American Community Survey.

- 2.3 The consultant shall establish a set of guidelines and protocols for a structure to organizing data and documents using a common easily updated standard format that can be used by multiple parties and shared.

The consultant will organize the data and documents collected in Task 2.2 into categories and types; translate as needed into a standard database format that can be distributed and used by local transportation agencies

- 2.4 The Consultant shall conduct a deficiency analysis of missing data by city based on the requested data from Task 2.1 and 2.2 in an excel format. Where gaps exist in the data, either area wide or specific types of data will be noted.

Task 2 Deliverables:

- Best Practices for collecting Data
- Performance Criteria
- Bibliography of Literature Review
- Collected Data in a standard Database format
- Protocol manual for receiving and archiving data and documents in Clearinghouse
- Deficiency Analysis

Task 3 – Develop Standard Methodologies and Training Manual for Conducting Counts and Surveys of Cyclists. Public Outreach to Cities and LACBC.

The purpose of this task is to develop standard methodologies for conducting bicycle counts and surveys (including bike-commute, bike-transit) for all jurisdictions within the county and to ensure that the common database will be regularly updated in a manner usable by all stakeholders. The data shall be in a common format allowing it to be easily inputted into SCAG's activity based regional transportation model (currently under development). A Manual will be written to serve as a guide for all counties and jurisdictions within the SCAG region to conduct bicycle counts and surveys.

- 3.1 The consultant will prepare various data and survey methodologies for counting bicyclists on public roadways, bicyclists using rail, bicyclists on buses and bike parking utilization in Los Angeles County. The PAC will review the proposed methodologies.
- 3.2 The consultant shall develop a Draft Training Manual which recommends standard data and survey methodologies for local jurisdictions to ensure compatibility of data collections throughout the county (counts and surveys of cyclists on-street and using transit) and with State and Federal guidelines. The Manual will include requirements for meeting various levels of confidence in the data, as well as how to contribute the data to the Countywide Clearinghouse.
- 3.3 The consultant shall conduct a workshop for each of the eight (8) SCAG sub-regions and the Los Angeles County Bicycle Coalition providing an overview of the project and methodologies using the training manual. The workshops can be combined by including two neighboring subregions.

Based on input from SCAG, Metro, the workshops and any additional outreach the Consultant shall revise the training manual and develop the Final Training Manual.

- 3.4 The consultant shall develop a Final Training Manual

The PAC shall review the draft Training Manual and provide revisions and input that the Consultant shall integrate into the final training manual prior to distribution. The training manual will also provide an introduction explaining the importance of developing a regional standard for survey and data collection.

Task 3 Deliverables:

- Proposed methodologies
- Training Manual (draft and final)
- Presentation materials & meetings
- Meeting summaries
- Six workshops

Task 4 – Conduct counts and surveys at Los Angeles Union Station.

This task is to build on previous survey work, yet focus on bicycling at major transit stations. The goal is to establish an estimate of existing bicyclist usage with light and heavy rail and to develop an understanding of the various factors associated with bicyclists who also use transit, such as:

- place of origin,
- destination,
- trip purpose,
- trip length,
- Mode replacement (what did they replace by bicycling)
- safety and storage/security concerns.

With this estimate, Metro and other transit providers can better plan and prepare for anticipated increases in bicyclists using transit.

- 4.1 The consultant shall conduct counts and surveys of bicyclists at Los Angeles Union Station during peak commute hours to determine bicycle commuters along each of the various Metrolink Stations/routes coming from Ventura, Antelope Valley, San Bernardino, Riverside and Orange County Lines, as well as the Union Station connections to the Red Line and Gold Line.

The consultant will use the methodologies and survey materials developed in Task 3. The Consultant shall input the results of the survey into the previously developed database.

Task 4 Deliverables:

- Counts and survey data
- Report on Survey Results

Task 5 – Develop/Document tools for estimating VMT (vehicle miles traveled) and GHGe (Green House Gas Emissions) reductions and Economic Costs/Benefits and Factors from data collected in tasks 2 and 4 and in forecasting future ridership potential and reductions (replacement of auto trips).

With Senate Bill 375 (SB375), local governments are looking at how various strategies, including bicycling, can reduce greenhouse gas emissions. This task will develop or document/modify an existing tool for local governments to easily determine GHGe reductions from bicycle utilization. This task will evaluate the reduction of VMT and GHGe based on bicycling and bicycling connected with various types of transit. A key question to be resolved through the survey development process; is the bike/transit trip replacing a car/transit trip, or a car to destination trip? This task will identify economic costs and benefits (including user cost savings, travel time savings, potential reduced accidents, public health, increased access, congestion reduction, environmental benefits and CO2 reduction) associated with reducing Single Occupancy Vehicle (SOV) trips and GHGs .

- 5.3 The consultant, in collaboration with SCAG, shall identify and compare methodologies that can provide adequate data for SCAG’s transportation model.

Based on the literature review and communication with SCAG, the Consultant shall develop a methodology that meets SCAGs needs to estimate VMT and GHG reductions modeling.

- 5.4 The consultant will develop a Final Report documenting the process, methodologies, and tools for GHG emissions modeling and economic cost benefit analysis.

Task 5 Deliverables:

- Analysis
- Methodology and Tool(s)
- Final Report

Task 6 – Conduct outreach to various technical committees for SCAG and Metro presenting the results of this study.

The consultant shall assist SCAG and Metro in their efforts to present the results of this study to three (3) committees and Metro’s Bicycle Roundtable; SCAG’s Planning and Policy Technical Advisory Committee, Metro’s Ad Hoc Sustainability Committee and the Metro Technical Advisory Committee.

Task 6 Deliverables

- Presentation Materials
- Attend and present at four meetings.
- Meeting Minutes for four meetings.

ATTACHMENT 2A - Projected Project Schedule

Project Title: Bicycle Database Clearinghouse and Baseline Data		Fiscal Year 2011/2012												Fiscal Year 2012/2013					Deliverable							
		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV		DEC	JAN	FEB	MAR	APR	MAY	
Task #	Task																									
1	Project Management																									
1.1	RFP/Procurement																									Consultant Selection
1.2	Kick off Mtg																									Kick off meeting
1.3	Meetings every 2 months																									6 Meetings and Notes
1.4	SCAG coordination																									Coordination
2	Create Clearinghouse																									
2.1	Collect data																									Data collection
2.2	Establish protocol																									Protocol
2.3	Translate data																									Completed Clearinghouse
2.4	Deficiency Analysis																									Deficiency report
3	Develop Training Manual																									
3.1	Develop Draft Manual																									Training Manual
3.2	Develop Surveys																									Presentation/Mtgs
3.3	Conduct workshops																									Presentation/Mtgs
3.4	Develop Final Manual																									Final
4	Conduct Surveys																									
4.1	Conduct Surveys																									Results
5	WMT and GHGe Analysis																									
5.1	Literature Review																									Report
5.2	Develop Methodology																									Report
6	Outreach																									
6.1	Policy Committee meetings																									Presentations/meetings

PROPOSAL EVALUATION FORM

RFP No. 12-028

Consultant Name: _____

(a) Evaluation Criteria	(b) Max. Possible Points	(c) Points Earned	(d) Comments
TECHNICAL APPROACH <ul style="list-style-type: none"> • Tasks & approach clearly described • Creative/innovative approach • Project intent has been met 	25		
CONSULTANT FIRMS: <u>Prime Consultant:</u> <ul style="list-style-type: none"> • Experience with similar project of the same size and scope • Familiar with regional & local issues • Capability to reallocate resources as needed to meet project schedule <u>Sub-Consultant(s):</u> <ul style="list-style-type: none"> • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks 	20		
PROJECT MANAGEMENT <ul style="list-style-type: none"> • Reasonable total number & distribution of hours • Qualifications of key individuals • Time commitment of key individuals 	20		
PROJECT COST <ul style="list-style-type: none"> • Realistic cost for services to be performed • Allocation of cost to tasks & activities 	25		
REASONABLENESS OF SCHEDULE <ul style="list-style-type: none"> • Total time allocated for each task is realistic • Logical & realistic timing of each task • Overall schedule consistent with SCAG's SOW 	10		
REFERENCES <ul style="list-style-type: none"> • Similar projects completed on time and within budget 	Pass/ Fail		
TOTAL:	100		

Name of Evaluator (print): _____ Agency: _____

Signature of Evaluator: _____ Date: _____

INTERVIEW EVALUATION FORM

RFP No. 12-028

Consultant Name: _____

(a)	(b)	(c)	(d)
Evaluation Criteria	Max. Possible Points	Points Earned	Comments
TECHNICAL APPROACH <ul style="list-style-type: none"> • Tasks & approach clearly described • Creative/innovative approach • Project intent has been met 	30		
CONSULTANT FIRMS: <u>Prime Consultant:</u> <ul style="list-style-type: none"> • Experience with similar project of the same size and scope • Familiar with regional & local issues • Capability to reallocate resources as needed to meet project schedule <u>Sub-Consultant(s):</u> <ul style="list-style-type: none"> • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks 	20		
PROJECT MANAGEMENT <ul style="list-style-type: none"> • Reasonable total number & distribution of hours • Qualifications of key individuals • Time commitment of key individuals 	20		
PROJECT COST <ul style="list-style-type: none"> • Realistic cost for services to be performed • Allocation of cost to tasks & activities 	20		
REASONABLENESS OF SCHEDULE <ul style="list-style-type: none"> • Total time allocated for each task is realistic • Logical & realistic timing of each task • Overall schedule consistent with SCAG's SOW 	10		
REFERENCES <ul style="list-style-type: none"> • Similar projects completed on time and within budget 	Pass/ Fail		
TOTAL:	100		

Name of Evaluator (print): _____ Agency: _____

Signature of Evaluator: _____ Date: _____

LINE ITEM BUDGET (Cost Proposal) INSTRUCTIONS

1. SCAG uses the Line Item Budget to assess the fairness and reasonableness of a proposer's costs. Once SCAG awards a contract, the negotiated Line Item Budget serves as the basis for reimbursing the proposer (includes Cost Plus as well as Fixed Price contracts).
2. **All proposers must submit a Line Item Budget using the exact format shown on the following page, or may risk having their proposal disqualified.** Further, a Line Item Budget must be submitted for each subconsultant regardless of dollar value of the subcontract. The Line Item Budget (Attachment 5) template may be downloaded from SCAG's website at: <http://www.scag.ca.gov/business/index.htm>.

Disclaimer – Each proposer is responsible for all mathematical calculations and information provided on the Line Item Budget template.

3. Many items that may be normal business costs and tax deductible may not be allowable under Federal and State contract rules (e.g., dues, advertising, contributions, bad debts, interest expense, meals, and entertainment). For a complete listing, see 48CFR 18.36 and OMB-87.

All costs must be allowable and consistent with Federal cost principles under OMB Circular A-87. Please be aware that the cost-plus-a-percentage-of-cost bid method, where the proposer's profit is a percentage of the reimbursed costs on a project, is not allowed under Federal rules. Also, **contingency fees are not allowed.**

4. Cost Structure

- A. Direct Labor:
 - Direct labor, overhead, and fringe benefits must be shown as separate dollar amounts (United States currency) in the Line Item Budget.
 - Identify Key Personnel by both name and title (e.g., Mary Smith, Sr. Planner). Place an asterisk (*) next to the name(s) of any Key Personnel. Other professional or support/administrative staff may be identified by title only.
 - **A separate Line Item Budget must be provided for each SCAG Fiscal Year (July – June) for any project crossing over multiple Fiscal Years.** The labor rate quoted for each position in the Line Item Budget must be the rate that is expected to be received during the applicable SCAG fiscal year. Expected merit or cost-of-living increases must be incorporated into the quoted rate. Proposers must provide the maximum rate for each position for proposal evaluation purposes, but if SCAG awards a Cost Plus Fixed Fee contract, SCAG will only pay the selected consultant the actual rate paid to the person in a position, and the rates must be traceable to and supported by payroll records.

Note: For Firm Fixed Priced (FFP) contracts, SCAG uses the labor and overhead rates quoted in the proposer's Line Item Budget to evaluate the proposed price for each task and cumulatively. Once SCAG has negotiated a final Line Item Budget, during the life of the contract, SCAG intends to pay the selected consultant upon completion of each task (unless otherwise agreed to), regardless of the actual cost to complete the task, provided the cost is allowable and allocable, and complies with federal rules and regulations.

- B. Over head:
- The overhead rate quoted must be the rate that is expected for each Fiscal Year during the life of the contract. Prior to contract award, proposer must substantiate the rate if SCAG requests it.
- C. Fixed Fee:
- Fee/Profit is calculated on Direct Labor, Overhead and Fringe Benefits only, not on Subcontractors/Subconsultants.
- D. Other Direct Costs (ODCs)
- ODCs must be fully substantiated prior to contract award. If the contract is subject to a pre-award audit, SCAG will review support for ODCs similar to that done for Direct Labor, Overhead, and Fringe Benefits. If SCAG awards a Cost Plus Fixed Fee contract, during the life of the contract, SCAG will require back-up documentation with the monthly invoices to substantiate ODCs.
 - All travel costs must be reasonable, and are limited to those rates stated under California's State Department of Personnel Administration rules, (subject to change) posted at: <http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm>
5. Contracts less than \$250,000 may require a pre-award audit; those at \$250,000 or more will require a pre-award audit.

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29 DEBARMENT AND SUSPENSION CERTIFICATION

RFP No. 12-028

- 1) All persons or firms, including subconsultants, must complete this certification and certify, under penalty of perjury, that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b) Have not, within the three (3) year period preceding this certification, 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;
 - c) 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 listed in subparagraph (1)(b) of this certification; and
 - d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.
- 2) If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to SCAG.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining proposer/bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of actions.

Name of Firm

Signature (original signature required)

Date

SCAG CONFLICT OF INTEREST FORM

RFP No. 12-028

SECTION I: INSTRUCTIONS

All persons or firms seeking Federal funded contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under “Doing Business with SCAG,” whereas the SCAG staff and Regional Council members lists can be found under “About SCAG.”

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

Name of Firm: _____

Name of Preparer: _____

Project Title: _____

RFP Number: _____ **Date Submitted:** _____

SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

DECLARATION

I, (printed full name) _____, (Social Security Number; optional) _____ hereby declare that I am the (position or title) _____ of (firm name) _____, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated _____ is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) INFORMATION**RFP No. 12-028**

The requirements of 49 Code of Federal Regulations (CFR) Part 26 applies to this RFP.

DBEs and other small businesses are strongly encouraged to participate in the performance of Agreements financed in whole or in part with federal funds (See 49 CFR 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"). The Consultant should ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

DBE DEFINITION

A DBE is a-for-profit "small business concern" that is at least 51 percent owned and controlled by one or more socially and economically disadvantaged individuals. One or more such individuals must also control the management and daily business operations. These individuals must be citizens (or lawfully admitted permanent residents) of the United States and (1) any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis, or (2) who are either Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, women, or any other group found to be socially and economically disadvantaged by the Small Business Administration.

DBE PARTICIPATION AND GENERAL INFORMATION

It is the proposer's responsibility to be fully informed regarding their requirements of 49 CFR, Part 26. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP)
- B. A certified DBE may participate as a prime consultant, subconsultant, or as a vendor of material or supplies.
- C. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55; that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing, and supervising the work.
- D. A prime consultant who is a certified DBE is eligible to claim all of the work in the Agreement toward the DBE participation except that portion of the work to be performed by non-DBE subconsultant.

PROPOSER'S/BIDDER'S LIST OF SUBCONSULTANTS (DBE AND NON-DBE)

The proposer shall submit the attached "Proposer's List of Subconsultants (DBE and non-DBE) – Part I" form, Attachment 8A, with the proposal listing all subconsultants participating in the performance of this project.

Additionally, the proposer shall submit the attached "Proposer's List of Subconsultants (DBE and non-DBE) – Part II" form, Attachment 8B, with the proposal listing all subconsultants who provided a quote/bid to the proposer, but were not selected to participate as a subconsultant in the performance of this project.

SUBMISSION OF DBE INFORMATION

A "Local Agency Proposer-DBE Information Form" will be included in the Agreement documents to be executed by the successful proposer/bidder. The purpose of the form is to collect data required under 49 CFR 26. Even if no DBE participation will be recorded, the successful proposer must execute and return the form.

DBE SOURCES

Consultants interested in locating DBE subconsultants may refer to the following source:

Statewide DBE Database of the CUCP (California Unified Certification Program):

<http://www.californiaucp.com/>

Click on "Directory"

Also, the following agency may be contacted for assistance in locating DBE firms in California:

Caltrans Office of Certification

1-866-810-6346

DBE CERTIFICATION

The DBE firm must hold a current California Unified Certification Program (CUCP) DBE certification at the time of proposal submission. DBE certifications outside of California will not be accepted. Firms that are DBE certified outside of California may apply for a CUCP DBE certification by contacting one of the certifying agencies listed at: <http://californiaucp.org/>

BIDDER'S LIST OF SUBCONSULTANTS (DBE AND NON-DBE) – PART I

The proposer shall list all subconsultants (both DBE and non-DBE) in accordance with Title 49, Section 26.11 of the Code of Federal Regulations. The listing is required in addition to listing DBE subconsultants elsewhere in the proposal. Photocopy this form for additional firms.

Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts			Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million	<input type="checkbox"/> < \$5 million	<input type="checkbox"/> < \$10 million		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES list DBE #</i>
		<input type="checkbox"/> < \$1 million	<input type="checkbox"/> < \$5 million	<input type="checkbox"/> < \$10 million		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million	<input type="checkbox"/> > \$15 million			Age of Firm (Yrs.)
Separator Line						
Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts			Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million	<input type="checkbox"/> < \$5 million	<input type="checkbox"/> < \$10 million		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES list DBE #</i>
		<input type="checkbox"/> < \$1 million	<input type="checkbox"/> < \$5 million	<input type="checkbox"/> < \$10 million		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million	<input type="checkbox"/> > \$15 million			Age of Firm (Yrs.)
Separator Line						
Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts			Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
		<input type="checkbox"/> < \$1 million	<input type="checkbox"/> < \$5 million	<input type="checkbox"/> < \$10 million		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES list DBE #</i>
		<input type="checkbox"/> < \$1 million	<input type="checkbox"/> < \$5 million	<input type="checkbox"/> < \$10 million		<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES list DBE #</i>
		<input type="checkbox"/> < \$15 million	<input type="checkbox"/> > \$15 million			Age of Firm (Yrs.)

BIDDER'S LIST OF SUBCONSULTANTS (DBE AND NON-DBE) – PART II

The proposer shall list all subconsultants who provided a quote or bid but were not selected by the proposer to participate as a subconsultant on this project. This is required for compliance with Title 49, Section 26 of the Code of Federal Regulations. Photocopy this form for additional firms.

Firm Name/ Address/ City, State, ZIP	Contact/ Phone/ FAX	Annual Gross Receipts	Description of Portion of Work to be Performed	SCAG Use Only (Certified DBE?)
				<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If YES list DBE #</i>
		<input type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million <input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million <input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
		<input type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million <input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million <input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
		<input type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million <input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million <input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)
		<input type="checkbox"/> < \$1 million <input type="checkbox"/> < \$5 million <input type="checkbox"/> < \$10 million <input type="checkbox"/> < \$15 million <input type="checkbox"/> > \$15 million		Age of Firm (Yrs.)

**INSTRUCTIONS – LOCAL AGENCY PROPOSER DBE INFORMATION
(CONSULTANT CONTRACTS)**

SUCCESSFUL PROPOSER:

Attachment 8C must be signed and dated by the successful proposer at contract execution.

The form requires specific information regarding the consultant or other contract: Local Agency, Location, Project Description, Total Contract Amount, Proposal Date, and successful Proposer's Name.

The form has a column for the Work Item Number and Description or Services to be Subcontracted to DBEs. The prime consultant shall indicate all work to be performed by DBEs including, if the prime consultant is a DBE, work performed by its own forces, if a DBE. The DBE shall provide a certification number to the prime consultant. Enter DBE prime consultant's and subconsultant's certification number. The form has a column for the Names of DBE certified contractors to perform the work (must be certified on or before the proposals are due and include DBE address and phone number).

Enter the Total Claimed DBE Participation dollar amount of items of work in the total DBE Dollar Amount column. (If 100% of item is not to be performed by the DBE, describe exact portion of time to be performed by the DBE). Go to http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_p/p10consult.pdf and see "Notice to Proposers Disadvantaged Business Enterprise Information," (Exhibit 10-I) to determine how to count the participation of DBE firms.

Local agencies (SCAG) should complete the Contract Number, Federal-aid Project Number, Federal Share, and Contract Award fields and verify that all information is complete and accurate before signing and sending a copy of the form to the District Local Assistance Engineer within 15 days of contract execution. Failure to submit a completed and accurate form within the 15-day time period may result in the deobligation of funds on this project.

District DBE Coordinator should verify that all information is complete and accurate. Once the information has been verified, the **District Local Assistance Engineer** signs and dates the form.

Local Agency Proposer DBE Information (Consultant Contracts)

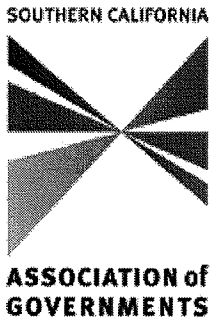
LOCAL AGENCY: _____ LOCATION: _____
 PROJECT DESCRIPTION: _____
 TOTAL CONTRACT AMOUNT (\$) _____
 PROPOSER'S NAME: _____

WORK ITEM NO. (Task No.)	DESCRIPTION OF SERVICES TO BE SUBCONTRACTED (or contracted if the proposer is a DBE)	DBE CERTIFICATION NUMBER AND EXPIRATION DATE	NAME OF DBEs (Must be certified at the time proposals are due – include DBE address and phone number)	DOLLAR AMOUNT OF EACH DBE

<p>For Local Agency (SCAG) to Complete:</p> <p>Local Agency Contract Number _____ Federal-Aid Project Number: _____ Federal Share: _____ Contract Award: _____</p> <p>Local Agency certifies that the DBE certifications have been verified and all information is complete and accurate.</p> <p>_____ Signature _____ Date _____ Print Name Local Agency Representative</p> <p>(Area Code) Telephone No. _____</p>	<p>Total Claimed DBE Participation</p>	<p>\$ _____</p> <p>_____ %</p>
--	--	--------------------------------

<p>For Caltrans Review:</p> <p>_____ Signature _____ Date _____ Print Name Caltrans District Local Assistance Engineer</p>	<p>_____ Signature of Proposer</p> <p>_____ Date (Area Code) Tel. No. _____</p> <p>_____ Person to Contact (Please Type or Print)</p>
--	---

FOR SCAG USE:
 Distribution: (1) Copy – Fax immediately to the Caltrans District Local Assistance Engineer (DLAE) upon execution. FAX No. (213) 897-2999
 (2) Copy – Include in award package to Caltrans District Local Assistance
 (3) Original – Local Agency files



Main Office
818 West Seventh Street
12th Floor
Los Angeles, California
90017-3435

Phone (213) 236-1800
Fax (213) 236-1825

www.scag.ca.gov

SECTION 1. GENERAL CONTACT INFORMATION

Primary Contact _____
 Title _____
 Telephone No. _____ Fax No. _____
 E-mail Address _____
 Company Website Address _____

SECTION 2. REMITTANCE ADDRESS (IF DIFFERENT FROM FORM W-9)

Company Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone No. _____ Fax No. _____

SECTION 3 BIDDERS' LIST INFORMATION (REQUIRED)

Is your firm a Disadvantaged Business Enterprise (DBE)? Yes No

As defined in Title 49 Part 26.11 of the Code of Federal Regulations, complete the required information below regardless of whether your firm is a DBE or non-DBE:

Age of Firm: _____

Annual Gross Receipts (select one):

- Less than \$1 Million \$5 Million – \$10 Million \$15 Million – \$17.4 Million
 \$1 Million – \$ 5 Million \$10 Million – \$15 Million \$17.4 Million +

A COPY OF THE FIRMS DBE CERTIFICATION MUST BE PROVIDED TO QUALIFY AS A DBE.

For vendors located within the Southern California region, certification must be from one of the agencies listed below.

CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Civil Rights MS 79, 1823 14th Street ,Sacramento, CA 95814
 Phone: (916) 324-1700 or (866) 810-6346, Fax: (916) 324-1862, website: caltrans.ca.gov

CITY OF LOS ANGELES

Office of Contract Compliance, Centralized Certification
 1149 S. Broadway Street, Suite 300, Los Angeles, CA 90015
 Phone:(213) 847-6480, Fax: (213) 847-5566, website: bca.lacity.org

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO)

Diversity and Economic Opportunity Department
 One Gateway Plaza, Los Angeles, CA 90012
 Phone: (213) 922-2600, Fax: (213) 922-7660, website: mta.net

If you believe you qualify as a DBE but are not certified, you may want to contact one of the certifying agencies listed at <http://californiaucp.org/> to initiate the certification process.

SECTION 4. COMMODITY CODE

Check all boxes of the commodity codes that apply to your company's particular areas of expertise.

General Goods & Services								
✓	NIGP	DESCRIPTION	✓	NIGP	DESCRIPTION	✓	NIGP	DESCRIPTION
<input type="checkbox"/>	60001	Painters	<input type="checkbox"/>	60204	Telecommunications	<input type="checkbox"/>	60720	Paper, Fine
<input type="checkbox"/>	60007	Electrical	<input type="checkbox"/>	60233	Appliances	<input type="checkbox"/>	60730	Trophies & Awards
<input type="checkbox"/>	60008	Plumbing	<input type="checkbox"/>	60400	Audio Visual Equipment	<input type="checkbox"/>	60863	Temporary Staffing
<input type="checkbox"/>	60009	Small General Contractors	<input type="checkbox"/>	60401	Audio Visual Supplies	<input type="checkbox"/>	60875	Registrations (Training/Seminars)
<input type="checkbox"/>	60016	Security Systems	<input type="checkbox"/>	60402	Video Equipment	<input type="checkbox"/>	61000	Office Supplies
<input type="checkbox"/>	60017	H V A C Contractors	<input type="checkbox"/>	60545	Moving & Storage	<input type="checkbox"/>	90640	Graphic Design Services
<input type="checkbox"/>	60030	Sound Systems & Electronics	<input type="checkbox"/>	60637	Lease – Equipment	<input type="checkbox"/>	90640.1	Image Setting
<input type="checkbox"/>	60102	Postage & Courier Services	<input type="checkbox"/>	60637.1	Lease – Building	<input type="checkbox"/>	90640.2	Premium/Promotional Items
<input type="checkbox"/>	60102.1	Postage Machines	<input type="checkbox"/>	60638	Maintenance Agreement	<input type="checkbox"/>	96600	Printing & Related Services
<input type="checkbox"/>	60104	Memberships(Professional)	<input type="checkbox"/>	60640	Copiers/Mimeo/Dupl.	<input type="checkbox"/>	96115	Catering & Concessions
<input type="checkbox"/>	60105	Subscriptions (Periodicals)	<input type="checkbox"/>	60670	Furniture – Office	<input type="checkbox"/>	96115.1	Coffee & Tea Services
<input type="checkbox"/>	60200	Computer Hardware	<input type="checkbox"/>	60700	Typewriters & Supplies	<input type="checkbox"/>	96115.2	Bottled Water
<input type="checkbox"/>	60201	Computer Software	<input type="checkbox"/>	60701	Office Machines	<input type="checkbox"/>	96618	Copying/Reproduction Services
<input type="checkbox"/>	60202	Computer Supplies	<input type="checkbox"/>	60702	Office Machine Supplies	<input type="checkbox"/>	91528	Mailing Services & Electronic Info.
<input type="checkbox"/>	60203	Computer Services	<input type="checkbox"/>	60710	Stationary Supplies	<input type="checkbox"/>		
<input type="checkbox"/>	Other							

Professional/Consulting Services

✓	NIGP	DESCRIPTION	✓	NIGP	DESCRIPTION	✓	NIGP	DESCRIPTION
<input type="checkbox"/>	60012	Architects, Engineer	<input type="checkbox"/>	91840	Employee Benefits Consulting	<input type="checkbox"/>	91892.1	Growth Visioning Planning
<input type="checkbox"/>	90868	Project Management	<input type="checkbox"/>	91843	Environmental Consulting	<input type="checkbox"/>	91893	Security/Safety Consulting
<input type="checkbox"/>	91804	Accounting/Auditing/Budgeting	<input type="checkbox"/>	91846	Feasibility Studies	<input type="checkbox"/>	91894	Traffic Consulting
<input type="checkbox"/>	91804.1	Organizational, Financial, & Performance Audits/Project Management Services	<input type="checkbox"/>	91849	Finance/Economic Consulting	<input type="checkbox"/>	91895	Telecommunications Consulting
<input type="checkbox"/>	91806	Administrative Consulting	<input type="checkbox"/>	91858	Government Consulting	<input type="checkbox"/>	91896	Transportation Planning Consulting
<input type="checkbox"/>	91806.1	Administrative Services	<input type="checkbox"/>	91858.1	Government Relations	<input type="checkbox"/>	91896.1	Highway Corridor Analysis
<input type="checkbox"/>	91812	Modeling-Analytical Studies & Surveys	<input type="checkbox"/>	91858.2	Institutional Analysis	<input type="checkbox"/>	91896.2	Rail Planning & Analysis
<input type="checkbox"/>	91812.1	Survey and Data Collection	<input type="checkbox"/>	91863	Housing Consulting	<input type="checkbox"/>	91896.3	Transit & Non-motorized Planning & Analysis
<input type="checkbox"/>	91812.2	Travel Demand Model Improvement	<input type="checkbox"/>	91865	Human Relations Consulting	<input type="checkbox"/>	91896.4	Transportation Management & Coordination
<input type="checkbox"/>	91812.3	Geographic Information System	<input type="checkbox"/>	91866	Human Resources Consulting	<input type="checkbox"/>	91896.5	Truck Lane Analysis/GoodsMovement
<input type="checkbox"/>	91812.4	Software Support for Studies & Surveys	<input type="checkbox"/>	91866.1	Executive Search	<input type="checkbox"/>	91896.6	Transportation Financing
<input type="checkbox"/>	91812.5	Regional Data Systems	<input type="checkbox"/>	91866.2	Insurance Broker Services	<input type="checkbox"/>	91896.7	Transportation & Economic Development
<input type="checkbox"/>	91817	Aviation Consulting	<input type="checkbox"/>	91874	Legal Consulting	<input type="checkbox"/>	91896.8	Transportation Investment Analysis
<input type="checkbox"/>	91874.1	Legislative Services	<input type="checkbox"/>	91874.2	Alternative Dispute Resolution	<input type="checkbox"/>	91896.9	Transportation Modeling Support
<input type="checkbox"/>	91826	Communications: Public Relations Consulting	<input type="checkbox"/>	91875	Management Consulting	<input type="checkbox"/>	91897	Gas, Water, Electric Consulting
<input type="checkbox"/>	91828	Computer Hardware Consulting	<input type="checkbox"/>	91875.1	Organization & Staff Development	<input type="checkbox"/>	91897.1	Air Quality Planning & Modeling
<input type="checkbox"/>	91828.1	Computer Service Center	<input type="checkbox"/>	91876	Marketing Consulting	<input type="checkbox"/>	91897.2	Water Supply Analysis
<input type="checkbox"/>	91829	Computer Software Consulting	<input type="checkbox"/>	91876.1	Social Economic Impact Analysis	<input type="checkbox"/>	96175	Translation Services
<input type="checkbox"/>	91829.1	Information Systems	<input type="checkbox"/>	91876.2	Social Justice/Equity Analysis	<input type="checkbox"/>	91892	Urban Planning Consulting
<input type="checkbox"/>	91829.2	Unix Systems Support	<input type="checkbox"/>	91879	Minority & Small Business Consulting			
<input type="checkbox"/>	91829.3	Macintosh Computer Technical Support	<input type="checkbox"/>	91883	Organizational Development Consulting			
<input type="checkbox"/>	91837	Economy Analysis Consulting	<input type="checkbox"/>	91885	Personnel/Employment Consulting			
<input type="checkbox"/>	91838	Education & Training Consulting						
<input type="checkbox"/>	Other							

SECTION 5. FORM SUBMISSION

Include this form in your proposal