

A REQUEST FOR PROPOSALS (RFP)
for
Non Project-Specific UrbanSIM Model Development Support

Date
September 16, 2011

DENVER REGIONAL COUNCIL OF GOVERNMENTS
1290 Broadway, Suite 700
Denver, Colorado 80203-5606

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I. INSTRUCTIONS FOR SUBMITTAL OF PROPOSALS

A. Summary

The Denver Regional Council of Governments (DRCOG) hereby issues this Request for Proposals (RFP) in order to solicit proposals from individuals, firms and teams with experience in technical specialties needed to develop and implement advanced regional land use models. Development and implementation of such models requires extensive skills in statistical model estimation, calibration, and validation, and in a variety of aspects of software development and operations, including coding of user interfaces, extensive “back end number crunching” code, and enterprise scale data storage/management systems (e.g., relational databases, etc.).

Respondents are solicited to propose in one or more of these skill areas, as described in Section II, Project Description below. Respondents are encouraged to describe their experience with these skill sets in the context of advanced land use and systems, where possible and applicable, and necessary for the task. For tasks where contextual knowledge of land use modeling is not required, such as database optimization, consultant without specific knowledge of land use modeling systems are encouraged to respond.

This is a non project- specific (NPS) solicitation. DRCOG expects to select multiple individuals, firms or teams from among respondents, and assign work to those selected through the use of executed task orders. Respondents may address in their proposals any number of the skill areas listed in the Project Description, and need not address them all.

B. RFP Schedule

Consideration of the responses will be governed by the following schedule, which is subject to revision by DRCOG.

Milestone	Details	Date
Distribution	Requests for Proposals (referred to further herein also as “solicitation”) will be forwarded to respondents and firms who have indicated an interest in participating in this project or who have displayed evidence of expertise in model estimation or software development and relational database and/or web portal development. The solicitation is also posted on DRCOG’s website at www.drcog.org .	September 16, 2011
Questions and Inquiries	Questions and inquiries must be submitted on or before this date. Please use the DRCOG Q&A Web page to submit questions at: http://www.drcog.org/bids/faq/dsp_addQuestion.cfm?code=CRS15 All questions and answers will be posted on this Web page for all interested parties to view.	September 28, 2011

Question Responses	DRCOG will respond to questions and inquiries via the DRCOG Q&A web page to ensure that all interested parties have the same information. http://www.drcog.org/bids/faq/dsp_viewFAQs.cfm?code=CRS15 Responses to questions will be posted by this date.	September 30, 2011
Submittals due	Responses to this request must be received at the following address no later than 5:00 PM Mountain time: Denver Regional Council of Governments Attention: Melissa Leith 1290 Broadway, Suite 700 Denver, Colorado 80203-5606 Proposals shall be submitted in bound form, with 7 identical copies each. Proposals must be delivered sealed and marked as confidential. Respondents may also submit proposals digitally (in PDF format) to the following secure site: Bids@drcog.org.	October 11, 2011
Recommendation and Authorization	Following review of responses, DRCOG staff to prepare recommendation to proceed to contract with one (or more) of the respondent(s). DRCOG staff to seek approval from DRCOG's Administrative Committee to proceed to contract with selected respondent(s). This date is approximate.	October 19, 2011
Contract Execution	DRCOG staff to begin contract negotiations with selected respondent(s). DRCOG may contract with one (or more) respondent(s) to complete the entire scope of work. This date is approximate.	October 20, 2011

C. General Instructions

- Questions** – Questions regarding this solicitation should be submitted by the date listed above via the DRCOG Q&A Web page:

http://www.drcog.org/bids/faq/dsp_addQuestion.cfm?code=CRS15

Or directly to:

Erik Sabina
E-mail: esabina@drcog.org
Phone: 303-455-1000

- Project Direction** – Erik Sabina will be responsible for providing direction to the selected respondent(s).

3. **Signatory Requirements** – Responses must be signed by a duly authorized official of the respondent. Consortiums, joint ventures, or teams submitting responses will not be considered responsive unless it is established that all contractual responsibility to DRCOG with regard to the project shall rest solely with one contractor or legal entity, which shall not be a subsidiary or affiliate with limited resources. Each response should indicate the entity responsible for execution on behalf of the team.
4. **Responses to RFP** - All responses to this solicitation become the property of DRCOG upon receipt and will not be returned to the respondent. Selection or rejection will not affect this right. DRCOG shall have the right to use any or all of the ideas or adaptations of the ideas contained in any response received, excluding case study materials or other reference materials prepared for clients of respondent. Any confidential/proprietary information submitted in response to this request shall be readily identified, clearly marked and separated from the rest of the response. Co-mingling of confidential/proprietary and other information is not acceptable. Submittals will be handled in accordance with applicable federal and state public records laws and procurement regulations. Neither cost information nor the total response will be considered confidential/proprietary.

D. Required Elements in Response/Response Format

Firms, teams, or individuals responding to this solicitation shall provide the following information in their proposals in the order listed below. Only complete submittals will be evaluated. While there is no explicit length limitation for responses to this RFP, respondents are discouraged from providing lengthy submittals. DRCOG considers approximately 25 pages to be a sufficient amount of text for this RFP, not including detailed resumes of consultant team participants, to be included in an appendix.

1. **Cover Letter** - Respondents should submit a cover letter expressing their interest in the project. The letter must contain, at a minimum, the following information:
 - a. Statement of interest referencing the Non Project-Specific UrbanSIM model development support.
 - b. Certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
 - c. Respondent's name, address, telephone number, fax number and e-mail address of the individual to contact regarding the submittal.
 - d. An authorized principal or partner of a firm shall sign the letter.
 - e. Identification of whether the prime respondent is certified as a Disadvantage Business Enterprise, or indication as to the Respondent's goals for DBE participation, if any (see Section F.5).
2. **Qualifications and Experience of the Respondent (s)** - Respondents shall describe projects and experience of the past three years relevant to the draft scope of services described in Section II, Project Description, below. Respondents should place particular emphasis on projects for which key staff to be assigned to this project have either been primarily responsible or have performed substantial work. If subcontractors are to be used, the means by which these firms will

participate must be specified and their experience and credentials presented in this section.

- 3. Qualifications and Experience of Key Staff** - Respondents shall identify the key individuals to be assigned to this project (by name and position) and describe the work tasks assigned to each individual. The respondent must also provide experience summaries of these key individuals, describing for each individual their previous experience on similar projects in similar roles, their educational background, and their length of tenure with the consulting firm. Resumes of these key individuals may also be included. Respondents shall also list any professional affiliations, licensures, and certifications that are pertinent to the work described in Section II, Project Description.
- 4. References** - Respondents shall submit names, addresses, and phone numbers of references familiar with the Respondent's ability, experience, and reliability in the performance and management of projects of a similar nature.
- 5. Cost Information** - Respondents shall provide a listing of the hourly billing rates for each job classification and job title they would expect to deploy on this project, including any supporting personnel.

Respondents shall also include a breakout of general operating expenses, the costs associated with any materials or services that may be required, or any other miscellaneous costs that are anticipated in the course of performing the tasks outlined below. Overhead costs, including, without limitation, faxing, cellular phone air time, and computer processing time, must be borne exclusively by the selected respondent(s) as a cost of doing business.

Allowable costs under any contract with the selected Respondent will be administered in accordance with Attachment A of this solicitation and applicable federal regulations and requirements, including without limitation OMB Circular A-87. Any such contract is contingent on the availability of funds.

- 6. Project Management and Scheduling Expertise** - Respondents shall identify the management techniques that they are using to assure the completion of projects within schedule and budget.
- 7. Response to Other Solicitation Elements/Reservations, Conditions, or Constraints Related to This Request.**

All Respondents shall include:

- Disadvantaged Business Enterprise Information Request Form (Attachment B)

E. Selection Process

DRCOG will establish a proposal review team to review the responses to this solicitation received no later than **5:00 pm Mountain** time on or before October 11, 2011. After the review of responses, oral interviews of the most qualified

respondent(s) may be conducted at the discretion of the review team. DRCOG staff will recommend a respondent or respondents to the Administrative Committee of the DRCOG Board of Directors on or before October 19, 2011. Upon Administrative Committee approval, the selected respondent(s) will be notified and negotiations for a contract to provide services will commence.

F. Evaluation Criteria

Evaluations of proposals will be based on the following criteria:

- 1. Experience and Capability** - Respondents will be evaluated with respect to the experience of the respondent(s) and personnel assigned to the project both in terms of past efforts in this type of work and the quality and level of commitment to this project. Of prime concern will be the capabilities and accomplishments of the individuals to be assigned to this particular project.
- 2. Management Qualifications** - Qualifications of the respondent in terms of its ability, experience, and reliability in performing and managing work within a schedule and budget will be included in the evaluation process.
- 3. Cost Information** – Likely project cost, determined from the standard service fee break out provided by the respondent, will be considered in the selection; however, it will not be the only determining factor. Specific attention will be given to the commitment implied for key staff and the overall labor effort proposed, and their relationship to the estimated project cost.
- 4. References** – Information provided by respondent's references addressing the knowledge, skills, abilities and performance of the respondent to complete the work outlined below will be included in the staff evaluation of the response.
- 5. Disadvantaged Business Enterprise (DBE) Participation** - It is the policy of DRCOG that equal opportunity to participate in its procurements is provided to disadvantaged business enterprises. The selected respondent(s) shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of contracts.
- 6. Other** – Other factors that may be determined by DRCOG to be necessary or appropriate in its discretion.

G. Special Conditions

- 1. Rejection Rights** - All respondents are notified that the execution of a contract pursuant to this solicitation is dependent upon approval by DRCOG. DRCOG reserves the right to reject all responses and re-solicit if deemed by DRCOG to be in its best interests, and to abandon the project and this RFP at any time for any or no reason. Selection of a respondent or respondents is also conditioned on the negotiation of an acceptable contract.

2. **Other Conditions; Reservation of Rights** - This is a solicitation and not an offer to contract. The provisions in this solicitation and any procurement or purchasing policies or procedures of DRCOG are solely for the fiscal responsibility of DRCOG and confer no rights, duties, or entitlements to any party submitting responses to this solicitation. DRCOG reserves the right to issue clarifications and other directives concerning this solicitation, to make and issue modifications to the solicitation schedule; to require clarification or further information with respect to any response or proposal received; to waive any informalities or irregularities; and to determine the final scope and terms of any contract, and whether to enter any contract. The provisions herein confer no rights, duties or entitlements to any respondent.
3. **Costs of Response Preparation and Other Charges** - Respondents are solely responsible for all costs of preparing their proposals and participation in this solicitation and DRCOG assumes no responsibility for payment of any expenses incurred by a respondent as part of this process. For the selected firm, no reimbursement will be made by DRCOG for any costs incurred prior to full execution of a contract and issuance of written notice by DRCOG to commence project services.
4. **Equal Employment Opportunity** - In connection with this request, the selected respondent(s) shall not discriminate against any employee or applicant for employment because of age, race, sex, color, religion, veteran status, marital status, national origin, disability, being a disadvantaged person, genetic information, sexual orientation or any other status protected by applicable state or local law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including any apprenticeship.

The selected respondent(s) will furnish all necessary information and reports and will permit access to its books, records, and accounts by DRCOG for purposes of investigation to ascertain compliance with the nondiscrimination provisions of any resultant contract.

5. **Noncompliance** - In the event of the selected respondent(s) noncompliance with the nondiscrimination provision of any resultant contract, DRCOG shall impose such contract sanctions as it may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments under the contract until the compliance by the selected respondent(s), and/or
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
6. **Allowable Costs** - Allowable costs under any contract will be determined in accordance with Attachment A of this solicitation and applicable provisions of federal regulations and requirements, including without limitation OMB Circular A-87.

7. Insurance Requirements – Any Contract entered into will require the selected respondent(s) to carry the following minimum amounts of insurance:

- a. Workers' Compensation in statutory limits. (if applicable)
- b. Employer's Liability Insurance: \$100,000/ each accident, \$500,000/ disease - policy limit, and \$100,000/ disease - each employee.
- c. Comprehensive General Liability Insurance: \$1,000,000/ Occurrence
- d. Automobile Liability or Hired & Non-Owned Vehicle Liability Insurance: \$1,000,000/each accident (if applicable).
- e. Professional Liability Insurance: \$1,000,000/ Occurrence.

DRCOG, its officers, and employees are to be named as additional insured under both the Contractor's General Liability and Automobile Liability policies. Said insurance will be required to be maintained in full force and effect during the term of the contract.

8. Suspension and Debarment - By submitting a proposal in response to this solicitation, the respondent represents its organization and its principals are not suspended or debarred per Federal requirements.

9. Prohibition Against Employing Illegal Aliens - Prior to entering into any Contract for this Project, the respondent must certify that it does not knowingly employ or contract with an illegal alien; and that the respondent will participate in the E-Verify program or the Department Program, as defined in C.R.S. §§ 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively in order to verify that it does not employ any illegal aliens.

The respondent acknowledges that any contract shall also include a prohibition against employing illegal aliens in conformance with C.R.S. § 8-17.5-101 et seq., and that respondent will comply with the requirements of C.R.S. § 8-17.5-101 et seq.

10. Period of Performance – The work on all components expected under this solicitation must be completed by February 28, 2014.

II. PROJECT DESCRIPTION

A. Introduction

In 2010, DRCOG completed version 1.0 of its new activity-based travel model, called FOCUS, and used it for the first time for official transportation planning activities. This model is one of the early implementations of activity-based modeling in the U.S., and is similar in its theoretical structure to that implemented in Sacramento, California, and to a lesser extent, to that implemented in San Francisco. Since the inception of the FOCUS project, it has been DRCOG's intention also to build, as rapidly as possible, a next generation land use model, and to integrate it with the new FOCUS model. To that end, DRCOG has been monitoring other advanced land use model projects around the country, and studying and testing the various advanced land use modeling tools available on the market today. Following a recent pilot study of UrbanSIM, DRCOG has selected UrbanSIM as the platform for its advanced land use model.

B. Objective and Goals

DRCOG's management team has established an aggressive two-year time schedule for the project, targeting June 2013 as a deadline for introduction of a useful product that will support policy deliberations associated with DRCOG's development of its MetroVision 2040 plan. DRCOG expects to engage consultant services to provide assistance in this effort in a number of technical specialties, both to supplement DRCOG's efforts where our in-house expertise is less developed, and given the aggressive schedule, to bring enough resources to bear on the project so that the schedule may be met.

DRCOG is seeking the following expertise through this RFP process:

- Model estimation (regression, discrete choice, and possibly other forms);
- Software development (with emphasis on software development in the Opus/UrbanSIM framework);
- Relational database expertise (including design, development and performance optimization); and
- Web data portal development

DRCOG also expects to contract for support in the process of implementing an UrbanSIM model and the population synthesizer and calibrating and adjusting the model so as to produce an acceptable result. DRCOG expects to require support from contractors with a high level of UrbanSIM expertise to assist in this aspect of the project.

Finally, integration with the existing FOCUS travel model will be a key part of the project. While few or no theoretical model design modifications are expectantly aimed at improving behavioral integration between travel and land use decision-making, as seamless as possible an integration of data management is a key aspect of the project, as is simple automation of passage of variables between land use and travel components. Consultant expertise in the design and implementation of activity-based

travel models, as well as UrbanSIM, will therefore be needed. With respect to tasks that involve integration of the land use and travel model components, respondents are encouraged to describe their approach to applying their skills and experience in the context advanced land use and travel modeling.

Multiple Firms

DRCOG does not intend to award the contract for these services to one single firm, but instead expects to select several qualified firms and distribute the projects between them.

TASKS

Population Synthesizer – DRCOG is currently running an older generation population synthesizer (called Popsyn) as part of its activity based travel model. For the land use model implementation, we seek to improve our existing population synthesizer. Specifically, at minimum the next generation synthesizer must control both households and population. In addition, the newer synthesizer must use current disaggregate control data, such as the American Community Survey (ACS). Consultants will have experience in the design, programming, and validation of population synthesizers that include both household and person level controls. They will thoroughly understand the uses of population synthesizer outputs in the land use model and travel model. They will have some knowledge of most population synthesizers in current use, including PopGen (developed by faculty at Arizona State University) and PopSyn, which is the population synthesizer currently in use with DRCOG's FOCUS activity-based travel model (developed by Dr. John Bowman.)

Specific capabilities the consultant will possess include:

- Working with DRCOG to design regional and sub-regional (i.e. TAZ) level controls for the population synthesizer from the economic forecasts and other sources
- Programming the population synthesizer (ideally in either Python, T-SQL, or C#) to run with the specified controls and to provide the necessary outputs for the land use and travel model
- Validating that the population synthesizer creates uncontrolled household/population characteristics that matches reasonably well in the base year with other sources such as the Census, ACS, etc. Also validating that future forecasts are reasonable by providing summaries of household and person uncontrolled variables by sub-area (i.e. county or municipality), and their changes over time
- Coaching land use and travel model team members to be able to apply, modify, and validate the population synthesizer. This includes providing documentation on both the theory and application of the specific population synthesizer built by the consultant

Software development/update support – DRCOG expects to make use of consultant assistance in several areas of software development, including:

- Python development – this is the primary language in which UrbanSIM is built. Model estimation and implementation are both expected to require Python code development. In addition, DRCOG may decide to modify significantly one or more of the UrbanSIM models to better match the specific patterns of development activity in the Denver region. Such modifications would require both Python programming and subject matter expertise. The successful consultant will have expertise in translating conceptual theory developed by DRCOG staff into implementable Python code.
- C# - DRCOG's new FOCUS model is written primarily in C#, including discrete choice model implementation and interaction with the SQL-Server database. As interaction between UrbanSIM and FOCUS is expected to be a key aspect of this project, code development in C# is likely also to be needed.
- GISDK – this scripting language is the core development language in TransCAD, the travel modeling platform that is a key part of the FOCUS model. Many of the variables that UrbanSIM will require from the FOCUS model are developed using GISDK, and stored in TransCAD data formats. It therefore is likely that some GISDK development will be needed.

While general experience in each of these languages is desirable, experience in their use in the advanced travel and land use modeling environment will be an additional advantage.

Database design and optimization support – Microsoft SQL-Server is the primary data engine for the FOCUS model, and also will serve as at least part of the data repository for the joint FOCUS/UrbanSIM modeling system as UrbanSIM is built. DRCOG staff believes that significant design and performance advantage to the combined FOCUS/UrbanSIM model system can be achieved through use of high level SQL expertise, particularly in the SQL-Server environment, and we are seeking specialist consultants with high expertise in this area. In particular, we are seeking assistance with:

- Design to optimally combine/merge the already existing land use and travel databases in a way that eases communication with and between the model components, with the aim of supporting the ultimate design philosophy that the land use and travel models are really one
- Reviewing and upgrading the interaction between the code and the db (both C# for the FOCUS travel model components and Python for UrbanSIM) to improve run times. Note that both the FOCUS and UrbanSIM model components are multi-threaded, and interaction between multi-thread code and the SQL-Server database appears to be an important influence on speed of performance
- Data access permissions and other security design elements. Data security has not been an important focus during the development phase of the FOCUS and UrbanSIM models, but is expected to become very important as this modeling system is brought into wide use. DRCOG expects to need to protect some elements of the database from modification, and possibly even review, by most users, and requires design assistance in implementing such functionality

OPUS/UrbanSIM software technical support – as OPUS/UrbanSIM will be the core platform of the new land use model, we are seeking firms with extensive expertise and experience with that software platform, such as:

- Ability to trouble-shoot and fix bugs of all OPUS packages and components
- Understanding of Python, Numpy, and OPUS expression language
 - o This includes expertise working with interactive session command shell/Idle
- Understanding of OPUS source code and XML project configuration files
- Familiarity with updating the software and Opus repository
- Understanding of R and BioGeme software
- Knowledge of OPUS GUI
 - o This includes configuring tool sets, connecting to databases, scenario manager, indicator configuration, and creating new models
- Experience working with OPUS on Linux and Windows platforms
- Experience working with OPUS with Microsoft SQL and PostGres databases
- Ability for creating customized variable scripts for model estimation and analysis
- Experience running full model simulations in Opus software

UrbanSIM Model Estimation and Calibration - DRCOG expects to estimate in-house many, if not all, of the models included in a standard UrbanSIM implementation. Some of these estimations are expected to be relatively simple, and some more complex. In past modeling efforts, DRCOG has had success using an estimation “coach” to aid staff on an as needed basis. We plan to employ the same approach for this project. Specifically, the consultant(s) selected to serve as estimation coach may:

- Provide advice in model design at the beginning of the estimation process for each model
- Assist during the estimation task as DRCOG staff need advice in solving problems (with the estimation software, with interpreting estimation outcomes, with working through convergence problems, etc.)
- Take over estimation of one or more models, at DRCOG’s discretion, if estimation of any of the models proves to be beyond the capability of DRCOG staff to accomplish in a timely manner

Consultants will possess experience with estimation of models with very large choice sets, knowledge of estimating and implementing such models using choice set selection, and knowledge of advanced discrete choice modeling techniques (nested logit ,multinomial logit models (MMNL) at minimum, and understanding of Bayesian Model Averaging and Melding). Consultants will also possess knowledge of regression-based modeling approaches often used in development modeling (hedonic models, etc.).

Built Environment Portal development for sharing data – Gathering development data for model estimation is a core part of the model development process. However, this data must also be maintained into the future, as the development pattern in the

region changes, as real estate prices change, etc. Since the development data is gathered from a number of sources, especially county governments, making it easy for those sources to update the data is crucial to regular, timely data update. Enabling those data providers to use the data they provide to us also gives them incentive to provide and update the data. For these purposes, DRCOG would like to develop an online GIS-based portal for its member governments to access the built environment data. The consultant may work independently, or in cooperation with DRCOG IT staff. Existing DRCOG web-based tools have been developed on several different platforms (such as Ruby on Rails, Drupal, .NET, etc.) Consultant respondents shall have experience in developing GIS based portals and programming language for the back end database interaction. The *Google maps API* must be utilized for the scenario. The application must be written in standardized MVC framework in either Ruby on Rails or MS C#.NET or delivered via DRCOG's Drupal Content Management System (CMS).

Basic functionality shall include:

- Generate graphs, tables, reports, and maps for user specified data and geographies (standard and custom)
- User editing of attributes
- User upload of new data (full files or individual records)

ATTACHMENT A
PRINCIPLES FOR DETERMINING
COSTS APPLICABLE TO CONTRACTS WITH
THE DENVER REGIONAL COUNCIL OF GOVERNMENTS

A. Purpose and Scope

1. Objective. This policy procedure sets forth principles for determining the allocable costs of contracts with DRCOG and provides a generally summary of applicable policies. Allowable costs are determined and administered in accordance with these principles and applicable federal regulations and requirements, including without limitation OMB Circular A-87.
2. Policy Guides. The application of these principles is based on the fundamental premises that:
 - a. Contractors are responsible for the efficient and effective administration of contract programs through the application of sound management practices.
 - b. Contractors assume the responsibility for seeing that contract funds have been expended and accounted for consistent with underlying agreements and contract objectives and provisions.
 - c. Each contractor organization, in recognition of its own unique combination of staff facilities and experience, will have the primary responsibility for employing whatever form of organization and management techniques may be necessary to assure proper and efficient administration.
3. Application. These principles will be applied to all contracts with DRCOG in determining costs and cost reimbursement type contracts including subcontracts.

B. Definitions

1. Approval or authorization of DRCOG means documentation evidencing consent prior to incurring specific costs.
2. Cost allocation plan means the documentation identifying, accumulating, and distributing allowable costs under DRCOGs' contracts, together with the allocation methods used.
3. Cost, as used herein, means cost as determined on a cash, accrual, or other basis acceptable to the Denver Regional Council of Governments as a discharge of the Contractor's accountability for DRCOGs' funds.
4. Cost objective means a pool, center, or area established for the accumulation of cost. Such areas include organizational units, functions, objects or items of expense, as well as ultimate cost objectives including specific on-site direct and indirect activities.

5. Contract program means those activities and operations of the Contractor which are necessary to carry out the purposes of the contract.
6. Services, as used herein, means goods and facilities, as well as services.
7. Supporting services, means auxiliary functions necessary to sustain the direct effort involved in administering a contract or an activity providing service to the program. These services may include procurement, payroll, personnel functions, maintenance and operation of space, data processing, accounting, budgeting, auditing, mail and messenger service, and the like.

C. Basic Guidelines

1. Factors Affecting Allowability of Costs. To be allowable under a DRCOGs' contract, costs must meet the following general criteria:
 - a. Meet the standards and criteria set forth by OMB Circular No. A-87 issued by the Office of Management and Budget on May 17, 1995.
 - b. Be necessary and reasonable for proper and efficient administration of the contract, be allocable thereto under these principles, and except as specifically provided herein, not be a general expense required to carry out the overall responsibilities of the Contractor.
 - c. Be authorized or not prohibited under state or local laws or regulations.
 - d. Conform to any limitations or exclusions set forth in these principles, federal laws, or other governing limitations as to types or amounts of cost items.
 - e. Be consistent with policies, regulations, and procedures that apply uniformly to all activities of the Contractor.
 - f. Be accorded consistent treatment through application of generally accepted accounting principles appropriate to the circumstances.
 - g. Not be allocable to or included as a cost of any other program in either the current or a prior period.
 - h. Be net of all applicable credits.
2. Allocable Costs. A cost is allocable to a particular cost objective to the extent of benefits received by such objective.
3. Applicable Credits. Applicable credits refer to those receipts or reduction of expenditure-type transactions that offset or reduce expense items allocable to contracts as direct or indirect costs. Examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; sales or publications, equipment, and scrap; income from personal or incidental services; and adjustments of overpayment or erroneous charges.

D. Composition of Cost

1. Total Cost. The total cost of a contract is comprised of the allocable direct cost incident to its performance, plus its allocable portion of authorized indirect costs, less applicable credits.
2. Classification of Costs. There is no universal rule for classifying certain costs as either direct or indirect under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the contract or other ultimate cost objective. It is essential, therefore, that each item of cost be treated consistently either as a direct or an indirect cost.

E. Direct Costs

1. General. Direct costs are those that can be identified specifically with a particular cost objective. These costs may be charged directly to contracts, or to other programs against which costs are finally lodged. Direct costs may also be charged to cost objectives used for the accumulation of costs pending distribution in due course or other ultimate cost objectives.
2. Application. Typical direct costs chargeable to the Denver Regional Council of Government's contracts are:
 - a. Compensation of employees for the time and effort devoted specifically to the execution of contract work effort.
 - b. Cost of materials acquired, consumed or expended specifically for the purpose of the contract.
 - c. Other items of expense incurred specifically to carry out the contract work statement.

F. Indirect Costs

1. General. Indirect costs are those that, because of their incurrence for common or joint objectives, are not readily subject to treatment as a direct cost. Normal overhead and general and administrative expenses as audited by the Defense Contract Audit Agency (DCAA) will normally be allowed on work performed under the Denver Regional Council of Governments' contracts.
2. Application. Typical indirect costs chargeable to DRCOG's contracts include fringe benefit costs such as vacation pay, holiday and excused time pay, disability benefits and sick leave wages, federal and state unemployment and social security taxes, insurance, including Workmen's Compensation and employer's liability, group life and medical insurance and other related types of cost; consumable office supplies, help-wanted advertising, business conferences, deferred or other compensation.

ATTACHMENT B
DENVER REGIONAL COUNCIL OF GOVERNMENTS
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
INFORMATION REQUEST FORM

DRCOG's Disadvantaged Business Enterprise (DBE) Program is required by Congress as a condition of receiving federal transportation funds. It is intended to provide assistance to minorities, women and other socially and economically disadvantaged individuals to enter the highway construction and design industries. A copy of DRCOG's DBE Program Objectives/Policy Statement follows this Information Request Form.

It is the policy of DRCOG to request and maintain the following data on **all Respondents** to the solicitation. Please complete this form and include it with proposal.

General Information

Business Name _____

Business Address _____

Phone _____ Fax _____

E-mail _____

This firm was established on ____/____/____

Specify the gross annual receipts of the firm:

☐	Under \$100,000
☐	\$100,000-\$500,000
☐	\$500,000-\$1,000,000
☐	Over \$1,000,000

Is your company certified as a Disadvantaged Business Enterprise under the Colorado Unified Certification Program (UCP)?

☐	Yes
☐	No

RESPONDENT

TITLE

DATE

**DENVER REGIONAL COUNCIL OF GOVERNMENTS
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
OBJECTIVES/POLICY STATEMENT**

DRCOG is committed to and has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (USDOT or DOT), 49 CFR Part 26. DRCOG, as a condition to receiving Federal financial assistance from the Department of Transportation, has signed an assurance that it will comply with 49 CFR Part 26. It is the policy of DRCOG to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also the DRCOG policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's (United States Department of Transportation) highway, transit, and airport financial assistance programs;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet the eligibility standards of 49 CFR Part 26 are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To assist the development of firms that can compete successfully in the marketplace outside the DBE programs; and
7. To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

The designated DRCOG DBE Liaison Officer (DBELO) is responsible for implementing all aspects of the DBE program. The DBELO will be assisted by other DRCOG staff as needed with the DBE requirements and compliance. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the DRCOG in its financial assistance agreements with the DOT.

DRCOG will disseminate this policy statement to its members and all the components of its organization. DRCOG will notify DBE and non-DBE business communities that perform work on DOT-assisted contracts about DRCOG's DBE policy by placing it on its web site and/or circulating the policy electronically to persons in those communities, and by making it available in the DRCOG office.