



**Midland Odessa Urban Transit District  
Request for Proposal: MOUTD\_2020\_01  
EZ-Rider Comprehensive Operations Analysis  
10300 Younger Road  
Midland, Texas 79706**

The enclosed Request for Proposal for sales services for the **EZ-Rider Comprehensive Operations Analysis** includes the following:

**Notice to Proposers**

**Request for Proposals**

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If any of the above items are not included, you should immediately contact Kayleen Hamilton at EZ-Rider at the address above or call (432) 561-9990 and request the missing information.

## NOTICE TO PROPOSERS

Sealed Request for Proposals addressed to the Midland Odessa Urban Transit District (MOUTD) will be received in the EZ-Rider Office, 10300 Younger Road, Midland, Texas 79706, until 3:00PM CST, **Friday, July 17, 2020**, at the EZ-Rider Office, 10300 Younger Road, Midland, Texas 79706, for furnishing MOUTD with the following items:

<u>Item</u>	<u>Specification No.</u>
Comprehensive Operations Analysis for the EZ-Rider Transit System	<b>MOUTD_2020_01</b>

Proposals will be accepted in person, by United States Mail, or by private courier service. Proposals will **not** be accepted via oral communication, telephone, electronic mail, telegraphic transmission, or facsimile transmission. Proposals may be withdrawn prior to the above scheduled time set for closing, but not after said closing.

Once submitted, proposals become the property of MOUTD, and as such, MOUTD reserves the right to use any ideas contained in the any response regardless of whether that company is selected. Submission of a proposal in response to this request, by any Proposer, shall indicate that the Proposer has accepted the conditions stated in the request, unless clearly and specifically noted in the Proposal submitted and confirmed in the agreement between MOUTD and the successful Proposer.

All potential Proposers should register for their proposal packet with Kayleen Hamilton at [khamilton@ez-rider.org](mailto:khamilton@ez-rider.org) or by mail at 10300 Younger Road, Midland, Texas 79706. Registration shall require the name of the Proposer's company or individual, mailing address, email address, telephone number, and name and title of contact person. On receipt of registration, specifications and proposal forms will be provided by MOUTD via email.



**Date:** June 18, 2020  
**Project:** EZ-Rider Comprehensive Operations Analysis  
**Proposal Submission:** Proposals will be received until 3:00 pm CST on July 17, 2020  
 All proposals must be clearly labeled "EZ-Rider Comprehensive Operations Analysis"  
**Project Manager:** Name: Kayleen Hamilton  
 Email: khamilton@ez-rider.org phone: (432) 561-9990

**REQUEST FOR PROPOSALS**

**I. Purpose**

MOUTD is seeking scalable proposals for qualified firms or consultant teams ("Consultant") to undertake a Comprehensive Operational Analysis of its fixed route, complementary ADA paratransit, and commuter bus services. The Analysis will lead to recommendations and an implementation plan for policy, financial, and service alternatives that will improve the overall performance of the system.

**II. Proposed Solicitation and Award Schedule**

MOUTD proposes the following solicitation and award schedule:

<b>EVENT</b>	<b>DATE</b>
Issuance of RFP	June 18, 2020
Deadline for RFP Questions and Requests for Clarification	July 8, 2020
MOUTD Responses to Questions and Requests for Clarification Due	July 10, 2020
Proposals Due	July 17, 2020
Oral Presentations (online)	July 22-24, 2020
Selection and Award	July 29, 2020

**III. General Conditions**

1. Proposals received after the date and time specified for submission shall be returned unopened and will be considered void and unacceptable. MOUTD or EZ-Rider is not responsible for lateness of mail carrier etc.
2. Proposals may only be altered or amended as prescribed by state law. Alterations made before closing must be initiated by the proposer guaranteeing authenticity. Proposals may not be withdrawn after proposal closing date and proposers so agree upon submittal of their proposal.
3. Proposals will be received and publicly acknowledged at the location, date, and time identified below. Proposers, their representatives, and interested parties may be present. The proposals received will be publicly opened but not read aloud. Proposals shall remain valid for a period of ninety (90) days from the date and time identified below.

4. By submitting a proposal, the proposer certifies that he/she/they have fully read and understand the "Request for Proposal" and has full knowledge of the scope, quantity, and quality of the services to be furnished.
5. The proposer shall furnish any additional information as MOUTD may require. MOUTD reserves the right to make investigation of the qualifications of the proposer as it deems appropriate.
6. MOUTD is not liable for any direct or indirect costs incurred by any person or firm responding to this RFP.
7. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract.
8. Proposers are advised that all MOUTD contracts are subject to any necessary legal requirements.
9. Any proposal which does not contain all of the information requested in this RFP will be considered as incomplete and may be rejected by MOUTD.
10. This RFP does not commit MOUTD to enter into, procure, or award an agreement for the scope of work described herein.

#### **IV. Required Proposal Contents and Format**

MOUTD requires comprehensive responses to every section within this RFP. To facilitate the review of the responses, proposers shall follow the described proposal format. The intent of the proposal format requirements is to expedite review and evaluation. It is not the intent to constrain Firms with regard to content but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review and evaluation.

All proposers are expected to examine the specifications and all instructions in this RFP. Failure to meet the requirements of the RFP will result in disqualification of the proposal. Each Proposer must furnish the information required. Proposal must include evidence that the agent signing the proposal has authority to act on the Proposer's behalf. All erasures and/or other changes of entries made by the Proposer must be initialed by the authorized signatory.

The proposal and all included documentation should be bound in a single volume. Proposal packets should be single-sided and no more than 30 pages in length. Cover pages do not count toward the page limitation. Proposer should submit (1) original and (3) identical copies of the proposal in its entirety. Proposals must be submitted in physical form; electronic copies will not be accepted. An *original* signature by an authorized officer of Proposer must appear on the certification forms attached. **The copy of the Proposer's proposal bearing an original signature should contain the mark "original" on the front cover of the proposal.**

The proposal must be organized into the following response item sections and submitted in an indexed binder.

## TAB A INTRODUCTION, COMPANY INFORMATION, QUALIFICATIONS, AND EXPERIENCE

1. Cover letter on company letterhead
  - a. Brief introduction of firm
  - b. Contents of proposal
  - c. Contact person – including name, e-mail address, and telephone – with whom MOUTD will exclusively correspond during the RFP process
  - d. Signature of the authorized agent
2. Company profile
  - a. The firm's name, business address, and telephone number as well as a brief description of the firm's presence nationally and locally
  - b. Date of establishment, type of organization and local organizational structure
  - c. A brief history of the firm, describing experience, size, headquarters location, key principals/officers and length of time in business
  - d. Project Team Organizational Chart and identify key individuals.
  - e. A detailed availability for Project Team and key individuals.
  - f. Explanation of how MOUTD will be able to identify authorized staff.
  - g. How notice of changes in authorized staff be communicated to MOUTD.
  - h. Information regarding customer service support including hours of availability.
3. Statement of Qualification
  - a. Provide a statement regarding why the firm would be most qualified to handle this account, including past experience in serving transit companies and other public agencies.
  - b. Describe the experience of the firm in the last thirty-six (36) months in performing consulting services in similar size and scope.
4. Litigation
  - a. List and briefly describe the circumstances and status of any litigation involving the firm that was initiated from January 1, 2014 to the present.
5. Statement of Financial Stability and Solvency
  - a. Provide a statement of financial condition of the company including at least one bank reference and two supplier references.

## TAB B RATES AND EXPENSES

6. Rates and Expenses
  - a. Provide a detailed fee schedule. Express your administrative fee in a lump sum not-to-exceed maximum amount and separate price for travel and related expenses (if applicable). An itemized bill with receipts must be included with request for payment.
  - b. Consultant shall incur no travel or related expenses chargeable to MOUTD without prior approval by an authorized MOUTD representative.
  - c. Consultants may submit proposals based on a lump sum basis payable monthly over the course of the year or on an hourly fee basis. All proposals must include a maximum not-to-exceed amount. Expenses not specifically listed will not be considered.

TAB C METHODOLOGY (including technical approach and understanding of the scope of the project)

7. Project Plan

- a. Proposals must include a narrative description of the proposer's plan for accomplishing the work and services to be provided to MOUTD.

8. Schedule/Timeline

- a. Describe the overall project approach and implementation plan (including a timeline) for this project.
- b. Describe the proposed time schedule for each task.
- c. Provide a projected timeline, outlining the major steps of each component of the opportunity and a schedule demonstrating estimated length of time required to complete each step.

TAB D REFERENCES

9. Client References

- a. Provide a list of at least (3) past or current clients as references, including the name, telephone number, and e-mail address of a contact person who familiar with the work of the firm
- b. Indicate the dates and length of time the firm served each client, the size of the project(s) executed, and the methods used by the firm to increase revenues for the client

TAB E REQUIRED FORMS AND ACKNOWLEDGEMENTS

10. Required Forms and Signed Certifications

- a. Certification of Proposal
- b. Acknowledgement of Authorized Agent
- c. Consolidated Certification Form (TxDOT Form PTN-130)
- d. Certification of Restrictions on Lobbying
- e. Suspension and Debarment
- f. Indemnification
- g. References
- h. Designation of Subcontractors
- i. Pricing Sheet

**V. Confidential or Proprietary Information**

MOUTD shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from an authorized representative of MOUTD.

\*\* If you consider any portion of your proposal to be confidential and/or proprietary and that disclosure of its contents to competitors would cause you substantial competitive harm, you must clearly identify those portions of your proposal by putting the term "CONFIDENTIAL OR PROPRIETARY" in bold letters on the applicable page(s). MOUTD will attempt to protect the identified information from disclosure to the extent possible under the law.



You will be given notice of any request for disclosure of the identified information and given the opportunity to support your claim of confidentiality before the Texas Attorney General.

## **VI. Evaluation Criteria**

Following the RFP closing date, all proposals will be reviewed by an Evaluation Committee to determine whether the proposals are responsive to the RFP. Proposals determined not to be responsive based on required proposal contents and format will be disqualified. The Evaluation Committee will then apply the evaluation criteria set forth in this section to the responsive proposals. This detailed evaluation may result in more than one finalist. The Evaluation Committee will then invite no more than (3) top-ranked companies to make online presentations to the committee. MOUTD will contact the top-scoring firms from the evaluation to schedule a date and time for presentation.

The Evaluation Committee will evaluate proposals received on the following factors:

1. Qualifications of Proposer, including Experience and Past Performance
2. Key Personnel
3. Client References
4. Understanding of the Solicitation
5. Schedule/Timeline
6. Value (cost, rates, services)

No other evaluation criteria will be used. Proposals will not be evaluated against other offers.

## **VII. No Geographic Preference**

MOUTD shall conduct its evaluation of proposals in such a way as to foster full and open competition. No geographical preference will be applied in the evaluation of proposals.

## **VIII. Contract Award**

- a. Basis of Contract Award
  - a. MOUTD reserves the right, at its sole discretion, to accept the proposal most advantageous to MOUTD, taking into consideration all substantive evaluation criteria outlined in this RFP. No other criteria will be used in the evaluation.
  - b. MOUTD reserves the right to require oral presentations by senior management of the proposing company who have the ability to fully answer all questions regarding this proposal.
  - c. MOUTD reserves the right to negotiate with any or all Proposers regarding their proposal. This shall be at no cost to MOUTD.
  - d. The final determination shall be in writing and shall be determined at the sole discretion of the MOUTD staff. The contract file will contain the basis on which the award is made.
  - e. To the extent permitted by law, MOUTD reserves the right to accept or reject any and all proposals and may waive any informality or technicality in any proposal received, if MOUTD staff determines it would serve the best interests of the agency. The successful Proposer to whom an award is made will be required to enter into an agreement with MOUTD. The final agreement will incorporate changes or revisions necessitated by the RFP process and negotiations and will be

subject to review and approval of MOUTD's legal counsel. The selected proposer will be responsible for meeting all requirements as specified in the final agreement, including, but not limited to, recordkeeping, insurance coverage, and compliance with local, state, and federal laws and other legal requirements.

**IX. Protest Procedures**

In the event an offeror believes certain actions or inactions on the part of MOUTD have been prejudicial to its position relative to the proposal, a protest may be filed. According to FTA Circular 4220.1E § 7(pars. k and l), "Grantees alone will be responsible in accordance with good administrative practice and sound business judgment for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the grantee of any contractual responsibility under its contracts. FTA will not substitute its judgment for that of the grantee or subgrantee, unless the matter is primarily a Federal concern. Violations of the law will be referred to the local, State, or Federal authority having proper jurisdiction." In all instances, MOUTD shall disclose information regarding protests to FTA via memorandum.

Offerors can lodge written protests as a remedy to correct a perceived wrong that may have occurred during the procurement process. MOUTD will accept and review the protest with the understanding that the integrity of the procurement process may be at stake.

a. Submitting a Protest

MOUTD will use the following procedures to resolve disputes in the attempt to avoid FTA (Federal Transit Administration) involvement or litigation. All protests lodged by potential or actual bidders must be made in writing and contain the following information:

- ◆ Name, address, and telephone number of the protester.
- ◆ Identification of the solicitation or contract number and title.
- ◆ A detailed statement of the protest's legal and factual grounds, including copies of relevant documents.
- ◆ Identification of the issue(s) to be resolved and statement of what relief is requested.
- ◆ Argument and authorities in support of the protest.
- ◆ A statement that copies of the protest have been mailed or delivered to all interested parties in the Request for Proposal process. In the case of Requests for Proposals, the MOUTD Procurement Officer shall direct the protester to mail or deliver the protest to relevant parties.

Mail the protest to:  
Procurement Officer  
Midland Odessa Urban Transit District  
PO Box 60808  
Midland, TX 79711

Hand deliver protest to:  
Procurement Officer  
Midland Odessa Urban Transit District  
10300 Younger Road  
Midland, TX 79706

Faxed or e-mailed protests will not be accepted.

The MOUTD Procurement Officer will respond, in written detail, with counterclaims to each substantive issue raised in the protest. The Procurement Officer will also perform the following analysis:

- ◆ Price Analysis or Cost Analysis for each claim.
- ◆ Technical Analysis to determine the validity of the claim(s) and determine the appropriate response(s).
- ◆ Legal Analysis to consider all the factors available after the price, cost and technical analyses have been conducted to determine the legal positions of the Contractor, MOUTD, and FTA.

b. Final Authority

The MOUTD General Manager has the authority to render the final determination regarding the protest. Any determination rendered by MOUTD will be final. The Federal Transit Administration will entertain appeals only in cases stated below in paragraph 18.9.

c. Pre-Solicitation Phase Protest

A Pre-Solicitation Phase Protest must be received in writing by the MOUTD Procurement Department a minimum of five (5) full workdays prior to the proposal due date. If the written protest is not received in the time specified, the award may be made following normal procedures, unless the Procurement Officer, upon investigation, determines that remedial action is required on the grounds of fraud, gross abuse of the procurement process, or otherwise indicates substantial prejudice to the integrity of the procurement system, and said action should be taken. Within three (3) workdays from the time the protest is received, the MOUTD Procurement Officer will notify all that a protest has been lodged and the nature of the protest. The Procurement Officer will respond to the protest in writing within five (5) working days from the time the protest was received. If the Procurement Officer decides to withhold the award pending the resolution of the protest, the Procurement Officer may request a time extension for award acceptance from those whose proposal might become eligible for award. This extension for award acceptance must be with the consent of sureties, if any, in order to avoid to the need to re-advertise.

MOUTD will not make an award prior to five (5) working days after the protest is resolved, or if the protest has been filed with FTA during the protest negotiation period, unless MOUTD determines that:

- ◆ The items or services to be procured are urgently required;
- ◆ Delivery or performance will be unduly delayed by failure to make the award promptly; or
- ◆ Failure to make the award will otherwise cause undue harm to MOUTD or the Federal Government.

The Procurement Officer will document this action and give written notice of the decision to proceed with the award to the Protester, and to other parties where deemed necessary.

d. Pre-Award Protest

Protests may be lodged after the Close of Request for Proposal deadline and prior to Notice of Award. Within three (3) workdays from the time the protest is received, the MOUTD Procurement

Officer will notify all offerors that a protest has been lodged and the nature of the protest. The Procurement Officer will respond to the protest in writing within five (5) working days from the time the protest was received. If the Procurement Officer decides to withhold the award pending the resolution of the protest, the Procurement Officer may request a time extension for award acceptance from those offerors whose proposals might become eligible for award. This extension for award acceptance must be with the consent of sureties, if any, in order to avoid the need to re-advertise.

MOUTD will not make an award prior to five (5) working days after the protest is resolved, or if the protest has been filed with FTA during the protest negotiation process, unless MOUTD determines that:

- ◆ The items or services to be procured are urgently required;
- ◆ Delivery or performance will be unduly delayed by failure to make the award promptly; or
- ◆ Failure to make the award will otherwise cause undue harm to MOUTD or the Federal Government.

The Procurement Officer will document this action and give written notice of the decision to proceed with the award to the Protester, and to other parties where deemed necessary.

e. Post-Award Protest

The MOUTD Procurement Officer will receive protests in writing within three (3) working days after the Notice of Award and letters of notification should have been received by offerors. Upon receipt of a protest, the Procurement Officer shall notify the offeror awarded the contract. The Procurement Officer will render a determination to proceed with the contract or suspend the project until the protest is resolved. The Procurement Officer will respond to the protest in writing within five (5) working days after receipt of the protest.

f. Appeals

The MOUTD Procurement Officer has the authority to settle any dispute and resolve the protest. The Procurement Officer may solicit written responses regarding the protest from other parties. If this course of action does not result in a satisfactory resolution, the Protester may appeal in writing to the MOUTD General Manager within three (3) working days after the Procurement Officer issues a final decision. The General Manager will issue a decision within five (5) working days after receipt of the appeal. MOUTD may elect to involve legal counsel or arbitration and mediation consultants to resolve the issue(s). The Protester has the right to appeal in writing to the Federal Transit Administration (FTA) if:

- ◆ The Protester has exhausted all administrative remedies with MOUTD, and
- ◆ MOUTD has failed to follow its protest procedures or failed to review a complaint or protest.

The Protester's appeal must be received by the FTA Region VI Office within five (5) working days of the date the Protester knew or should have known of the violation.

Office of Operations and Program Management  
U.S. Department of Transportation  
Federal Transit Administration Region VI  
819 Taylor Street, Suite 8A36  
FT. Worth, Texas 76102  
Phone: (817) 978-0550

When the Protester sends an appeal to FTA, the Protester must also send copy of the appeal to the MOUTD Procurement Officer within the same timeframe. In the event of a protest, the Procurement Officer will contact FTA to check whether or not an appeal has been made.

Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of State or local law or regulations will be under the jurisdiction of state or local authorities.

In the event that data becomes available that was not previously known, or there has been an error of law or regulation, MOUTD will grant an allowance for request for reconsideration.

**X. Contact**

Any questions or request for clarifications concerning the technical aspects of this request for proposal and/or questions concerning the preparation of submittals prior to the proposal acknowledgment date should be directed to: Kayleen Hamilton, (432) 561-9990, or [khamilton@ez-rider.org](mailto:khamilton@ez-rider.org). A list of questions will be kept updated on the MOUTD/EZ-Rider website under Legal Notices. Any questions must be submitted in compliance with the Solicitation timeline, and responses will be posted in compliance with same.

NOTE: In order to ensure a fair and objective evaluation, all questions related to this request for proposal shall be addressed to the individuals identified above. Contact with any MOUTD Board Member, EZ-Rider employee or official is prohibited without prior written consent. Proposers contacting any other individuals without prior written consent risk elimination of their proposal from further consideration.

## EXHIBIT A

### SPECIFICATIONS AND CONDITIONS

#### I. General Information and Purpose

In 2001, the Midland Odessa Urban Transit District (MOUSD) was established through an interlocal agreement between the cities of Midland and Odessa, Texas. MOUSD operates the EZ-Rider transit system in the urbanized areas of the cities of Odessa and Midland, Texas. Service began in 2003 with six fixed routes in each city and complementary paratransit service. Later, a commuter bus service route between the two cities was added, first under contract with All Aboard America to provide trips between the downtown transfer plazas, then moving to a mall-to-mall route when EZ-rider began to directly operate the service.

Currently the EZ-Rider system is comprised of six fixed routes, six paratransit routes, and one commuter route in each city. Service is provided Monday through Friday, 6:15 am – 6:10 pm, and on Saturday from 8:15 am – 4:10 pm.

The fare is \$1.25 per ride on fixed route. The system does not provide transfers, but customers can purchase an all-day fixed route pass for \$3.00. Monthly passes as well as student and senior discounts are also available. Paratransit fare is \$2.50 per ride within the service boundary, and \$5.00 per ride outside of the service boundary.

The system has a fleet of 19 30' El Dorado E-Z Rider Max II low floor transit coaches, 2 Freightliner shuttle buses, and 21 low floor cutaway buses of various configurations. The transit coaches are all equipped with Safety Vision or CWI camera systems, Ride Systems vehicle locators, Genfare GFI farebox systems, bike racks, mid-vehicle ramps, and wheelchair securement stations. The cutaway buses are all equipped CWI camera systems, and wheelchair securement stations; some have front entrance ramps while others have wheelchair lifts on the side rear, and some have Genfare GFI farebox systems. The shuttle buses are equipped with CWI camera systems, Ride Systems vehicle locators, Genfare GFI farebox systems, bike racks, side-rear wheelchair lifts, and wheelchair securement stations.

The system has a downtown transfer plaza in each city where all fixed route buses meet every hour. The transfer plazas each have one bus shelter, and the Midland plaza has four additional benches. There are also benches and shelters at various other stops along the routes, including major destinations like Walmart.

The EZ-Rider transit system provides approximately 330,000 trips annually and is operated out of offices and maintenance facilities located at 10300 Younger Rd, Midland, Texas 79706. This facility provides administrative offices, a maintenance area, equipment storage, and a vehicle fueling area, as well as a connecting terminal where passengers may purchase tickets. Additional details regarding EZ-Rider may be found on its website at <http://www.ez-rider.org/home.html>.

There have been few changes to the EZ-Rider transit system over time, even as Midland and Odessa have continued to grow. The purpose of this Request for Proposal (“RFP”) is to contract for a Comprehensive Operations Analysis (COA) to evaluate current service performance and efficiency and to develop a roadmap for moving forward.

## II. Scope of Services

The COA will provide a detailed look at the current state of the service and produce recommendations and an implementation plan for successful execution of those recommendations. The plan will result in operational efficiencies, enhanced local and regional connectivity, increased customer satisfaction, increased ridership, and improved key performance indicators. A balanced approach to funding current and future needs will result in enhanced service and be a benefit to the local municipalities, transit customers, and regional partners.

### Tasks

#### Task 1.0 Data Collection and Analysis

- 1.1 Existing Conditions – Complete comprehensive evaluation of the existing system to determine strengths, weaknesses, and opportunities for improvements. The evaluation, at a minimum, should include:
- Types of service
  - On-time performance
  - Stop characteristics
  - Farebox recovery
  - Stop-specific on/off counts
  - ADA infrastructure assessment
  - Individual route characteristics
  - Ridership
  - ADA service compliance
  - Vehicle load-to-capacity
  - Run-time assessment
- 1.2 Public Involvement – Develop a public involvement plan that adheres to MOUTD’s Title VI Program and Public Participation Plan. Ensure involvement of existing transit users, stakeholders, and regional planning partners. Conduct outreach to underrepresented and disadvantaged demographic groups. Utilize multiple methods of outreach and involvement, including onboard surveys, public and stakeholder meetings, and social media campaigns.
- 1.3 Financial Performance – Review and analyze the budgeting and funding practices of the agency and existing financial policies. Compare with industry best practices to identify opportunities for efficiency improvements. Review funding sources currently accessed by the agency and identify other available sources.
- 1.4 Administrative Efficiency and Effectiveness – Analyze administrative policies and practices that set and affect operating goals, standards, and direction. Compare practices against the operating environment and industry best practices to identify organizational drift, inefficiencies, and gaps.
- 1.5 Local and Regional Planning Documents – Review local planning documents, including but not limited to comprehensive plans and vision plans, to identify future growth and targeted development areas. Assess the growth environment relative to transit friendliness and opportunities.

#### Task 2.0 Needs Analysis

- 2.1 Utilize data collected in Task 1 to develop an analysis of inefficiencies, gaps, and needs for the agency. The analysis should include, at a minimum, current conditions, industry/comparable agency standards, program requirements, agency goals and visions, and rider needs and requests. Produce a needs analysis report and any applicable maps to demonstrate gaps and deficiencies in the system.

**Task 3 Recommendations and Service Alternatives**

- 3.1 Evaluation Criteria – Prepare a set of evaluation criteria by project type. Both qualitative and quantitative criteria should be used and should include Title VI, ADA, and Environmental Justice considerations. Work with agency staff to refine and approve criteria for application to projects identified in the needs analysis.
- 3.2 Prioritize Recommendations and Alternatives – Evaluate service needs, route structures and alternatives, mode and program changes, expansion needs and possibilities, and infrastructure needs. Apply cost estimates to projects, demonstrate any financial and policy constraints under current conditions, and identify opportunities for improvements to facilitate projects. Develop a prioritized list of recommendations by category.

**Task 4 Final Documentation and Implementation Plan**

- 4.1 Implementation Plan - Working with agency staff, identify preferred alternatives and recommendations for inclusion in the phased implementation plan. Ensure that selected items adhere to federal, state, and local regulations, including ADA, Title VI, Environmental Justice, etc. Prepare an outline of a plan that will include, at a minimum:
  - Definition of terms
  - Immediate service plan route network
  - Short-term implementation
  - Key financial and policy activities
  - \* Immediate service plan
  - \* Recommended route profiles
  - \* Long-term service plan
- 4.2 Final COA Documentation – Submit final report detailing all data, activities, and outcomes of the comprehensive operational analysis. Prepare and submit an executive summary of existing conditions, activities, and preferred alternatives. Electronic copies of the final report and the executive summary will be included with (16) hard copies of the full comprehensive operational analysis report and (50) hard copies of the executive summary.

**III. Compliance Requirements**

The successful proposer will be required to abide by all applicable local, state, and federal laws related to projects that utilize public funds. Each proposal submittal shall include a signed Consolidated Certification Form (TxDOT Form PTN-130) and FTA Certifications and Assurances form. The successful proposer shall make available to MOUSD staff such records as are necessary for appropriate contract oversight.

**IV. Disadvantaged Business Enterprise**

The contract for professional services shall be subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. MOUSD’s overall goal for DBE participation is 5.48% for the calendar years 2019, 2020, and 2021. The goal on this contract has been set at 5%.

The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out the application requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted Contract. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MOUSD deems appropriate. Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).



The successful proposer will be required to abide by the provisions set forth in Exhibit F: Disadvantaged Business Enterprise Provisions.

**V. Insurance**

Proposer agrees to procure and maintain professional liability insurance with an insurance company in good standing, naming MOUTD as an additional insured, insuring payment of damages arising out of the performance of professional services for MOUTD, in proposer's capacity as a service provider if such damages are caused by error, omission, or negligent act of the insured of any person of the organization whom the insured is legally liable and responsible. Such insurance cannot be canceled until thirty (30) days after MOUTD has received notice of the insured's intention to cancel.

The minimum amount of liability insurance to be maintained by the Proposer during the life of the contract shall be as follows:

1. Comprehensive General Liability – for bodily injury and property damage – including any liability normally covered by a general liability policy with limits of not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate.
2. Professional Liability – in minimum amounts of \$1,000,000 per occurrence and \$1,000,000 aggregate.

## **EXHIBIT B**

### **QUALIFICATIONS OF PROPOSER**

The qualifications of the Proposer, as well as the expertise of proposed personnel, will be considered in the evaluation process. Therefore, the Proposer is advised to submit any information which documents successful and reliable experience in past performances, which are considered identical or similar to the Scope of Services listed herein.

Proposers should provide detailed documentation regarding the following:

- I. Competence of the Firm
  - a. Demonstrated Experience with Similar Projects,
  - b. Demonstrated Success with Similar Projects (including Reference Referrals),
  - c. Sufficient Depth of Experience,
  - d. Adequate Financial Resources to Perform this Project, and
  - e. Ability to Substitute or Add People with Suitable Experience, if Necessary.
  
- II. Competence of the Overall Project Team
  - a. Existence of Cooperation Among Team Members on Previous Projects,
  - b. Sufficient Number of People and Hours to Realistically Complete Tasks,
  - c. Proper Matching of Experienced People to Tasks,
  - d. Quality Accounting and Operational Controls, and
  - e. Quality References for Key Members' Projects.
  
- III. Competence of Individuals on the Project Team
  - a. Academic and Professional Background,
  - b. Demonstrated Experience with Similar Projects,
  - c. Demonstrated Success with Similar Project Role(s),
  - d. Sufficient Depth of Experience on Projects of Similar Size and Scope, and
  - e. Demonstrated Attention to Detail.

## **EXHIBIT C FEDERAL REQUIREMENTS**

### **I. NO FEDERAL GOVERNMENT OBLIGATION TO THIRD PARTIES**

AGENCY and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to AGENCY, Contractor, or any other party (whether or not a party to that Contract) pertaining to any matter resulting from this Contract.

The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

### **II. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENT**

The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986 as amended, 31 U.S.C 3801 et seq. and U.S. DOT regulations, "Program Fraud civil Remedies," 49 CFR Part 31, apply to its actions on this Project. Upon execution of the Contract, the Contractor certifies or affirms the truthfulness of any statement it has made, it makes, or causes to be made, pertaining to this Contract or the FTA assisted Project for which this Contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

The Contractor acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a Contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. 5307, the Government reserves the right to impose the penalties of 18 U.S.C. 1001 and 49 U.S.C. 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

The Contractor agrees to include the above two paragraphs in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subContractor who will be subject to the provisions.

### **III. ACCESS TO THIRD PARTY CONTRACT RECORDS**

The following access to records requirements applies to this Contract:

Where the Purchaser is not a State but a local government and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C.F.R. 18.36(i), the CONTRACTOR agrees to provide the Purchaser, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the CONTRACTOR which are directly pertinent to this

contract for the purposes of making audits, examinations, excerpts and transcriptions. CONTRACTOR also agrees, pursuant to 49 C.F.R. 633.17 to provide the FTA Administrator or his/her authorized representatives including any PMO Contractor access to CONTRACTOR's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.

The CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The CONTRACTOR agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case CONTRACTOR agrees to maintain same until the Purchaser, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

#### **IV. FEDERAL CHANGES**

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Agreement (*Form FTA MA(5) dated October 1, 1999*) between the AGENCY and the FTA, as they may be amended or promulgated from time to time during the term of this Contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

#### **V. TERMINATION**

Termination for Convenience (Professional or Transit Service Contracts) The MOU/D, by written notice, may terminate this contract, in whole or in part, when it is in the Government's interest. If this contract is terminated, the MOU/D shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

If this contract is terminated while the CONTRACTOR has possession of MOU/D goods, the CONTRACTOR shall, upon direction of the MOU/D, protect and preserve the goods until surrendered to MOU/D or its agent. The CONTRACTOR and MOU/D shall agree on payment for the preservation and protection of goods. Failure to agree on an amount will be resolved under the Dispute clause.

Termination for Default (Transportation Services) If the CONTRACTOR fails to pick up the commodities or to perform the services, including delivery services, within the time specified in this contract or any extension or if the CONTRACTOR fails to comply with any other provisions of this contract, the MOU/D may terminate this contract for default. The MOU/D shall terminate by delivering to the CONTRACTOR a Notice of Termination specifying the nature of default. The CONTRACTOR will only be paid the contract price for services performed in accordance with the manner of performance set forth in this contract.

If it is later determined by the MOU/D that the CONTRACTOR had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the

CONTRACTOR, the MOUTD, after setting up a new delivery of performance schedule, may allow the CONTRACTOR to continue work, or treat the termination as a termination for convenience.

**Opportunity to Cure (General Provision)** The MOUTD in its sole discretion may, in the case of a termination for breach or default, allow the CONTRACTOR [an appropriately short period of time] in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions

If CONTRACTOR fails to remedy to MOUTD's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within [ten (10) days] after receipt by CONTRACTOR of written notice from MOUTD setting forth the nature of said breach or default, MOUTD shall have the right to terminate the Contract without any further obligation to CONTRACTOR. Any such termination for default shall not in any way operate to preclude MOUTD from also pursuing all available remedies against CONTRACTOR and its sureties for said breach or default.

**Waiver of Remedies for any Breach** In the event that MOUTD elects to waive its remedies for any breach by CONTRACTOR of any covenant, term or condition of this Contract, such waiver by MOUTD shall not limit MOUTD's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

## **VI. CIVIL RIGHTS**

- A. **Nondiscrimination** - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- B. **Equal Employment Opportunity** - The following equal employment opportunity requirements apply to the underlying Contract:
  - (1) **Race, Color, Creed, National Origin, Sex** - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. 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 apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(2) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

C. The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

## **VII. DISADVANTAGED BUSINESS ENTERPRISE**

A. Policy. The AGENCY has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The AGENCY has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the AGENCY has signed an assurance that it will comply with 49 CFR Part 26. It is the policy of the AGENCY to ensure that DBEs, as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted Contracts.

B. Contractor and SubContractor Obligation. Contractor and/or SubContractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted Contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the AGENCY deems appropriate.

## **VIII. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION TERMS**

The preceding provisions include, in part, certain standard terms and conditions required by DOT, whether or not expressly set forth in the preceding Contract provisions. All Contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any AGENCY requests which would cause the AGENCY to be in violation of the FTA terms and conditions.

**IX. SUSPENSION AND DEBARMENT**

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by MOUTD. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to MOUTD, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**X. RESOLUTION OF DISPUTES, BREACHES AND OTHER LITIGATION**

All contracts in excess of \$100,000 shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where Contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate. This may include provisions for bonding, penalties for late or inadequate performance, retained earnings, liquidated damages or other appropriate measures. Specific language for dispute resolution will be provided in any resultant contract of the successful proposer.

**XI. LOBBYING**

A. Definitions. As used in this clause 11 only,

"Agency", as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal action" means any of the following Federal actions:

1. The awarding of any Federal Contract;
2. The making of any Federal grant;
- (2) The making of any Federal loan;
- (3) The entering into of any cooperative agreement; and,
- (4) The extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan. "Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian self-determination and Education Assistance Act (25 U.S.C. 450B). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any Agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government.

"Officer or employee of an Agency" includes the following individuals who are employed by an Agency:

1. An individual who is appointed to a position in the Government under title 5, U.S. Code, including a position under a temporary appointment;
2. A member of the uniformed services as defined in section 101(3), title 37, U.S. Code;
3. A special Government employee as defined in section 202, title 18, U.S. Code; and,
4. An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, U.S. Code appendix 2.

"Person" means an individual, corporation, company association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Reasonable compensation" means, with respect to a regularly employed officer or employee of any person, compensation that is consistent with the normal compensation for such officer or employee for work that is not furnished to, not funded by, or not furnished in cooperation with the Federal Government.

"Reasonable payment" means, with respect to professional and other technical services, a payment in an amount that is consistent with the amount normally paid for such services in the private sector. "Recipient" includes all Contractors and subcontractors at any tier in connection with a Federal Contract. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed" means, with respect to an officer or employee of a person requesting or receiving a Federal Contract, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates Agency consideration of such person for receipt of such Contract. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of the submission that initiates Agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.



"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

B. Prohibition

(1) Section 1352 of title 31, U.S. Code provides in part that no appropriated funds may be expended by the recipient of a Federal Contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any Agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

(2) The prohibition does not apply as follows:

1. Agency and legislative liaison by Own Employees.

- a. The prohibition on the use of appropriated funds, in paragraph B (1) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal Contract if the payment is for Agency and legislative liaison activities not directly related to a covered Federal action.
- b. For purposes of paragraph B (2) (i) (a) of this section, providing any information specifically requested by an Agency or Congress is allowable at any time.
- c. For purposes of paragraph B (2) (i) (a) of this section the following Agency and legislative liaison activities are allowable at any time only where they are not related to a specific solicitation for any covered Federal action:
  - i. Discussing with an Agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,
  - ii. Technical discussions and other activities regarding the application or adaptation of the person's products or services for an Agency's use.
- d. For purposes of paragraph B (2) (i) (a) of this section, the following Agency and legislative liaison activities are allowable only where they are prior to formal solicitation of any covered Federal action:
  - i. Providing any information not specifically requested but necessary for an Agency to make an informed decision about initiation of a covered Federal action;
  - ii. Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and,
  - iii. Capability presentations by persons seeking awards from an Agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.
- e. Only those activities expressly authorized by paragraph B (2) (i) of this section are allowable under paragraph B (2) (i).

2. Professional and technical services by Own Employees.

- a. The prohibition on the use of appropriated funds, in paragraph B (1) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal Contract or an extension, continuation, renewal, amendment, or modification of a Federal Contract if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal Contract or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal Contract.
  - b. For purposes of paragraph B (2) (ii) (a) of this section, "professional and technical services" shall be limited advice and analysis directly applying any professional or technical discipline. For example, drafting of a legal document accompanying a bid or proposal by a lawyer is allowable. Similarly, technical advice provided by an engineer on the performance or operational capability of a piece of equipment rendered directly in the negotiation of a Contract is allowable. However, communications with the intent to influence made by a professional (such as a licensed lawyer) or a technical person (such as a licensed accountant) are not allowable under this section unless they provide advice and analysis directly applying their professional or technical expertise and unless the advice or analysis is rendered directly and solely in the preparation, submission or negotiation of a covered Federal action. Thus, for example, communications with the intent to influence made by a lawyer that do not provide legal advice or analysis directly and solely related to the legal aspects of his or her client's proposal, but generally advocate one proposal over another are not allowable under this section because the lawyer is not providing professional legal services. Similarly, communications with the intent to influence made by an engineer providing an engineering analysis prior to the preparation or submission of a bid or proposal are not allowable under this section since the engineer is providing technical services but not directly in the preparation, submission or negotiation of a covered Federal action.
  - c. Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.
  - d. Only those services expressly authorized by paragraph B (2) (ii) of this section are allowable under paragraph B (2) (ii).
3. Reporting for Own Employees.  
No reporting is required with respect to payments of reasonable compensation made to regularly employed officers or employees of a person.
  4. Professional and technical services by Other than Own Employees.
    - a. The prohibition on the use of appropriated funds, in paragraph B (1) of this section, does not apply in the case of any reasonable payment to a person, other than an officer or employee of a person requesting or receiving a covered Federal action, if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that

Federal Contract or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal Contract.

- b. For purposes of paragraph B (2) (iv) (a) of this section, "professional and technical services" shall be limited advice and analysis directly applying to any professional or technical discipline. For example, drafting of a legal document accompanying a bid or proposal by a lawyer is allowable. Similarly, technical advice provided by an engineer on the performance or operational capability of a piece of equipment rendered directly in the negotiation of a Contract is allowable. However, communications with the intent to influence made by a professional (such as a licensed lawyer) or a technical person (such as a licensed accountant) are not allowable under this section unless they provide advice and analysis directly applying their professional or technical expertise and unless the advice or analysis is rendered directly and solely in the preparation, submission or negotiation of a covered Federal action. Thus, for example, communications with the intent to influence made by a lawyer that do not provide legal advice or analysis directly and solely related to the legal aspects of his or her client's proposal, but generally advocate one proposal over another are not allowable under this section because the lawyer is not providing professional legal services. Similarly, communications with the intent to influence made by an engineer providing an engineering analysis prior to the preparation or submission of a bid or proposal are not allowable under this section since the engineer is providing technical services but not directly in the preparation, submission or negotiation of a covered Federal action.
- c. Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.
- d. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.
- e. Only those services expressly authorized by paragraph B (2) (iv) of this section are allowable under paragraph B (2) (iv).

C. Disclosure

- (1) Each person who requests or receives from an Agency a Federal Contract shall file with that Agency a certification, set forth in this document, that the person has not made, and will not make, any payment prohibited by paragraph (b) of this clause.
- (2) Each person who requests or receives from an Agency a Federal Contract shall file with that agency a disclosure form, Standard Form-LLL, "Disclosure of Lobbying Activities," if such person has made or has agreed to make any payment using non-appropriated funds (to include profits from any covered Federal action), which would be prohibited under paragraph (b) of this clause if paid for with appropriated funds.
- (3) Each person shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by such person under paragraph C (2) of this section. An event that materially affects the accuracy of the information reported includes:

- a. A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or
  - b. A change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or,
  - c. A change in the officer(s), employee(s), or member(s) contacted to influence or attempt to influence a covered Federal action.
- (4) Any person who requests or receives from a person referred to in paragraph (C) (1) of this section a subcontract exceeding \$100,000 at any tier under a Federal Contract shall file a certification, and a disclosure form, if required, to the next tier above.
- (5) All disclosure forms, but not certifications, shall be forwarded from tier to tier until received by the person referred to in paragraph C (1) of this section. That person shall forward all disclosure forms to the Agency.
- D. Penalties
  - (1) Any person who makes an expenditure prohibited under paragraph B of this clause shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
  - (2) Any person who fails to file or amend the disclosure form to be filed or amended if required by this clause, shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
  - (3) Contractors may rely without liability on the representations made by their subContractors in the certification and disclosure form.
- E. Cost Allowability

Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of Part 31 of the Federal Acquisition Regulation.

## **XII. CLEAN AIR**

If the total value of this Contract exceeds \$100,000:

- A. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 422 U.S.C. 7401 et seq. The Contractor agrees to report each violation to AGENCY and understands and agrees that AGENCY will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- B. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

## **XIII. CLEAN WATER REQUIREMENTS**

If the total value of this Contract exceeds \$100,000:

- A. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor agrees to report each violation to AGENCY and understands and agrees that AGENCY will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

- B. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by the FTA.

**XIV. ENERGY CONSERVATION**

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC Section 6321, et seq.).

**XV. FLY AMERICA**

If this Contract involves the international transportation of goods, equipment, or personnel by air, Contractor agrees 1) to use U.S. flag carriers, to the extent service by these carriers is available and 2) to include this requirement in subcontracts at every tier. 49 U.S.C. 40118 and 4 CFR Part 52.

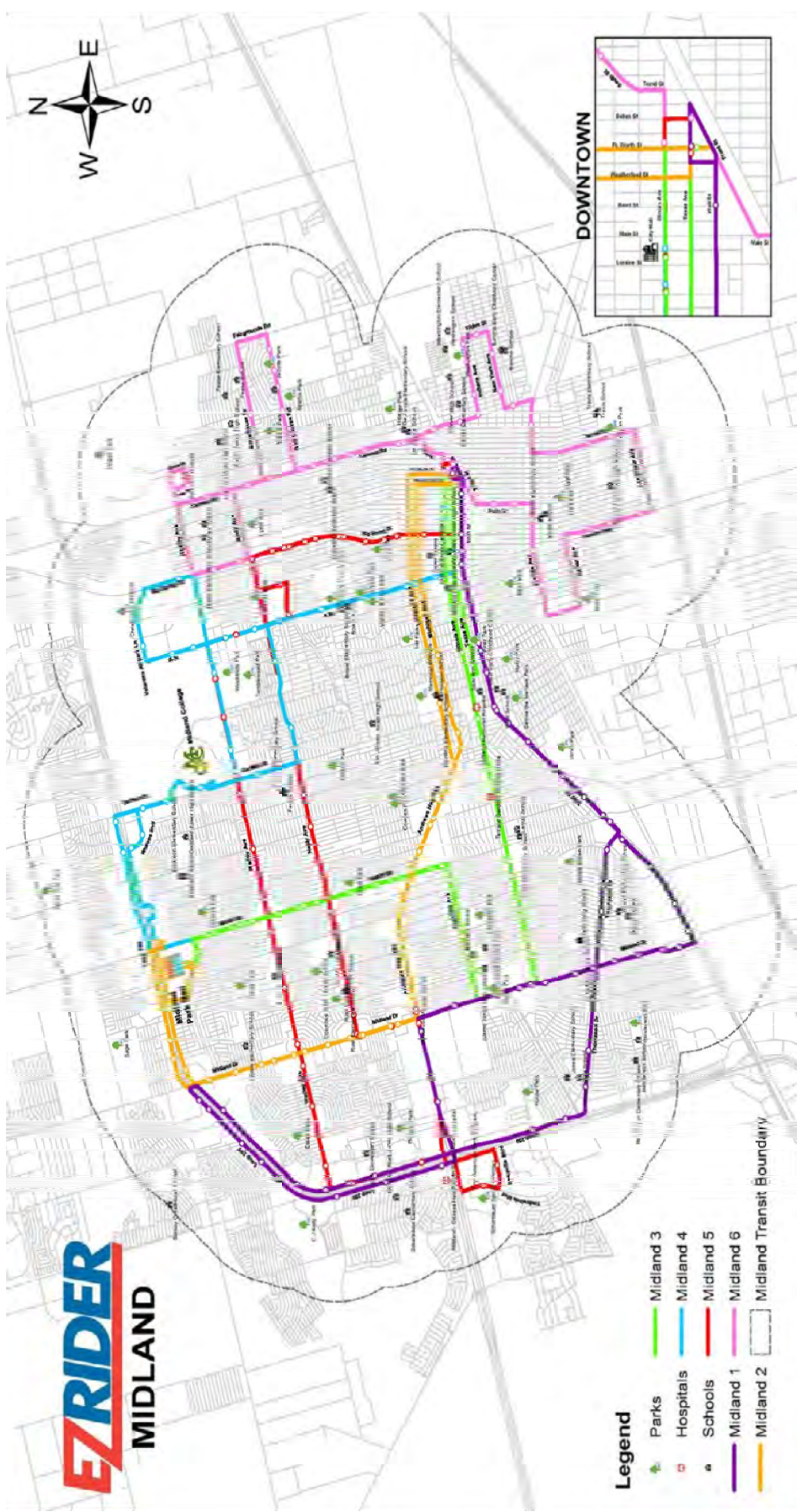
**XVI. PRIVACY ACT**

The following requirements apply to the Contractor and its employees that administer any system of records on behalf of the Federal Government under any Contract:

- A. The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying Contract.
- B. The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.



# EZRIDER MIDLAND



- Legend**
- Parks
  - Hospitals
  - Schools
  - Midland 1
  - Midland 2
  - Midland 3
  - Midland 4
  - Midland 5
  - Midland 6
  - Midland Transit Boundary

# EZRIDER

## ODESSA

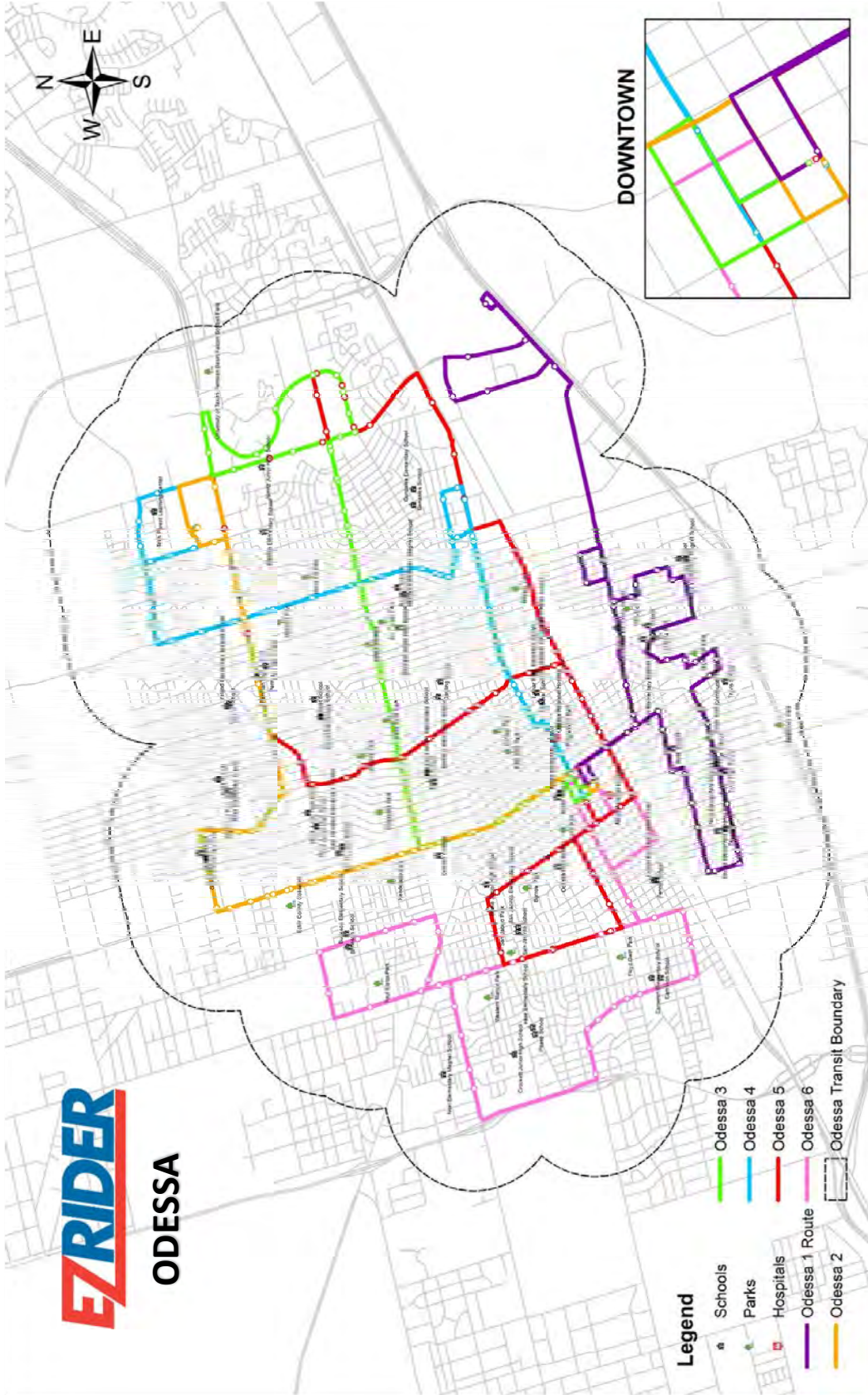


### DOWNTOWN



### Legend

- Schools
- Parks
- Hospitals
- Odessa 1 Route
- Odessa 2
- Odessa 3
- Odessa 4
- Odessa 5
- Odessa 6
- Odessa Transit Boundary





**EXHIBIT E**  
**EZ-RIDER ANNUAL OPERATING DATA**

MONTH-TO-MONTH COMPARISON  
FY 17 Midland Fixed Route & Connect

	Ridership	Revenue	Rev. Mi.	Total Rev.	Rev. Hr.	Total Rev.
Oct	15,305	\$ 7,253.82	32,545	36,613	1,908	2,088
Nov	14,726	\$ 7,265.28	28,729	32,316	1,842	2,017
Dec	13,288	\$ 6,658.83	31,592	35,662	1,908	2,094
Jan	14,791	\$ 7,407.21	30,832	34,712	1,862	2,043
Feb	16,667	\$ 7,927.67	29,660	33,420	1,790	1,973
Mar	18,177	\$ 7,537.60	33,698	38,088	1,979	2,178
Apr	16,295	\$ 7,019.80	31,176	35,250	1,830	2,017
May	17,788	\$ 5,006.22	33,126	37,392	1,941	2,127
Jun	17,061	\$ 6,411.05	31,497	35,565	1,938	2,124
Jul	13,437	\$ 6,640.28	31,405	35,403	1,828	2,001
Aug	16,852	\$ 6,776.19	36,194	40,638	2,021	2,217
Sep	14,127	\$ 7,260.42	36,122	36,122	1,841	2,034
<b>TOTAL</b>	<b>188,514</b>	<b>\$ 83,164.37</b>	<b>386,575</b>	<b>431,181</b>	<b>22,686</b>	<b>24,914</b>

MONTH-TO-MONTH COMPARISON  
FY 17 Odessa Fixed Route & Connect

	Ridership	Revenue	Rev. Mi.	Total Mi.	Rev. Hr.	Total Hr.
Oct	12,618	\$ 6,553.78	30,318	34,844	1,909	2,093
Nov	12,063	\$ 6,357.47	29,537	33,761	1,838	2,012
Dec	11,599	\$ 6,241.88	30,398	34,831	1,909	2,091
Jan	13,607	\$ 6,350.13	29,360	33,700	1,862	2,042
Feb	16,225	\$ 6,266.41	25,704	29,980	1,733	2,110
Mar	17,308	\$ 6,790.77	31,605	36,421	1,999	2,192
Apr	15,058	\$ 6,493.75	27,626	31,954	1,760	1,933
May	15,587	\$ 6,676.09	30,481	35,006	1,941	2,129
Jun	16,626	\$ 6,538.44	30,650	35,297	1,939	2,135
Jul	14,410	\$ 5,851.00	28,852	33,192	1,829	2,015
Aug	17,598	\$ 6,128.31	33,531	38,211	2,021	2,210
Sep	15,456	\$ 7,208.23	28,259	32,621	1,852	2,034
<b>TOTAL</b>	<b>178,155</b>	<b>\$ 77,456.26</b>	<b>356,319</b>	<b>409,816</b>	<b>22,590</b>	<b>24,995</b>

MONTH-TO-MONTH COMPARISON  
Midland Para-transit FY17

	Ridership	Revenue	Rev. Mi.	Rev. Hr.
Oct	2,066	\$ 1,053.23	10,084	908
Nov	2,023	\$ 985.82	9,296	846
Dec	1,882	\$ 991.68	8,891	867
Jan	1,837	\$ 892.15	9,550	863
Feb	1,714	\$ 932.65	8,840	785
Mar	2,074	\$ 1,282.63	10,465	962
Apr	1,875	\$ 1,074.67	9,765	829
May	2,093	\$ 1,113.52	10,411	923
Jun	2,168	\$ 1,133.24	10,031	891
Jul	1,931	\$ 1,167.96	9,369	816
Aug	2,185	\$ 1,168.62	10,976	911
Sep	1,813	\$ 967.73	9,492	856
TOTAL	23,661	\$ 12,763.90	117,170	10,457

MONTH-TO-MONTH COMPARISON  
Odessa Para-transit FY17

	Ridership	Revenue	Rev. Mi.	Rev. Hr.
Oct	1,818	\$ 550.12	7,101	729
Nov	1,579	\$ 524.24	6,579	682
Dec	1,519	\$ 516.93	6,461	679
Jan	1,658	\$ 617.33	6,334	645
Feb	1,649	\$ 729.97	6,679	648
Mar	1,723	\$ 753.96	7,150	760
Apr	1,545	\$ 772.89	6,556	675
May	1,776	\$ 885.76	7,629	765
Jun	1,843	\$ 1,077.51	7,700	761
Jul	1,690	\$ 896.81	7,493	715
Aug	1,770	\$ 855.69	8,498	802
Sep	1,603	\$ 835.86	7,144	707
TOTAL	20,173	\$ 9,017.07	85,324	8,567

MONTH-TO-MONTH COMPARISON  
FY 18 Midland Fixed Route

	Ridership	Revenue	Rev. Mi.	Total Rev.	Rev. Hr.	Total Rev.
Oct	15,342	\$ 7,464.83	33,343	37,877	1,917	2,124
Nov	13,142	\$ 6,735.88	32,097	36,158	1,847	2,041
Dec	11,713	\$ 6,580.35	30,415	34,235	1,737	1,916
Jan	13,227	\$ 6,480.18	33,402	37,491	1,918	2,113
Feb	12,976	\$ 6,989.20	30,884	34,640	1,762	1,941
Mar	13,375	\$ 6,797.26	34,173	39,174	1,965	2,163
Apr	12,540	\$ 6,822.61	32,040	35,952	1,815	2,001
May	13,678	\$ 7,217.31	33,419	37,706	1,918	2,121
Jun	12,971	\$ 6,027.98	34,296	38,576	1,877	2,078
Jul	12,455	\$ 6,449.41	33,611	37,784	1,845	2,042
Aug	13,988	\$ 7,318.53	36,508	41,253	1,997	2,217
Sep	11,294	\$ 6,518.04	30,536	34,560	1,686	1,868
TOTAL	156,701	\$ 81,401.58	394,723	445,404	22,283	24,625

MONTH-TO-MONTH COMPARISON  
FY 18 Odessa Fixed Route

	Ridership	Revenue	Rev. Mi.	Total Mi.	Rev. Hr.	Total Hr.
Oct	15,037	\$ 6,646.08	30,833	35,479	1,925	2,127
Nov	14,242	\$ 6,440.14	29,598	34,169	1,838	2,036
Dec	12,604	\$ 5,695.83	25,215	29,115	1,650	1,826
Jan	13,917	\$ 7,214.47	30,663	35,009	1,919	2,112
Feb	13,711	\$ 7,087.49	29,885	33,987	1,883	2,062
Mar	15,226	\$ 6,543.84	31,547	36,148	1,965	2,164
Apr	14,059	\$ 6,327.13	29,587	33,834	1,838	2,023
May	14,200	\$ 7,179.59	31,223	35,667	1,901	2,099
Jun	14,507	\$ 6,669.77	30,427	35,370	1,889	2,102
Jul	13,450	\$ 5,926.27	29,599	34,130	1,841	2,037
Aug	15,270	\$ 6,340.37	31,303	36,783	1,997	2,230
Sep	12,364	\$ 5,141.93	27,643	32,885	1,711	1,927
TOTAL	168,587	\$ 77,212.91	357,521	412,575	22,354	24,744

MONTH-TO-MONTH COMPARISON  
Midland Para-transit FY18

	<u>Ridership</u>	<u>Revenue</u>	<u>Rev. Mi.</u>	<u>Rev. Hr.</u>
Oct	2,078	\$ 915.58	9,955	911
Nov	1,870	\$ 1,011.04	9,403	864
Dec	1,651	\$ 795.54	7,653	720
Jan	1,969	\$ 997.16	9,439	904
Feb	1,785	\$ 911.03	9,090	864
Mar	1,989	\$ 1,133.28	9,951	920
Apr	1,869	\$ 1,009.92	9,175	832
May	1,884	\$ 1,077.61	9,176	842
Jun	1,954	\$ 1,178.94	8,500	738
Jul	1,880	\$ 983.49	8,900	821
Aug	2,303	\$ 1,480.03	10,498	942
Sep	1,948	\$ 969.05	8,696	796
TOTAL	23,180	\$12,462.67	110,436	10,153

MONTH-TO-MONTH COMPARISON  
Odessa Para-transit FY18

	<u>Ridership</u>	<u>Revenue</u>	<u>Rev. Mi.</u>	<u>Rev. Hr.</u>
Oct	1,705	\$ 850.16	7,504	782
Nov	1,599	\$ 991.51	7,080	693
Dec	1,366	\$ 899.78	5,851	605
Jan	1,621	\$ 943.32	7,378	779
Feb	1,590	\$ 931.13	7,294	684
Mar	1,801	\$ 954.57	7,946	738
Apr	1,665	\$ 889.17	7,357	672
May	1,968	\$ 1,207.70	8,736	803
Jun	1,698	\$ 1,011.34	7,536	726
Jul	1,759	\$ 912.07	8,077	744
Aug	1,799	\$ 1,259.55	8,411	736
Sep	1,495	\$ 757.71	6,769	624
TOTAL	20,066	\$11,608.01	89,939	8,585

MONTH-TO-MONTH COMPARISON  
FY 19 Midland Fixed Route

	Ridership	Revenue	Rev. Mi.	Total Rev.	Rev. Hr.	Total Rev.
Oct	13,198	\$ 7,214.13	36,123	41,242	1,995	2,228
Nov	12,781	\$ 6,350.21	33,030	37,157	1,820	2,012
Dec	10,563	\$ 6,609.37	31,979	35,941	1,728	1,915
Jan	11,549	\$ 5,852.78	32,575	36,843	1,811	2,006
Feb	11,026	\$ 6,800.95	31,453	35,315	1,740	1,925
Mar	11,098	\$ 4,827.33	33,926	38,333	1,885	2,090
Apr	11,718	\$ 5,069.93	34,680	38,963	1,953	2,142
May	11,191	\$ 7,165.41	34,978	38,839	1,945	2,123
Jun	10,720	\$ 5,642.89	35,357	38,977	1,882	2,051
Jul	11,740	\$ 5,788.88	37,801	41,231	2,019	2,187
Aug	12,188	\$ 5,589.52	40,254	44,207	2,129	2,310
Sep	11,903	\$ 6,640.07	38,128	38,128	1,858	2,020
TOTAL	139,675	\$ 73,551.47	420,284	465,177	22,764	25,010

MONTH-TO-MONTH COMPARISON  
FY 19 Odessa Fixed Route

	Ridership	Revenue	Rev. Mi.	Total Mi.	Rev. Hr.	Total Hr.
Oct	13,731	\$ 6,366.42	32,348	37,789	1,994	2,218
Nov	12,635	\$ 5,232.48	29,206	33,808	1,821	2,025
Dec	10,705	\$ 4,936.45	27,135	31,186	1,668	1,848
Jan	11,562	\$ 5,436.94	28,798	33,451	1,801	2,000
Feb	10,785	\$ 4,106.68	27,163	31,428	1,686	1,873
Mar	10,976	\$ 4,940.18	30,376	35,319	1,881	2,093
Apr	11,808	\$ 4,803.61	31,281	35,729	1,958	2,140
May	12,392	\$ 5,071.81	31,161	35,634	1,946	2,137
Jun	12,090	\$ 5,082.79	31,328	35,397	1,889	2,061
Jul	12,536	\$ 5,512.18	33,665	37,743	2,028	2,200
Aug	13,187	\$ 5,068.59	35,029	39,266	2,130	2,311
Sep	11,585	\$ 4,719.11	30,349	33,970	1,848	2,005
TOTAL	143,992	\$ 61,277.24	367,840	420,719	22,650	24,911

MONTH-TO-MONTH COMPARISON  
Midland Para-transit FY19

	Ridership	Revenue	Rev. Mi.	Total Miles	Rev. Hr.	Total Hours
Oct	2,389	\$ 1,441.10	10,743	13,416	975	1,067
Nov	2,064	\$ 1,450.20	9,498	11,770	821	910
Dec	1,895	\$ 1,362.36	8,638	10,921	799	904
Jan	2,114	\$ 1,558.67	10,253	12,615	892	972
Feb	1,802	\$ 1,197.37	8,911	11,083	821	908
Mar	2,149	\$ 1,423.50	10,533	13,095	981	1,077
Apr	2,243	\$ 1,327.91	10,564	13,276	913	1,033
May	1,911	\$ 1,325.71	10,174	12,796	910	995
Jun	1,802	\$ 1,048.72	9,255	11,583	817	896
Jul	2,185	\$ 994.00	10,317	12,735	928	1,004
Aug	2,136	\$ 1,095.00	9,795	12,132	875	1,034
Sep	2,176	\$ 939.00	10,349	12,786	908	1,031
TOTAL	24,866	\$ 15,163.54	119,030	148,206	10,639	11,830

MONTH-TO-MONTH COMPARISON  
Odessa Para-transit FY19

	Ridership	Revenue	Rev. Mi.	Total Miles	Rev. Hr.	Total Hours
Oct	1,793	\$ 1,053.34	8,556	11,182	809	908
Nov	1,562	\$ 1,034.01	7,290	9,512	673	749
Dec	1,440	\$ 1,073.34	7,347	9,539	670	761
Jan	1,580	\$ 1,164.44	8,168	10,601	728	811
Feb	1,478	\$ 1,143.59	7,834	10,469	658	739
Mar	1,550	\$ 1,106.58	8,078	10,868	759	856
Apr	1,653	\$ 1,054.17	8,281	11,401	799	907
May	1,655	\$ 1,102.64	8,252	11,202	725	811
Jun	1,520	\$ 932.22	7,739	10,081	719	790
Jul	1,842	\$ 1,072.00	8,800	11,414	805	882
Aug	1,811	\$ 1,034.00	8,924	11,813	866	984
Sep	1,891	\$ 960.00	8,433	11,145	824	931
TOTAL	19,775	\$ 12,730.33	97,702	129,227	9,034	10,128

**EXHIBIT F**  
**DISADVANTAGED BUSINESS ENTERPRISE PROVISIONS**  
**(FEDERALLY ASSISTED CONTRACT WITH A DBE GOAL)**

**MOUTD’s FY19, FY20, FY21 DBE Goal is 5.48%. MOUTD HAS ESTABLISHED A 5% DBE GOAL ON THIS CONTRACT.**  
For assistance or with questions concerning the provisions in this Exhibit, contact Kayleen Hamilton, DBE Liaison at (432) 561-9990.

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**Definitions and Interpretations**

MOUTD will utilize the following definitions to identify Disadvantaged Business Enterprise (DBE) Program eligibility standards. The definitions defined in 49 CFR Part 26 are hereby incorporated by reference.

**2. Banks and Financial Institutions**

The Contractor is encouraged to utilize the services of disadvantaged, minority and woman-owned banks and financial institutions.

**a. Certification and Directory of DBEs**

(a) All prospective DBEs must be certified through the Texas Unified Certification Program (UCP). The UCP provides “one-stop shopping” to applicants for DBE certification, such that an applicant need apply only once for a DBE certification that will be honored by all UCP members in Texas. MOUTD is a member of the Texas UCP.

(b) The DBE firm will be verified as a certified DBE through the Texas UCP Directory. The UCP maintains an electronic DBE directory of all firms certified in Texas. The directory is located at <https://txdot.txdotcms.com/>. The local certifying UCP agency is the Texas Department of Transportation. Appropriate forms to apply for DBE certification are available at <http://ftp.dot.state.tx.us/pub/txdot-info/civ/certification/uniform-certification-application.pdf>.

(c) The eligibility of a DBE certified joint venture will be determined on a project-by-project basis by MOUTD.

(d) Offerors are reminded that only certified DBEs may participate in MOUTD contracts in such capacities. If Offerors propose using a DBE not currently certified, it is strongly urged that TxDOT be contacted well in advance of the date set for receipt of offers in order to enable review of the proposed DBE's eligibility.

**Credit Toward Goals**

MOUTD will count DBE participation toward the overall and contract goals as provided in 49 CFR 26.55. In addition, if the materials or supplies are purchased from a **DBE** regular dealer, count 60 percent of the cost of the materials or supplies toward **DBE** goals; do not count 100 percent of the cost.

### **DBE Modifications or Substitutions**

This Provision applies to all modifications and substitutions under this Contract. The Contractor will be required to comply with this Provision to the extent needed to achieve the DBE goals agreed to at the time of contract award.

(a) If a prime Contractor wishes to terminate or substitute a DBE subcontractor listed as fulfilling its contract goal, and then performs the work of the terminated DBE subcontractor with its own forces, an affiliate, a non-DBE subcontractor or with another DBE subcontractor, it must submit written documentation prior to the termination or substitution of the DBE subcontractor to the Contracting Officer. This will include any changes to items of work, material, services, or DBE firms that differ from those identified on the Intent to Perform as a DBE Subcontractor form(s) on file with the Contracting Officer. The Offeror/Contractor must provide any and all documentation and information as may be requested with respect to the requested change.

(b) The Offeror's/Contractor's documentation shall include the specific reasons for the proposed change. Specific reasons that are acceptable include, but are not limited to: the DBE was not able to perform; the DBE was unable to produce acceptable work; and/or the DBE has submitted an unreasonable escalation in price. In the case of a DBE subcontractor being substituted by another DBE subcontractor, the Contractor should include the name, address, certification number and principal office of the proposed DBE firm. After providing an opportunity to the DBE Liaison to make a recommendation, the Contracting Officer will approve or disapprove the change.

(c) If the change involves a subcontractor substitution, the Offeror/Contractor must make good faith effort to replace one DBE with another DBE. The substitute DBE firm must be certified by the Texas UCP in order for the Offeror/Contractor to receive credit toward fulfilling its DBE participation goal for the contract. In the event that the Offeror/Contractor is unable to contract with another DBE firm, good faith effort documentation must be provided to the Contracting Officer describing the unsuccessful attempts to locate a substitute DBE. In all situations, the Contractor may not terminate or substitute a DBE subcontractor without the prior written consent of the Contracting Officer.

(d) The Offeror/Contractor must submit a new Intent to Perform as a DBE Subcontractor form for the substitute DBE firm(s) with the request for change, to verify that the new DBE firm(s) is certified by the Texas UCP. The Contracting Officer shall notify the Offeror/Contractor in writing of his decision as expeditiously as possible. If the contract has been awarded and the Contracting Officer approves the proposed substitution in writing, the Contractor shall provide a copy of the executed subcontract agreement with the proposed DBE firm to the Contracting Officer within ten (10) business days of its receipt of the substitution approval.

(e) If the change involves a modification, the Contractor must submit, if applicable, the Intent to Perform as a DBE Subcontractor form specified for contract modifications for any DBE subcontractor affected by this change. This form may be obtained from the Contracting Officer.

(f) If the Contractor does not comply with this Provision, MOUTD may elect to apply contract remedies as defined in 49 CFR Part 26, or other contract remedies, as appropriate. Additionally, the Contracting Officer may order that the profits from the terminated portion of the DBE subcontract be forfeited by the Contractor.

### **Demonstration of Good Faith Effort**

(a) If an Offeror does not meet the DBE goal, it shall nevertheless be eligible for award of the contract if it can demonstrate to the Contracting Officer that it has made a good faith effort to meet the DBE goal. This good faith efforts documentation should be submitted when the initial response to MOUTD's solicitation is due. All Contractors, including DBE prime Contractors, are required to submit good faith efforts documentation, if necessary. In evaluating an Offeror's good faith effort submission, MOUTD will only consider those documented efforts that occurred prior to the good faith efforts determination.



(b) In the event that a firm submitted by an Offeror in accordance with the requirements of the Submission of Subcontractor Utilization Forms and Related Documentation provision cannot be certified, the Offeror will be notified and given an opportunity to substitute that firm with a certified DBE firm. The Offeror will have ten (10) calendar days from the date of notification to accomplish the substitution. In the event the Offeror is unable to contract with another substitute DBE firm, the good faith efforts that the Offeror made in attempting to contract with a substitute DBE firm must be documented to the Contracting Officer at the end of the same ten (10) calendar day period.

(c) In making a determination that the Offeror has made a good faith effort to meet the DBE goal, the Offeror shall furnish to MOUSD, as part of its DBE utilization information provided under the Submission of DBE Utilization Forms and Related Documentation provision, such specific documentation concerning the steps it has taken to obtain DBE participation. By way of illustration and not limitation, MOUSD will consider the following information:

- (1) Whether the Offeror attended any pre-bid or pre-proposal meetings scheduled by MOUSD to discuss, among other matters, DBE participation opportunities and acknowledged receipt of DBE certified vendor lists;
- (2) Whether the Offeror advertised in general circulation, trade association, and/or minority/women-focus media concerning subcontracting opportunities;
- (3) Whether the Offeror provided written notice to a reasonable number of DBEs that their interest in the contract was being solicited in sufficient time to allow DBEs to participate effectively;
- (4) Whether the Offeror followed up initial solicitations of interest by contacting DBEs to determine with certainty whether the DBEs were interested;
- (5) Whether the Offeror selected portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goals (including, where appropriate, breaking down the contract into economically feasible subcontracts to facilitate DBE participation);
- (6) Whether the Offeror provided interested DBEs with adequate information about the plans, specifications, scope of work and requirements of the contract;
- (7) Whether the Offeror negotiated in good faith with interested DBEs regarding their capabilities, not rejecting DBEs as unqualified without sound reasons based on a thorough investigation;
- (8) Whether the Offeror negotiated in good faith with interested DBEs regarding price, using good business judgment and not rejecting reasonable quotes from interested DBE firms;
- (9) Whether the Offeror made efforts to assist interested DBEs in obtaining bonding, lines of credit, insurance, etc., as required by MOUSD or the Offeror;
- (10) Whether the Offeror made efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services;
- (11) Whether the Offeror effectively used the services of available minority and women community organizations; Contractor groups; local, State, and Federal business assistance offices; and other organizations that provide assistance in the identification of DBEs;
- (12) Whether the Offeror obtained written documentation from a bona fide surety company indicating that bonding was denied and for what reason(s), prior to the DBE being rejected as a potential subcontractor for failing to obtain Offeror-required bonding. Documentation furnished by a surety company will be subject to verification by MOUSD; and
- (13) Whether other Offerors have attained a sufficient level of DBE participation to meet the contract goals.

(d) MOUSD will look not only at the different kinds of efforts that the Offeror has made, but also the quantity and intensity of those efforts. Efforts that are merely pro forma are not good faith efforts to meet the goal (even if they are

sincerely motivated) if, given all relevant circumstances, the Offeror's efforts could not reasonably be expected to produce a level of DBE participation sufficient to meet the goal.

(e) Offerors are reminded that the issue of whether or not the Offeror has met or exceeded the established goal and/or demonstrated good faith efforts is considered a matter of the Offeror's responsibility. MOUTD will only award contracts to Offerors determined to be responsible. The Contracting Officer, after affording MOUTD's DBE personnel an opportunity to make a recommendation, shall be responsible for determining the sufficiency of an Offeror's good faith effort to meet contract goals.

(f) An Offeror that the Contracting Officer determines is not responsible may request administrative review and reconsideration under MOUTD's Procurement Regulations. As part of any reconsideration, if requested, the Offeror may elect to meet in person with the Reconsideration Official (Chief of Administration) to discuss credit toward meeting the DBE goal or whether the Offeror made adequate good faith efforts.

### **Offeror's DBE Obligation**

The Offeror's DBE Obligation is outlined in the Specifications and Conditions of this request for proposals, Section IV. Disadvantaged Business Enterprise.

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of MOUTD to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49CFR Part 26, to meet the contract goal for DBE participation in the performance of this contract

The bidder will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (6) if the contract goal is not met, evidence of good faith efforts.

### **Prompt Payment Documentation and Reporting**

The Contractor agrees to pay each subcontractor under the prime contract for satisfactory performance of its contract no later than 10 calendar days from receipt of each payment the prime Contractor receives from MOUTD. The prime Contractor must agree further to return retainage payments to each subcontractor within 10 calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced period may occur only for good cause following written approval of MOUTD. This language applies to both DBE and non-DBE subcontracts. Failure to satisfy prompt payment to subcontractors no later than 10 calendar days from the receipt of payment from MOUTD may constitute a breach of contract and may result in termination of the Contractor for default or such remedy as MOUTD may deem appropriate.

The Contractor and any subcontractors shall verify prompt payment through monthly reports to MOUTD. The Contractor and all subcontractors are responsible for responding by any noted response date or due date to any instructions or request for information.

As provided elsewhere in this Contract, MOUTD may withhold all or part of any payment otherwise due the Contractor if the Contractor fails to respond to MOUTD by noted response dates and/or make prompt payments to its subcontractors, suppliers, materialmen or laborers.

### **Sanctions for Noncompliance with MOUTD's DBE Program Provisions**

Failure of the Contractor to carry out MOUTD's DBE program provisions shall constitute a breach of contract and may result in termination of the Contractor for default or such remedy as MOUTD may deem appropriate. MOUTD reserves the right to apply legal and contract remedies available under Federal, state and local law, including but not limited to, responsibility determinations in future contracts, suspension and debarment procedures as outlined in 49 CFR Part 29, and forfeiture of profits as provided for elsewhere. MOUTD will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take steps provided in 49 CFR Section 26.107.

### **Submission of Subcontractor Utilization Forms and Related Documentation**

I. Each Offeror should submit to MOUTD an executed Intent to Perform as a DBE Subcontractor form (Attachment 1) for each proposed subcontractor when the initial response to MOUTD's solicitation is due. Good faith documentation (if necessary) should also be submitted at this time. The submission of this information is considered an issue of responsibility, and MOUTD will not award a contract to any Offeror who has not supplied this documentation.

(b) The Intent to Perform as A DBE Subcontractor form for each proposed subcontractor shall constitute a representation by the Offeror to MOUTD that it believes such firm is ready, willing, and able to perform the work indicated. It shall also represent a commitment by the Offeror that if it is awarded the contract, it will enter into a subcontract with such subcontractor for the work described at the approximate price set forth in the Intent to Perform as A DBE Subcontractor form.

(c) If the DBE subcontractor participation changes after the forms have been submitted, but prior to award of the contract, the Offeror will be required to immediately notify the Contracting Officer of the changed amount and the reason(s) for the change. The modification and substitutions of DBE firms that occur shall be governed by DBE Modification or Substitutions provision of this Exhibit.

(d) Except as authorized by the Contracting Officer, the successful Offeror shall enter into formal agreements with the subcontracting firms shown in the submitted Intent to Perform as A DBE Subcontractor form(s) within ten (10) business days after receipt of a contract executed by MOUTD. The successful offeror (Contractor) shall provide the Contracting Officer two copies of each agreement within three (3) business days of execution.

(e) If an Offeror is a DBE and lists itself on the Intent to Perform as A DBE Subcontractor form, it is required to perform the work indicated with its own work force.

**ATTACHMENT 1 TO EXHIBIT F**  
**(INTENT TO PERFORM AS A DBE SUBCONTRACTOR FOR A CONTRACT AWARD)**

**All DBE subcontracting firms to be used on this solicitation must fill out this form.**

DBE firms participating in MOUTD's contracting opportunities must have "current" certification status with Texas's Unified Certification Program (UCP) prior to award of this contract. If MOUTD determines that the firm is not an eligible DBE firm for MOUTD contracts and subcontracts, the prime Contractor will be notified of the ineligibility of the listed firm. The submission of this form is considered an issue of responsibility and MOUTD will not award a contract to any Offeror who has not supplied this documentation.

- MOUTD Solicitation #: \_\_\_\_\_
- Name of DBE Subcontracting Firm \_\_\_\_\_.
- Has the DBE subcontractor been certified as a DBE by a Texas UCP agency? \_\_\_\_\_
- The DBE subcontractor is prepared to perform the following described work and/or supply the material listed in connection with the above project (where applicable specify "supply" or "install" or both):  
\_\_\_\_\_

and at the following price \$ \_\_\_\_\_. (If the materials or supplies are purchased from a **DBE** regular dealer, count 60 percent of the cost of the materials or supplies toward **DBE** goals).

BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Signature of **DBE** subcontracting Owner, President or Authorized Agent)

PHONE: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
(Print or Type - Name of Signature of Owner, President or Authorized Agent of **DBE** subcontracting firm)

**DECLARATION OF PRIME CONTRACTOR**

I HEREBY DECLARE AND AFFIRM that I am the \_\_\_\_\_  
(Title of Declarant)

and a duly authorized representative of \_\_\_\_\_  
(Name of Prime Contractor)

to make this declaration and that I have personally reviewed the material and facts set forth in this Intent to Perform as A DBE Subcontractor form. To the best of my knowledge, information and belief, the facts and representations contained in this form are true, the owner or authorized agent of the subcontracting firm signed this form in the place indicated, and no material facts have been omitted.

Except as authorized by the Contracting Officer, the undersigned will enter into a formal agreement with the listed DBE subcontracting firm for work as indicated by this form within ten (10) business days after receipt of the contract executed by the Midland Odessa Urban Transit District. The undersigned will provide the Contracting Officer a copy of that agreement within three (3) business days of execution.

The Prime Contractor designated the following person as their DBE Liaison Officer:

\_\_\_\_\_  
(Name-Please Print)

\_\_\_\_\_  
(Phone)

Pursuant to 49 CFR Section 26.107, any person [entity] who makes a false or fraudulent statement in connection with participation of a DBE in any DOT-assisted program or otherwise violates applicable Federal statutes and may be referred to the Department of Transportation, and possibly the Department of Justice, for prosecution.

Name of Declarant  
\_\_\_\_\_

Signature  
\_\_\_\_\_

\_\_\_\_\_  
(Date)

**ATTACHMENT 2 TO EXHIBIT F**

**(SUBCONTRACTOR UTILIZATION - SUMMARY OF SUBCONTRACTOR(S)/SUBCONSULTANT(S)/SUPPLIER(S))**

Offerors should provide information on **all** of their prospective subcontractor(s)/subconsultant(s)/ supplier(s) who will participate on this solicitation. Use additional sheets as necessary.

Project Name: \_\_\_\_\_ MOUTD Solicitation # \_\_\_\_\_

NAMES AND ADDRESSES OF SUBCONTRACTOR(S)/ SUBCONSULTANT(S)	TYPE OF WORK TO BE PERFORMED	ETHNICITY & GENDER OF OWNER	PREVIOUS YEAR'S ANNUAL GROSS RECEIPTS	\$ AMOUNT ON CONTRACT
NAME: ADDRESS: PHONE: FAX: E-MAIL: CONTACT PERSON:	TYPE OF WORK:  AGE OF FIRM:  IS THE FIRM A CERTIFIED DBE IN THE STATE OF TEXAS BY THE UCP? YES <input type="checkbox"/> NO <input type="checkbox"/>	Ethnicity Black Hispanic Native American Subcont. Asian American Asian Pacific American Non-Minority Woman Other	<input type="checkbox"/> less than \$500K <input type="checkbox"/> \$500K - \$2 mil. <input type="checkbox"/> \$2 mil. - \$5 mil. <input type="checkbox"/> more than \$5 mil.	
NAME: ADDRESS: PHONE: FAX: E-MAIL: CONTACT PERSON:	TYPE OF WORK:  AGE OF FIRM:  IS THE FIRM A CERTIFIED DBE IN THE STATE OF TEXAS BY THE UCP? YES <input type="checkbox"/> NO <input type="checkbox"/>	Ethnicity Black Hispanic Native American Subcont. Asian American Asian Pacific American Non-Minority Woman Other	<input type="checkbox"/> less than \$500K <input type="checkbox"/> \$500K - \$2 mil. <input type="checkbox"/> \$2 mil. - \$5 mil. <input type="checkbox"/> more than \$5 mil.	
NAME: ADDRESS: PHONE: FAX: E-MAIL: CONTACT PERSON:	TYPE OF WORK:  AGE OF FIRM:  IS THE FIRM A CERTIFIED DBE IN THE STATE OF TEXAS BY THE UCP? YES <input type="checkbox"/> NO <input type="checkbox"/>	Ethnicity Black Hispanic Native American Subcont. Asian American Asian Pacific American Non-Minority Woman Other	<input type="checkbox"/> less than \$500K <input type="checkbox"/> \$500K - \$2 mil. <input type="checkbox"/> \$2 mil. - \$5 mil. <input type="checkbox"/> more than \$5 mil.	

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

\_\_\_ The bidder/offeror is committed to a minimum of \_\_\_% DBE utilization on this contract.

\_\_\_ The bidder/offeror (if unable to meet the DBE goal) is committed to a minimum of \_\_\_% DBE utilization on this contract and submits documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: \_\_\_\_\_

Print Name/Title of Person completing this form: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**ATTACHEMENT G  
CERTIFICATION OF PROPOSAL**

**PROPOSAL  
EZ-RIDER COMPREHENSIVE OPERATIONS ANALYSIS  
MOUTD\_2020\_01**

Date \_\_\_\_\_

To: The Board Members of the Midland Odessa Urban Transit District

I certify that the proposal offered meets all of the requirements of the proposal specifications and I hereby accept the provisions as described herein. I certify the attached Residency Certification as a part of this proposal.

Respectfully submitted,

Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Signer's Name and Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number

**ATTACHEMENT H  
ACKNOWLEDGEMENT OF AUTHORIZED AGENT**

**ACKNOWLEDGMENT**

**EZ-RIDER COMPREHENSIVE OPERATIONS ANALYSIS  
MOUTD\_2020\_01**

THE STATE OF \_\_\_\_\_ §

COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned, on this day personally appeared \_\_\_\_\_, known to me to be the person and officer whose is subscribed to the foregoing instrument and acknowledged to me that the same was the act of the said \_\_\_\_\_, a corporation, and that he/she has executed the same as the act of such corporation for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2020.

\_\_\_\_\_  
Notary Public in and for the State of Texas

MOUTD and EZ-RIDER do not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of service.

## ATTACHMENT I CONSOLIDATED CERTIFICATION FORM

### I. GENERAL:

The undersigned vendor certifies to abide by these clauses and include the following clauses in each subcontract financed in whole or in part with Federal Transit Administration (FTA) funds. Vendors are certifying by reference the entire list of FTA's current fiscal year Certifications and Assurances for Fiscal Year \_\_\_\_\_, and shall download the same at: <https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>

#### A. Access to Third Party Contract Records (ALL)

As required by 49 U.S.C. § 5325(g). The VENDOR agrees provide sufficient access to records as needed to assure proper project management and compliance with Federal laws and regulations.

#### B. Interest of Members of or Delegates to Congress (ALL)

The vendor certifies that no member of or delegate to the Congress of the United States (US) shall be admitted to any share or part of this contract or to any benefit arising therefrom.

#### C. Prohibited Interest (ALL)

The vendor certifies that no member, officer or employee of the Public Body or of a local public body during his or her tenure or one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

#### D. Cargo Preference - Use of United States-Flag Vessels (property transported on ocean vessels)

The vendor agrees: a. to use privately owned US -Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material or commodities pursuant to the underlying contract to the extent such vessels are available at fair and reasonable rates for US-Flag commercial vessels; b. to furnish within 20 working days following the date of loading for shipments originating within the US or within 30 working days following the date of loading for shipments originating outside the US, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590 and to the FTA recipient (through the Contractor in the case of a subContractor's bill-of-lading).

#### E. Energy Conservation (ALL)

The vendor agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

#### F. No Obligation by the Federal Government. (ALL)

The Purchaser and vendor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract).

#### G. Program Fraud and False or Fraudulent Statements or Related Acts (ALL)

The vendor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this project. The vendor certifies truthfulness and accuracy of any statement it makes pertaining to the FTA-assisted project. The vendor acknowledges that if it makes, or causes to be made, a false, fictitious or fraudulent claim, statement, submission or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 as deemed appropriate. The vendor acknowledges that if it makes, or causes to be made, a false, fictitious or fraudulent claim, statement submission,



or certification to the Federal Government relating to the FTA-assisted project, per 49 U.S.C. §5307, the Government reserves the right to impose the penalties of 18 U.S.C. §1001 and 49 U.S.C. §5307(n)(1) on the Contractor, as deemed appropriate.

H. Contract Work Hours (all over 100K)

(1) **Overtime requirements** - No Contractor or subContractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) **Violation; liability for unpaid wages; liquidated damages** - In the event of any violation of the clause set forth in paragraph (1) of this section, the Contractor & any subContractor responsible therefore shall be liable for unpaid wages and shall be liable to the United States for liquidated damages which shall be computed for each individual laborer, mechanic, watchman or guard employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day that an individual was required / permitted to work over 40 hours in a workweek without payment of overtime wages required by the clause in paragraph (1) of this section.

(3) **Withholding for unpaid wages and liquidated damages** - The purchaser shall upon its own action or upon written request of the Department of Labor (DOL) withhold or cause to be withheld, from any money payable for work performed by the Contractor or subContractor under any contract or other Federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums to satisfy any liabilities of such Contractor or subContractor for unpaid wages and liquidated damages as set-forth in paragraph (2) of this section.

(4) **Subcontracts** - The Contractor or subContractor shall include the clauses set forth in this section and require the same from subContractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for compliance by any subContractor or lower tier subContractor with these clauses.

(5) **Payrolls and basic records** - Payrolls and related basic records shall be maintained by the Contractor during the course of the work and preserved for three years thereafter for all laborers and mechanics working at the work site (or under the United States Housing Act of 1937 or the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address and social security number of each worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records showing that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, that the plan or program has been communicated in writing to the laborers or mechanics affected, and records of the costs anticipated or actual costs incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of registration of apprenticeship programs, certification of trainee programs, registration of the apprentices and trainees, and ratios & wage rates prescribed in applicable programs.

I. Civil Rights (over 10K)

(1) **Nondiscrimination** - In accordance with Title VI of the Civil Rights Act (CRA), as amended, 42 U.S.C. §2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. §6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. §12132, and Federal transit law at 49 U.S.C. §5332, the vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color,

creed, national origin, sex, age, or disability. In addition, the vendor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) **Equal Employment Opportunity** - The following equal employment opportunity requirements apply:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VI of the CRA, as amended, 42 U.S.C. §2000e, and Federal transit laws at 49 U.S.C. §5332, the vendor agrees to comply with all applicable equal employment opportunity requirements of U.S. DOL regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, DOL," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. §2000e note), and with any applicable Federal statutes, executive orders, regulations and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The vendor agrees to take affirmative action to ensure that applicants are employed & treated during employment without regard to their race, color, creed, national origin, sex or age. Action shall include but not be limited to employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967 (29 U.S.C. §623 and 49 U.S.C. §5332), the vendor agrees to refrain from discrimination against present and prospective employees for reason of age. and comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act (42 U.S.C. §12112), the Contractor agrees to comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. and to comply with any implementing requirements FTA may issue.

J. Incorporation of Federal Transit Administration (FTA) Terms (ALL)

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA circular 4220.1F are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any transit agency requests which would cause the transit agency to violate FTA terms and conditions.

K. Application of Federal, State, & Local Laws, Regulations, & Directives (Federal Changes) (ALL)

The VENDOR agrees that Federal laws and regulations control project award and implementation. The VENDOR understands and agrees that unless the recipient requests FTA approval in writing, the VENDOR may incur a violation of Federal laws or regulations or this agreement if it implements an alternative procedure or course of action not approved by FTA. The VENDOR understands and agrees that Federal laws, regulations, and directives applicable on the date on which Federal assistance is awarded may be modified from time to time. In particular, new Federal laws, regulations, and directives may become effective after the date the project agreement is effective, and might apply to that project agreement. The VENDOR agrees that the most recent versions of such Federal laws, regulations, and directives will apply to the administration of the project at any particular time.

L. Right of the State Government to Terminate (ALL)

Upon written notice, the VENDOR agrees that the State Government may suspend or terminate all or any part of State assistance if terms of the project agreement are violated, if the State Government determines that the purposes of the laws authorizing the Project would not be adequately served by the continuation of State assistance for the Project., if reasonable progress on the Project is not made, if there is a violation of the project agreement that endangers substantial performance of the Project, or if the State Government determines that State assistance has been willfully misused by failing to make appropriate use of Project property. Termination

of State assistance for the Project will not typically invalidate obligations properly incurred before the termination date to the extent those obligations cannot be canceled. The State Government reserves the right to require the refund of the entire amount of State assistance provided for the Project or a lesser amount.

M. Disputes, Breaches, Defaults, or Other Litigation (over 150K)

The VENDOR agrees that FTA has a vested interest in the settlement of any dispute, breach, default, or litigation involving the Project. Accordingly:

a. **Notification to FTA.** The VENDOR is aware that recipients of Federal assistance must notify FTA in writing of any current or prospective major dispute, breach, default, or litigation that may affect the Federal Government's interests in the Project or the administration or enforcement of Federal laws or regulations. If the Federal Government is to be named as a party to litigation for any reason, in any forum, the appropriate FTA Regional Counsel is to be notified in writing before doing so.

b. **Federal Interest in Recovery.** The VENDOR is aware that the Federal Government retains the right to a proportionate share, based on the percentage of the Federal share awarded for the Project, of proceeds derived from any third party recovery.

c. **Enforcement.** The VENDOR agrees to pursue its legal rights and remedies available under any third party contract or available under law or regulations.

d. **FTA Concurrence.** The VENDOR is aware that FTA reserves the right to concur in any compromise or settlement of any claim involving the Project.

e. **Alternative Dispute Resolution.** The VENDOR is aware that FTA encourages the use of alternative dispute resolution procedures, as may be appropriate.

f. **Agency Process.**

Transit agency enters dispute resolution process here.

N. Fly America (foreign air transport or travel)

The Contractor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their Contractors are required to use U.S. flag air carriers for U.S. Government-financed international air travel and transportation of personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

O. Recycled Products (all products)

The Contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR 247.

P. Access for Individuals with Disabilities (ALL)

The VENDOR agrees to comply with 49 U.S.C. § 5301(d), which states the Federal policy that elderly individuals and individuals with disabilities have the same right as other individuals to use public transportation services and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement transportation accessibility rights for elderly individuals and individuals with disabilities. The VENDOR also agrees to comply with all applicable provisions of section 504 of the Rehabilitation Act of 1973, as amended, with 29 U.S.C. § 794, which prohibits discrimination on the basis of disability; with the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. §§ 12101 *et seq.*, which requires that accessible facilities and services be made available to individuals with disabilities; and with the Architectural Barriers Act of 1968,

as amended, 42 U.S.C. §§ 4151 *et seq.*, which requires that buildings and public accommodations be accessible to individuals with disabilities; and with other laws and amendments thereto pertaining to access for individuals with disabilities that may be applicable. In addition, the VENDOR agrees to comply with applicable implementing Federal regulations any later amendments thereto, and agrees to follow applicable Federal directives except to the extent FTA approves otherwise in writing. Among those regulations and directives are: (1) U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. Part 37; (2) U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 C.F.R. Part 27; (3) Joint U.S. Architectural and Transportation Barriers Compliance Board (U.S. ATBCB)/U.S. DOT regulations, "Americans With Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36 C.F.R. Part 1192 and 49 C.F.R. Part 38; (4) U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 C.F.R. Part 35; (5) U.S. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 C.F.R. Part 36; (6) U.S. General Services Administration (U.S. GSA) regulations, "Accommodations for the Physically Handicapped," 41 C.F.R. Subpart 101-19; (7) U.S. EEOC, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630; (8) U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 47 C.F.R. Part 64, Subpart F; (9) U.S. ATBCB regulations, "Electronic and Information Technology Accessibility Standards," 36 C.F.R. Part 1194; (10) FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 C.F.R. Part 609; and (11) Federal civil rights and nondiscrimination directives implementing the foregoing Federal laws and regulations, except to the extent the Federal Government determines otherwise in writing.

Q. Debarment and Suspension (over 25K)

The vendor hereby certifies that it and its principals have not presently or within a three year period been debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal agency; and the vendor hereby certifies that it and its principals have not presently or within a three-year period been convicted of or had a civil judgment rendered against them for the commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, state or local) 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.

R. Clean Water & Air (over 150K)

The vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.* The vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§7401 *et seq.* The vendor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to the FTA and the EPA.

S. Non-Lobbying (over 150K)

The undersigned certifies to the best of his or her knowledge and belief that:

1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence any officer or employee of an agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit standard form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, USC. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

T. Lobbying and Disclosure Certification

Name of Company	Printed Name of Person Completing Form
Date	Signature

**U. CERTIFICATION TO PURCHASER:**

- A. The undersigned vendor certifies that the manufactured good(s) furnished will meet or exceed the specifications, and/or that services rendered will comply with the terms of the solicitation or contract.
- B. The undersigned vendor certifies that it has read all of the bid, proposal, or contract documents and agrees to abide by the terms, certifications, and conditions thereof.

Name of Company	Address
	Printed Name of Person Completing Form
Telephone	Signature
Date	SS# or Tax ID #
Description of Commodity or Service	
Disadvantaged Business Enterprise Information	Type of Organization (circle)
	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> General Proprietorship
Is your firm a DBE? <input type="checkbox"/> (yes) <input type="checkbox"/> (no)	<input type="checkbox"/> Corporation <input type="checkbox"/> Limited Partnership
If yes, what type?	<input type="checkbox"/> Limited Proprietorship

**V. Disadvantaged Business Enterprises (DBE) Certification (Transit Vehicle Manufacturer or TVM)**

The vendor will provide products compliant with 49 CFR 26.49 regarding the vehicle manufacturer’s overall DBE goal. Name of manufacturer of vehicle(s) to be delivered: \_\_\_\_\_

**W. Disadvantage Business Enterprise (DBE) Race-Neutral Required Clauses (Non-TVM):**

The DBE rules set forth in 49 CFR Part 26 apply to all contracts funded in whole or in part with Federal DOT funds. Contracts and subcontracts must contain the clauses listed in 49 CFR 26.13 and 49 CFR 26.29. Sub-recipients with contracts that contain a DBE goal must coordinate with their PTC in order to ensure solicitations and contracts comply with DBE requirements.

**49 CFR 26.13 -- What assurances must recipients and Contractors make?**

Each contract you sign with a Contractor (and each subcontract the prime Contractor signs with a subcontractor) must include the following assurance:

The Contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the Contractor from future bidding as non-responsible.”

**49 CFR 26.29 -- What Prompt Payment Mechanisms Must Recipients Have?**

Grantees must establish a contract clause requiring prime Contractors to pay subcontractors for satisfactory performance no later than 30 days from receipt of each payment the grantee makes to the prime Contractor. This

clause must require the prompt return of retainage payments from the prime Contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. For more information on these please review *49 CFR 26.29* and the *FTA Best Practice Procurement Manual*.

**X. Altoona Test Certification (for rolling stock purchases) (Check one of the following):**

- The vehicle has been Altoona tested, report number: \_\_\_\_\_
- The vehicle is exempt from testing IAW 49 CFR 665.
- The vehicle is currently being tested at Altoona.

Funds will not be released until the purchasing agency gets a copy of the Altoona test report, as appropriate, per 49 CFR 665.

**Y. Federal Motor Vehicle Safety Standards (FMVSS) Certification (for rolling stock purchases)**

Any vehicles provided by the vendor will comply with all applicable FMVSS. The vendor shall submit 1) manufacturer's FMVSS self-certification sticker information that the vehicle complies with relevant FMVSS or 2) manufacturer's certified statement that the contracted buses will not be subject to FMVSS regulations.

FMVSS Certification

Name of Company	Printed Name of Person Completing Form
Date	Signature

**Z. Buy America (Check where applicable): (over \$150K rolling stock, construction, materials)**

- The vendor or offeror hereby certifies it will comply with the requirements of 49 USC 5323(j) and the applicable regulations in 49 CFR 661, providing Buy America compliant manufactured goods or rolling stock.
- The vendor or offeror cannot comply with the requirements 49 USC 5323(j), but may qualify for an exception to the requirement pursuant to the regulations in 49 CFR 661.

Buy America Certification

Name of Company	Printed Name of Person Completing Form
Date	Signature

**II. SPECIAL PROJECT TYPE PROVISIONS - the following addenda are attached and endorsed as appropriate:**

- A. Construction or Architectural & Engineering Projects
- B. Transit Operations or Management Projects
- C. Intelligent Transportation System or Research & Development



**ATTACHEMENT J**  
**CERTIFICATION OF RESTRICTIONS ON LOBBYING**

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**  
(applicable to contracts \$100,000 or greater)

I, \_\_\_\_\_, hereby certify on behalf of  
(Name and title of company official)

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

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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed by: \_\_\_\_\_

\_\_\_\_\_  
Type or Print Name

**ATTACHEMENT K  
SUSPENSION AND DEBARMENT**

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY  
MATTERS (applicable to contracts \$100,000 or greater)**

The Primary Participant (applicant for an FTA grant or cooperative agreement, or potential Contractor for a major third-party contract), certifies to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public (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;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

[If the primary participant (applicant for an FTA grant, or cooperative agreement, or potential third-party Contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.]

THE PRIMARY PARTICIPANT (APPLICANT FOR AN FTA GRANT OR COOPERATIVE AGREEMENT, OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT), \_\_\_\_\_,  
CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
Signature and Title of Authorized Official

\_\_\_\_\_  
Date

NOTE: Lower-tier Participants in this Contract (subcontractors, suppliers) are required to complete and submit identical certifications as the above to the City of Norwalk Transportation Department prior to award.

**ATTACHEMENT L  
INDEMNIFICATION**

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT  
AND WAIVER OF SUBROGATION AND CONTRIBUTION**

Contract/Agreement/License/Permit No. or description: RFP MOUTD 2020 01 Comprehensive Operations Analysis

Indemnitor(s): \_\_\_\_\_  
*(list all names)*

To the fullest extent permitted by law, Indemnitor hereby agrees, at its sole cost and expense, to protect, indemnify, and hold harmless the Midland Odessa Urban Transit District (MOUTD), EZ-Rider, and its officials, officers, attorneys, agents, employees, designated volunteers, successors, and assigns (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith (collectively "Liabilities"), resulting from any wrongful or negligent act, failure to act, error, or omission of Indemnitor or any of its officers, agents, servants, employees, subcontractors, material men, suppliers or their officers, agents, servants or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to the above-referenced contract, agreement, license, or permit (the "Agreement") or the performance or failure to perform any term, provision, covenant, or condition of the Agreement, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent passive negligence by Indemnitees and shall operate to fully indemnify Indemnitees against any such negligence. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law. Payment is not required as a condition precedent to an Indemnitee's right to recover under this indemnity provision, and an entry of judgment against the Indemnitor shall be conclusive in favor of the Indemnitee's right to recover under this indemnity provision. Indemnitor shall pay Indemnitees for any attorney's fees and costs incurred in enforcing this indemnification provision. Notwithstanding the foregoing, nothing in this instrument shall be construed to encompass (a) Indemnitees' active negligence or willful misconduct to the limited extent that the underlying Agreement is subject to Civil Code § 2782(a), or (b) the contracting public agency's active negligence to the limited extent that the underlying Agreement is subject to Civil Code § 2782(b). This indemnity is effective without reference to the existence or applicability of any insurance coverages which may have been required under the Agreement or any additional insured endorsements which may extend to Indemnitees.

MOUTD agrees to promptly inform Indemnitor in writing of any claim that MOUTD believes to be subject to this Indemnification and Hold Harmless Agreement. Indemnitor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Indemnitor regardless of any prior, concurrent, or subsequent non-active negligence by the Indemnitees.

In the event there is more than one person or entity named in the Agreement as an Indemnitor, then all obligations, liabilities, covenants and conditions under this instrument shall be joint and several.

"Indemnitor"

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHEMENT M REFERENCES

Proposers shall furnish a minimum of three (3) references of customers for which they have been the Principal or are currently the Principal for work of a similar nature to the requirements outlined in this RFP.

Company name:	
Address:	
Phone number and Email:	
Contact Person:	
Description of work, length of contract, contract value:	

Company name:	
Address:	
Phone number and Email:	
Contact Person:	
Description of work, length of contract, contract value:	

Company name:	
Address:	
Phone number and Email:	
Contact Person:	
Description of work, length of contract, contract value:	

**ATTACHEMENT N  
DESIGNATION OF SUBCONTRACTORS**

**DESIGNATION OF SUBCONTRACTORS**  
(required for construction contracts)

To comply with the requirements of the California subletting and Subcontracting Fair Practices Act the Proposer shall submit with the Proposal the names and business addresses of each subcontractor who will perform work under the contract in excess of ½ of 1 percent of the amount of the total Proposal and shall list the portion of the work to be performed by each subcontractor.

Attach additional copies of this form if more space is needed.

Name and Address	License Number	DBE (Yes / No)	Description of Work/Services	Estimated Dollar Amount

# ATTACHEMENT O PRICING SHEET

## PRICE SHEET

TASK		PERSONNEL BREAKDOWN BY HOURS									
<b>TASK A - Surveys</b>											
1	System-wide Onboard Survey	Enter name here:									
2	Onboard Passenger Survey										
3	Title VI Survey										
<i>Subtotal of Hours</i>											
<b>TASK B - Summary of Findings</b>											
		Enter name here:									
1	Aggregate data by route										
2	Analyze and evaluate each NTS route										
3	Preparation of route maps										
4	Passenger profile										
5	Identify areas of overcrowding, etc.										
6	Transfer analysis										
<i>Subtotal of Hours</i>											
<b>TASK C - Service Improvement Plan</b>											
		Enter name here:									
1	Identify needs and deficiencies										
2	Identify and prioritize issues										
3	Analyze service area demographics										
4	Develop alternative route system config.										
5	Evaluate inter-community routes										
<i>Subtotal of Hours</i>											
<b>TOTAL HOURS</b>											
Rate per hour			\$	\$	\$	\$	\$	\$	\$	\$	\$
<i>Subtotal Cost</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Other Direct Costs</b>											
1	Travel		\$	\$	\$	\$	\$	\$	\$	\$	\$
2	Lodging plus per diem		\$	\$	\$	\$	\$	\$	\$	\$	\$
3	Reproduction		\$	\$	\$	\$	\$	\$	\$	\$	\$
4	Communications		\$	\$	\$	\$	\$	\$	\$	\$	\$
5	Other (description required)		\$	\$	\$	\$	\$	\$	\$	\$	\$
<i>Subtotal Cost</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>TOTAL COST</b>			\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>GRAND TOTAL</b>			\$	\$	\$	\$	\$	\$	\$	\$	\$