



Issued: January 13, 2020

REQUEST FOR QUALIFICATIONS
Number RFQ # 20-03
Human Resource Development Services
Salary and Compensation Study and Employee Benefits/Incentive Review Study

PRE-BID CONFERENCE

January 17, 2020; 9:00 a.m. CST

Deadline for Questions:

January 22, 2020; 4:00 p.m. CST

Responses to Questions

posted www.maxtransit.org

January 29, 2020; 10:00 a.m. CST

Sealed Qualifications Due:

February 12, 2020; 10:00 a.m. CST

**Pre-Bid Conference: FRIDAY January 17, 2020 9:00 a.m. - 1801 Morris Avenue 2nd FL
Birmingham, AL 35203**

BJCTA Procurement Contact

Procurement Manager: Darryl R. Grayson, dgrayson@bjcta.org All questions must be submitted via email
Response to questions will be posted on www.maxtransit.org

Parcel Delivery & Hand-Delivery - Physical Address	Mailing Address
ATTN: PROCUREMENT DEPT. Birmingham Jefferson County Transit Authority 1801 Morris Avenue 2nd Floor Birmingham, AL 35203 The lower left corner of the address label should include: RFQ # 20-03 Human Resource Development Services	ATTN: PROCUREMENT DEPT. Birmingham Jefferson County Transit Authority 1801 Morris Avenue 2nd Floor Birmingham, AL 35203 The lower left corner of the address label should include: RFQ # 20-03 Human Resource Development Services

It is important to use the correct address for the delivery of sealed responses to BJCTA solicitations. Proposals delivered to the BJCTA Post Office Box, faxed, emailed, or received after 10:00 a.m. CST, will be considered non-responsive and will be rejected.

Unless written authorization is provided by the BJCTA Procurement Director, no other official or employee may speak for the BJCTA regarding this solicitation until the award decisions are complete. Any Proposer seeking information, clarification, or interpretations from any other official or employee uses such information at their own risk, and BJCTA is not bound by such information. Following the submittal deadline, and until a contract is fully executed, Proposers shall continue to direct communications to only the BJCTA Procurement Director identified above.

COMPANY NAME: _____ PHONE #: _____

ADDRESS: _____ FAX #: _____

CITY/STATE/ZIP CODE: _____ E-MAIL: _____

DUNS # _____ (REQUIRED)

CONFIRMATION OF RECEIPT

Please complete this form and return it to the BJCTA Procurement Department as soon as possible. Email: dgrayson@bjcta.org **ATTN: Darryl Grayson, RFQ #20-03**

This form is to verify that the Request for Qualification (RFQ) issued by Birmingham Jefferson County Transit Authority (BJCTA) has been received and the Proposer anticipates submitting a Proposal.

If an addendum is issued, the Proposer will document receipt of the addendum(s) from BJCTA www.maxtransit.org

PROPOSAL FOR: **Human Resource Development Services**

COMPANY NAME: _____ PHONE #: _____

ADDRESS: _____ FAX #: _____

CITY/STATE/ZIP CODE: _____ E-MAIL: _____

Disadvantaged Business Enterprise (DBEs) Vendor? YES or NO (Please circle one)

PLEASE CIRCLE: YES OR NO BELOW:

All copies are clear and free from obstruction? YES or NO

Request for Qualification (Cover Sheet) was attached to the Proposal Form? YES or NO

Will you be submitting a Proposal for this product/service? YES or NO
(IF NO PLEASE PROVIDE REASON IN THE COMMENTS SECTION)

COMMENTS:

CERTIFIED BY: _____ DATE: _____
(PROPOSER)

PRINTED NAME: _____

NOTICE TO PROPOSERS:

Notice is hereby given that the Birmingham-Jefferson County Transit Authority (BJCTA), doing business as "MAX" is seeking statements of qualifications from a consulting firms to complete programmatic, independent and on-call services to support the public transportation system. This Request for Qualifications (RFQ) anticipates identifying prospective future Proposers to award a single contract per consulting track resulting from this solicitation.

If you have any technical or administrative questions please e-mail them to dgrayson@bjcta.org no later than **January 22, 2020 at 4:00 p.m. (CST)**. BJCTA will provide written responses will be available on our website no later than **January 29, 2020 at 4:00 p.m. (CST)** also as specified on the cover page of this document. Responses to questions and addendum(s) will only be made available www.maxtransit.org.

Proposers shall acknowledge receipt of all addenda in writing by completing **Attachment A**. Failure to acknowledge receipt of an addenda(s), to complete the proposal, and to return all requirements below by **February 12, 2020 at 10:00 a.m. (CST)** shall be considered non-responsive and rejected by BJCTA.

Send one original, four copies and one electronic drive to:

ATTN: PROCUREMENT DEPT.
Birmingham-Jefferson County Transit Authority (BJCTA)
1801 Morris Avenue 2nd Floor
Birmingham, AL 35203

The lower left corner of the address label should include:
RFQ # 20-03 Human Resource Development Services
[Company Name and Number]

BJCTA reserves the right to reject any or all proposals and to waive any irregularities or informalities in any Proposal or in the Proposal procedure.

Conditional Proposals and any Proposer taking exception to any provision in this RFQ will be considered non-responsive. Proposals may be withdrawn by written request to the BJCTA prior to proposal due date. No Proposer may withdraw a Proposal to BJCTA for a period of 120 days after the due date.

This RFQ does not commit BJCTA to award a Contract or to pay any cost incurred in reparation of a Proposal. If awarded, the submitted proposal will be included with the contractual agreement between the successful proposer and BJCTA.

The BJCTA reserves the right to cancel the RFQ or to issue a subsequent RFQ.

Below is the link to BJCTA website detailing the BJCTA bid protest policy. FTA Circular 4220.1F will be provided by the Procurement Officer or Procurement Manager upon bidder request.

FOR COMPLETE PROTEST PROCEDURES:

<https://www.maxtransit.org/protest-of-procurement/>



Frank T. Martin
Executive Director

Theodore Smith
Board Chairman

BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY
1801 Morris Avenue – 2nd Floor
Post Office Box 10212
Birmingham, AL 35202
(205) 521-0101
www.maxtransit.org

PRUPOSE AND BACKGROUND

The Birmingham-Jefferson County Transit Authority (BJCTA) dba MAX, is the public transit entity serving the Birmingham-and Jefferson County metropolitan area. Created in 1972, The BJCTA provides fixed route bus, complementary paratransit service, and micro transit service, branded as **Max Direct**. The system operates in a 152 square mile service area serving a population approximately 443,000 people using 70 buses on 21 routes serving the municipalities of the city of Birmingham, Bessemer, Homewood, Hoover, Mountain Brook, Center Point, Vestavia Hills, Tarrant, Adamsville, Forestdale, Fairfield, Brighton, Lipscomb and Midfield. The city of Mountain Brook is the first municipality in the metropolitan region that has incorporated **Max Direct** as part of their service agreement. These participating municipalities make up the jurisdictions that provide the funding for the MAX system. In addition, Jefferson County provides supplemental funding for some of the municipalities served by MAX. Annual fixed route service ridership on MAX is approximately 3.0 million unlinked passenger trips. Average weekday ridership/unlinked trips are 10,000, and Saturday ridership/unlinked trips are 4,800. The allocations for funding the BJCTA system are determined by the service needs of each municipality and are subject to adjustment on an annual basis. Complementary Paratransit service provides on average 10,000 scheduled paratransit trips per month.

MAX's mission statement is to provide safe, reliable, and excellent transit service that contributes to the region's economy, vitality, and sustainability. As part of this mission statement, MAX 's vision is to be best in class in the provision of mobility services.

MAX leadership has implemented an aggressive outreach program in which leadership is engaging community stakeholders and customers as part of the ongoing process of rebuilding the system and fulfilling its mission and vision. MAX leadership engages the community in determining what mix of services will best meet the needs of riders and the region as MAX prepares for the future. Community meetings are held at locations throughout the MAX service area.

Having a comprehensive outreach program is particularly important as the City of Birmingham in coordination with the BJCTA, will build the State of Alabama's first bus rapid transit system, (BRT) called the Birmingham Xpress (bx). The Birmingham Xpress is scheduled to begin operations in early 2022.

1. Purpose and Background.

The Birmingham-Jefferson County Transit Authority (BJCTA or the Authority) is a regional transportation authority charged with planning, financing, constructing and operating public facilities and service within Birmingham and Jefferson County surrounding municipalities and parts of unincorporated parts of Jefferson County. The Authority provides local and express bus services to the

cities of Birmingham, Tarrant, Mountain. Brook, Vestavia Hills, Hoover, Fairfield, Lipscomb, Midfield, Homewood, Adamsville, Brighton and Bessemer. BJCTA has approximately 300 employees and a fleet of approximately 70 Fixed Route buses, 40 Paratransit/Cutaways and 32 staff and support vehicles.

BJCTA seeks to award a contract to a consulting firm to provide a Human Resource Development Services. Consulting services may be sought by BJCTA in accordance with the Scope of Work ("SOW").

2. Scope Overview

Under the direction of BJCTA the Consultant(s) may be called on to perform any combination of the tasks listed above within each specified service area in which they are awarded a Task Order. For each identified project, BJCTA will provide the general scope of work. Consistent with the proposal submission and this solicitation, the successful proposer will develop and negotiate the specific scope of work, budget, deliverables and schedule. These details shall be agreed upon in writing by the successful proposer and the BJCTA and will be memorialized by individual Task Orders for each separate project. The Consultant will likely work with BJCTA staff as an integrated part of a team to advise the BJCTA on industry best practices; develop and implement tools and approaches to facilitate the review, prioritization and selection of agency projects/activities that have the most Return On Investment (ROI); lead BJCTA through the implementation steps required to improve business practices related to people, process, develop and implement strategies in the areas of organizational planning, business process in communication, workforce transition, training and management.

3. Period of Performance.

BJCTA intends to execute contract(s) early by the end of the first quarter of 2020, and the selected firms will be under contract for two years with renewal option years.

4. Solicitation Objectives.

Through this solicitation, BJCTA expects to identify highly qualified teams of accessible consultant firms to complete transit projects as needed. BJCTA anticipates issuing a Request for Qualifications to hire an engineering and consultant firm/team with a strong record, and experience in transit. Minimum qualifications are required for the consultant firm/team to be eligible to submit an RFQ response. Your submittal must show compliance to these minimum qualifications. Those that are not responsive to these minimum qualifications shall be rejected by BJCTA without further consideration:

Personnel and Professional Qualifications:

- a) Identify the proposed Program Manager that will serve as the primary point of contact for all assignments performed as part of the Contract. The individual will be required to have comprehensive knowledge of the local government entities and established working relationship, current knowledge of state government agencies and transit programs.
- b) Identify staff members who would be assigned to act for Proposer's firm in key management and field positions providing the services described in the Scope of Services.
- c) Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to the services described in the Scope of Services.
- d) Identify the number of persons capable of being assigned to this program, indicating the number working in Birmingham and Alabama and the number working elsewhere.

- e) Describe the approach used to provide additional persons if required by the program

5. Award Criteria Explanation and Points.

Section 1 – Introduction and Submittals (Not Scored): Letter of introduction to include:

- A statement of the type of firm, partnership or other teaming arrangement and members. A list and description of ownership, office location, and principal office where the majority of the Authority's work will be performed with contact information.

Section 2 – Qualifications of the Firm and/or Team (45 Total Maximum Points)

- At a minimum, discuss the experience, qualifications and skills of all key personnel. Identify the roles and responsibilities specific to the work to be performed for each key personnel, including an organization chart.
- For each key personnel and proposed team member please include:
 - Relevant background experience and qualifications
 - Describe the role and or/responsibilities proposed to be provided by the team member(s)
 - Resumes of key personnel

Section 3 – Experience and References (30 Total Maximum Points)

Relevant and direct experience in providing the services as described in the solicitation. Identify the number of projects in the last 5 years with a minimum of 5 projects. Provide the business name, contact name, phone number and email address for each reference.

Section 4 – Project Approach and Methodology to Services (15 Total Maximum Points)

- Provide a narrative of the firm's overall approach and methodology to provide the services as outlined in the Scope of Work

Section 5– Current and Projected Workload of Firm (10 Total Maximum Points)

- Provide quantitative data that clearly indicates the ability of the firm to devote the necessary resources to successfully complete the services in a timely manner.

Section 6 – Exceptions (No Points)

- Exceptions to, or variances from, any portion of the solicitation, including the Statement of Work, contract terms and conditions, etc., will not be considered

Minimum Qualifications: To participate in this procurement, Proponents must

satisfy the minimum qualifications required by this Request for Qualification (RFQ). Where the Proponent is a partnership, joint venture arrangement, limited liability company, limited liability partnership or other multiple entity organization, the entity that holds a majority ownership interest in the Proponent (i.e., over 50% ownership) must meet the minimum requirements set forth in this RFQ. Additionally, prior to execution of the Contract, the successful Proponent will be required to demonstrate that it is duly authorized to conduct business in the state of Alabama.

Qualification Based Selection (QBS)- Proposal Evaluation and Multiple Awards:

The evaluation selection process will be conducted thru a qualifications-based selection (QBS) method. The most appropriate firm(s) will be selected based on qualifications such as knowledge, skill, experience, and other project-specific factors, rather than on fees.

- Upon receipt and review of the Proposals, BJCTA shall determine which Proponents are responsive and responsible. BJCTA will notify each Proponent in writing of BJCTA's determination. After the Proposal deadline, BJCTA Evaluation Committee will evaluate each responsive Proposal in accordance with the evaluation criteria described in this RFQ. If BJCTA elects to award this RFQ, BJCTA will award the same to the most responsive and responsible Proponent(s) that submits a Proposal that is in the best interest of BJCTA. Proponents may be required to make an oral presentation to the Evaluation Committee at any stage of the selection and evaluation process.

Evaluation of Proposals and Selection Procedure

- (a) The Authority's Contracting Officer will appoint an Evaluation Committee to evaluate and score the proposals.
 1. The initial ranking will be made on the basis of scoring on the criteria listed above for each firm submitting a response that has been determined responsive to the requirements of the Request for Qualifications.
 2. Based on the initial scores, the Authority may short list up to three (3) firms for further consideration.
 3. If short listed, those firms may be interviewed by the Evaluation Committee using the following criteria: management and team approach, project experience, methods used to plan and administer projects and any other criteria with the objective of finding the most qualified firms.
 4. After the final evaluations, the Authority may award contracts to up to three (3) firms.
- (b) The Authority reserves the right to investigate the qualifications of all offerors under consideration; to confirm any part of the information furnished by an offeror; and/or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of work under a resulting contract.

**** This Section Intentionally Left Blank ****

Scope of Work

Human Resource Development Services Salary and Compensation Study and Employee Benefits/Incentive Review:

The Birmingham-Jefferson County Transit Authority is seeking the services of a qualified firm to complete a review and assessment of the salary and benefits provided to support staff employed by the BJCTA and also to provide a report of recommendations for the organization and prepare a Salary and Benefits Assessment and Recommendation Report.

The goals of the salary and benefits assessment are as follows:

- Document the organizational structure and employee position descriptions for the BJCTA and the current compensation package including wages and benefits as well as historical practices and trends;
- Collect salary and benefits data (including clearly defining rates and levels for the accrual of vacation time) and employee job descriptions of peer organizations including other Metropolitan Planning Organizations, government agencies, and local member governments;
- Collect data from existing unionized pension plans and administrative retirement plans of peer organizations including other Transportation/Metropolitan Planning Organizations, government agencies, and local member governments.
- Interview members of the BJCTA Executive Committee to determine Board preferences;
- Provide an assessment and recommendation for BJCTA employee salaries and benefits.
- Provide an assessment and recommendation for BJCTA employee salaries and benefits to include unionized pension plans and administrative retirement plans.

The deliverables of the salary and benefits assessment is as follows:

- A report including pertinent data for the BJCTA and peer organizations along with the results of Board member interviews and recommendations for the salaries and benefits of BJCTA staff.

PURPOSE

Successful organizations are generally those that are able to attract, retain, develop and motivate valuable employees. In the public sector, it is also critical to recognize that the funding source supporting all compensation plans are public tax dollars. Therefore, organizations such as the BJCTA must adopt a strategy that balances compensation as a tool for rewarding and enhancing productivity with the financial responsibility required utilizing public funds.

The Birmingham-Jefferson County Transit Authority (**BJCTA**) is seeking the professional services of a **CONSULTANT** to conduct a review and assessment of the salary and benefits provided to employees of the BJCTA and to provide a report of recommendations for the organization. The completed report will outline a strategic compensation plan that fairly represents the pay philosophy of the organization.

TASKS

The Consultant will:

- Document the employee position descriptions for the organization and the current compensation package including wages and benefits as well as historical practices and trends of the BJCTA. This will include all existing positions as well as any positions that existed within the past 5-years. A complete report will include knowledge, skills, experience and educational requirements for the positions.
- Collect and review quantitative (objective/data related) salary and benefits data and employee job descriptions of peer organizations including other Transportation/Metropolitan Planning Organizations, government agencies, and local member governments. Recognized industry resources may be used to supplement locally developed compensation data. In addition, resources including a recent report completed by the Center for Urban Transportation Research titled "Staffing and Administrative Capacity of Metropolitan Planning Organizations" should be considered report is available on-line at: http://www.cutr.usf.edu/programs/pcm/files/2010-05-Staffing_and_Administrative_Capacity_of_MPOs.pdf.
- Collect and review quantitative (objective/data related) unionized pension plans and administrative retirement plans of peer organizations including other Transportation/Metropolitan Planning Organizations, government agencies, and local member governments.
- Collect and review qualitative (interview/observation related) data from members of the BJCTA Executive Committee, Budget Subcommittee and the BJCTA Executive Director and staff. This information will be used to determine the compensation philosophy of the organization as well as potential issues with the existing structure and areas for improvement.
- Provide a report documenting the activities undertaken during this effort. The report will include an assessment of the current program established for employee compensation along with recommendations for BJCTA employee salaries and benefits by position type. It is expected that the report, at a minimum, will explore public sector budget constraints and BJCTA funding, applicable legal requirements, internal pay equity as well as external competitiveness for the BJCTA, compensation as a tool for achieving performance goals and associated measures, establishing pay ranges and bases and identifying an approach for periodic review and potential adjustments.
- Present this information to the Budget Subcommittee of the BJCTA for review and action.

II. PROJECT SCHEDULE AND DELIVERABLES

The project schedule is expected to proceed as follows:

Consultant Selection /Board Approval	
Execute Contract / Notice to Proceed	Day - 1
Data Collection and Complete Interviews	Day - 45
Submit Draft Report	Day - 60
Submit Final Report	Day - 90

The completed report will include all necessary data collected.

III. RESPONSIBILITIES

The **BJCTA** will:

Designate a Project Manager to act as the point of contact for this work effort. The Project Manager will issue the notice to proceed, provide direction and response regarding contract issues or clarifications that may arise, approve project invoices, arrange interviews and preside over project meetings if needed.

- Conduct timely review of all materials and documents as submitted by the Consultant as specified herein.
- Provide the necessary documentation and internal data required for the completion of this contract. This information will be provided in a timely manner in accordance with the project schedule.

The **CONSULTANT** will:

- Designate a Project Manager to act as the point of contact for this work effort. The Project Manager will take the lead in responding to inquiries by the BJCTA Project Manager. The Project Manager will arrange for all interviews, ensure the timely completion of all deliverables and will address any concerns that may arise during the course of the work effort.
- Provide the required documentation and source data utilized in the completion of this contract. This information will be provided in a timely manner in accordance with the project schedule.

6. Instructions, Procedures and Requirements.

This section details BJCTA's instructions and requirements for your submittal. BJCTA reserves the right in its sole discretion to reject the submittal of any Proposer that fails to comply with the instructions.

- a) Describe Proposer's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b) Describe any prior engagements in which Proposer's firm or key staff assisted a governmental entity in dealing with strategy, planning, funding, design, construction management, and similar services. Proposer should include all examples of work on similar projects involving the items described in the Scope of Services.
- c) Describe the firm's workload and current capacity to accomplish work for the BJCTA.
- d) Describe any issue which would be uniquely relevant in evaluating the experience of Proposer's firm to handle the proposed type of project(s) described in the Scope of Services.
- e) Provide current information on professional errors and omissions coverage carried by Proposer's firm, including name of insurer and amount of coverage.

7. Request for Qualification Statements.

Documents in response to this RFQ will be bound, numbered and limited one (1) original and one (1) copy, and to no more than **Thirty (30) - 8½" X 11" pages, single-sided, 12 Font Size.** Only relevant and appropriate information should be provided to demonstrate the value of the Proposer's organization to BJCTA. The information to be contained in the response document is provided below:

Title Page of Response Document (1 page)

The following information should be included under the title "Request for Qualification Statements for Human Resources Services for the BJCTA":

1. Legal Name of Proposer and Business Entity
If you are a sole proprietor in which you incorporated, identity your legal name as a company. Many companies use a "Doing Business As" name or a nickname in their daily business. However, BJCTA requires the legal name of your company, as it is legally registered.
2. Data Universal Numbering Systems (DUNS) Number
When preparing all documents, use the proper company legal name. Your company's legal name and DUNS Number must be verified through www.SAM.gov
3. Proposer address
4. Proposer telephone number
5. Name, title, telephone number, & email address of contact person authorized to legally obligate the Proposer.

Contents of Response Document (no more than 29 pages)

Proposers should letter and number responses exactly as presented in the areas provided below in this document. Interested Proposers are invited to submit RFQs that contain the following information:

1. Introduction
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

Introduction (transmittal letter)

By signing the introductory letter, the Proposer certifies that the signatory is authorized to bind the Proposer. The RFQ response should include the Proposer's representation and confirmation of the following items:

- a. A brief statement on the understanding of the scope of the work to be performed;
- b. That the Proposer meets the applicable licensing requirements to practice in the State of Alabama;
- c. No record of substandard work within the last five years;
- d. No record of unethical practices within the last five years;
- e. If awarded the contract, the Proposer acknowledges its responsibilities for the work performed as a part of the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Proposer feels relevant and appropriate;
- g. A signature and title of the authorized Proposer submitting the RFQ.

8. Instructions to Proposers.

Article I. Instructions

1.1 **Proposer Responsibility to Provide Full Response**

It is the Proposer's responsibility to provide a full and complete response that does not require interpretation or clarification by BJCTA. The Proposer is to provide all requested materials, forms and information. The Proposer is to ensure the materials submitted properly and accurately reflects the Proposer's offering. During scoring and evaluation (prior to interviews, if any), BJCTA will rely upon the submitted materials and shall not accept materials from the Proposer after the RFQ deadline; this does not limit BJCTA's right to consider additional information (such as references that are not provided by the Proposer but are known to BJCTA, or past City experience with the Proposer), or to seek clarifications as needed.

1.2 **No Guaranteed Utilization**

BJCTA does not guarantee utilization of this proposal. The solicitation may provide estimates of utilization; such information is for Proposer convenience and not a usage guarantee. BJCTA reserves the right to multiple or partial awards, and/or to order work based on BJCTA's needs. BJCTA may turn to other appropriate contract sources or supplemental contracts, to obtain these same or similar services. BJCTA may re-solicit for any questions about the scope that should be named within the solicitation, during the Question and Answer period. Use of such supplemental contracts does not limit the right of BJCTA to terminate existing contracts for convenience or cause.

1.3 **Expansion Clause**

Note that the contract will strictly limit the expansion of scope and addition of new work not expressly provided for within the RFQ Scope of Work. The Proposers are to bring forward

1.4 **Right to Award to Next Ranked Proposer**

If a contract is executed because of this solicitation process and is terminated within 90-days, BJCTA reserves the option to return to the solicitation process to award the contract to the next highest ranked responsive Proposer by mutual agreement with such Proposer. Any new award may also be allowed this right.

1.5 **Background Checks**

BJCTA may require background/criminal checks during the course of a contractual agreement. BJCTA does not intend to request such background checks unless declare essential and in the opinion of BJCTA.

1.6 **Negotiations**

BJCTA may open discussions with the apparent successful Proposer, to negotiate costs and modifications to the proposal or the contract, to align the proposal or contract to meet BJCTA's needs within the scope sought by the solicitation.

1.7 **Effective Dates of Offer**

Solicitation responses are valid until BJCTA completes award. Should any Proposer object to this condition, the Proposer must object prior to the Q&A deadline on page 1.

1.8 **Cost of Preparing Proposals**

BJCTA will not be liable for any costs incurred by the Proposer to prepare, submit and present proposals, interviews and/or demonstrations.

1.9 **Readability**

Proposers are advised that BJCTA's ability to evaluate proposals depends on the Proposer's submittal document, including organization, level of detail, comprehensive material and readability.

1.10 Changes or Corrections to Proposal Submittal

Prior to the submittal closing date and time, a Proposer may change its proposal, if initialed and dated by the Proposer. No changes are allowed after the closing date and time.

1.11 Errors in Proposals

Proposers are responsible for errors and omissions in their proposals. No such error or omission shall diminish the Proposer's obligations to BJCTA.

1.12 Withdrawal of Submissions

A submittal may be withdrawn by written request of the Proposer, prior to the closing date and time. After the closing date and time, the submittal may be withdrawn only with permission by BJCTA.

1.13 Rejection of Submissions

BJCTA reserves the right to reject any or all submissions with no penalty. BJCTA also has the right to waive immaterial defects and minor irregularities in any submitted proposal.

1.14 Incorporation of RFQ and Proposal in Contract

This RFQ and the Proposer's response, including all promises, warranties, commitments, and representations made in the successful proposal as accepted by BJCTA, shall be binding and incorporated by reference in BJCTA's contract with the Proposer.

1.15 Independent Contractor

The Proposer works as an independent contractor. BJCTA will provide appropriate contract management, but that does not constitute a supervisory relationship to the Proposer. Proposer workers are prohibited from supervising BJCTA employees or from direct supervision by a BJCTA employee. Prohibited supervision tasks include conducting a BJCTA Employee Performance Evaluation, preparing and/or approving a BJCTA timesheet, administering employee discipline, and similar supervisory actions. BJCTA may not provide space in City offices for performance of this work. Proposers will be expected to perform most work from their own office space or the field. The Proposer shall at its own expense furnish all labor, supplies, equipment and machinery necessary to fulfill the Scope of Services.

1.16 Requesting Disclosure of Public Records

BJCTA asks interested parties to not request public disclosure of proposal records until a contract is executed. This measure should shelter the solicitation process, particularly during the evaluation and selection process or if a cancellation occurs or re-solicitation. With this preference stated, BJCTA will continue to respond to all requests for disclosure of public records as required by State Law.

1.17 Personnel. The Proposer shall represent that it has, or will secure at its own expense, all personnel required in performing this RFQ. Such personnel shall not be employees of or have any contractual relationship with the BJCTA. All the services required hereunder will be performed by or on behalf of the Proposer. All personnel engaged in performing this RFQ shall be fully qualified and shall be authorized, if applicable, under state and local law to perform such services. All personnel should be hired in compliance with Alabama's law on illegal immigration, Alabama Act 2011-535, as amended.

1.18 **Tax Exempt**

The Proposer recognizes that the BJCTA is exempt from the payment of Federal, State and local taxes, and that such taxes are included in the RFQ price. The BJCTA will furnish a Proposer with the necessary tax-exempt certificates.

1.19 **Familiarity**

The submission of an RFQ shall constitute an acknowledgement that the Proposer has thoroughly examined and is familiar with the RFQ in every detail, agrees with all the conditions.

1.20 **Inspection**

All supplies, equipment, and machinery furnished in performance of the Scope of Services shall be subject to inspection at any time by the BJCTA.

1.21 **Indemnification**

The Proposer shall expressly agree and covenant that it will defend, hold and save harmless, and indemnify the officers, directors, servants, agents, and employees of the BJCTA from liability of any nature or kind in connection with the work to be performed under the Contract, whether arising out of any act or omission of the Proposer or any employee, agent, or independent contractor of the Contractor.

1.22 **Insurance**

The Proposer shall maintain insurance during the performance of the Contract from one or more insurance companies licensed in the State of Alabama to provide the following forms of insurance, said insurance companies to be reasonably satisfactory to the BJCTA. Upon the execution of a Contract, the Proposer shall furnish the BJCTA with certificates of insurance showing that the BJCTA has been listed as an additional insured. All insurance is to remain in full force and effect until all work under the Contract has been satisfactorily completed and accepted by the BJCTA.

- a. Workers' Compensation
 - Employers' Liability
 - All States Endorsement
 - Voluntary Compensation
 - b. Public Liability and Property Damage
 - 1. \$100,000 for bodily injuries to or death of one person in any one occurrence.
 - 2. \$500,000 for bodily injuries to or death of two or more persons in any one occurrence.
 - 3. \$100,000 for damage to or destruction of property in any one occurrence.
 - c. Errors and Omissions Insurance
- \$500,000
Statutory
Statutory

1.23 **Documentation of Project Costs**

All costs charged to the project, including any approved services contributed by the BJCTA or others shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in detail the nature and propriety of the charges.

1.24 **Audit and Inspection**

The Proposer shall permit the Secretary of Transportation and the Comptroller General of the United States, or any of their duly authorized representatives, to inspect all work, materials, payrolls, and other data and records with regard to the Contract, and to audit the books, records, and accounts pertaining to such Contract.

1.25 **Immigration**

The Proposer agrees to comply with Alabama Act 2011-535, as amended, the Beason-Hammon Alabama Taxpayer and Citizen Protection Act.

1.26 **Restriction on Disclosure and Use of Data**

The Authority shall provide all reasonable precautions to ensure that proprietary, technical and pricing information remains within the review process. Proposers shall attach to any proprietary data submitted with the solicitation the following legend:

a) "This data furnished pursuant to this RFQ shall not be disclosed outside the Authority, be duplicated, or used in whole or in part, for any purpose other than to evaluate the offer; provided that, if a contract is awarded on the basis of that offer, the Authority shall have the right to duplicate, use, and disclose this data, in any manner and for any purpose whatsoever.

b) This information does not limit the Authority's right to use information contained in this data if it is or has been obtained by the Authority from another independent legitimate source.

c) Except for the foregoing limitation, the Authority may duplicate, use, and disclose in any manner and for any purpose whatsoever and have others so do, all data furnished in response to this solicitation."

1.27 **Award**

Authority will make a single award resulting from this solicitation.

1.28 **Third Party Contracting Guidance**

This document is intended to be, and shall be interpreted to be, consistent with FTA Circular 4220.1F, Third Party Contracting Guidance.

1.29 **Best Practices Procurement Manual**

This document is intended to be, and shall be interpreted to be, consistent with the Best Practices Procurement Manual published by the FTA.

Compliance with Copeland Act requirements - The Contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this Contract.

Subcontracts - The Contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Federal Transit Administration may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

Contract termination: debarment - A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the Contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

Compliance with Davis-Bacon and Related Act requirements - All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this Contract.

Disputes concerning labor standards - Disputes arising out of the labor standards provisions of this Contract shall not be subject to the general disputes clause of this Contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its subcontractors) and the BJCTA, the U.S. Department of Labor, or the employees or their representatives.

Certification of eligibility - (i) By entering into this Contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this Contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

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ATTACHMENT A

Acknowledgement of Addenda

The undersigned acknowledges receipt of the following addenda to the Request for Proposal Number RFQ #**20-03**

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Company

Authorized Signature

Printed Name of Signer

Title of Signer

Date

ATTACHMENT B

DBE Letter of Intent

The BJCTA has an overall DBE goal of 10.5 percent. BJCTA will continue to use and support race-neutral means of facilitating DBE participation to meet our overall goal.

The Proposer _____
Name of Prime Contractor

certifies that, on _____, _____, 20____, an authorized representative contacted the following Alabama Department of Transportation (ALDOT) certified Disadvantaged Business Enterprise ("DBE") to obtain a Proposal for the following work items. The disadvantaged business status of the undersigned is confirmed.

The undersigned is prepared to perform the following work in connection with the above project (*specify in detail the particular work items or parts thereof to be performed*):

At the following price: \$_____ or percentage _____

The certified DBE intends to perform work in connection with the above project as an ALDOT-certified DBE in the following capacity (check one):

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Joint Venture |

The certified DBE will enter into a formal agreement for the above work, conditioned upon execution of an agreement with the Birmingham-Jefferson County Transit Authority (BJCTA).

ALDOT certified DBE Agency

Authorized Signature

Printed Name of Signer

Title of Signer

Date

OR

- [] The foregoing work will not be sublet to a non-certified Disadvantaged Business Enterprise at any level.

ATTACHMENT C

Conflict of Interest Statement

Proposer certifies that no BJCTA employee, or family members will receive a benefit from these payments, except as disclosed below BJCTA. Failure to disclose this information may result in the elimination of your Proposal from consideration.

Proposers shall provide a list of all entities/individual(s) with which it has relationships that create, or would appear to create, a conflict of interest with the work expressed in this RFQ. The list should indicate the name of the entity/individual, the relationship to the Proposer, and a discussion of the conflict.

Prior to awarding an agreement, this RFQ and subsequent RFP will be decided upon by the BJCTA Board of Directors. Also provide a description of relationships with any board member that would create, or would appear to create, a conflict of interest.

The undersigned Proposer discloses the following actual or potential, direct or indirect conflicts of interest:

Company

Authorized Signature

Printed Name of Signer

Title of Signer

Date

PROPOSER REGISTRATION FORM

RFQ Number: _____

RFQ Description: _____

Company Name/Vendor: _____

Address: _____

City / State / ZIP: _____

Contact Person: _____

Title: _____

Office Number: _____

Fax Number: _____

Cell Number: _____

Email Address: _____

Website: _____

DUNS: _____

Proposals WILL NOT be honored without a valid DUNS number registered with www.SAM.gov

Send to:

Darryl R. Grayson – Procurement Manager
Birmingham-Jefferson County Transit Authority
1801 Morris Avenue 2nd Floor
Birmingham, Alabama 35203
Phone (205) 521-0144
Email: dgrayson@bjcta.org





**FEDERAL CLAUSES
&
CERTIFICATIONS**

**Professional Service
Purchases**

**Birmingham-Jefferson County Transit Authority
1801 Morris Avenue 2nd FL
Birmingham, Alabama 35203
(205)521-0101**

Fly America Requirements

Applicability – all contracts involving transportation of persons or property, by air between the U.S. and/or places outside the U.S. These requirements do not apply to micro-purchases (\$3,000 or less, except for construction contracts over \$2,000).

Contractor shall comply with 49 USC 40118 (the "Fly America" Act) in accordance with General Services Administration regulations 41 CFR 301-10, stating that recipients and subrecipients of Federal funds and their contractors are required to use US Flag air carriers for US Government-financed international air travel and transportation of their 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. Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a US 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. Contractor shall include the requirements of this section in all subcontracts that may involve international air transportation.

Energy Conservation

All Contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000) Contractor shall comply with mandatory standards and policies relating to energy efficiency, stated in the state energy conservation plan issued in compliance with the Energy Policy & Conservation Act.

Clean Water

All Contracts and Subcontracts over \$100,000

Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq. Contractor shall report each violation to the recipient and understands and agrees that the recipient shall, in turn, report each violation as required to FTA and the appropriate EPA Regional Office. Contractor shall include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with FTA assistance.

Lobbying

Construction/Architectural and Engineering/Acquisition of Rolling Stock/Professional Service Contract/Operational Service Contract/Turnkey contracts over \$100,000

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, et seq.] - Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non- Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

Access to Records and Reports

Applicability – As shown below. These requirements do not apply to micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

The following access to records requirements apply to this Contract:

1. Where the purchaser is not a State but a local government and is an FTA recipient or a subgrantee of FTA recipient in accordance with 49 CFR 18.36(i), contractor shall provide the purchaser, the FTA, the US Comptroller General or their authorized representatives access to any books, documents, papers and contractor records which are pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor shall also, pursuant to 49 CFR 633.17, provide authorized FTA representatives, including any PMO

contractor, access to contractor's records and construction sites pertaining to a capital project, defined at 49 USC 5302(a)1, which is receiving FTA assistance through the programs described at 49 USC 5307, 5309 or 5311.

2. Where the purchaser is a State and is an FTA recipient or a subgrantee of FTA recipient in accordance with 49 CFR 633.17, contractor shall provide the purchaser, authorized FTA representatives, including any PMO Contractor, access to contractor's records and construction sites pertaining to a capital project, defined at 49 USC 5302(a)1, which receives FTA assistance through the programs described at 49 USC 5307, 5309 or 5311. By definition, a capital project excludes contracts of less than the simplified acquisition threshold currently set at \$100,000.

3. Where the purchaser enters into a negotiated contract for other than a small purchase or under the simplified acquisition threshold and is an institution of higher education, a hospital or other non-profit organization and is an FTA recipient or a subgrantee of FTA recipient in accordance with 49 CFR 19.48, contractor shall provide the purchaser, the FTA, the US Comptroller General or their authorized representatives, access to any books, documents, papers and record of the contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.

4. Where a purchaser which is an FTA recipient or a subgrantee of FTA recipient in accordance with 49 USC 5325(a) enters into a contract for a capital project or improvement (defined at 49 USC 5302(a)1) through other than competitive bidding, contractor shall make available records related to the contract to the purchaser, the Secretary of USDOT and the US Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

5. Contractor shall permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

6. Contractor shall maintain all books, records, accounts and reports required under this contract for a period of not less than three (3) 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 recipient, FTA Administrator, US Comptroller General, or any of their authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Re: 49 CFR 18.39(i)(11).

FTA does not require the inclusion of these requirements in subcontracts.

Federal Changes

All Contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

Contractor shall comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between the purchaser and FTA, as they may be amended or promulgated from time to time during the term of the contract. Contractor's failure to comply shall constitute a material breach of the contract.

Clean Air

1) Contractor shall comply with all applicable standards, orders or regulations pursuant to the Clean Air Act, 42 USC 7401 et seq. Contractor shall report each violation to the recipient and understands and agrees that the recipient will, in turn, report each violation as required to FTA and the appropriate EPA Regional Office.

2) Contractor shall include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with FTA assistance.

No Government Obligation to Third Parties

Applicability – All contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

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

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

Program Fraud and False or Fraudulent Statements or Related Acts

Applicability – All contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

(1) Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC 3801 et seq. and USDOT regulations, "Program Fraud Civil Remedies," 49 CFR 31, apply to its actions pertaining to this project. Upon execution of the underlying contract, contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submittal, or certification, the US Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act (1986) on contractor to the extent the US Government deems appropriate.

(2) If contractor makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submittal, or certification to the US Government under a contract connected with a project that is financed in whole or in part with FTA assistance under the authority of 49 USC 5307, the Government reserves the right to impose the penalties of 18 USC 1001 and 49 USC 5307(n)(1) on contractor, to the extent the US Government deems appropriate.

(3) Contractor shall include the above two clauses in each subcontract financed in whole or in part with FTA assistance. The clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Termination

Applicability – All Contracts over \$10,000, except contracts with nonprofit organizations and institutions of higher learning, where the threshold is \$100,000

a. Termination for Convenience (General Provision) the recipient may terminate this contract, in whole or in part, at any time by written notice to contractor when it is in the recipient's best interest. Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. Contractor shall promptly submit its termination claim to the recipient. If contractor is in possession of any of the recipient's property, contractor shall account for same, and dispose of it as the recipient directs.

b. Termination for Default [Breach or Cause] (General Provision) If contractor does not deliver items in accordance with the contract delivery schedule, or, if the contract is for services, and contractor fails to perform in the manner called for in the contract, or if contractor fails to comply with any other provisions of the contract, the recipient may terminate this contract for default. Termination shall be effected by serving a notice of termination to contractor setting forth the manner in which contractor is in default. Contractor shall only be paid the contract price for supplies delivered and accepted, or for services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the recipient that 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 contractor, the recipient, after setting up a new delivery or performance schedule, may allow contractor to continue work, or treat the termination as a termination for convenience.

c. Opportunity to Cure (General Provision) the recipient in its sole discretion may, in the case of a termination for breach or default, allow contractor an appropriately short period of time in which to cure the defect. In such case, the notice of termination shall state the time period in which cure is permitted and other appropriate conditions

If contractor fails to remedy to the recipient's satisfaction the breach or default or any of the terms, covenants, or conditions of this Contract within ten (10) days after receipt by contractor or written notice from the recipient setting forth the nature of said breach or default, the recipient 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 the recipient from also pursuing all available remedies against contractor and its sureties for said breach or default.

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

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

f. Termination for Default (Supplies and Service) If contractor fails to deliver supplies or to perform the 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 recipient may terminate this contract for default. The recipient shall terminate by delivering to contractor a notice of termination specifying the nature of default. Contractor shall only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in this contract.

If, after termination for failure to fulfill contract obligations, it is determined that contractor was not in default, the rights and obligations of the parties shall be the same as if termination had been issued for the recipient's convenience.

g. Termination for Default (Transportation Services) If 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 contractor fails to comply with any other provisions of this contract, the recipient may terminate this contract for default. The recipient shall terminate by delivering to contractor a notice of termination specifying the nature of default. Contractor shall only be paid the contract price for services performed in accordance with the manner of performance set forth in this contract.

If this contract is terminated while contractor has possession of the recipient goods, contractor shall, as directed by the recipient, protect and preserve the goods until surrendered to the recipient or its agent. Contractor and the recipient shall agree on payment for the preservation and protection of goods. Failure to agree on an amount shall be resolved under the Dispute clause. If, after termination for failure to fulfill contract obligations, it is determined that contractor was not in default, the rights and obligations of the parties shall be the same as if termination had been issued for the recipient's convenience.

h. Termination for Default (Construction) If contractor refuses or fails to prosecute the work or any separable part, with the diligence that will insure its completion within the time specified, or any extension, or fails to complete the work within this time, or if contractor fails to comply with any other provisions of this contract, the recipient may terminate this contract for default. the recipient shall terminate by delivering to contractor a notice of termination specifying the nature of default. In this event, the recipient may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. Contractor and its sureties shall be liable for any damage to the recipient resulting from

contractor's refusal or failure to complete the work within specified time, whether or not contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the recipient in completing the work.

Contractor's right to proceed shall not be terminated nor shall contractor be charged with damages under this clause if:

1. Delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of contractor. Examples of such causes include: acts of God, acts of the recipient, acts of another contractor in the performance of a contract with the recipient, epidemics, quarantine restrictions, strikes, freight embargoes; and

2. Contractor, within 10 days from the beginning of any delay, notifies the recipient in writing of the causes of delay. If in the recipient's judgment, delay is excusable, the time for completing the work shall be extended. The recipient's judgment shall be final and conclusive on the parties, but subject to appeal under the Disputes clauses.

If, after termination of contractor's right to proceed, it is determined that contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if termination had been issued for the recipient's convenience.

i. Termination for Convenience or Default (Architect & Engineering) the recipient may terminate this contract inwhole or in part, for the recipient's convenience or because of contractor's failure to fulfill contract obligations. The recipient shall terminate by delivering to contractor a notice of termination specifying the nature, extent, and effective date of termination. Upon receipt of the notice, contractor shall (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the recipient all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this contract, whether completed or in process. If termination is for the recipient's convenience, it shall make an equitable adjustment in the contract price but shall allow no anticipated profit on unperformed services. If termination is for contractor's failure to fulfill contract obligations, the recipient may complete the work by contract or otherwise and contractor shall be liable for any additional cost incurred by the recipient.

If, after termination for failure to fulfill contract obligations, it is determined that contractor was not in default, the rights and obligations of the parties shall be the same as if termination had been issued for the recipient's convenience.

j. Termination for Convenience or Default (Cost-Type Contracts) the recipient may terminate this contract, or any portion of it, by serving a notice of termination on contractor. The notice shall state whether termination is for convenience of the recipient or for default of contractor. If termination is for default, the notice shall state the manner in which contractor has failed to perform the requirements of the contract. Contractor shall account for any property in its possession paid for from funds received from the recipient, or property supplied to contractor by the recipient. If termination is for default, the recipient may fix the fee, if the contract provides for a fee, to be paid to contractor in proportion to the value, if any, of work performed up to the time of termination. Contractor shall promptly submit its termination claim to the recipient and the parties shall negotiate the termination settlement to be paid to contractor. If termination is for the recipient's convenience, contractor shall be paid its contract close-out costs, and a fee, if the contract provided for payment of a fee, in proportion to the work performed up to the time of termination.

If, after serving a notice of termination for default, the recipient determines that contractor has an excusable reason for not performing, such as strike, fire, flood, events which are not the fault of and are beyond the control of contractor, the recipient, after setting up a new work schedule, may allow contractor to continue work, or treat the termination as a termination for convenience.

Government Wide Debarment and Suspension (Non Procurement)

The Recipient agrees to the following: (1) It will comply with the requirements of 2 C.F.R. part 180, subpart C, as adopted and supplemented by U.S. DOT regulations at 2 C.F.R. part 1200, which include the following: (a) It will not enter into any arrangement to participate in the development or implementation of the Project with any Third Party Participant that is debarred or suspended except as authorized by: 1 U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 C.F.R. part 1200, 2 U.S. OMB, "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 C.F.R. part 180, including any amendments thereto, and 3 Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, (b) It will review the U.S. GSA "System for Award Management," <https://www.sam.gov>, if required by U.S. DOT regulations, 2 C.F.R. part 1200, and (c) It will include, and require each of its Third Party Participants to include, a similar provision in each lower tier covered transaction, ensuring that each lower tier Third Party Participant: 1 Will comply with Federal debarment and suspension requirements, and 2 Reviews the "System for Award Management" at <https://www.sam.gov>, if necessary to comply with U.S. DOT regulations, 2 C.F.R. part 1200, and

(2) If the Recipient suspends, debars, or takes any similar action against a Third Party Participant or individual, the Recipient will provide immediate written notice to the: (a) FTA Regional Counsel for the Region in which the Recipient is located or implements the Project, (b) FTA Project Manager if the Project is administered by an FTA Headquarters Office, or (c) FTA Chief Counsel,

Contracts Involving Federal Privacy Act Requirements

When a grantee maintains files on drug and alcohol enforcement activities for FTA, and those files are organized so that information could be retrieved by personal identifier, the Privacy Act requirements apply to all contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

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:

(1) 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.

(2) 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.

Civil Rights Requirements

Applicability – All contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

The following requirements apply to the underlying contract:

The Recipient understands and agrees that it must comply with applicable Federal civil rights laws and regulations, and follow applicable Federal guidance, except as the Federal Government determines otherwise in writing. Therefore, unless a Recipient or Program, including an Indian Tribe or the Tribal Transit Program, is specifically exempted from a civil rights statute, FTA requires compliance with that civil rights statute, including compliance with equity in service:

a. Nondiscrimination in Federal Public Transportation Programs. The Recipient agrees to, and assures that each Third Party Participant will, comply with Federal transit law, 49 U.S.C. § 5332 (FTA's "Nondiscrimination" statute):

(1) FTA's "Nondiscrimination" statute prohibits discrimination on the basis of: (a) Race, (b) Color, (c) Religion, (d) National origin, (e) Sex, (f) Disability, or (g) Age, and (2) The FTA "Nondiscrimination" statute's prohibition against discrimination includes: (a) Exclusion from participation, (b) Denial of program benefits, or (c) Discrimination, including discrimination in employment or business opportunity, (3) Except as FTA determines otherwise in writing: (a) General. Follow: 1 The most recent edition of FTA Circular 4702.1, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable Federal laws, regulations, and guidance, and

2 Other applicable Federal guidance that may be issued, but (b) Exception for the Tribal Transit Program. FTA does not require an Indian Tribe to comply with FTA program-specific guidelines for Title VI when administering its projects funded under the Tribal Transit Program,

b. Nondiscrimination – Title VI of the Civil Rights Act. The Recipient agrees to, and assures that each Third Party Participant will: (1) Prohibit discrimination based on: (a) Race, (b) Color, or (c) National origin, (2) Comply with: (a) Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq., (b) U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964," 49 C.F.R. part 21, and (c) Federal transit law, specifically 49 U.S.C. § 5332, as stated in the preceding section a, and (3) Except as FTA determines otherwise in writing, follow: (a) The most recent edition of FTA Circular 4702.1, "Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable Federal laws, regulations, and guidance. (b)

U.S. DOJ, "Guidelines for the enforcement of Title VI, Civil Rights Act of 1964," 28 C.F.R. § 50.3, and (c) Other applicable Federal guidance that may be issued,

c. Equal Employment Opportunity. (1) Federal Requirements and Guidance. The Recipient agrees to, and assures that each Third Party Participant will, prohibit discrimination on the basis of race, color, religion, sex, or national origin, and: (a) Comply with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq., (b) Facilitate compliance with Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order No. 11246, Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note, (c) Comply with Federal transit law, specifically 49 U.S.C. § 5332, as stated in section a, and (d) Comply with other applicable EEO laws and regulations, as provided in Federal guidance, including laws and regulations prohibiting discrimination on the basis of disability, except as the Federal Government determines otherwise in writing, (2) General. The Recipient agrees to: (a) Ensure that applicants for employment are employed and employees are treated during employment without discrimination on the basis of their: 1 Race, 2 Color, 3 Religion, 4 Sex, 5 Disability, 6 Age, or 7 National origin, (b) Take affirmative action that includes, but is not limited to: 1 Recruitment advertising, 2 Recruitment, 3 Employment, 4 Rates of pay, 5 Other forms of compensation, 6 Selection for training, including apprenticeship, 7 Upgrading, 8 Transfers, 9 Demotions, 10 Layoffs, and 11 Terminations, but (b) Indian Tribe. Title VII of the Civil Rights Act of 1964, as amended, exempts Indian Tribes under the definition of "Employer".

(3) Equal Employment Opportunity Requirements for Construction Activities. In addition to the foregoing, when undertaking "construction" as recognized by the U.S. Department of Labor (U.S. DOL), the Recipient agrees to comply, and assures the compliance of each Third Party Participant, with: (a) U.S. DOL regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. chapter 60, and (b) Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order No. 11246, Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note,

d. Disadvantaged Business Enterprise. To the extent authorized by applicable Federal law, the Recipient agrees to facilitate, and assures that each Third Party Participant will facilitate, participation by small business concerns owned and controlled by socially and economically disadvantaged individuals, also referred to as "Disadvantaged Business Enterprises" (DBEs), in the Project as follows: 1) Requirements. The Recipient agrees to comply with: (a) Section 1101(b) of MAP-21, 23 U.S.C. § 101 note, (b) U.S. DOT regulations, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs," 49 C.F.R. part 26, and (c)

Federal transit law, specifically 49 U.S.C. § 5332, as stated in section a, (2) Assurance. As required by 49 C.F.R. § 26.13(a), (b) DBE Program Requirements. Recipients receiving planning, capital and/or operating assistance that will award prime third party contracts exceeding \$250,000 in a Federal fiscal year must: 1 Have a DBE program meeting the requirements of 49 C.F.R. part 26, 2 Implement a DBE program approved by FTA, and 3 Establish an annual DBE participation goal, (c) Special Requirements for a Transit Vehicle Manufacturer. The Recipient understands and agrees that each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, must certify that it has complied with the requirements of 49 C.F.R. part 26, (d) the Recipient provides assurance that: The Recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 C.F.R. part 26. The Recipient shall take all necessary and reasonable steps under 49 C.F.R. part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The Recipient's DBE program, as required by 49 C.F.R. part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49

C.F.R. part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. § 1001 and/or the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq.,

(2) Exception for the Tribal Transit Program. FTA exempts Indian tribes from the Disadvantaged Business Enterprise regulations at 49 C.F.R. part 26 under MAP-21 and previous legislation,

e. Nondiscrimination on the Basis of Sex. The Recipient agrees to comply with Federal prohibitions against discrimination on the basis of sex, including: (1) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681 et seq., (2) U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 C.F.R. part 25, and (3) Federal transit law, specifically 49 U.S.C. § 5332, as stated in section a,

f. Nondiscrimination on the Basis of Age. The Recipient agrees to comply with Federal prohibitions against discrimination on the basis of age, including: (1) The Age Discrimination in Employment Act (ADEA), 29 U.S.C. §§ 621 – 634, which prohibits discrimination on the basis of age, (2) U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. part 1625, which implements the ADEA, (3) The Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq., which prohibits discrimination against individuals on the basis of age in the administration of programs or activities receiving Federal funds, (4) U.S. Health and Human Services regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance," 45 C.F.R. part 90, which implements the Age Discrimination Act of 1975, and

(5) Federal transit law, specifically 49 U.S.C. § 5332, as stated in section a,

g. Nondiscrimination on the Basis of Disability. The Recipient agrees to comply with the following Federal prohibitions pertaining to discrimination against seniors or individuals with disabilities: (1) Federal laws, including:

(a) Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, which prohibits discrimination on the basis of disability in the administration of federally funded programs or activities, (b) 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, 1 General. Titles I, II, and III of the ADA apply to FTA Recipients, but 2 Indian Tribes. While Titles II and III of the ADA apply to Indian Tribes, Title I of the ADA exempts Indian Tribes from the definition of "employer," (c) 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, (d) Federal transit law, specifically 49 U.S.C. § 5332, which now includes disability as a prohibited basis for discrimination, and (e) Other applicable laws and amendments pertaining to access for elderly individuals or individuals with disabilities, (2) Federal regulations, including: (a) U.S. DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. part 37, (b) U.S. DOT regulations, "Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 C.F.R. part 27, (c) U.S. DOT regulations, "Transportation for Individuals with Disabilities:

Passenger Vessels,” 49 C.F.R. part 39, (d) Joint U.S. Architectural and Transportation Barriers Compliance Board (U.S. ATBCB) and 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, (e) U.S. DOJ regulations, “Nondiscrimination on the Basis of Disability in State and Local Government Services,” 28 C.F.R. part 35, (f) U.S. DOJ regulations, “Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities,” 28 C.F.R. part 36, (g) U.S. EEOC, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 C.F.R. part 1630, (h) U.S. Federal Communications Commission regulations, “Telecommunications Relay Services and Related Customer Premises Equipment for Persons with Disabilities,” 47 C.F.R. part 64, Subpart F, (i) U.S. ATBCB regulations, “Electronic and Information Technology Accessibility Standards,” 36 C.F.R. part 1194, and (j) FTA regulations, “Transportation for Elderly and Handicapped Persons,” 49 C.F.R. part 609, and (3) Other applicable Federal civil rights and nondiscrimination guidance,

h. Drug or Alcohol Abuse - Confidentiality and Other Civil Rights Protections. The Recipient agrees to comply with the confidentiality and civil rights protections of: (1) The Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. § 1101 et seq., (2) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. § 4541 et seq., and (3) The Public Health Service Act, as amended, 42 U.S.C. §§ 290dd – 290dd-2,

i. Access to Services for People with Limited English Proficiency. Except as the Federal Government determines otherwise in writing, the Recipient agrees to promote accessibility of public transportation services to people whose understanding of English is limited by following: 1) Executive Order No. 13166, “Improving Access to Services for Persons with Limited English Proficiency,” August 11, 2000, 42 U.S.C. § 2000d-1 note, and (2) U.S. DOT Notice, “DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Persons,” 70 Fed. Reg. 74087, December 14, 2005,

j. Other Nondiscrimination Laws. Except as the Federal Government determines otherwise in writing, the Recipient agrees to: (1) Comply with other applicable Federal nondiscrimination laws and regulations, and (2) Follow Federal guidance prohibiting discrimination.

k. Remedies. Remedies for failure to comply with applicable Federal Civil Rights laws and Federal regulations may be enforced as provided in those Federal laws or Federal regulations.

Breaches and Dispute Resolution

All contracts over \$100,000

Disputes arising in the performance of this contract which are not resolved by agreement of the parties shall be decided in writing by the recipient’s authorized representative. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, contractor mails or otherwise furnishes a written appeal to the recipient’s CEO. In connection with such appeal, contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the recipient’s CEO shall be binding upon contractor and contractor shall abide by the decision. FTA has a vested interest in the settlement of any violation of Federal law including the the False Claims Act, 31 U.S.C. § 3729.

Performance During Dispute - Unless otherwise directed by the recipient, contractor shall continue performance under this contract while matters in dispute are being resolved.

Claims for Damages - Should either party to the contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within ten days after the first observance of such injury or damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between the recipient and contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the residing State.

Rights and Remedies - Duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the recipient or contractor shall constitute a waiver of any right or duty afforded any of them under the contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

Patent and Rights in Data

CONTRACTS INVOLVING EXPERIMENTAL, DEVELOPMENTAL, OR RESEARCH WORK (\$3,000 or less, except for construction contracts over \$2,000).

Patent Rights

A. General. The Recipient agrees that:

(1) Depending on the nature of the Project, the Federal Government may acquire patent rights when the Recipient or Third Party Participant produces a patented or patentable: (a) Invention, (b) Improvement, or (c) Discovery, (2) The Federal Government's rights arise when the patent or patentable information is: (a) Conceived under the Project, or (b) Reduced to practice under the Project, and (3) When a patent is issued or patented information becomes available as described in Patent Rights section A(2), the Recipient agrees to: (a) Notify FTA immediately, and (b) Provide a detailed report satisfactory to FTA,

B. Federal Rights. The Recipient agrees that:

(1) Its rights and responsibilities, and the rights and responsibilities of each Third Party Participant, in that federally funded invention, improvement, or discovery will be determined as provided by applicable Federal laws, regulations, and guidance, including any waiver thereof, and (2) Unless the Federal Government determines otherwise in writing, irrespective of the Recipient's status or the status of any Third Party Participant as a large business, a small business, a State government, a State instrumentality, a local government, an Indian tribe, a nonprofit organization, an institution of higher education, or an individual, the Recipient agrees to transmit the Federal Government's patent rights to FTA as specified in: (a) 35 U.S.C. § 200 et seq., and (b) U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. part 401, and

C. License Fees and Royalties. As permitted by 49 C.F.R. parts 18 and 19:

(1) License fees and royalties for patents, patent applications, and inventions derived from the Project are program income, and (2) The Recipient has no obligation to the Federal Government with respect to those license fees or royalties, except: (a) For compliance with 35 U.S.C. § 200 et seq., which applies to patent rights developed under a federally funded research-type project, and (b) As FTA determines otherwise in writing.

Rights in Data and Copyrights

A. Definition of "Subject Data." means recorded information: (1) Copyright. Whether or not copyrighted, and (2) Delivery. That is delivered or specified to be delivered under the Underlying Agreement,

B. Examples of "Subject Data." Examples of "subject data": (1) Include, but are not limited to:

(a) Computer software, (b) Standards, (c) Specifications, (d) Engineering drawings and associated lists, (e) Process sheets, (f) Manuals, (g) Technical reports, (h) Catalog item identifications, and (i) Related information, but (2) Do not include: (a) Financial reports, (b) Cost analyses, or (c) Other similar information used for Project administration,

C. General Federal Restrictions. The following restrictions apply to all subject data first produced in the performance of the Recipient's Project supported by the Underlying Agreement: (1) Prohibitions. The Recipient may not: (a) Publish or reproduce any subject data in whole or in part, or in any manner or form, or (b) Permit others to do so, but (2) Exceptions. The prohibitions of Rights in Data and Copyrights C(1) do not apply to: (a) Publications or reproductions for the Recipient's own internal use, (b) An institution of higher learning, (c) The portion of subject data that the Federal Government has previously released or approved for release to the public, or (d) The portion of data that has the Federal Government's prior written consent for release,

D. Federal Rights in Data and Copyrights. The Recipient agrees that: (1) License Rights. The Recipient must provide a license to its "subject data" to the Federal Government, which license is: (a) Royalty-free, (b) Non-exclusive, and (c) Irrevocable, (2) Uses. The Federal Government's license must permit the Federal Government to take the following actions provided those actions are taken for Federal Government purposes: (a) Reproduce the subject data, (b) Publish the subject data, (c) Otherwise use the subject data, and (d) Permit other entities or individuals to use the subject data, and

E. Special Federal Rights in Data for Research, Development, Demonstration, Deployment, and Special Studies Projects. In general, FTA's purpose in providing Federal funds for a research, development, demonstration, deployment, or special studies Project is to increase transportation knowledge, rather than limit the benefits of the Project to the Recipient and its Third Party Participants, therefore, the Recipient agrees that: (1) Publicly Available Report. When the Project is completed, it must provide a Project report that FTA may publish or make available for publication on the Internet, (2) Other Reports. It must provide other reports pertaining to the Project that FTA may request, (3) Availability of Subject Data. FTA may make available to any FTA Recipient or any of its Third Party Participants at any tier of the Project, either FTA's copyright license to the subject data or a copy of the subject data, except as the Federal Government determines otherwise in writing, (4) Identification of Information. It must identify clearly any specific confidential, privileged, or proprietary information submitted to FTA, (5) Incomplete Project. If the Project is not completed for any reason whatsoever, all data developed under the Project becomes "subject data" and must be delivered as the Federal Government may direct, but (6) Exception. Rights in Data and Copyrights Section E does not apply to an adaptation of automatic data processing equipment or program that is both: (a) For the Recipient's use, and (b) Acquired with FTA capital program funding,

F. License Fees and Royalties. As permitted by 49 C.F.R. parts 18 and 19: (1) License fees and royalties for copyrighted material or trademarks derived from Project are program income, and (2) The Recipient has no obligation to the Federal Government with respect to those license fees or royalties, except: (a) For compliance with 35 U.S.C. § 200 et seq., which applies to patent rights developed under a federally funded research-type project, and (b) As FTA determines otherwise in writing,

G. Hold Harmless. Upon request by the Federal Government, the Recipient agrees that: (1) Violation by Recipient. (a) If it willfully or intentionally violates any: 1 Proprietary rights, 2 Copyrights, or 3 Right of privacy, and (b) Its violation occurs from any of the following uses of Project data: 1 Publication, 2 Translation, 3 Reproduction, 4 Delivery, 5 Use, or 6 Disposition, then (c) It will indemnify, save, and hold harmless against any liability, including costs and expenses of: 1 The Federal Government's officers acting within the scope of their official duties, 2 The Federal Government's employees acting within the scope of their official duties, and 3 Federal Government's agents acting within the scope of their official duties, but (2) Exceptions. The Recipient will not be required to indemnify the Federal Government for any liability described in Rights in Data and Copyrights section G(1) if: (a) Violation by Federal Officers, Employees or Agents. The violation is caused by the wrongful acts of Federal employees or agents, or (b) State law. If indemnification is prohibited or limited by applicable State law,

H. Restrictions on Access to Patent Rights. Nothing in this Rights in Data and Copyrights section pertaining to rights in data either: (1) Implies a license to the Federal Government under any patent, or (2) May be construed to affect the scope of any license or other right otherwise granted to the Federal Government under any patent,

I. Data Developed Without Federal Funding or Support. The Recipient understands and agrees that in certain circumstances it may need to provide data developed without any Federal funding or support to FTA. Nevertheless: (1) Protections. Rights in Data and Copyrights Sections A, B, C, and D generally do not apply to data developed without Federal funding, even though that data may have been used in connection with the Project, and (2) Identification of Information. The Recipient understands and agrees that the Federal Government will not be able to protect data developed without Federal funding from unauthorized disclosure unless that data is clearly marked "Proprietary" or "Confidential," and

J. Requirements to Release Data. The Recipient understands and agrees that the Federal Government may be required to release Project data and information the Recipient submits to the Federal Government as required by:

- (1) The Freedom of Information Act, 5 U.S.C. § 552,
- (2) Another applicable Federal law requiring access to Project records, (3) U.S. DOT regulations, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," specifically 49 C.F.R. § 19.36(d), or
- (4) Other applicable Federal regulations and guidance pertaining to access to Project records.

Disadvantaged Business Enterprise

Contracts over \$3,000 awarded on the basis of a bid or proposal offering to use DBEs

a. This contract is 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. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The recipient's overall goal for DBE participation is listed elsewhere. If a separate contract goal for DBE participation has been established for this procurement, it is listed elsewhere.

b. The contractor shall not discriminate on the basis of race, color, religion, 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 this 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 the municipal corporation deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

c. If a separate contract goal has been established, Bidders/offerors are required to document sufficient DBE participation to meet these goals or, alternatively, document adequate good faith efforts to do so, as provided for in 49 CFR 26.53.

d. If no separate contract goal has been established, the successful bidder/offeror will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

e. The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from the recipient. In addition, the contractor may not hold retainage from its subcontractors or must return any retainage payments to those subcontractors within 30 days after the subcontractor's work related to this contract is satisfactorily completed or must return any retainage payments to those subcontractors within 30 days after incremental acceptance of the subcontractor's work by the recipient and contractor's receipt of the partial retainage payment related to the subcontractor's work.

f. The contractor must promptly notify the recipient whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of

the recipient.

Prompt payment

Applicability – All contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from the Recipient. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Recipient. This clause applies to both DBE and non-DBE subcontracts.

Incorporation of Federal Transit Administration (FTA) Terms

All contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

The preceding provisions include, in part, certain Standard Terms & Conditions required by USDOT, whether expressly stated in the preceding contract provisions. All USDOT-required contractual provisions, as stated 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 request that would cause the recipient to be in violation of FTA terms and conditions.

Other Federal Requirements

The following requirements are not federal clauses.

Full and Open Competition

In accordance with 49 U.S.C. § 5325(a) all procurement transactions shall be conducted in a manner that provides full and open competition.

Prohibition Against Exclusionary or Discriminatory Specifications

Apart from inconsistent requirements imposed by Federal statute or regulations, the contractor shall comply with the requirements of 49 USC 5323(h)(2) by refraining from using any FTA assistance to support procurements using exclusionary or discriminatory specifications.

Conformance with ITS National Architecture

Contractor shall conform, to the extent applicable, to the National Intelligent Transportation Standards architecture as required by SAFETEA-LU Section 5307(c), 23 U.S.C. Section 512 and as amended by MAP-21 23 U.S.C. § 517(d), note and follow the provisions of FTA Notice, "FTA National Architecture Policy on Transit Projects," 66 Fed. Reg.1455 etseq., January 8, 2001, and any other implementing directives FTA may issue at a later date, except to the extent FTA determines otherwise in writing.

Notification of Federal Participation

To the extent required by law, in the announcement of any third party contract award for goods and services (including construction services) having an aggregate value of \$500,000 or more, contractor shall specify the amount of Federal assistance to be used in financing that acquisition of goods and services and to express that amount of Federal assistance as a percentage of the total cost of the third party contract.

Interest of Members or Delegates to Congress

No members of, or delegates to, the US Congress shall be admitted to any share or part of this contract nor to any benefit arising therefrom.

Ineligible Contractors and Subcontractors

Any name appearing upon the Comptroller General's list of ineligible contractors for federally-assisted contracts shall be ineligible to act as a subcontractor for contractor pursuant to this contract. If contractor is on the Comptroller General's list of ineligible contractors for federally financed or assisted construction, the recipient shall cancel, terminate or suspend this contract.

Other Contract Requirements

To the extent not inconsistent with the foregoing Federal requirements, this contract shall also include those provisions attached hereto, and shall comply with the recipient's Procurement Guidelines, available upon request from the recipient.

Compliance with Federal Regulations

Any contract entered pursuant to this solicitation shall contain the following provisions: All USDOT-required contractual provisions, as set forth in FTA Circular 4220.1F, are incorporated by reference. Anything to the contrary herein notwithstanding, FTA mandated terms shall control in the event of a conflict with other provisions contained in this Agreement. Contractor shall not perform any act, fail to perform any act, or refuse to comply with any grantee request that would cause the recipient to be in violation of FTA terms and conditions. Contractor shall comply with all applicable FTA regulations, policies, procedures and directives, including, without limitation, those listed directly or incorporated by reference in the Master Agreement between the recipient and FTA, as 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.

Real Property

Any contract entered into shall contain the following provisions: Contractor shall at all times comply with all applicable statutes and USDOT regulations, policies, procedures and directives governing the acquisition, use and disposal of real property, including, but not limited to, 49 CFR 18.31-18.34, 49 CFR 19.30-19.37, 49 CFR Part 24, 49 CFR 5326 as amended by MAP-21, 49 CFR part 18 or 19, 49 USC 5334, applicable FTA Circular 5010, and FTA Master Agreement, as they may be amended or promulgated during the term of this contract.

Contractor's failure to so comply shall constitute a material breach of this contract.

Access to Services for Persons with Limited English Proficiency

To the extent applicable and except to the extent that FTA determines otherwise in writing, the Recipient agrees to comply with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d 1 note, and with the provisions of U.S. DOT Notice, "DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries," 70 Fed. Reg. 74087, December 14, 2005.

Environmental Justice

Except as the Federal Government determines otherwise in writing, the Recipient agrees to promote environmental justice by following: (1)

Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," February 11, 1994, 42 U.S.C. § 4321 note, as well as facilitating compliance with that Executive Order, and (2) DOT Order 5610.2, "Department of Transportation Actions To Address Environmental Justice in Minority Populations and Low-Income Populations," 62 Fed. Reg. 18377, April 15, 1997, and (3) The most recent and applicable edition of FTA Circular 4703.1, "Environmental Justice Policy Guidance for Federal Transit Administration Recipients," August 15, 2012, to the extent consistent with applicable Federal laws, regulations, and guidance,

Environmental Protections

Compliance is required with any applicable Federal laws imposing environmental and resource conservation requirements for the project. Some, but not all, of the major Federal laws that may affect the project include: the National Environmental Policy Act of 1969; the Clean Air Act; the Resource Conservation and Recovery Act; the comprehensive Environmental response, Compensation and Liability Act; as well as environmental provisions with Title 23 U.S.C., and 49 U.C. chapter 53. The U.S. EPA, FHWA and other federal agencies may issue other federal regulations and directives that may affect the project. Compliance is required with any applicable Federal laws and regulations in effect now or that become effective in the future.

Geographic Information and Related Spatial Data

Any project activities involving spatial data or geographic information systems activities financed with Federal assistance are required to be consistent with the National Spatial Data Infrastructure promulgated by the Federal Geographic Data Committee, except to the extent that FTA determines otherwise in writing.

Federal Single Audit Requirements for State Administered Federally Aid Funded Projects Only

Non Federal entities that expend \$500,000 or more in a year in Federal awards from all sources are required to comply with the Federal Single Audit Act provisions contained in U.S. Office of Management and Budget (OMB) Circular No. A 133, Audits of States, Local Governments, and Non Profit Organizations. Non Federal entities that expend Federal awards from a single source may provide a program specific audit, as defined in the Circular. Non Federal entities that expend less than \$500,000 in a year in Federal awards from all sources are exempt from Federal audit requirements for that year, except as noted in '3052.215(a), but records must be available for review or audit by appropriate officials of the Federal and State agencies.

Catalog of Federal Domestic Assistance (CFDA) Identification Number

The municipal project sponsor is required to identify in its accounts all Federal awards received and expended, and the Federal programs under which they were received. Federal program and award identification shall include, as applicable, the CFDA title and number, award number and year, name of the Federal agency, and name of the pass through entity.

CFDA number for the Federal Transportation Administration

A Recipient covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," agrees to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. The Recipient agrees to accomplish this by identifying expenditures for Federal awards made under Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.

Federal Certifications

CERTIFICATION AND RESTRICTIONS ON LOBBYING

I, _____, hereby certify
(Name and title of official)

On behalf of _____ that:
(Name of Bidder/Company Name)

- 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, and 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.
- If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the 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.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance 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 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

The undersigned 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. Section 3801, et seq., are applicable thereto.

Name of Bidder/Company Name _____

Type or print name _____

Signature of authorized representative _____ Date ____/____/____

Signature of notary and SEAL _____

Instructions for Certification: By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

- (1) It will comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 CFR part 180,
- (2) To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
 - a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
 - (1) Debarred,
 - (2) Suspended,
 - (3) Proposed for debarment,
 - (4) Declared ineligible,
 - (5) Voluntarily excluded, or
 - (6) Disqualified,
 - b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
 - (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
 - (2) Violation of any Federal or State antitrust statute, or
 - (3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,
 - c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification,
 - d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
 - e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a - 2.d above, it will promptly provide that information to FTA,

- f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
 - (1) Equals or exceeds \$25,000,
 - (2) Is for audit services, or
 - (3) Requires the consent of a Federal official, and
- g. It will require that each covered lower tier contractor and subcontractor:
 - (1) Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
 - (2) Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
 - a. Debarred from participation in its federally funded Project,
 - b. Suspended from participation in its federally funded Project,
 - c. Proposed for debarment from participation in its federally funded Project,
 - d. Declared ineligible to participate in its federally funded Project,
 - e. Voluntarily excluded from participation in its federally funded Project, or
 - f. Disqualified from participation in its federally funded Project, and

3. It will provide a written explanation as indicated on a page attached in FTA's TEAM-Web or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

Certification

Contractor _____

Signature of Authorized Official _____ Date ____/____/____

Name and Title of Contractor's Authorized Official _____