

**REQUEST FOR PROPOSALS
FOR CONSULTANT SERVICES TO CONDUCT A
ST. LOUIS REGIONAL FREIGHT STUDY**

***East-West Gateway Council of Governments
Gateway Tower
1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102***

September 2, 2011

**Request for Proposals
for
Consulting Services to Conduct a St. Louis Regional Freight Study**

The East-West Gateway Council of Governments (“the Council” or “East-West Gateway”), in conjunction with the Illinois and Missouri Departments of Transportation, is seeking consultants to conduct a freight study for the St. Louis metropolitan region, which encompasses the City of St. Louis and Franklin, Jefferson, St. Charles, and St. Louis counties in Missouri, and Madison, Monroe, and St. Clair counties in Illinois. Work products will include community engagement activities, baseline inventories, freight projections, system capacity analyses, freight recommendations, and project documentation.

Proposals are due on October 3, 2011, at 4:00 p.m. local time to the following address:

“RFP–St. Louis Regional Freight Study”
c/o Mr. Ed Hillhouse
Executive Director
East-West Gateway Council of Governments
1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102-2451

Late proposals will be returned unopened. Twelve (12) copies and one (1) electronic copy in *.pdf format on a CD of the the proposal should be enclosed, along with a letter from a firm principal committing the proposal for a minimum of ninety (90) days. **Faxed proposals or proposals submitted with an inadequate number of copies will not be accepted.**

The Council will post any supplemental information as necessary on the Council’s website: www.ewgateway.org.

Please visit our website periodically to check for any additional information.

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I. Introduction

Greater federal attention is turning toward the state of the nation's freight movement system. That focus is prompted by concerns about the condition, efficiency, and effectiveness of a system that is vital to the nation's long-term prosperity. St. Louis interests share those concerns.

The proposed freight study will address local concerns through a systematic process of analysis, goal setting, and generalized investment planning. A series of basic questions should inform the study. How does St. Louis fit within the national system of freight movements? Can the existing regional freight system handle current and future demand in an efficient and effective manner? What are the region's strengths, vulnerabilities, and opportunities in the freight arena? Is there significant economic growth potential associated with improving the region's freight system? If so, what should the region do to exploit that potential? The study will require a collaborative planning process involving a range of public agencies and private interests and coordination with other statewide and regional study efforts.

The East-West Gateway Council of Governments will be responsible for day-to-day management of the project. A management team consisting of representatives from the Council, Illinois Department of Transportation, Missouri Department of Transportation, and the Regional Chamber and Growth Association will provide overall project direction.

II. Scope of Work

The following tasks will form the basis of the anticipated effort. Respondents should provide a detailed approach for accomplishing and documenting each work task, including preparation of a final report. Proposed alterations of the scope will be considered if they are deemed to strengthen the planning effort. All work should be completed no later than June 30, 2012.

- A. Develop and execute a community engagement plan that incorporates the following elements:
 - 1. Support the study advisory committee
 - 2. Schedule and conduct freight stakeholder interviews
 - 3. Organize and conduct consultation meetings with local officials and public agencies
 - 4. Organize and facilitate mode- and activity-specific discussion groups (trucking, rail, water, air, major shippers/receivers)
- B. Establish the national, international, and industrial context for freight issues in the region, including freight initiatives elsewhere that might impact existing and potential regional flows.
- C. Prepare a baseline regional inventory and profile of freight movements, facilities (highways, rail, water, air, pipeline), intermodal facilities, and major shippers/receivers, and conduct an external screening to benchmark the region's standing compared to other Midwestern competitors.
- D. Evaluate the economic impact of the existing regional freight system and the future economic growth potential based on the region's assets and industry/market trends.
- E. Identify and characterize strategic freight corridors and Freight Development Zones based on assets, activity levels, land availability, and potential synergies.
- F. Establish goals, objectives, and performance measures for the regional freight system, considering both public and private stakeholder perspectives, and create an evaluation framework to monitor conditions, development, and progress.
- G. Prepare freight forecasts and analyze the adequacy of the existing freight system and its component parts compared to current and future demand.

- H. Identify system deficiencies, needs, and opportunities, considering both zonal and linear assets, based on facility, connectivity, land use, regulatory, and institutional issues.
- I. Identify short- and long-term investments and programs needed to achieve freight system goals and evaluate the relative public and private costs and benefits of those activities.
- J. Develop recommendations concerning policy, process, and regulatory changes needed to enhance the region's freight movement system and its component parts.
- K. Create a strategic investment, marketing, and development framework for the coordinated implementation of a regional freight initiative.
- L. Each of the deliverables listed below must be provided electronically in *.doc and *.pdf format.
 - 1. Community Engagement Plan
 - 2. Baseline Regional Inventory & Profile
 - 3. Quarterly/Monthly Progress Reports
 - 4. Final Project, St. Louis Regional Freight Study Report

III. Content of The Proposal

Proposals in response to this request should be directed to “RFP–St. Louis Regional Freight Study,” c/o Mr. Ed Hillhouse, Executive Director, East-West Gateway Council of Governments, 1 S. Memorial Drive, Suite 1600 St. Louis, MO 63102, no later than 4:00 p.m. local time October 3, 2011. Proposals received after this time will be returned unopened. Twelve (12) printed copies and one (1) electronic copy in *.pdf format on a CD of the proposal should be enclosed, along with a letter from a firm principal committing the proposal for a minimum of ninety (90) days.

The items listed below must be addressed in the proposal. If all the items listed below are not provided then the proposer’s proposal will be deemed non-responsive and will not be evaluated. In addition to the items listed below, proposers should ensure that their proposals provide all information relevant to proposal evaluation; the evaluation criteria are listed in Section IV.

- A. Scope of Work. The general scope of work has been developed by the East-West Gateway staff. Proposals must indicate if the proposer is proposing on all or parts of the scope of work. Proposers must include further detail regarding specific methodologies or approach being proposed. Specifically, proposals should include all the information requested in Section II of this RFP.
- B. Contract Price. The Council intends to award a single, cost-reimbursement contract. Proposals must indicate the proposed price/cost of services to be provided and must address *each* cost element listed in Attachment H--Cost Reimbursement Form.
- C. Person/Hour Commitment Schedule. Proposals also must include a person-hour commitment schedule for all key personnel. Attachment I--Person/Hour Commitment Schedule, or its equivalent, must be included with the proposal.

(Attachment H--Cost Reimbursement Form and Attachment I--Person/Hour Commitment Schedule are available on the Council’s web site at www.ewgateway.org).

- D. Corporate Profile. The proposer shall provide the following information on their corporate structure, history, experience and ability:
 - 1. Firm name and business address, including telephone number.
 - 2. Year established, (include former firm names and year established, if applicable). Identify the state in which the firm was organized or incorporated.
 - 3. Type of ownership, and name and location of parent company and

subsidiaries, if any.

4. An indication of whether the firm is licensed to do business in the States of Missouri and Illinois.
5. A general description of the firm's core business and some breakdown of the percentage of total revenues generated from freight studies or similar activities.

(Proposers that intend to use subcontractors and/or work in some form of joint venture partnership must provide the same information for each subcontractor and/or each member of a joint venture.)

- E. Evidence of Appropriate Resources and Capacity. The proposer shall provide a description that effectively documents their capacity to take on the work outlined in this RFP and effectively manage the associated risk. This description shall include, but is not limited to, the following issues:
1. A summary of the proposer's current financial strength, including the capacity to provide a bank letter of credit to East-West Gateway for any remediation for noncompliance and the ability to meet project expenditures without sole reliance on payments from this project. The proposer may be required to submit two years audited financial statements and must be prepared to provide such information on short notice.
 2. A summary of current or anticipated work commitments through the course of the contract term (estimated to be 11/01/2011 to 06/30/2012).
 3. A summary outlining the proposer's capacity to take on and complete the work outlined in this RFP in addition to existing and anticipated commitments.
 4. A summary outlining the proposer's ability to secure and retain any subcontracted resources throughout the course of the contract period.
- F. Insurance Requirements. The proposer must affirm that it will be able to meet the insurance coverage requirements listed in subparagraphs 1) and 2) below if it is awarded the contract on this project. These insurance requirements will be included in any contract entered into between the selected consultant and East-West Gateway. The proposer must provide information as to the type and amount(s) of its current insurance coverage(s).
1. The selected consultant is required to carry and shall cause its

subcontractors to carry commercial general liability and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name the Council and its employees as additional named insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo. The selected consultant shall cause its insurer to increase the insurance amounts in accordance with those published annually in the Missouri Register pursuant to 537.610, RSMo. The amount of insurance coverage required pursuant to Section 537.610, RSMo is updated annually and can be found at:
<http://insurance.mo.gov/industry/sovimmunity.php>.

2. The selected consultant is also required to carry insurance in the amount stipulated by law to protect it from claims under worker's compensation acts.

G. Qualifications. Proposals must indicate general qualifications of the proposer(s), including subcontractors, in metropolitan, freight, and logistics planning, community engagement, and/or other disciplines appropriate to the project, as well as specific prior experience and qualifications applicable to this project. Proposals must include a brief narrative (4 pages maximum) regarding the firm's capabilities to carry out the project, including special assets, areas of expertise, analytical tools, and data sources to which the firm has access. Proposals must also include the following:

1. Resumes (or equivalent) of key personnel to be assigned to the project. These summaries should clearly identify prior experience on similar projects in similar roles, and outline the responsibilities these individuals will have in the context of this project. Full resumes of these individuals may be included as an attachment.
2. An indication (in number of hours or percentage of the total project) of the amount of time that each key person will dedicate to the project.
3. A list of at least three (3) projects similar in scope and magnitude to the project described in this RFP that the proposing firm and/or its subcontractors have undertaken within the last five (5) years. The list should include: contract amount(s), funding source(s), description of work performed, client contact person(s), phone number(s), and email address(es). The proposer must also provide at least one (1) hard copy of a freight or similar study conducted by the proposer that is demonstrative of the type of project described in

Section II of this RFP

- H. Conflict of Interest Disclosure. Actual and perceived objectivity will be an important part of successfully completing this project. All proposers must enclose with their proposal a Conflict of Interest Disclosure statement (Attachment A) that discloses (lists) all the project planning or consulting interests and/or clients who might benefit financially, directly or indirectly, now or in the future, from this project. If the proposer does not have a conflict of interest, the proposer must still include the Conflict of Interest Disclosure statement indicating that there is no conflict of interest.
- I.. Affirmative Action Checklist. All proposers must complete and enclose with their proposal the affirmative action checklist attached to this Request For Proposal (Attachment B).
- J. Disadvantaged Business Enterprise (DBE) Participation. The Council encourages disadvantaged, small, women-owned, and/or minority business participation. Proposers must include the DBE Participation Form (Attachment D) or its equivalent in the proposal, even if the DBE participation is zero (0). Proposers must also document all attempts made to include DBEs on this project. Proposers must submit with the proposals Attachment E–Tracking Form for DBE Firms Contacted, or its equivalent.
- If the proposer intends to participate as a DBE or intends to hire or has hired a DBE subcontractor, then the proposer must also submit with their proposal the attached Letter of Intent to Perform as a DBE (Attachment C) or an equivalent letter for each certified participant.
- K. Certification Regarding Lobbying. All proposers must review the Certification Regarding Lobbying (Attachment F), which will be made part of any contract arising from this solicitation. Please complete and enclose the certification with the proposal.
- L. Certification Regarding Debarment and Suspension. All proposers must complete and enclose with their proposal the Certification Regarding Debarment and Suspension (Attachment G).

IV. Evaluation Criteria

East-West Gateway will not award the contract for this project to a proposer that it determines is not responsible. East-West Gateway's determination of a proposer's responsibility may include the following factors: experience of the offeror and its key team members and subcontractors; its and their past conduct and performance on previous contracts; and ability to execute the contract for this project properly. East-West Gateway may make the determination regarding responsibility based upon the proposer's submitted proposal, reference evaluations, a review of the offeror's financial ability, and any other information East-West Gateway requests or determines is relevant to its determination. Many of these factors may also be used in the next level of the evaluation process.

All proposals determined to be from responsible offerors and that meet the minimum RFP requirements listed in Section III will be evaluated according to the factors listed below. The factors are listed in order of priority, from greatest priority (Part A) to lowest priority (Part E). In order to receive the maximum number of points available in each category the proposal should clearly indicate how the proposer meets each factor listed below, as each relates to the project described in Section II of this RFP.

Proposers may be telephoned and asked for further clarification, if necessary, and may be expected to appear for oral interviews. The previous clients of the proposer may also be called. A recommendation will be made to the East-West Gateway Board of Directors based upon an evaluation of the proposal submitted, oral interview (if applicable), and reference check. East-West Gateway reserves the right to select a consultant based upon the proposal alone without conducting oral interviews.

- A. Specialized experience and technical competence of the contractor(s) and assigned personnel relative to the task requirements outlined in Section II of this RFP.
 - 1. Experience of the prime contractor(s) and subcontractor(s)
 - 2. Experience of the project manager
 - 3. Experience of other key personnel

- B. Proposer's understanding of the scope and conditions related to the project.
 - 1. Proposer's proposed methodology and approach to the project, to include the technology and/or methods the proposer intends to use to produce the project deliverables
 - 2. Demonstrated understanding of the proposed scope of work
 - 3. Understanding and knowledge of Federal requirements and regulations, as demonstrated through previous work experience on similar projects that were funded with Federal grant monies or other public funding sources
 - 4. Demonstrated understanding of regional conditions in the St. Louis

- 5. Region that may affect the project
- 5. Overall organization and clarity of the proposal
- C. Previous work experience of the project team and satisfactory accomplishment of contract responsibility, as demonstrated through references, work samples, and other required information about the contractor's and/or subcontractor's firm.
 - 1. Quality of final products
 - 2. Ability to meet work schedules
 - 3. Responsiveness to client input
 - 4. Ability to work within budgeted amounts
- D. Project cost & schedule of workforce commitment.
 - 1. Total project cost
 - 2. Project schedule and timeliness of products
 - 3. Total hours/level of assignment committed for the project manager and other key project staff

(While cost is one factor considered in the evaluation process, the Council reserves the right to select a proposal other than the one with the lowest cost.)
- E. Disadvantaged Business Enterprise (DBE) Participation.
 - 1. Level of DBE participation
 - 2. Previous work experience of a DBE contractor relative to task assignments

V. Selection Procedures

A consultant will be selected by East-West Gateway after analysis of all of the information provided in the proposals. East-West Gateway will make the award to the responsible proposer whose proposal is most advantageous to the Council. The Council reserves the right to negotiate a contract, including the scope of work with any responsible proposer or other qualified party. The Council reserves the right to select a proposal other than the one with the lowest proposed cost.

This RFP does not commit East-West Gateway to award a contract, to pay any costs incurred in the preparation of a response to this invitation, or to procure or contract for services or supplies. The Council reserves the right to accept or reject any or all of the responses received as a result of this RFP, or to cancel this request in whole or in part if it is in the best interest of the Council. Proposers shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of the Council for the purpose of influencing a favorable disposition toward either the proposer's proposal or any other proposal submitted as a result of this RFP.

East-West Gateway reserves the right to suggest to any or all of the proposers to this RFP that such proposers form into teams of consulting firms or organizations deemed to be advantageous to East-West Gateway in performing the scope of work. The Council will suggest the formation of such teams when such relationships appear to offer combinations of expertise or abilities not otherwise available. Proposers have the right to refuse to enter into any suggested relationship.

All proposals submitted under this RFP become the exclusive property of East-West Gateway. Any proprietary information submitted in response to this RFP shall be clearly marked as "Confidential–Proprietary Information." Proposers should be aware that any information submitted in response to this RFP that is not so marked, may be subject to disclosure under the Missouri Sunshine Act and/or the Federal Freedom of Information Act. East-West Gateway will handle all requests for information in regard to this RFP in accordance with the applicable federal and state statutes, and will not disclose any information submitted in response to this RFP *prior* to the selection and retention of a consultant unless authorized (or compelled) in writing to do so by the proposer, law, or judicial decree.

VI. Nondiscrimination Requirements

The selected contractor shall not discriminate on grounds of the race, color, religion, creed, sex, national origin or ancestry of any individual in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The selected contractor shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR Subtitle A, Part 21.5 including employment practices.

These nondiscrimination requirements shall apply to all solicitations either by competitive bidding or negotiation made by the successful consultant for work to be performed under a subcontract, including procurement of materials or equipment. The selected consultant shall notify each potential subcontractor or supplier of these requirements relative to nondiscrimination on grounds of the race, color, religion, creed, sex or national origin or ancestry of any individual.

VII. Disadvantaged Business Participation And Equal Opportunity Provisions

The East-West Gateway Council of Governments has adopted a Disadvantaged Business Enterprise (DBE) Program. The DBE program was adopted to insure that small disadvantaged firms have an equal opportunity to participate in Council projects.

The term "Disadvantaged Business" means a small business concern: (a) Which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Members of the following named groups are considered socially disadvantaged: Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian - Indian Americans and women (regardless of race, ethnicity or origin). Persons certified as socially and economically disadvantaged by the Small Business Administration (SBA) under the SBA's section 8(a) program will be presumed to be both socially and economically disadvantaged by the Council.

The Council has set a fair share goal of ten percent (10%) of the work specified in this proposal to be performed by DBEs as prime contractors or through subcontract and/or joint venture projects. Disadvantaged firms are encouraged to submit proposals as prime contractor for this project. Price alone will not be an acceptable basis for rejecting DBE proposals as prime contractors or subcontractors on this project unless it is determined that a reasonable price cannot be obtained from a DBE.

All bidders/proposers, to be considered as responsive, must submit with their proposals the attached DBE Participation form (Attachment D), or its equivalent, to document DBE participation on this proposal. Proposers are required to submit documentation regarding its efforts to include DBE firms on this project. Attachment E—Tracking Form for DBE Firms Contacted, or its equivalent, must be submitted with the proposal. Further evidence of your good faith effort made to obtain DBE participation must also be submitted in cases where the goal has not been met. Examples of good faith efforts are contained in Appendix A of 49 CFR Part 26.

The Council uses the DBE directories published by the following agencies to identify firms recognized as eligible to participate as DBEs:

Missouri Department of Transportation, MRCC DBE Directory:

http://www.modot.mo.gov/business/contractor_resources/external_civil_rights/mrcc.htm

Illinois Department of Transportation, Illinois UCP DBE Directory

http://www.dot.state.il.us/ucp/ucp.html#DBE_Directory

A copy of the Council's DBE program is available for review in East-West Gateway Council of Governments offices or on the Internet at www.ewgateway.org. Any questions concerning DBE participation in this project should be directed to the Council's DBE Liaison Officer.

VIII. Protest Procedures

In the course of this solicitation for proposals and the selection process, a proposer (bidder or offeror whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by the staff and/or the selection committee which could unfairly affect the outcome of the selection procedure. All protests should be in writing and directed to Mr. Ed Hillhouse, Executive Director, East-West Gateway Council of Governments, 1 S. Memorial Drive, Suite 1600, St. Louis, MO 63102. Protests should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer received notification of the outcome of the selection procedure. The protest should clearly state the grounds for such protest.

Upon receipt of the protest, the Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined that the action(s) unfairly changed the outcome of the selection process, negotiations with the selected proposer will cease until the matter is resolved.

IX. Additional Information

Direct inquiries regarding this RFP should be submitted to Staci Alvarez at staci.alvarez@ewgateway.org. Inquiries regarding this RFP must be submitted no later than 4:00 p.m. local time on September 26, 2011. The Council will not accept any inquiries after that date and time. In order to ensure that all potential proposers receive the same information relative to this solicitation, we will post our response to any request for supplemental information on our web site at www.ewgateway.org. Please visit our web site periodically to check for any additional information. If you wish to have a printed copy of the information mailed, you must mail or email a written request to the staff contact listed above.

As stated elsewhere in this document, proposals are due at East-West Gateway's office no later than 4:00 p.m. local time on October 3, 2011. After review and evaluation of the proposals, East-West Gateway may choose to identify selected proposers for oral interviews. If so, identified proposers will be notified of their selection for interview. Interviews are tentatively scheduled for October 17 and 18, 2011.

East-West Gateway intends to award a single, cost reimbursement contract for this proposed work. The funding for this project (\$800,000) is being provided by the Council, the Illinois Department of Transportation, and the Missouri Department of Transportation.

This solicitation is subject to the regulations imposed by 31 U.S.C § 1352 regarding lobbying restrictions. Consultants must submit a "Certification Regarding Lobbying" prior to entering into a contract (see Attachment F).

RFP Minimum Requirements Checklist

Did you remember to:

- Include 12 printed copies and 1 electronic *.pdf copy on a CD of your proposal, addressed to:
"RFP--St. Louis Regional Freight Study"
c/o Mr. Ed Hillhouse
Executive Director
East-West Gateway Council of Governments
1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102
- Indicate which parts of the scope of work for which you are submitting your proposal
- Include Attachment H--Cost Reimbursement Form or equivalent
- Include Attachment I--Person/Hour Commitment Schedule or equivalent
- Submit a Corporate Profile
- Submit Evidence of Appropriate Resources & Capacity of proposer (and subcontractors or partners) to include:
 - Summary of current financial strength
 - Summary of current or anticipated work commitments for 11/01/2011 -- 06/30/2012
 - Summary of capacity
 - Summary of ability to retain subcontractors
- Information on insurance coverage
- Submit proof of qualifications of proposer (and subcontractors or partners) to include:
 - Resumes (or equivalent) and experience summaries of assigned key personnel
 - Indication of the amount of time that key personnel will dedicate to the project
 - List of at least 3 similar projects
 - At least 1 work sample in approved format
- Include Attachment A--Conflict of Interest Disclosure Statement
- Include Attachment B--Affirmative Action Checklist
- Include Attachment C--Letter of Intent or equivalent, if applicable (*signature required*)
- Include Attachment D--DBE Participation Form or its equivalent
- Include Attachment E--Tracking Form for DBE Firms Contacted or its equivalent
- Include Attachment F--Certification Regarding Lobbying (*signature required*)
- Include Attachment G--Debarment Certification (*signature required*)

If you failed to provide any of the required items listed above, then your proposal will be deemed non-responsive and will not be evaluated.

ATTACHMENT A

Conflict of Interest Disclosure Statement

Please enclose with the proposal a statement that discloses (lists) all the project planning or consulting interests and/or clients who might benefit financially, directly or indirectly, now or in the future, from this project.

If a conflict of interest does not exist, the proposer must still include the Conflict of Interest Disclosure statement indicating that there is no conflict of interest.

ATTACHMENT B
Affirmative Action Checklist

Please answer the following:

1. Does your firm have an affirmative action plan?

2. If so, what date was the plan adopted?

3. Provide the name of your firm's affirmative action officer.

4. Size of firm--how many employees do you currently have?

ATTACHMENT C

Letter of Intent to Perform as a DBE/SBE/WBE/MBE

Project Title or Description:

The undersigned intends to perform work in connection with the above project as (check one:)

a prime contractor

a subcontractor

a joint venture

other (please specify)

If applicable, name of prime contractor or joint venture partner:

The undersigned is prepared to perform the following described work in connection with the above project (work items to be performed):

at the following price: _____

Date

Name of Disadvantaged Contractor

By: _____
Signature & Title

ATTACHMENT D
DBE Participation Form

Project Title or Description: _____

1) Identification of Participating *DBE*

(a) DBE Name & Address	(b) Bid Item Number	(c) \$ Value of DBE Work	(d) % of \$ Value Applicable to Goal	(e) \$ Amount Applicable to Goal [c X d]	(f) % of Total Contract [e/Bid]
1.					
2.					
3.					
4.					
TOTAL					

The undersigned submits the above list of ***DBEs*** to be used in accomplishing the work contained in this proposal.

Company

Name

Date

Title

ATTACHMENT E
Tracking Form for DBE Firms Contacted

Project Title or Description: _____

	Name of DBE Firm Contacted	Address of DBE Firm Contacted	Name of Person Contacted	Method of Contact (i.e. phone, email, fax, etc.)	Date of Contact
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

 Company

 Name

 Date

 Title

ATTACHMENT F
Certification Regarding Lobbying

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

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

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

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

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

Name of Entity

Name & Title of Authorized Official

Signature of Above Official

Date

ATTACHMENT G

Certification Regarding Debarment & Suspension

The undersigned certifies to the best of his or her knowledge and belief, that the proposer and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this proposal.

Name of Entity

Name & Title of Authorized Official

Signature of Above Official

Date

**ATTACHMENT H
Cost-Reimbursement Form--Cost Price Analysis**

Name of Offeror/Proposer		Title of Project		
Detail Description	Estimated Hours	Rate/Hour	Total Estimated Cost (\$)	
1. Direct Labor (<i>Specify</i>)				
TOTAL DIRECT LABOR				
2. Burden (<i>Overhead-Specify</i>) Department or Cost Center	Burden Rate	X Base =	Burden(s)	Total Estimated Cost (\$)
TOTAL BURDEN				
3. Other Direct Costs (<i>Specify, printing, long distance, postage, etc. For additional space go to Exhibit B below</i>)				Total Estimated Cost (\$)
TOTAL OTHER DIRECT COSTS				
4. Special Equipment (<i>If direct charge--specify</i>)				Total Estimated Cost (\$)
TOTAL SPECIAL EQUIPMENT				
5. Travel (<i>If direct charge</i>)				Total Estimated Cost (\$)
a. Transportation				
b. Per Diem or Subsistence				
TOTAL TRAVEL				
6. Consultants (<i>exclude subcontracts--identify purpose and rate</i>)				Total Estimated Cost (\$)
TOTAL CONSULTANTS				
7. Subcontracts (<i>Specify in Exhibit A below</i>)				
TOTAL DIRECT COST & BURDEN				
9. General & Administrative Expense (<i>Rate ___% of item nos.</i>)				
TOTAL ESTIMATED COST				
11. Fixed Fee of Profit (<i>cannot exceed 12% excluding #6 & 7</i>)				
TOTAL COST				

ATTACHMENT H, con't.--Overhead Rate & General and Administrative Rate Information

A. Government Audit Performed	Date of Audit	Accounting Period Covered
B. Name & Address of Government Agency Making Audit		C. Do your contracts provide negotiated overhead rates? (If Yes, name Agency negotiating rates) <input type="checkbox"/> No <input type="checkbox"/> Yes

D. (If no Government Rates have been established, furnish the following information)

Department or Cost Center	Rate	Base	Total Indirect Expense Pool	Base for Total

Exhibit A--Subcontract Information (If more space is needed, use blank sheets, identifying item number)

Name & Address of Subcontractor(s)	Subcontracted Work	Subcontract	
		Type	Amount

Exhibit B--Other Direct Costs (Specify; if more space is needed, use blank sheets, identifying item number)

	Total Estimated Cost (\$)

CERTIFICATE

The labor rates and overhead costs are current and other estimated costs have been determined by generally accepted accounting principles. Offerer/Proposer represents:

(a) that he has has not employed or retained any company or person (other than a bona fide employee working solely for the offeror/propser) to solicit or secure his contract, and

(b) that he has has not paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the offeror/proposer) any fee, commission, percentage or brokerage fee, contingent upon or resulting from the award of this contract, and agrees to furnish information relating to (a) and (b) above, as requested by East-West Gateway staff.

Number of Contractor Employees <input type="checkbox"/> 500 & under <input type="checkbox"/> Over 500 <input type="checkbox"/> Over 750 <input type="checkbox"/> Over 1,000	State Incorporated In
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Date _____ Signature & Title of Authorized Representative of Offeror/Proposer _____

