Chittenden County Transportation Authority
d.b.a.
Green Mountain Transit (GMT)

REQUEST FOR PROPOSALS (RFP)
RFP #17-01
Comprehensive Service Analysis Study

Issue Date: July 6, 2016
Due Date: July 29, 2016, 2 PM
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. GENERAL INFORMATION</td>
<td>2</td>
</tr>
<tr>
<td>II. SCOPE OF SERVICES</td>
<td>3</td>
</tr>
<tr>
<td>III. REQUIRED SUBMISSIONS</td>
<td>11</td>
</tr>
<tr>
<td>IV. EVALUATION</td>
<td>14</td>
</tr>
<tr>
<td>V. GUIDELINES FOR SUBMITTING PROPOSALS</td>
<td>14</td>
</tr>
<tr>
<td>VI. SELECTION</td>
<td>17</td>
</tr>
<tr>
<td>VII. COST PROPOSAL FORM</td>
<td>18</td>
</tr>
</tbody>
</table>
I. GENERAL INFORMATION

A. GMT Introduction

Chittenden County Transportation Authority d.b.a. Green Mountain Transit (hereafter referred to as "GMT") is the largest transit authority in Vermont. The Chittenden County Transportation Authority was created by Vermont Statute 801 in 1973 to provide oversight and coordination of public transportation within its designated service areas in Chittenden, Franklin, Grand Isle, Washington and Lamoille Counties, and the Towns of Orange, Washington, and Williamstown. The area of operation shall also include Addison and Caledonia Counties, but only for the provision of commuter services.

GMT owns, leases or rents five (S) transit facilities housing either administrative staff and bus operation and storage or both. GMT’s Urban operations are housed at 15 Industrial Pkwy, Burlington, VT. The facility consists of bus storage, an operations and maintenance facility, as well as GMT’s primary administrative offices. Additional GMT properties in St. Albans, Berlin, Warren and Stowe are used to provide service in Franklin and Grand Isle Counties and Washington, Lamoille, Orange and Caledonia Counties.

The vast majority of GMT ridership is via urban fixed, traditional bus routes in Chittenden County. These routes are operated with heavy-duty transit buses, ranging from 25 – 57 seats. However, the majority of geographical coverage is provided through rural fixed, fixed-deviated and demand response routes throughout central and northwestern Vermont. These routes utilize cutaways, typically with 18 seats.

Funding for GMT comes from federal, state and local governments, bus fares, advertising revenues, and other sources. The cities and towns that are served by GMT pay an assessed amount, typically depending on the number of miles served in that city or town.

Most federal funds are used for capital projects. Capital funds may only be spent on tangible items such as equipment, preventative maintenance of vehicles, facilities and equipment, facility improvements and the purchase of vehicles.

Operating expenses are funded through grants, state and local funding, advertising revenue, and fare box revenue and donations. Operating expenses covers salaries, employee benefits, advertising and marketing expenses, and other cash needs.

GMT is seeking consulting services, as more fully outlined in the Scope of Services herein, to conduct a Comprehensive Service Analysis Study of its urban and rural transit system(s) to identify service improvements that shall provide better public transportation for existing transit customers, attract new transit customers, improve regional connectivity, and improve the overall operating efficiency of the GMT system.
B. **Procurement Schedule**

The Schedule of Events for this procurement is as follows (all times are Eastern Standard Time):

- **Release of RFP 17-01:** July 6, 2016
- **Question and Answer Period:**
  - Questions submitted by July 15, 2016
  - Answers submitted no later than July 22, 2016
- **Submission of Proposal to RFP:** July 29, 2016, 2:00 PM
- **Review of Proposal(s) by Selection Committee:** August 1-19, 2016
  (may include onsite interview of selected Proposers)
- **Notification of Intent to Issue Contract to Successful Proposer:** August 22, 2016
- **Final Contract Executed:** August 29, 2016
- **Kick off meeting:** September 6, 2016

II. **SCOPE OF SERVICES**

1. **Study Purpose and Duration**

This section describes the project tasks included in the Scope of Service, hereinafter known as 'Work.' The Work shall be performed by the 'Consultant' who shall produce a comprehensive assessment of GMT's urban and rural bus services and recommend alternatives for improvements.

The study duration is approximately twelve (12) months, excluding Task 6

   **Study Goals**
   
   1. Identification of at least three service scenarios: no cost (shift of existing resources), moderate/limited cost, and unconstrained cost
   2. Improved system efficiency
   3. Quantification of improvements and costs to provide additional services

2. **Study Area**

The study area is the GMT service area as well as adjacent areas immediately outside the areas where GMT may or may not provide connections to other transit services, bike facilities and/or park-and-ride
facilities. GMT route timetables and maps are available at [http://cctaride.org/](http://cctaride.org/) and are hereby incorporated by reference. GTFS feeds are also available at [http://cctaride.org/gtfs/](http://cctaride.org/gtfs/).

### 3. Tasks

The consultant will perform the following tasks:

**Task 3.1: Study Management**

The consultant will work with GMT and its designees to develop the study management program. The consultant will submit a detailed work program and schedule showing key milestones. The management program will define project roles, staff assignments, meeting dates, and due dates and formats for deliverables.

The consultant will report to the GMT Study Committee and will coordinate task work with agencies and individuals designated by GMT. The consultant will be expected to communicate proactively with all parties. The consultant will provide a project manager who will serve as the main point of contact, attend meetings and be responsible for the timely delivery and professional quality of all products. The consultant will obtain consent from GMT for any changes in lead personnel on the study.

**Task 3.2: General Stakeholder Involvement**

The consultant will direct stakeholder involvement activities to insure that study progress and recommendations are reported to GMT Study Committee members, transit customers, major employers and businesses, municipalities and regional and state agencies.

This task includes one introductory briefing with the GMT Study Committee and up to two additional briefings to the Committee. In addition, this task includes up to two meetings with stakeholders designated by GMT and/or the general public. The consultant will identify and coordinate with GMT and its designees on public input into the study process which should include multiple conduits for public input, including, but not limited to opportunities that do not require attendance at public meetings.

**Task 3.3: Existing Conditions and Analysis of Services and Customer Markets**

The study will document and analyze existing conditions of GMT's fixed, fixed-deviated and demand response routes and services and customer markets. The consultant will produce a draft and final report that addresses the following topics:

- **Task 3.3.1: Urban Technical Data Gathering and Analysis**
- **Task 3.3.2: Rural Technical Data Gathering and Analysis**
- **Task 3.3.3: Demographic Data and Analysis of Transit Customer Markets**

All work completed as a part of this task must be approved by GMT prior to the commencement of subsequent tasks identified as part of this study. The report should present information in an easy-to-read format, such as a matrix. The consultant's proposal should discuss and demonstrate how geographic information systems (GIS) mapping will be used for analysis.
Task 3.3.1: Urban Technical Data Gathering and Analysis

The report should describe GMT's Urban fixed route system. The report should summarize relevant information for these areas including, but not limited to:

- Vehicle fleet composition and geographic assignment
- Infrastructure and properties for fixed route operations and maintenance
- Operating policies
- Fare media and related policies
- Regional connectivity
- Multi-modal connectivity

The report should describe each GMT route and list performance metrics for evaluating the relative productivity of each, including but not limited to:

- Ridership (annual, monthly, daily, by time of day, and estimated unique riders)
- Mileage (revenue and deadhead)
- Operating hours (revenue and deadhead)
- Passengers per revenue hour
- Principal passenger origins and destinations
- Reliability (trips cancelled)
- On time performance
- Headways (service frequency) by time period (i.e. peak, midday, nights and weekends)
- Vehicle load factors, including overloads
- Helper bus service, if any
- Connections with other bus routes and travel modes
- Special financial information (i.e. municipal or institutional contributions to operations)
- Environmental justice population(s) served
- Major commercial and housing developments served
- Future development projects likely to affect transit demand and operational requirements
- Customer complaints.

GMT and its operating contractors will make available to the consultant relevant and sufficient farebox, ridership and scheduling data. Fareboxes and electronic registering equipment for buses in the Urban area are manufactured by GFI, with data processing using GFI GenFare software. Available data includes individual transaction data by route, block, day, time, bus number, operator number and other attributes. Schedule and route information will also be available from GMT’s HASTUS computerized scheduling system and/or Routematch software.

GMT and its operators will also make available to the consultant available information from the automated vehicle location (AVL) system, which is currently in the process of being installed. AVL information will include on-time performance, and other typical metrics in individual and prepackaged report formats offered by RouteMatch software. The consultant should offer revised and/or additional standards and policies for GMT's use of the AVL data and system.
Task 3.3.2: Rural Technical Data Gathering and Analysis

The report should describe GMT’s Rural systems. The report should summarize relevant information for these areas including, but not limited to:

- Vehicle fleet composition and geographic assignment
- Infrastructure and properties for fixed route operations and maintenance
- Operating policies
- Fare media and related policies
- Regional Connectivity
- Multi-modal connectivity

The report should describe each GMT route and list performance metrics for evaluating the relative productivity of each, including but not limited to:

- Ridership (annual, monthly, daily, by time of day, and estimated unique riders)
- Mileage (revenue and deadhead)
- Operating hours (revenue and deadhead)
- Passengers per revenue hour
- Principal passenger origins and destinations
- Reliability (trips cancelled)
- On time performance
- Headways (service frequency) by time period (i.e. peak, midday, nights and weekends)
- Vehicle load factors, including overloads
- Helper bus service, if any
- Connections with other bus routes and travel modes
- Special financial information (i.e. municipal or institutional contributions to operations)
- Environmental justice population(s) served
- Major commercial and housing developments served
- Future development projects likely to affect transit demand and operational requirements
- Customer complaints.

GMT and its operating contractors will make available to the consultant relevant and sufficient farebox, ridership and scheduling data. Fareboxes and electronic registering equipment for buses in the Rural area are manufactured by GFI, with data processing using GFI GenFare software. Available data includes individual transaction data by route, block, day, time, bus number, operator number and other attributes. Many Rural routes do not use GFI, relying rather on manual fare and ridership collection methods. These routes’ ridership is available through 4D and/or Microsoft Excel format. To the extent possible, Routematch schedule and route information will also be available. Schedule and route information will also be made available.

Task 3.3.3: Demographic Data and Analysis of Transit Customer Markets

The consultant will present summary demographic and related information about the existing transit customer market in the region. This information and analysis should focus on transit customer proximity and accessibility to significant origins and destinations in the GMT service area.
The consultant should also provide an assessment of non-transit users who live and/or work in the GMT service area to help identify potential new transit riders. Information may include, but is not limited to:

- General population density of GMT service area(s)
- Demographic characteristics associated with transit dependency, including personal income, auto ownership, homeowner/renter, physical disabilities, and age cohorts
- Demographic characteristics to identify potential "choice" riders, including personal income, auto ownership, homeowner/renter, and proximity to bus stop
- Density of existing and potential transit customers along fixed routes and within walking distance of bus stops
- Concentrations of jobs, employers and major institutions along fixed routes and outside of fixed route catchment areas
- Existing park and ride lot locations and utilization.

The consultant should use current and relevant data sources including data generated through tasks required by this study. Some potential data sources may include the most recent block level data from American Community Survey and U.S. Census; other relevant data from the U.S. Department of Transportation, Vermont Departments of Transportation, Revenue, and Labor; Vermont Dept. of Motor Vehicles; any new surveys that may be performed as part of this study; rider and non-transit user surveys and other relevant transit planning information produced by the Chittenden County Regional Planning Commission, (CCRPC), or other such entity.

**Task 3.4: Evaluation Criteria, Alternatives Development, and Financial Analysis**

Upon GMT's approval of Task 3.3.1 – 3.3.3, the consultant will begin Task 3.4, which will consist of the following subtasks:

- Task 3.4.1: Development of evaluation criteria
- Task 3.4.2: Development of alternatives for system improvements
- Task 3.4.3: Production of a financial analysis
- Task 3.4.4: Minimum Service Delivery Guidelines

**Task 3.4.1: Alternatives Evaluation Criteria**

Based on identified goals and objectives, the consultant should present recommended criteria for evaluating service improvements. These should include, but are not limited to:

- Overall system efficiency measures
- Cost impacts, savings and fiscal constraint (cost-neutral)
- Travel time savings
- Mitigation of barriers to non-transit users
- Best industry practices
- Improved regional connectivity
- Improved multi-modal connectivity
**Task 3.4.2: Alternatives**

The consultant should present alternatives for improving the customer service and operational efficiency of the existing GMT system. Alternatives should include information and analysis on relevant trends in transit operations, especially among peer transit agencies. Additionally, as part of the alternatives presented, a review of GMT’s existing rural system of fixed/fixed-deviated and demand response trips with an option to transition to a fixed route system and a separate ADA service program should be included. Consultant should clearly outline methodology and reasons for identifying individual peer systems.

The consultant should develop and present at least three (3) groups of service improvement alternatives. Each group of alternatives will represent one of the following conditions:

1) be cost neutral, assuming no additional revenue is available
2) be moderate/limited in additional resources required
3) be unconstrained in cost and stated clearly that operating funds and/or capital resources are not currently available.

These groups of alternatives should be packaged as menus of individual options that may be implemented together, in combination or in phases. A feasibility estimate or rating for each individual alternative should be given. The consultant should also present a fourth "No Action" alternative to serve as a baseline for comparison. Implementation strategies should assume that the "no cost" strategies are included in subsequent phases.

Alternatives should include short term (within one year), moderate term (2-5 year implementation) and long term (greater than 5 year) implementation recommendations. Alternatives should include detailed financial assessments to estimate associated costs and savings. Maps and generalized timetables of proposed route alternatives should be provided.

**Task 3.4.3: Financial Analysis**

The consultant should produce a financial analysis of the alternatives presented that includes:

- Total fixed route operating costs
- Operating costs by route
- Cost per rider
- Cost per mile
- Farebox revenue and/or special institutional/municipal reimbursements as a share of the operating cost of each route
- Estimated state contract assistance and municipal assessments as a share of the operating cost of each route by community and by alternative
- All work conducted under this task must be approved by GMT prior to the commencement of subsequent tasks of this study

**Task 3.4.4: Minimum Service Delivery Guidelines**

Finally, the consultant should develop a set of minimum service delivery guidelines by which existing and/or future services should be monitored. These guidelines would be used to identify
underperforming routes, specific routing(s) and/or stops served, etc. These benchmarks would help inform staff, the public and the GMT Board on route efficiencies and help determine appropriate action, such as route alterations, trip eliminations, or entire route eliminations, if/when warranted. Guidelines may include such items as:

- Ridership (annual, monthly, daily, by time of day, and estimated unique riders)
- Passengers per revenue hour
- Principal passenger origins and destinations
- On time performance
- Headways (service frequency) by time period (i.e. peak, midday, nights and weekends)
- Vehicle load factors, including overloads
- Connections with other bus routes and travel modes
- Environmental justice population(s) served
- Major commercial and housing developments served
- Future development projects likely to affect transit demand and operational requirements

**Task 3.5: Stakeholder Input and Recommended Program for Improved System Efficiency**

Upon GMT’s approval of earlier tasks, the consultant will work with GMT to obtain meaningful feedback from stakeholders including the public on the recommendations and develop a recommended program. This will be accomplished through the following two subtasks:

- Task 3.5.1: Engage stakeholders and general public to obtain input on the alternatives
- Task 3.5.2: Produce a Recommended Program

**Task 3.5.1: Stakeholder Feedback**

As part of this Task, the consultant will present the recommendations and associated financial analysis to stakeholders as designated by GMT, and/or the general public. This task will include at least two meetings with the Study Committee and up to two other meetings with stakeholders and/or public as designated.

**3.5.2: Recommended Program for Improved System Efficiency**

The consultant will synthesize the input received during Task 3.5.1 with the information and analyses produced during earlier tasks to produce a Recommended Program. The basis for the recommended program should be clearly stated (i.e., relationship to evaluation criteria).

A concise matrix comparing the benefits and costs of the recommended groups of alternatives, as well as the no-action alternative should be provided. The recommended program should discuss implementation strategies and considerations.

Lastly, the consultant will be expected to present the final completed Study to the full GMT Board of Commissioners.

**Task 3.6: Implementation Assistance (Optional)**

Upon GMT’s approval of earlier tasks, GMT, with assistance from the consultant, will begin implementation of the approved program of recommendations. The consultant should be available for a
period of up to one year after completion of Tasks 3.1 – 3.5 to assist in the implementation of the study's cost-neutral, short-term recommendations. This is an optional task which will be negotiated at the conclusion of the earlier tasks associated with his contract.

The implementation assistance will include:

- Participation in meetings with GMT, FTA, CCRPC, other government agencies related to proposed system improvements
- Coordination with GMT fixed route operating contractors and others to implement system improvements
- Assistance and recommendations related to ongoing operating and planning uses of the new AVL technologies and Routematch software
- Participation and/or facilitation of additional stakeholder engagement
- Participation in public hearings that may be required for service changes

4. Deliverables

Deliverables are listed below. Deliverables must be submitted and approved by GMT in sequential order.

- Task 1: Study management plan
- Task 2: Stakeholder Involvement presentations and meeting summaries
  - Introductory meeting with GMT Study Committee
  - Up to two (2) Study Committee meetings
  - Up to two (2) stakeholder/public input meetings
- Task 3: Draft and Final Reports -- Existing Conditions of Urban and Rural Systems, Services and Transit Customer Markets
- Task 4: Draft and Final Reports -- Evaluation Criteria (to be approved prior to development of alternatives), Alternatives Development, Financial Analysis and Minimum Service Guidelines
- Task 5: Draft and Final Reports -- Stakeholder Input and Recommended Program
  - Up to two (2) Study Committee meetings
  - Up to two (2) stakeholder/public input meetings
  - Final presentation to GMT Board of Commissioners
- Task 6: Implementation Assistance Work Plan

Documents and presentation slides should be provided as PDF and MS Office 2007, (or newer), files. The consultant should also submit the final versions of all GIS files, graphics, and photos used to produce the deliverables. The meeting schedule(s) as presented in this Scope of Services should be used as a general guideline(s): GMT expects consultant to be available for phone, internet or in-person meetings if/whenever deemed necessary by GMT, and may exceed the number of meetings outlined above.
5. Task Breakdown

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>% of Total Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Study Management</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>General Stakeholder Involvement</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Existing Conditions</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>Evaluation Criteria, Alternatives Development and Financial Analysis</td>
<td>40</td>
</tr>
<tr>
<td>5</td>
<td>Stakeholder Input and Recommended Program</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Implementation Assistance</td>
<td>Optional</td>
</tr>
</tbody>
</table>

III. REQUIRED SUBMISSIONS

Each Proposal shall conform to the requirements of the RFP in all respects to be considered responsive. Each Proposal shall be typed and shall be concise, yet comprehensive. All required Exhibits shall be completed, signed and submitted with each Proposal.

Proposers may be asked to provide additional written information beyond that contained in their Proposals. GMT has an established Selection Committee whose role shall be to evaluate each Proposal and conduct all other aspects of the selection process.

The selection of a Proposer as a prospective Contractor shall be based on selection criteria, including, but not limited to:

A. Contents of Proposal

Proposals shall contain the following documents, each fully completed, and signed as required.

Proposals that do not include all required documentation, or are not submitted in the required format, or do not have the appropriate signatures on each document, or are submitted late, or are submitted to the incorrect address, may be deemed to be non-responsive. Non-responsive Proposals shall receive no further consideration.

Cost and price data shall be presented in a separate envelope, but in the same package as the Technical Proposal. Non-compliance with this requirement shall result in the Proposal deemed non-responsive. See also Section 3(E) below.

1. Table of Contents

The Table of Contents shall outline in sequential order the major areas of the Proposal, including enclosures. All pages shall be consecutively numbered and correspond to the Table of Contents.

2. Proposal Letter

Proposal shall provide a Letter of Interest of no more than two (2) pages listing the prime consulting firm, Project Manager, point-of-contact for the Proposal, subcontracted firms, and indication as to why the firm is suited for this work.
3. Qualifications and Capabilities

A. General Firm Information:
   I. Type of Firm (corporation, partnership, sole proprietorship, joint venture)
   II. Year Firm was Established - Number of years the firm has been in business under its present business name
   III. Other Firm Names
       ▪ Indicate all other names by which the organization has been known and the length of time known by each name
   IV. Parent Company
       ▪ If applicable, state name, address, former name if applicable, and tax identification number
   V. Participating Division or Branch Offices
       ▪ State the division or branch offices that shall be providing the proposed services (office name, and address)
   VI. Sub-contractor Firms
       ▪ Provide the same information as listed in Items i through v directly above. (Within five (5) business days after the notice to award, the Successful Proposer shall provide a list confirming the sub-contractors that the Successful Proposer intends to utilize in the Contract, if any. The list shall include the name, location of the place of business for each sub-contractor, the services sub-contractor shall provide relative to any Contract that may result from this RFP, the amount of the total contract price that shall be allocated to the sub-contractor, any applicable licenses, references, or ownership)

B. Experience and Expertise of Firm/Team
   I. Years in Conducting System-wide Studies
       ▪ State the number of years the firm has been involved in conducting system-wide studies within fixed route operations and related services. Please also indicate this for any subcontractors to be used.
   II. Full-Time Personnel
       ▪ Indicate the number of full-time personnel employed by the firm
   III. Number/Value of Contract Projects and References.
       ▪ Indicate the number of system-wide study of fixed route operations contracts conducted by the firm for each of the past three (3) years. (NOTE: If this response is submitted by a branch office or division of a parent company, indicate the number of projects that have been managed directly by the specific branch or division.)
       ▪ Briefly describe each project and indicate the associated contract dollar value. Identify and provide at least three (3) project references that involve studies similar in type, size, or scope to the fixed route operations described in this RFP. Include the name of the reference, contact person, title of contact person, telephone number, period of performance, and description of contract work. GMT reserves the right to seek references beyond those
supplied by the Proposer, which may be used as part of the evaluation process.

IV. Pre-Qualified Agency Work

- Indicate if the firm or subcontractor firms are pre-qualified for Transit Planning Studies consulting services through any state departments or federal agencies such as the U.S. Department of Transportation. Describe the relevance or importance of any pre-qualifications with regard to this project.

C. Experience and Expertise of Project Manager and Key Staff

I. Qualifications and Experience.

- Provide a brief description of the qualifications, experience, and areas of expertise of the Project Manager and any key staff assigned to this project. Include subcontractor key personnel if appropriate. Please also include resumes for each.

II. Areas of Expertise

- List all areas of expertise, including implementation of recommendations, related to system-wide studies of fixed route operations. Please list any accreditations, certifications, licenses pertaining to the specific work herein, etc. that designated staff may have.

D. Detailed Project Approach, Work Plan and Schedule

I. Include a detailed explanation of the approach the firm shall take in completing the Tasks outlined in the RFP with a supporting work plan and schedule. When developing the work plan, the Consultant is encouraged to expand upon the general tasks and steps provided in the RFP Scope of Work for the purpose of providing a superior final product.

II. The Consultant shall provide a solid estimate of completion time for the project schedule by Task, key meetings and product deliveries within an approximate twelve (12) month window.

E. Cost Proposal Form (in separate envelope)

I. The Proposal shall specify the proposed cost to provide the professional services for the project as stated in this RFP. The cost proposal form shown in Exhibit G shall be completed. The cost proposal shall include all of the costs and expenses associated with the Proposal, including indirect costs, overhead rates, fringe benefits, documents constructed, mailings, transportation, interview(s), office support, and fees.

II. The Proposal shall include the information required to support the reasonableness of submitted cost and price quotations.

III. Information provided in response to this section of the RFP must be submitted in a separately sealed envelope clearly marked "Cost Proposal - Comprehensive Service Analysis Study RFP #17-01". The envelope shall be separate from, but submitted with the rest of the Proposal.
IV. EVALUATION CRITERIA

The Technical Proposals including qualifications, experience, quality, approach, and price shall be evaluated based upon the following criteria:

1. (25%) Demonstrated experience/knowledge of firm(s) in conducting service assessments of similar scope and scale
2. (25%) Demonstrated experience/knowledge of project team assigned to conduct project
3. (20%) Project understanding and approach
4. (10%) General knowledge of Green Mountain Transit’s service(s)
5. (10%) Innovation/Creativity of Approach
6. (10%) Cost - the firm presenting the lowest cost of all proposals shall receive the highest score, and each proposal thereafter shall receive a lower score in order of cost.

V. GUIDELINES FOR SUBMITTING PROPOSALS

A. Proposal Submission

Proposers shall submit a complete, clear and concise Proposal in response to this RFP. Elaborate brochures or other presentation aides are not required and may not be reviewed. Every Proposal shall contain all relevant information required by this RFP, and shall conform to the following specific instructions, as well as the instructions contained in 'Required Submissions'. Proposer's notes and comments may be rendered on an attachment, provided the same format of this RFP text is followed, and all notes and comments are identified with reference to the paragraph, page or item number as it appears in this RFP.

All Proposals shall be submitted in a sealed envelope or package with the RFP subject matter title, RFP number, deadline for submission date, and Proposer's name and address clearly noted on the outside of the envelope. Proposer shall provide a response (“Response”) to each requirement of the RFP in order to be considered responsive. If a Proposer is non-responsive to the RFP requirements, the Proposal shall not be considered by the Selection Committee.

One (1) original and one full electronic copy via email attachment(s) of the Proposal shall be submitted to GMT on or before July 29, 2016, 2 PM, EST. Proposals shall be submitted to the attention of:

Matt Kimball
Green Mountain Transit
15 Industrial Parkway
Burlington, VT 05401
Telephone: 802-540-2452 Fax: 802-864-5564
Email: mkimball@cctaride.org
Late submissions, submissions via phone or fax, or submissions in any other form than listed above, shall be deemed non-responsive, shall not be accepted, and shall be returned unopened. It is the responsibility of an entity which responds to this RFP to ensure that its Proposal is delivered to GMT by the deadline. The responsibility for submitting a response to GMT on or before the stated time, date, location and in the correct format is solely and strictly the responsibility of the Proposer. GMT is not responsible for delays caused by any mail, package or courier service, U.S.P.S., disruption of email or electrical service, computer malfunction, insufficient parking at GMT, inclement weather, etc.

Proposer may change or withdraw a response at any time prior to the submission deadline; however, no oral modifications shall be allowed. Written modifications shall not be allowed following the submission deadline. Any modification to a previously submitted RFP response shall be accepted if it arrives before the deadline, as listed in the Schedule, and shall be submitted in writing, in a sealed envelope, marked as required above for the initial submission, with the addition of "Modification #_ to RFP 17-01" on the outside of the envelope. Any request for withdrawal of a previously submitted RFP response shall be in writing and addressed to Matt Kimball, Grants Compliance Officer, Green Mountain Transit, 15 Industrial Pkwy, Burlington VT, 05401; email mkimball@cctaride.org and shall be received prior to the submission deadline.

The costs associated with the preparation of a Proposal, any interview(s), email or hard copy correspondence as clarification requests, etc., are the sole responsibility of the Proposer. Proposers shall not include any such expenses as part of the price segment of a Proposal. No costs of responding to the RFP or any addenda thereto, nor of the attending any subsequent interviews or meetings in connection with this development opportunity, shall be reimbursed by GMT.

Communication by any Proposer with any agent, employee or consultant of GMT or GMT relative to this RFP, or the pending process, other than as established herein, may, in the sole judgment of GMT, result in that Proposer being disqualified.

All questions and requests for clarification regarding this RFP or the RFP process shall be submitted in writing to Matt Kimball, Grants Compliance Officer, Green Mountain Transit, 15 Industrial Pkwy, Burlington VT, 05401; email mkimball@cctaride.org by or before July 15, 2016 (see Part I.B. 'Procurement Schedule').

GMT reserves the right to issue addenda to this RFP, or to make adjustments to the Schedule, if it is deemed in GMT's best interests to do so.

GMT shall not make an award to, or enter into negotiations with, any Proposer solely on the basis of the financial terms offered by any Proposer.

B. Inspection

If applicable, Proposers shall permit authorized representatives of GMT to inspect a Proposer's data and records relating to this RFP. Unsubstantiated statements or the refusal to permit audit or inspection may cause the Proposer to be deemed non-responsive.
C. GMT Reservation of Rights and Disclaimers

1. GMT reserves the unqualified right, in its sole and absolute discretion, to disqualify any team, firm or individual from any phase or component of the selection process due to:
   
   - a determination by GMT that the Proposer has failed to disclose any matter that materially relates to the fitness or the ability of the Proposer to perform the work and Services associated with this RFP; or
   
   - a conflict of interest; or
   
   - is any way a violation of the procurement process

2. This RFP and GMT are subject to all applicable federal, state, and local laws, ordinances, rules and regulations that in any manner affect any and all of the services covered herein. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility.

3. In the event that a single proposal is received, GMT may conduct a price and/or cost analysis and review and audit all business records and related documents of the Proposer and any affiliated or parent company to determine the fairness and reasonableness of the proposal. A price analysis is the process of examining the proposal and evaluating a prospective price without evaluating separate cost elements.

4. Where it is impossible to obtain a valid price analysis, it may be necessary for GMT to conduct a cost analysis of the proposed price. The price and/or cost analysis may be made by competent and experienced auditors, or price analysts.

5. GMT is requesting responses to this RFP pursuant to its determination that such a process best serves the interests of GMT and the general public, and not because of any legal requirement to do so.

6. GMT shall not be responsible in any manner for any costs associated with responses to this RFP.

7. GMT reserves the unqualified right, in its sole and absolute discretion, to undertake discussions with one or more Proposer or any third party, to waive any irregularities, to waive defects or non-compliance in the filing or contents of any Proposal, and to proceed with that Proposal, or elements of one or more Proposals, if any, which in its sole judgment shall, under the circumstances, best serve GMT’s interest.

8. GMT reserves the unqualified right to amend the terms of this RFP at any time, and to solicit and accept modifications to any Proposal at any time when it is in the best interest of GMT to do so.

9. GMT reserves the unqualified right, in its sole and absolute discretion, to choose or reject any Proposal received in response to this RFP, either on the basis of an evaluation of the factors listed in this RFP or for other reasons.

10. The information contained in this RFP and in any subsequent addenda or related documents is provided as general information only. The furnishing of such information by GMT shall not create or be deemed to create any obligation or liability upon it for any reasons whatsoever, and each recipient of the RFP, by submitting a Proposal to GMT, expressly agrees that it shall not hold GMT, or any third party who advised or prepared a report for GMT, liable or responsible therefore in any manner whatsoever.
11. GMT may, at any time, request further information from any Proposer or interview any Proposers to more fully understand their responses to this RFP.

12. GMT reserves the right, in its sole discretion, to develop the project on any schedule and use any chosen approach.

13. Neither the expression of any Proposer’s interest, nor the submission of any Proposer’s qualifications and any documents or other information, nor the acceptance thereof by GMT, nor any correspondence, discussions, meetings or other communications between a Proposer and GMT, nor a determination by GMT that the Proposer is qualified hereunder, shall:

   (i) impose any obligation on GMT to include the Proposer in any such further procedures which GMT may utilize prior to the final selection of a Proposer;

   (ii) be deemed to impose any obligation whatsoever on GMT to select the Proposer, or to enter into negotiations with the Proposer; or

   (iii) entitle the Proposers to any compensation or reimbursement for any costs or expenses incurred by the Proposer in connection with the Proposer’s submission hereunder.

14. The individual responses to this RFP, including all drawings, plans, photos and narrative material shall become the property of GMT upon their receipt thereof. GMT shall maintain the confidentiality of any material that is provided in response to this RFP and clearly marked "Confidential", to the maximum extent possible, in a manner consistent with applicable law. Proposers shall nevertheless be aware that any information given to the GMT in response to this RFP or any correspondence, discussion, meeting, or other communication between the Proposer and the GMT before, with, or after the submission of the response, either orally or in writing, may or may not be deemed to have been proprietary or confidential.

VI. SELECTION

It is the intent of GMT that the Services shall begin on or about September 6, 2016. The contract between GMT and the successful Proposer shall be for approximately a twelve (12) month period with an option to extend for implementation assistance. Upon Contract Award, the Successful Proposer shall submit copies of the required insurance of a Contractor doing business with GMT.

The selection of the successful proposer shall be based upon the most responsible and responsive proposal in accordance with the above evaluation criteria for this request for proposals. GMT reserves the right to reject any or all proposals, or to accept any proposal, or to waive any informality in any proposal, or to withhold the award if deemed in the best interest of GMT.

Based upon a review of the submitted documentation, the Study Committee will make its selection of the firm or person. Proposals shall be reviewed August 1-19, 2016. During this time, selected Proposers will be invited to interview onsite with the Selection Committee. Any such interviews will be at the exclusive option of GMT. Contract Award is anticipated by August 29, 2016.
VII. COST PROPOSAL FORM

GMT RFP #17-01

Comprehensive Service Analysis Study

This line cost information shall be used in the evaluation of Proposals. The Proposer may identify options for additional services or Tasks, with the associated other costs, and may be asked to provide additional detailed cost information. Only Section A will be used in the evaluation process described in Section IV “Evaluation Criteria”.

A. Cost to perform Scope of Services

a. Task 1: Study management plan
   i. $__________

b. Task 2: Stakeholder involvement presentations and meetings
   i. $__________

   i. $__________

d. Task 4: Draft and Final Reports -- Evaluation Criteria (to be approved prior to development of alternatives), Alternatives Development, Financial Analysis and Minimum Service Guidelines
   i. $__________

e. Task 5: Draft and Final Reports -- Stakeholder involvement presentations and meetings, final GMT Board presentation
   i. $__________

f. Task 6: Implementation Assistance Work Plan
   i. $__________

Costs shall include all components of the Service, including but not limited to, personnel, travel, insurance, training, licensure, equipment and supplies for personnel, report construction, deliveries, etc.

Cost to perform additional, supplementary, auxiliary, or unique services shall be separately provided as Section B “Additional Services Cost Proposal”
CCTA General Contract Provisions

A. Applicability

The following requirements and conditions shall be considered as an essential part of specifications and proposal. This document will serve as part of the contract for the project once the bid is awarded. If there is another contract document the following shall be considered part of that contract. References to “CCTA” in this document are implied to include Chittenden County Transportation Authority dba Green Mountain Transit in such references.

B. Energy Conservation

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act pursuant to 42 USC 6321 and 49 CFR part 18.

C. Federal Changes

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

D. Recycled Products

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

E. No Government Obligation to Third Parties

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

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

F. Program Fraud and False or Fraudulent Statements or Related Acts

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

The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the

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

G. Privacy Act

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

(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.

H. Civil Rights Requirements

The following requirements apply to the underlying contract:

(1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

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

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

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

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

I. Incorporation of FTA Terms

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E, dated June 19, 2003, 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 CCTA requests which would cause CCTA to be in violation of the FTA terms and conditions.

J. Nondiscrimination - Title VI of the Civil Rights Act

The Contractor and any subcontractor agree to comply with all requirements prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, and U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act," 49 C.F.R. Part 21, and any implementing requirements FTA may issue.

The Contractor must include the above statement in any subcontract.

K. Interest of Member of, or Delegates to, Congress

No member of, or delegate to, the Congress of the United States, shall be admitted to any share or part of this contract, or to any benefit arising therefrom.

L. Conflict of Interest

The officers, employees or agents of the Chittenden County Transportation Authority shall neither solicit nor accept gratuities, favors, or anything of monetary value from Contractors, potential Contractors, or parties to sub-agreements.

M. Prohibited Interests

No employee, officer, board member, or agent of CCTA who is involved in contract specifications, solicitations, selection, or award, shall have any interests in this contract, or the proceeds thereof. In addition, no immediate family members or partners of an employee, officer, board member, or agent of CCTA who is involved in contract specifications, solicitations, selection, or award, shall have any interests in this contract, or the proceeds thereof. Nor shall any organization that employs or is about to employ an employee, officer, board member, or agent of CCTA who is involved in contract specifications, solicitations, selection, or award, shall have any interests in this contract, or the proceeds thereof. Finally, no organization that employs or is about to employ any immediate family members or partners of an
employee, officer, board member, or agent of CCTA who is involved in contract specifications, solicitations, selection, or award, shall have any interests in this contract, or the proceeds thereof.

N. Tax Exemption and Tax Issues

CCTA is exempt from payment of all Federal, State, and local taxes. Said taxes must not be included in bid prices. CCTA will provide necessary tax exemption information upon request of Contractor after contract award. Contractor shall pay promptly all taxes, excises, license fees and permit fees of whatever nature, applicable to its operations hereunder and take out, pay for, and keep current all licenses, municipal, state, and federal, required for the conduct of its business pursuant to this contract, and further agrees not to permit any of the said taxes excises, or license fees to become delinquent.

O. Lawful Business Conduct

The Contractor shall conduct its business and perform services pursuant to this contract in a lawful manner, and shall fully comply at all times with all federal, state, and local laws in connection with its business operations.

P. Bid Rejection or Cancellation

CCTA reserves the right to waive any minor bid informalities or irregularities which are not crucial to the bid or prejudice against other bidders and/or to reject, for compelling reasons, any and all bids submitted. CCTA may reject all bids or cancel the solicitation before opening if it is deemed by CCTA to be in its best interest to do so.

Q. Non-Collusion

The bidder guarantees that the bid submitted is not a product of collusion with any other bidder and no effort has been made to fix the bid price for any bidder or to fix any overhead, profit or cost element of any bid price. An affidavit of Non-Collusion, as per attached format, must be signed and submitted with bid (Attachment A.)

R. Notices

All notices required to be given to CCTA hereunder shall be given by Certified Mail, Return Receipt Requested to General Manager, CCTA, 15 Industrial Parkway, Burlington, VT 05401.

The bidders shall identify the person and address to whom notices to the bidder shall be given in connection with the bid.

S. Independent Status of CCTA and Contractor

The Contractor recognizes and acknowledges that neither it nor any of its employees are agents or employees or volunteers of CCTA, and that Contractor is and shall remain an independent Contractor in the performance of all services hereunder. Contractor understands that CCTA will not provide the employees or volunteers of the contractor with any individual fringe benefits, workers compensation or other benefits or services available to the employees of CCTA, nor will CCTA withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the contract. All tax returns required by the Vermont Department of Taxes or the United States Internal Revenue Service must be filed by the contractor and information as to contract income paid under this contract will be provided by CCTA to the Vermont Department of Taxes and the U.S. Internal Revenue Service.

T. Late Bids

Bids received after the exact time set for opening are late bids and will not be considered for award, unless it is determined by CCTA, that there was mishandling on CCTA’s part.
CCTA General Contract Provisions

U. Modifications and Withdrawals of Bids

Bids may be withdrawn through written notice (including email, fax, USPS, etc.) received at any time before the exact time set for receipt of bids. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for receipt of bids, the identity of the person requesting withdrawal is established as an authorized officer of the company and the person signs a receipt for the bid.

V. Period of Acceptance of Bids

The bidder agrees, if this bid is accepted within 60 calendar days from the date specified in the solicitation for receipt of bids, to enter into a contract and/or furnish any or all items upon which prices are bid at the price set opposite each item, delivered at the designated points(s), within the time specified.

W. Bid Acceptance or Rejection

CCTA may accept any bid or reject any or all bids (even after opening), or to award the contract on such basis as CCTA deems in its best interest.

X. Right Infringement

Contractor agrees to save, keep, and hold harmless, and fully indemnify CCTA and its officers or agents from all damages, cost, or expenses in law or equity, that may at any time be claimed against CCTA for or in connection with any infringement of the patent, trademark, copyright or other rights of any person or persons as a consequence of the use by CCTA, or any of its officers or agents, of any product or service supplied under the contract, arising from bids submitted, and any claim that the bidder did not have all necessary right and authority to sell the products or services to CCTA, provided CCTA gives the Contractor prompt notice in writing of any such claim.

Y. Firm Information for CCTA Bidders List

Fill out attachment B in entirety and return with proposal or bid. In addition, for EACH subcontractor, who may be working for your firm under this contract, copy and fill out sub-contractor information.

Z. References.

If references are mentioned in the RFP or Bid Specification as an evaluation criterion and the proposer/bidder is a past (within 10 years) or current contractor, internal references may, at CCTA’s sole discretion, be substituted entirely or in part for external references. This section supersedes all portions of the RFP or Bid which reference this issue.
Attachment A

Affidavit of Non-Collusion

I hereby swear (or affirm) under penalty of perjury:

1. That I am the bidder (if the bidder is an individual), a partner in the bid (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);

2. That the attached bid or bids has been arrived at by the bidder independently and have been submitted without collusion and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or service described in the invitation to bid, designed to limit independent bids or competition;

3. That the contents of the bid or bids has not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids, and will not be communicated to any such person prior to the official opening of the bid or bids; and

4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Date ______________________________________________________________

Signature ____________________________________________________________

Company Name ________________________________________________________

Title______________________________________________________________

Subscribed and sworn to me before this _____ day of ________________20_____

______________________________________
Notary Public

My commission expires___________________

Proposers E.I Number_____________________________
(number used on employers Quarterly Federal Tax Return)
Firm Information for CCTA Bidders List

1. Prime Contractor Information
   a. Firm Name _________________________________________
   b. Age of Firm_________________________________________
      (number of years doing business under current name and or incorporation)
   c. Firm’s Annual Gross Receipts (most recent completed/audited year)__________________
   d. Name of Project for which Proposal was submitted_________________________________
   e. Is firm a VAOT approved DBE?    ☐ Yes ☐ No

2. Subcontractor Information

   Subcontractor 1
   a. Firm Name (Subcontractor 1)_________________________________________
   b. Age of Firm_________________________________________
      (number of years doing business under current name and or incorporation)
   c. Firm’s Annual Gross Receipts (most recent completed/audited year)__________________
   d. Name of Project for which Proposal was submitted_________________________________
   e. Is firm a VAOT approved DBE?    ☐ Yes ☐ No
   f. If yes, what is the amount of the proposed contract with this DBE firm?   $_____________

   Subcontractor 2
   a. Firm Name (Subcontractor 2)_________________________________________
   b. Age of Firm_________________________________________
      (number of years doing business under current name and or incorporation)
   c. Firm’s Annual Gross Receipts (most recent completed/audited year)__________________
   d. Name of Project for which Proposal was submitted_________________________________
   e. Is firm a VAOT approved DBE?    ☐ Yes ☐ No
   f. If yes, what is the amount of the proposed contract with this DBE firm?   $_____________
Firm Information for CCTA Bidders List

Subcontractor 3

a. Firm Name (Subcontractor 3)___________________________

b. Age of Firm
   (number of years doing business under current name and or incorporation)

c. Firm’s Annual Gross Receipts (most recent completed/audited year)_______________

d. Name of Project for which Proposal was submitted _____________________________

e. Is firm a VAOT approved DBE? □ Yes □ No

f. If yes, what is the amount of the proposed contract with this DBE firm? $__________

Subcontractor 4

a. Firm Name (Subcontractor 4)___________________________

b. Age of Firm
   (number of years doing business under current name and or incorporation)

c. Firm’s Annual Gross Receipts (most recent completed/audited year)_______________

d. Name of Project for which Proposal was submitted _____________________________

e. Is firm a VAOT approved DBE? □ Yes □ No

f. If yes, what is the amount of the proposed contract with this DBE firm? $__________

Subcontractor 5

a. Firm Name (Subcontractor 5)___________________________

b. Age of Firm
   (number of years doing business under current name and or incorporation)

c. Firm’s Annual Gross Receipts (most recent completed/audited year)_______________

d. Name of Project for which Proposal was submitted _____________________________

e. Is firm a VAOT approved DBE? □ Yes □ No

f. If yes, what is the amount of the proposed contract with this DBE firm? $__________
Firm Information for CCTA Bidders List

Subcontractor 6

a. Firm Name (Subcontractor 6)______________________________
b. Age of Firm_________________________________________
   (number of years doing business under current name and or incorporation)
c. Firm’s Annual Gross Receipts (most recent completed/audited year)____________
d. Name of Project for which Proposal was submitted ________________________________
e. Is firm a VAOT approved DBE?  ☐ Yes ☐ No
f. If yes, what is the amount of the proposed contract with this DBE firm?  $___________

Subcontractor 7

a. Firm Name (Subcontractor 7)______________________________
b. Age of Firm_________________________________________
   (number of years doing business under current name and or incorporation)
c. Firm’s Annual Gross Receipts (most recent completed/audited year)____________
d. Name of Project for which Proposal was submitted ________________________________
e. Is firm a VAOT approved DBE?  ☐ Yes ☐ No
f. If yes, what is the amount of the proposed contract with this DBE firm?  $___________

CCTA Internal Use Only

Procurement Officer determine status:

1. CCTA/VT UCP DBE (Y/N)______________
2. Included on Bidder List (date)___________________
CCTA Special Contract Provisions

1. Applicability

The following requirements and conditions shall be considered as an essential part of specifications and proposal. This document will serve as part of the contract for the project once the bid is awarded. If there is another contract document the following shall be considered part of that contract. References to “CCTA” in this document are implied to include Chittenden County Transportation Authority dba Green Mountain Transit in such references.

2. [Intentionally Omitted]

3. [Intentionally Omitted]

4. [Intentionally Omitted]

5. Fly America

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

6. [Intentionally Omitted]

7. [Intentionally Omitted]

8. [Intentionally Omitted]

9. [Intentionally Omitted]

10. [Intentionally Omitted]

11. [Intentionally Omitted]

12. [Intentionally Omitted]

13. [Intentionally Omitted]

14. Lobbying

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.

Attachment 11 must be filled out and returned to CCTA with the bid or proposal.
15. Access to Records and Reports

The following access to records requirements apply to this Contract:

a. The Contractor agrees to provide CCTA, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 C. F. R. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.

b. The Contractor shall make available records related to the contract for a capital project or improvement (defined at 49 U.S.C. 5302(a)1) to CCTA, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

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

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

16. [Intentionally Omitted]

17. [Intentionally Omitted]

18. [Intentionally Omitted]

19. Default and Termination


a. Termination for Convenience

CCTA may terminate this contract, in whole or in part, at any time by written notice to the Contractor when it is in CCTA’s best interest. The Contractor shall be paid its fees or its costs, and profit on work performed up to the time 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 CCTA, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

b. Termination for Default

If the Contractor does not deliver supplies in accordance with the contract delivery schedule; or if the contract is for services, the Contractor fails to perform in the manner called for in the contract; or if the Contractor fails to comply with any other provisions of the contract, CCTA may terminate this contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth
manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract, offset by any damage incurred by virtue of Contractor’s default.

If it is later determined by CCTA that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, CCTA, after setting up a new delivery of performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

c. Opportunity to Cure

CCTA in its sole discretion may, in the case of a termination for breach or default, allow the Contractor ten (10) days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions.

If CCTA elects to give the Contractor an opportunity to cure and Contractor fails to remedy to CCTA'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 of written notice from CCTA setting forth the nature of said breach or default, CCTA 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 CCTA 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 CCTA elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by CCTA shall not limit CCTA's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

20. Clean Water Requirements

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

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

21. Clean Air and Excluded Facilities

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to CCTA and understands and agrees that CCTA will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

The contractor also agrees to comply with the provisions of 40 CFR Part 15 which prohibits the use of facilities included on the EPA list of violating facilities.

The Contractor also agrees to include these requirements in each subcontract exceeding $100,000 financed in whole or in part with assistance provided by CCTA.

22. Debarment (Suspension from Gov’t Purchases)

1. By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below in Attachment 13.
CCTA Special Contract Provisions

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, CCTA may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to CCTA if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.


5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by CCTA.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions (subcontracts) and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List issued by U.S. General Service Administration.

8. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, CCTA may pursue available remedies including suspension and/or debarment.

10. Contractor must complete Attachment 13 and submit it to CCTA with the bid or proposal.

11. Any Subcontractor whose total payments from the prime contractor, may exceed $25,000 over the course of this contract, shall also complete Attachment 13. The prime contractor shall be responsible for obtaining this documentation and for submitting it with the bid or proposal.

23. Breaches and Dispute Resolution

Disputes - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of CCTA. This decision shall be final and conclusive unless within [ten (10)] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to CCTA. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of CCTA shall be binding upon the Contractor and the Contractor shall abide by the decision.
Performance During Dispute - Unless otherwise directed by CCTA, 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 other 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 a reasonable time after the first observance of such injury of damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between CCTA and the Contractor arising out of or relating to this agreement or its breach will be decided in Chittenden Superior Court or the United States District Court for the Vermont District.

24. Disadvantaged Business Enterprises

CCTA has an active DBE program required and authorized by the State of Vermont. CCTA attempts to hire contractors and subcontractors that represent the community that CCTA serves. A DBE is described as a small business concern owned and controlled by socially and economically disadvantaged individuals.

No Discrimination
The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as CCTA deems appropriate.

The Contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 15 days from the receipt of each payment the Contractor receives from CCTA. The Contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor’s 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 CCTA. This clause applies to both DBE and non-DBE subcontractors.

Sanctions/consequences of noncompliance with the prompt payment clause may include:

1. Requiring documentation of all payment to subcontractors for all previous payments from CCTA to the Contractor before any future payments from CCTA to the Contractor are made.
2. Termination of contract for Default
3. Inability of Contractor to bid on any future CCTA contracts.

CCTA will ensure that the prompt payment clause of the contract is enforced by:

1. Requiring Contractors (in sub-contracts in excess of $10,000) to provide subcontractors with all contract provisions, including the prompt payment provision to ensure that subcontractors are knowledgeable of the prompt payment requirement.
2. Because our contract requires prompt payment by the prime to the sub, the sub is entitled to prompt payment. Because subcontractors will be aware of this right, and it is in their greatest financial interest to assure that this right is respected, we believe it is reasonable to expect that subcontractors not receiving prompt payment will contact CCTA.
3. If CCTA is contacted by a subcontractor regarding possible violation of the prompt payment clause by the Contractor, we will make inquiries to the Contractor. Depending on the response from the Contractor, CCTA may implement the sanctions/consequences listed in the above section.
Legal and Contract Remedies

In the event a Contractor fails to comply with its stated contract goals, and cannot show that a good faith effort has been made to do so, CCTA shall initiate the following actions:

1. If any findings are discovered during the process of fulfilling the contract are deemed to be fraudulent or dishonest conduct in connection with the DBE program, CCTA will notify the Department of Transportation’s Inspector General, who in turn under 49 CFR 26 may sanction criminal prosecution, action under suspension and debarment or Program Fraud and Civil Penalties rule provided in 26.109.

2. CCTA will also consider similar action under our own legal authorities, including responsibility determination in future contracts. Such actions can include termination for default or prohibition from bidding on future CCTA contracts.

Monitoring and Enforcement Mechanisms

Contractors must maintain records and documents of payments to DBEs for three years following completion of the performance of the contract. These records will be made available for inspection upon request by any authorized representative of CCTA or DOT. This requirement also extends to any certified DBE subcontractor.

DBE Financial Institutions

CCTA encourages the Contractor to use the financial service institutions owned and controlled by socially and financially disadvantaged groups. CCTA maintains a list of such institutions and will provide it to any contractors interested in utilizing them.

The Contractor will include the above statements in this section in all subcontracts over $10,000.

25. [Intentionally Omitted]


The contractor agrees to comply with all requirements of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and 49 U.S.C. § 5332 and any implementing requirements FTA may issue. Those equal employment opportunity (EEO) requirements include, but are not limited to, the following:

The Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, sex, disability, age, or national origin. The Recipient agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, creed, sex, disability, age, or national origin. Such action shall include, but not be limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor also agrees to comply with any implementing requirements FTA may issue.

The contractor will also insert this provision in all its sub-contracts.

27. [Intentionally Omitted]

28. [Intentionally Omitted]

29. Subcontracting and Assignability

Contractor shall not assign, sublet, pledge or transfer its rights under this Agreement, in whole or in part, nor delegate or subcontract any of its duties or obligations under this Agreement nor grant any licenses or
CCTA Special Contract Provisions

concessions hereunder, without the prior written approval of CCTA’s General Manager. Such approval may be withheld at the sole discretion of CCTA. Contractor shall advise CCTA before entering into any subcontract in relation to this contract and shall not enter into any subcontract to which CCTA has made timely objection. All subcontracts shall be in writing and each subcontractor shall, to the extent of the work or services to be performed by the subcontractor, assume toward the contractor all of the obligations and responsibilities that the contractor, by this contract, assumes toward CCTA. As used in this contract, the term “contractor” shall mean the contractor and any of its subcontractors. Nothing in this contract shall be deemed to establish a contractual relationship between a subcontractor and CCTA.

Notwithstanding the foregoing, Contractor may enter into subcontracts with other parties to perform specific tasks or portions of the work required under this contract, but Contractor may not assign or transfer Contractor's obligations to CCTA for the overall management, oversight, and completion of the work required hereunder.

30. [Intentionally Omitted]

31. [Intentionally Omitted]

32. Additional Contractor’s Insurance Requirements

   a. The Contractor shall obtain, maintain, and pay the premiums for insurance policies of the types and in the limits of not less than the following:

      1) (a) Worker’s Compensation and (b) Employer’s Liability Insurance, which shall cover all the Contractor’s Employees engaged in the performance of the work.

         Worker’s compensation shall be provided for all employees of the company, including owners, even if under State law owners are exempt from such insurance requirements. However, owners who have received an approved To Exclude Corporate Officers from Workers’ Compensation Coverage, Form 29 and who submit it with their proposal to CCTA are exempted from providing the coverage that the form approved. CCTA acknowledges that there are other methods for excluding owners from Workers’ compensation, but has elected NOT to accept any other method.

      2) Comprehensive General Liability Insurance Coverage with limits not less than required by the Umbrella Liability Insurance below and covering at least:

         (a) Operations – Premised Liability
         (b) Independent Contractor’s Liability
         (c) Broad Form Contractor’s Liability covering the Contractor’s obligations
         (d) Personal Injury Liability including claims arising from employees of the Contractor
         (e) Broad Form Property Damage Liability

      3) Comprehensive Automobile Insurance including property and liability coverage for all owned, hired, and non-owned vehicles with limits not less than One Million Dollars ($1,000,000) Combined Single Limit.

      4) Policy limits required for each line of coverage listed above in 1, 2 and 3 are $1,000,000. CCTA will accept underlying line coverage, underlying with excess, or underlying with umbrella so long that the total (including umbrella or excess) for each line coverage totals at least $1,000,000.

      5) Intentionally omitted.

      6) Intentionally omitted.

      7) Contractor shall also obtain and maintain other policies of insurance of the types and limits that contractor deems sufficient for its own protection.
b. All Such insurance as indicated above shall be provided by insurance companies having a Best’s rating of not less than A:XII, as shown in the current issue of Best’s Key Rating Guide, Property-Casualty.

c. Proof that such insurance coverage exists shall be furnished to CCTA in the form of certificates from the insurance companies before the Contractor commences any portion of the contracted work.

CCTA shall be endorsed as an additional insured under such policies with the exceptions of Contractor’s workers compensation policy and professional liability (if applicable).

Such certificates and/or endorsements shall provide that 15 days’ notice in writing shall be given to CCTA prior to any change or cancellation of underlying policies due to non-payment of premium, and 45 days notice in writing shall be given to CCTA prior to any change or cancellation of underlying policies due to non-renewal.

d. The Contractor and all of its insurers shall waive all rights of recovery or subrogation against CCTA and its insurance companies.

e. The Contractor shall be responsible for compliance with all safety rules and regulations of the Federal Occupational Safety and Health Act of 1970 and those of all applicable State Acts, Laws, or Regulations during the conduct of the Contractor’s performance of this Contract. The Contractor shall indemnify, defend and hold CCTA harmless from any fines, penalties, and corrective measures that result from the acts of commission or omission of the Contractor, its subcontractors, if any, and the contractor’s and/or subcontractor’s agents, employees and assigns for their failure to comply with such safety rules and regulations.

f. CCTA will give to the Contractor prompt notice in writing of the institution of any suit or proceeding and permit the Contractor to defend the same, and will give all needed information, assistance, and authority to enable the Contractor to do so. The Contractor shall similarly give CCTA immediate notice of any suit or action filed or prompt notice of any claim arising out of the performance of the Contract. The Contractor shall furnish immediately to CCTA copies of all pertinent papers received by the Contractor.

g. The Contractor shall require its subcontractors, if any, to obtain an amount of insurance coverage which is deemed adequate by the Contractor.

h. CCTA reserves the right to inspect, in person, prior to commencement of the work, all of the Contractor’s insurance policies in regard to insurance required herein.

33. Award Based on Initial Proposals

Awards to proposers may be made, at CCTA’s sole discretion, without discussion of proposals with proposers. Proposals should be submitted initially on the most favorable terms possible, from a price and technical standpoint.

34. [Intentionally Omitted]

35. [Intentionally Omitted]

36. [Intentionally Omitted]

37. Liabilities against CCTA

The Contractor agrees to indemnify, defend and hold CCTA harmless from any and all claims and lawsuits by third parties (including, but not limited to, employees and agents of CCTA and the Contractor), including the payment of all damages, expenses, penalties, fines, costs, royalties, charges and attorneys’ fees incurred by CCTA which arise out of, or relate to Contractor’s performance of the work required under this contract, whether
concerning personal injury (or death), damage to property, or any other type of loss or claim, whether these claims or lawsuits are based upon negligence, intentional misconduct, breach of warranty, strict liability in tort, any failure by the contractor to comply with any laws pertaining to the contract documents, the use of patent appliances, products or processes, use of copyrighted materials, or any breach by the contractor of any of its other duties, representations, covenants, or the agreements in the contract documents. The Contractor will defend all suits brought upon all such claims and lawsuits and will pay all costs and expenses incidental thereto, but CCTA shall have the right, at its option, to participate in the defense of any suit, without relieving the Contractor of any of its obligations hereunder.

38. Order of Precedence - Proposal

In the event of inconsistency between provisions of this solicitation prior to the parties entering into a contract, the inconsistency will be resolved by giving precedence in the following order: 1) the CCTA project completion timeline for performance as set forth in the solicitation (if any); 2) solicitation instructions and technical specifications, if included; 3) CCTA General Contract Provisions and CCTA Special Contract Provisions which are included in the solicitation documents; and 4) in the event of any inconsistencies between the technical specifications and a written request for approval that has been approved by CCTA, the request for approval will have precedence.

39. Order of Precedence – Contract

In the event of inconsistency between various documents that constitute the contract, the inconsistency will be resolved by giving precedence in the following order: 1) any modifications approved by CCTA after the contract was signed; 2) any contract documents CCTA executes to award the contract (such as a purchase order, letter of contract award, or negotiated contract signed by both parties); 3) the Contractor’s proposal including any approved equals or modifications approved by CCTA; and 4) the solicitation.

40. Use of “CCTA’s Name in Contractor Advertising or Public Relations

The Contractor will not allow the CCTA logo(s) or any CCTA-related copy to be published in the Contractor’s advertisements or public relations programs without CCTA’s written approval and then only upon submitting such material to CCTA for review. The Contractor will agree that published information on CCTA or its services will be factual and in no way imply that CCTA endorsed the Contractor’s firm, service, or product.

41. [Intentionally Omitted]

42. Protest procedures.

Any bidder wishing to protest prior to or after the award of a contract must follow CCTA’s protest procedures contained below. Deadlines in protest procedures must be adhered to otherwise CCTA will not consider the protest. In addition, the protest must include a statement that that it is a protest, otherwise it will not be considered a protest.

Protest Procedures

Protests concerning CCTA’s purchasing policies, the contract requirements, the specifications, the bidding procedures, or the contract award, or any other request for explanation or clarification must be submitted in writing and must include the following information:

- The name and address of the protester.
- The name and telephone number of the protester’s contact person having responsibility.
- A complete statement of the grounds of the protest with full documentation of the protestor’s claim.

a. Pre-award Protests
CCTA Special Contract Provisions

Pre-award protests must be received by CCTA no less than ten (10) working days before the scheduled bid opening. CCTA will respond to the protest in writing and render its final decision at least five (5) working days prior to bid opening. CCTA will report such protests to the FTA regional office.

b. Post-award Protests

Post-award protests will be received no later than five (5) working days after notification of the award bid. CCTA will have ten (10) working days after receipt of the formal protest package to evaluate, and issue a response, except in cases where the original bid has been awarded by the Board. In such cases, the decision to protest will be handled at the next regularly scheduled Board meeting, following completion of the staff review of the protests. CCTA will report such protests to the FTA regional office.

c. Appeals to FTA

It is the responsibility of CCTA to settle contract issues and disputes. CCTA is committed to using good sound administrative practices and business judgments, as well as professional ethics. Reviews of protests by FTA will be limited to alleged failure by CCTA to have followed proper protests procedures, or its failure to review a complaint or protest. Protesters dissatisfied with CCTA’s final decision may appeal to FTA regional or Headquarters Office within five (5) working days of the date the protester knew or should have known of the violation.\(^\text{41}\)

40 - U.S. DOT FTA Circular 4220.1D § 7l
41 - U.S. DOT FTA Circular 4220.1D § 7k and 7l

43. Addenda Acknowledgement

The bidder must submit with the Bid an Addenda Acknowledgement Form acknowledging receipt of all bid addenda issued by CCTA. Acknowledge receipt of addenda on Attachment 15.

44. Terms of Payment

Payment for the specified items shall be net thirty (30) days after acceptance. Bidder should note any discounts for payment before thirty (30) days.

45. [Intentionally Omitted]

46. Bidders Checklist

Bidders must fill out the bidder’s checklist in Attachment 16.

47. [Intentionally Omitted]

48. [Intentionally Omitted]
Attachment 11

Lobbying Certification

The undersigned [Contractor] 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 an 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 making lobbying contacts to 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 [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.).]

(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 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.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure or failure.]

The Contractor, _____________________, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

__________________________ Signature of Contractor's Authorized Official

__________________________ Name and Title of Contractor's Authorized Official

__________________________ Date
CCTA Special Contract Provisions

Attachment 13

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-- Covered Transactions

This form shall be completed by the prospective prime contractors AND prospective subcontractors, whose contract amount MAY exceed $25,000 over the life of the contract.

(1) The prospective lower tier participant (potential contractor or subcontractor) _______________ certifies to the best of its knowledge and belief, that it 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.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant (potential contractor or subcontractor) ___________________ certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification.

__________________________ Signature of Contractor's Authorized Official

__________________________ Name and Title of Contractor's Authorized Official

___________________________ Date
## Addenda Acknowledgement Form

Addenda received

<table>
<thead>
<tr>
<th>Addendum No.</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________ Signature of Contractor's Authorized Official

__________________________ Name and Title of Contractor's Authorized Official

__________________________ Date
CCTA Special Contract Provisions

Attachment 16

Bidders Checklist

This form must be completed and returned with the submission of bid documents. The bidder must use this checklist to help ensure all required certifications, affidavits, and documentation are provided. If the referenced attachment is not required, the bidder must right “N/A” in the check off space.

Description of Attached Documents

<table>
<thead>
<tr>
<th>Bidder Check Off</th>
<th>CCTA Check off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment 1: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 1A: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 2: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 3: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 4: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 5: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 6: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 7: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 8: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 9: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 10: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 11: Lobbying Certification</td>
<td></td>
</tr>
<tr>
<td>Attachment 12: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 13: Debarment, Suspension, and Other Responsibility Matters</td>
<td></td>
</tr>
<tr>
<td>Attachment 14: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment 15: Addenda Acknowledgement Form</td>
<td></td>
</tr>
<tr>
<td>Attachment 16: Bidder’s Checklist</td>
<td></td>
</tr>
<tr>
<td>Attachment 17: [Intentionally Omitted]</td>
<td></td>
</tr>
<tr>
<td>Attachment A: Affidavit of Non-Collusion</td>
<td></td>
</tr>
<tr>
<td>Attachment B: Firm Information for CCTA’s Bidders List</td>
<td></td>
</tr>
</tbody>
</table>

__________________________ Signature of Contractor's Authorized Official

__________________________ Name and Title of Contractor's Authorized Official

__________________________ Date