FARGO-MOORHEAD
METROPOLITAN COUNCIL OF GOVERNMENTS

REQUEST FOR PROPOSALS (RFP)

PROJECT NO. 2019-003

FARGO-MOORHEAD DIVERSION RECREATION PLAN

MARCH 26, 2019

APPROVED:

Cynthia R. Gray

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Metro COG, Executive Director

METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR PROPOSALS (RFP)

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is seeking requests for proposals from qualified consultants for the following:

Fargo-Moorhead Diversion Recreation Plan

Selection criteria will follow a qualifications-based review process to analyze proposals from responding consultants. The most qualified candidates will be invited to present an oral interview. Upon completion of technical ranking, oral interviews and possible discussion with candidate consultants, Metro COG will enter into negotiations with the top ranked consulting firm. The consultant will submit with their response to this RFP a **sealed cost proposal.** The cost proposal of the top ranked firm will be opened during contract negotiations. Those firms not selected for direct negotiations will have their unopened cost proposals returned. Metro COG reserves the right to reject any or all cost proposals submitted. This project will be funded in part with federal transportation funds and has a not-to-exceed budget of **$230,000 dollars**.

Interested firms may request a hard copy of this RFP by telephoning 701.532.5100, or by email at leach@fmmetrocog.org. Copies will be posted on the North Dakota Department of Transportation QBS website (www.dot.nd.gov) and will also be available for download in PDF format at www.fmmetrocog.org.

All applicants must be prequalified with NDDOT. If not prequalified with the NDDOT, applicants will be required to submit a completed Standard Form 330 (Exhibit E) with their submittal of information.

All proposals received by **4:30 p.m. on Monday, April 22, 2019** at Metro COG's office will be given equal consideration. Minority, women-owned, and disadvantaged business enterprises are encouraged to participate. Respondents must submit eight (8) hard copies and one (1) PDF copy of the proposal. The full length of each proposal should not exceed twenty (20) double-sided pages for a total of forty (40) pages; including any supporting material, charts, or tables.

Hard copies of technical and/or cost proposals should be delivered to the contact below:

> Adam Altenburg, AICP
> Fargo-Moorhead Metropolitan Council of Governments
> One 2nd Street North, Suite 232
> Fargo, ND 58102-4807
> altenburg@fmmetrocog.org
> 701.532.5105

Fax versions will not be accepted as substitutes for hard copies. Once submitted, the proposals will become the property of Metro COG.

Note – This document can be made available in alternative formats for persons with disabilities by calling Savanna Leach, Executive Secretary at 701.532.5100 or email at leach@fmmetrocog.org.

TABLE OF CONTENTS

I. Agency Overview

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) serves as the Council of Governments (COG) and Metropolitan Planning Organization (MPO) for the greater Fargo, North Dakota, and Moorhead, Minnesota metropolitan area. As the designated MPO for the Fargo-Moorhead metropolitan area, Metro COG is responsible under federal law for maintaining a continuous, comprehensive, and coordinated transportation planning process.

Metro COG is responsible, in cooperation with the North Dakota and Minnesota Departments of Transportation (NDDOT and MnDOT, respectively) and local planning partners, for carrying out the metropolitan transportation planning process and other planning issues of a regional nature. Metro COG represents eleven cities and portions of two counties that comprise the Metro COG region in these efforts.

II. Purpose of Request

The purpose of this RFP is to receive competitive proposals from qualified, multi-disciplinary consultant teams with expertise in regional planning, multimodal transportation engineering, urban design, landscape architecture, ecological sustainability, and community engagement to complete an updated comprehensive recreation plan for the proposed Fargo-Moorhead (FM) Area Diversion Project. The FM Diversion Recreation Plan will provide a framework to help facilitate the development of recreational concepts into the design and construction of the Diversion Project, as well as outline specific recreation investment needs. The plan would also incorporate important non-recreational aspects along the floodway including security and emergency access, native vegetation and riparian habitat management, and integrating visual design aesthetics with important infrastructure elements.

The study area for the FM Diversion Recreation Plan will primarily focus on publicly owned land adjacent to the proposed 1,500 foot-wide earthen channel as part of the 30-mile diversion channel through eastern Cass County, North Dakota. The Diversion Project begins in Clay County, Minnesota with a 12-mile embankment, and extends into Cass County approximately four miles south of the confluence of the Red River and Wild Rice River and extends west around the cities of Horace, Fargo, West Fargo, and Harwood. However, in order to assist with developing a comprehensive and interconnected regional trail system, some analysis will be needed in the greater FM metropolitan area, including connections with adjacent jurisdictions in North Dakota and into Clay County.

III. Background Information

Located in the Red River Valley, the FM metropolitan area (population 208,321) is significantly prone to springtime flooding. The Red River has exceeded flood stage in 49 of the past 110 years, every year from 1993 through 2011, and again in 2013. It is estimated that a 500-year event would flood nearly the entire city of Fargo as well as major portions of Moorhead, West Fargo, and several surrounding communities. Since 2008, local area jurisdictions have worked with the U.S. Army Corps of Engineers to develop a permanent solution for flood protection.

The FM Area Diversion Project was developed as part of a 2011 feasibility study conducted by the U.S. Army Corps of Engineers to provide flood risk management for the FM metropolitan area. The Diversion Project consists of a 20,000 cfs diversion channel with upstream staging and storage, along with associated structures and non-structural features.

The proposed Diversion Project would begin in Clay County, MN with a 12-mile embankment and extend into Cass County, ND approximately four miles south of the confluence of the Red River and Wild Rice River and extend west around the cities of Horace, Fargo, West Fargo, and Harwood in North Dakota. The diversion channel ultimately re-enters the Red River downstream from the confluence of the Sheyenne River and Red River near Georgetown, Minnesota.

As part of the design and construction requirements of the FM Area Diversion Project, the Metro Flood Diversion Authority authorized the development of a recreational facilities plan to provide for an interconnected system of recreation features compatible with adjacent land uses. These technical requirements include design criteria for trails and trailheads, accessibility needs, vegetation management, security and emergency access, and aesthetic and architectural features for infrastructure elements such as bridges and aqueducts.

The Metro Flood Diversion Authority completed its first recreation plan in 2012. This plan was developed to identify potential recreation and land use opportunities that could be incorporated into the channel and associated FM Area Diversion Project lands. The plan identified the potential to create an interconnected network of recreation features along with cultural amenities and natural and agricultural land uses to link FM metropolitan area communities.

Since the original recreation plan was developed, significant changes to the Diversion Project's southern embankment have occurred. Also in that time, portions of West Fargo and Horace adjacent to the diversion channel alignment, which were previously undeveloped, have now become more urbanized. In addition, several jurisdictions have recently updated or are in the process of updating comprehensive plans to better address multimodal and recreational needs in the area including West Fargo, Horace, and Cass County. These changes, as well as increased community awareness of recreation features being positive, key defining characteristics of the diversion channel and associated structures, have led the Metro Flood Diversion Authority and Metro COG to take a new look at recreational opportunities associated with the Diversion Project.

This information is not meant to fully define the study for the consultant nor is it intended to relay all of the issues that may be defined during the course of the study. It is only intended to provide a context for the recreation plan and to provide background information.

IV. Project Objective

In addition to gaining protection from future flood events, the FM Area Diversion Project has the potential to create a significant, interconnected system of recreation features, cultural resource interpretation, and natural landscapes that link communities, expand regional trail networks, improve access to local rivers, create habitat for wildlife, and provide vital recreational opportunities within or adjacent to the Red River diversion corridor.

The objective of the FM Diversion Recreation Plan is to provide a vision for recreational concepts and key non-recreational features that can be designed and developed in conjunction with the construction and completion of the Diversion Project. This effort will include a robust public outreach effort to ensure that community leaders and members of the public have the opportunity to provide input on features they view as important assets for the FM metropolitan area. The intended outcome of this project is to develop an implementation plan for future recreation trail needs and other investment priorities, identify partner agencies and organizations for operations and maintenance activities, and guide future recreation and ecological decisions along the channel and in the region.

The FM Diversion Recreation Plan is intended to provide the Metro Flood Diversion Authority and regional jurisdictions concepts for trails, trail connections, and recreational features that would allow for the preparation of planning level cost estimates, as well as general recommendations for design criteria, accessibility, security, vegetation and riparian habitats, and other landscaping and architectural elements to further guide implementation over the course of several years following completion of the channel.

V. Scope of Work and Performance Tasks

Metro COG is seeking a consultant that can not only provide the qualifications necessary in the development of the recreation plan but also has the ability to provide pro-activeness, vision, innovation, collaboration, and sustainability in examining and proposing plan recommendations.

Outlined below is the scope of work that will guide development of the FM Diversion Recreation Plan. Metro COG has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

This outline is not necessarily all-inclusive and the consultant may include in the proposal any additional performance tasks that will integrate innovative approaches to successfully complete the project. At a minimum, the consultant will be expected to establish detailed analyses, recommendations, and/or deliverables for the following tasks:

Task 1: Project Management and Coordination. The consultant will be required to manage the study and coordination with any subconsultants, as well as bear responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact for Metro COG's project manager as well as the Metro Flood Diversion Authority and other city and county staff.

This task will also include monthly progress meetings with Metro COG, the preparation of monthly progress reports, documentation of travel and expense receipts, and the preparation and submittal of invoices. When submitting progress reports, the consultant will be expected to outline the following:

- Performed work
- Upcoming tasks
- Upcoming milestones
- Status of scope and schedule
- Any issues to be aware of

Task 2: Community Engagement. In compliance with Metro COG's adopted Public Participation Plan (PPP), the consultant will develop and implement a community engagement program that seeks to gain input from officials and community members in the FM metropolitan area. Broad-based community engagement is considered critical to the success of this plan. This will include the Study Review Committee (SRC) comprised of members from the Metro Flood Diversion Authority, city and county staff, and Metro COG, as well as participatory events with the public.

It is anticipated that online community engagement software/tools will likely be utilized in order to provide a robust and well-rounded community engagement program. The consultant will facilitate all community engagement activities. It is expected that at least three (3) large public involvement meetings will be conducted, as well as smaller pop-up type events held during key events in the community, unless the consultant's program details an acceptable alternative engagement program. At minimum, the community engagement program should address the following:

- Identification of stakeholders
- Engagement strategies and activities, tied back to reaching all identified stakeholder groups, including those difficult to reach
- Timeline for community engagement activities and desired type of community feedback at project checkpoints or milestones
- Communication methods for sharing information with community members
- Strategy for effective and consistent messaging across platforms and messengers

It is imperative to consider the public and keep them informed of the planning activities and outcomes using strategies that include use of the internet and social media. Providing information to Metro COG, the Metro Flood Diversion Authority, and other regional jurisdictions for posting on their websites will be required.

Study Review Committee. Development of the FM Diversion Recreation Plan will be guided by an SRC, which will provide oversight and input into the development of the corridor study. The consultant should expect at least seven (7) meetings with the SRC, which can be coordinated with community engagement meetings so as to make efficient use of any travel expenditures. Metro COG will be responsible for coordinating and scheduling SRC meetings and assisting the consultant in developing agendas. The consultant will be expected to work closely with Metro COG on coordination and distribution of materials to the SRC as applicable to consultant work tasks. If desired, Metro COG will designate a staff planner to assist with taking meeting notes, to be reviewed and approved by the consultant.

The SRC is tentatively scheduled to be comprised of members from the following:

- Metro Flood Diversion Authority
- City of Fargo – Planning and Engineering
- City of West Fargo – Planning and Engineering
- City of Horace – Community Development
- Cass County – Planning and Engineering
- Metro COG

Initial Presentations. Upon direction by the SRC, the consultant may be responsible for a minimum of one (1) personal appearance before the Metro Flood Diversion Authority or appropriate committee of the Diversion Authority, Metro COG's Transportation Technical Committee (TTC) and Policy Board, and regional jurisdictions involved in the study.

Public Involvement Meetings. The consultant will be responsible for the facilitation of, at minimum, three (3) public involvement meetings to correspond with the three phases of development of the study. The first public meeting should take place at the beginning of the study to discuss issues and needs identification and gather opinions and concerns from the public. A second public involvement meeting should be used to present alternatives developed as part of the recreation plan development process. This second meeting may be done as part of a broader Diversion Recreation Plan Summit (see below) to garner additional support and public interest in the plan process. After a draft study report has been reviewed and commented on by the SRC, a third public meeting should be held to present preferred trail alternatives and other recreational and educational concepts to gather additional comments from the public. Input from each of the public involvement meetings will be logged and recorded and any comments should be addressed in the final study, as appropriate.

For each of these meetings, the consultant will be responsible for all notices and public announcements in cooperation with Metro COG.

Diversion Recreation Plan Summit. As part of an effort to foster greater understanding and commitment from regional jurisdictions and members from the community, the consultant may wish to incorporate a two-day or multi-day Diversion Recreation Plan Summit into the community engagement process. This summit may be inclusive of the following activities:

> **Meeting with Regional Government Officials.** The consultant may wish to add a joint meeting or smaller, individual meeting with regional city council and commission members, county commission members, and appointed members of area planning/planning and zoning commissions within Metro COG's planning area to better understand jurisdictional needs, constraints, and opportunities.
>
> **Meeting with Regional Park Districts.** The consultant may benefit from having direct communication and interaction with representatives and staff from park districts within Metro COG's planning area. This may help the consultant to get a better sense of some of the amenities or recreation facilities that the community would benefit from.

Meetings with Key Stakeholders. The consultant may wish to meet individually or jointly with a number of various recreation plan stakeholders in the region including trail enthusiasts, watershed and natural resource officials, wildlife societies, public health authorities, university extension specialists, and other key recreation stakeholders.

Winnipeg Red River Floodway Greenway Presentation. As part of the Diversion Recreation Plan Summit, the consultant and the SRC may consider coordinating with representatives of the former Manitoba Floodway Authority and key personal involved in Winnipeg's Red River Floodway Greenway study. The Red River Floodway Greenway, winner of a National Honor award from the Canadian Society of Landscape Architects in 2011, outlines community-supported recreational and economic opportunities within Winnipeg's floodway property.

The consultant may also be aware of other applicable project examples that would be worth highlighting as part of this study.

Summit Field Day. Because the Diversion Project encompasses a vast area, the consultant may wish to incorporate a field day as part of the community engagement process to better allow members of the community to visit and visualize different alternatives along the corridor. The field day could provide hands-on observation and an innovative opportunity to envision future recreational areas along the diversion channel and southern embankment, as well as highlight areas where context sensitive solutions may be needed.

Pop-up Meetings. The consultant should consider the value and applicability of incorporating special, limited time pop-up meetings to coincide with key community events throughout the timeframe of the project and include if these events would benefit the public. These meetings would be unique opportunities for community members to become more informed about the study and to share ideas and feedback.

Additional Presentations and Consultation. The consultant should plan to assist Metro COG with meetings and presentations to additional jurisdictions and/or entities in Metro COG's planning area. These presentations may occur towards the completion of a final draft plan or at strategic times throughout the plan development process.

Metro COG will be responsible for distributing presentation materials, as well as for coordinating and scheduling all additional presentations in cooperation with the consultant. The consultant will be responsible for developing presentation materials, as well as summarizing comments received at these meetings.

Final Presentations Following the final public comment period, Metro COG, along with the consultant, will seek final study acceptance from Metro COG's TTC and Policy Board, followed by formal approval from the Fargo City Commission, West Fargo City Commission, Horace City Council, Cass County Commission, and the Metro Flood Diversion Authority.

Task 3: Project Structure and Work Plan. Building on the scope of work presented in their proposal, and incorporating any relevant changes made during contract negotiations, the consultant will prepare a detailed work plan and achievable timeline for the project anticipated to be completed by August 2020. The work plan will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the recreation plan.

Task 4: Statement of Purpose and Intent. The consultant will develop a purpose and intent statement that summarizes key aspects of the project background and reflects a shared understanding of the regional core values and vision for future recreation needs for the Diversion Project and the FM metropolitan area. This should be done in association with Task 5 (see below).

Task 5: Vision, Goals, and Objectives. The consultant will develop a vision statement that reflects a shared understanding of the regional core values and purpose of the recreation plan based on input from regional jurisdictions and members of the public. In addition, the consultant will assist in the prioritization of goals and objectives as set forth by the SRC and the public to better assist with an implementation framework.

Task 6: Channel Review – Identification of Opportunities and Constraints. Through a review of existing technical documentation and input from SRC members with technical knowledge of the Diversion Project and adjacent floodway/floodplain characteristics, the consultant will identify areas where recreational and educational features are most feasible, and assess the available space for incorporating these features. As part of this analysis, it may be beneficial for the consultant to divide the floodway into different segments based on the characteristics of the diversion channel and southern embankment, as well as the surrounding landscape, adjacent land uses, and adjacent jurisdictions.

Task 7: Recreation Trail Assessment and Existing/Future Networks. Based on the analysis in Task 6, the consultant will examine different types of recreation trail facilities that could be located along the diversion channel and southern embankment. This should include an inventory of existing and/or future identified roadway connections and trail networks in the FM metropolitan area and the region and how those networks may tie in with trail alternatives within or adjacent to the Diversion Project.

Task 8: Design Criteria and Guidelines. The consultant will summarize design standards to ensure that trail networks are constructed in a manner that is safe, comfortable, and attractive for all users. This will help guarantee that trail sections are developed and implemented in a consistent manner. At the same time, the consultant should provide guidelines so that recreation features do not adversely impact the function of engineered elements of the Diversion Project.

This task should include a thorough review of key trail design elements that accommodate different users including materials, widths, classes, and special settings where constraints may be encountered. Important standards for accessibility and universal design should be summarized including the Americans with Disabilities Act (ADA) Accessibility Guidelines (ADAAG), American Association of State Highway Transportation Officials (AASHTO), the Manual on Uniform Traffic Control Devices (MUTCD), Architectural Barriers Act (ABA) and important U.S. Army Corps of

Engineers design standards, as well as additional guidelines for sustainability and/or inclusive design for pedestrian facilities and outdoor developed areas.

Additionally, the consultant may wish to develop a design philosophy for the siting and design of trail sections as part of this task.

Task 9: Alternatives Analysis and Preferred Alternatives. The consultant will develop a number of preliminary trail alternatives to be considered as part of the recreation plan. Alternative trail concepts should be formulated based on a thorough analysis of different users, opportunities and constraints, and input from the SRC. These concepts should then be brought forward to regional government officials as well stakeholder groups and members of the public for further review and prioritization. Based on input and final analysis, the consultant will show the preferred alternatives for recreation trails as well as validation and an overview of the criteria considered.

As part of this task, the consultant may wish to develop a methodology or set of symbols to score trail alternatives as a way to provide an 'at a glance' sense of how alternatives compare.

Task 10: Site Specific Recreation Facilities and Educational Opportunities. The consultant will consider key supplementary recreational and educational concepts that could be incorporated into the Diversion Projects and adjacent trail networks. These concepts could include but not limited to: trailhead placement, recreation nodes and amenities, cultural resources, interpretative themes and/or interpretative centers, wilderness areas, regional parks, parking facilities, camping and RV sites, restroom facilities, and signage.

Task 11: Security and Emergency Access. The consultant will detail security and emergency access needs along the diversion corridor and southern embankment that allow for emergency response and for vehicles to patrol trails and other recreation areas on a regular basis. This should include design guidelines for standard emergency vehicle and maintenance vehicle access as well as an in-depth analysis of access points along the corridor. Additionally, the consultant should review supplementary security needs and preventative measures, including restricting access to abutments and roadways, to ensure the long-term success of recreation along the Diversion Project.

Task 12: Native Vegetation and Riparian Habitats. The consultant will develop strategies for native vegetation and riparian habitat enhancement that support wildlife and ecological diversity while maintaining an overall natural feel to the Diversion Project that appears cared for and intentional.

Recognizing that the US Army Corps of Engineers (USACE) has already provided guidelines for plantings, the consultant should review this information and provide a detailed description of different potential vegetation and habitat types with strategies for enhancement and maintenance of native species and watershed management along the diversion corridor and southern embankment. Management and retention strategies for vegetation may include visual aesthetics, shade, screening, resiliency, and protection from species that may pose unacceptable safety hazards. Additionally, the consultant may wish to highlight benefits of native vegetation including birding and wildflower viewing, insect and pollinator health, stormwater filtration, and erosion control.

Task 13: Visual Design Concepts and Aesthetics. The consultant will identify opportunities to incorporate design concepts for bridge designs and other infrastructure elements that have already been developed by the Metro Flood Diversion Authority to components of the recreation plan and demonstrate how and/or where these concepts can be implemented.

Task 14: Implementation Strategy. The consultant will incorporate the goals and objectives identified in Task 13 into a final implementation strategy that can be used to implement the different components of the recreation plan. This should include a prioritization of corresponding policies or implementation measures as well as any additional activities, initiatives, programs, or other action steps needed to implement the plan.

This task should include the following information, at minimum, for each policy or implementation measure listed:

- Brief description of the activity
- Legal authorization for the activity, if applicable
- Timeframe for initiating and completing the activity
- Responsible party for implementing the activity
- Estimated cost (if any) of implementing the activity
- Funding source(s), if applicable

Task 15: Ongoing Maintenance and Oversight Alternatives. The consultant will explore and report on alternatives for maintenance and oversight responsibilities of trails and other recreational or educational components. This could include local, regional, state, or federal agency involvement, a combination of agencies, or public/private partnerships. Strategies may involve existing entities, or an entity created specifically for facilities identified in the recreation plan.

Task 16: Executive Summary. Upon completion of the recreation plan, the consultant will develop an executive summary which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting all major recommendations of the recreation plan, including brief summaries relating to issues identification, community engagement, plan development, vision and goals, and implementation strategies.

Task 17: Final Approvals and Deliverables. The consultant will develop an administrative draft of the recreation plan for review and comment by the SRC. This draft is to be provided as an electronic PDF to study review committee members. Comments received from the SRC will be incorporated in the final draft of the plan for public review.

Upon final review by the SRC, the consultant will complete a final draft recreation plan document that is visually appealing, easy for the public to understand, and clearly communicates recommendations to guide future recreation decisions and influence other important non-recreation features.

The plan should be able to be used both digitally and in hard copy format. This may take the form of separate print and web formats. Specifically, the consultant should develop a plan that:

- Is clearly organized and communicates a clear message both graphically and with accompanying text
- Is easy to read and understand
- Has clear goals, objectives, and recommended implementation strategies
- Includes forward-thinking practices to reach the region's desired outcomes for rec needs
- Is adaptable and has the potential to be updated as the region evolves after plan adoption

The consultant should consider and incorporate comments received on the draft recreation plan into the final plan, as appropriate. All meeting summaries and technical analyses should be included as an appendix to the study.

Following this final public comment period, Metro COG, along with the consultant, will seek final study acceptance from Metro COG's Transportation Technical Committee (TTC) and Policy Board, followed by formal approval from the Fargo City Commission, West Fargo City Commission, Horace City Council, Cass County Commission, Clay County Commission, and the Metro Flood Diversion Authority.

Upon final completion, the consultant will be responsible for providing, at maximum, fifteen (15) bound hard copies and a high resolution reproducible original in PDF format. All data and plan products, including GIS shapefiles and renderings, will be provided to the Metro Flood Diversion Authority and Metro COG.

If the consultant wishes to modify or include additional tasks deemed necessary to successfully complete the recreation plan, this must be agreed to by Metro COG and the Metro Flood Diversion Authority prior to issuing the notice to proceed.

VI. Budget and Scope of Work Considerations

Unlike many Metro COG projects, which are funded with 80 percent federal transportation planning funds and 20 percent local match funds, this project has a higher amount of local match. The funding breakdown of the project is 50 percent federal funds and 50 percent local funds. To clearly identify the use of the 80 percent federal / 20 percent local portion of the funding, consultants should be aware of the following:

<u>Tasks Eligible for use of Federal Transportation Planning Funds & within Federal Cap (62.5 percent of the total project funds):</u>
Total = $143,750
Federal = $115,000 (80 percent)
Local = $28,750 (20 percent)

<u>Tasks Non-Eligible for use of Federal Transportation Planning Funds & above Federal Cap (37.5 percent of the total project funds)</u>:

Total = $86,250
Federal = $0
Local = $86,250

Specifically, the federally eligible portion of the funding ($143,750) may only be used for the following tasks:

- Task 1 – Project Management and Coordination
- Task 2 – Community Engagement
- Task 3 – Project Structure and Work Plan
- Task 4 – Purpose and Intent
- Task 5 – Vision, Goals and Objectives
- Task 6 – Floodway Review – Identification of Opportunities and Constraints
- Task 7 – Recreation Trail Assessment and Existing/Future Networks
- Task 8 – Design Criteria and Guidelines
- Task 9 – Alternatives Analysis and Preferred Alternatives
- Task 14 – Implementation Strategy
- Task 15 – Ongoing Maintenance and Oversight Alternatives
- Task 16 – Executive Summary
- Task 17 – Final Approvals and Deliverables

The remaining funds ($86,250 of strictly local funding) may be used for any task, but in particular, must be used for any tasks that are all or partially ineligible for federal funding (Tasks 10-13).

Please include a statement or information within the body of your proposal that demonstrates your awareness and understanding of this. Within your sealed cost proposal, demonstrate how this breakout will be achieved.

Metro COG will need to clearly demonstrate to FHWA that only eligible tasks are being funded with the federal transportation planning funds and the required 20 percent local match. To address this need, project invoices will need to be broken out by task.

VII. Implementation Schedule

1) **Consultant Selection.**

Advertise for Consultant Proposals	3/26/2019
Deadline for RFP Clarifications/Questions	4/4/2019
Due Date for Proposal Submittals (by 4:30 p.m.)	4/22/2019
Review Proposals/Identify Finalists	(week of) 4/22/2019
Interview Finalists	(week of) 4/29/2019
Preliminary Scoping Meeting/Contract Negotiations	(week of) 5/6/2019
Metro COG Policy Board Approval/Consultant Notice	5/16/2019

2) **Project Development (Major Milestones).**

Notice to Proceed	(week of) 5/20/2019
Project Start-Up/Mobilization	(week of) 5/27/2019
Draft Plan Completed	June 2020
Final Documents Completed/Project Closeout	August 2020
Final Invoices Received	September 2020

VIII. Evaluation and Selection Process

Selection Committee. Metro COG has established a selection committee to select a consultant. The selection committee will consist of representatives from the Metro Flood Diversion Authority, City of Fargo, City of West Fargo, City of Horace, Cass County, and Metro COG.

The consultant selection process will be administered under the following criteria:

- 20% The consultant's past experience with similar projects, including the consultant's ability, familiarity, and involvement in handling similar types of activities
- 20% Specific qualifications of the consultant's project manager and key staff's experience related to the development of similar studies
- 20% The consultant's project understanding, proposed project approach and methodology, project work plan, and project management techniques
- 20% The consultant's record of past performance on similar projects, including quality of work, ability to meet deadlines, and ability to control costs
- 20% Current workload and the availability of key personnel and other resources to perform the work within the specified timeframe

The selection committee, at the discretion of Metro COG and under the guidance of NDDOT policy, will entertain formal oral presentations for the top candidates to provide additional input into the evaluation process. Oral presentations will be followed by a question and answer period during which the selection committee may question the prospective consultants about their proposed approaches.

A consultant will be selected on or before May 24, 2019 based on an evaluation of the proposals submitted, the recommendation of the selection committee, and approval by Metro COG.

Metro COG reserves the right to reject any or all proposals or to waive minor irregularities in said proposal, and reserves the right to negotiate minor deviations to the proposal with the successful consultant. Metro COG reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgement of Metro COG, best accomplishes the desired results.

The RFP does not commit Metro COG to award a contract, to pay any costs incurred in the preparation of the contract in response to this request, or to procure or contract for services or supplies. Metro COG reserves the right to withdraw this RFP at any time without prior notice.

All proposals, whether selected or rejected, shall become the property of Metro COG.

IX. Proposal Content and Format

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the consultant seeking to provide comprehensive services specified herein for Metro COG and the Metro Flood Diversion Authority in conformity with the requirements of the RFP. The proposal should demonstrate qualifications of the firm and its staff to undertake this project. It should also specify the proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications under the Scope of Work and Performance Tasks.

At minimum, proposals shall include the following information:

1) **Contact Information**. Name, telephone number, email address, mailing address, and other contact information for the consultant's project manager.

2) **Introduction and Executive Summary.** This section shall document the firm name, business address (including telephone, email address(es), year established, type of ownership and parent company (if any), project manager name and qualifications, and any major features that may differentiate this proposal from others, if any.

3) **Work Plan and Project Approach Methodology.** Proposals shall include the following, at minimum:

    a. Detailed work plan identifying the major tasks to be accomplished relative to the requested study tasks and expected product as outlined in this RFP
    b. Timeline for completion of the requested services, including all public participation opportunities and stakeholder meetings, identifying milestones for development of the project and completion of individual tasks
    c. List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past
    d. List of the proposed principal(s) who will be responsible for the work, proposed Project Manager and project team members (with resumes)

e. Breakout of hours for each member of the team by major task area, and an overall indication of the level of effort (percentage of overall project team hours) allocated to each task. Note that specific budget information is to be submitted in a sealed cost proposal as described in Section XI: General RFP Requirements
f. List of any subcontracted agencies, the tasks they will be assigned, the percent of work to be performed, and the staff that will be assigned
g. List of client references for similar projects described within the RFP
h. Required Disadvantaged Business Enterprise (DBE) documentation for participating firms, if applicable
i. Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project

4) **Signature.** Proposals shall be signed in ink by authorized members of the firm/project team.

5) **Attachments.** Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:

Exhibit A – Cost Proposal Form
Exhibit B – Debarment of Suspension Certification
Exhibit C – Certification of Restriction on Lobbying
Exhibit D – Certification of Final Indirect Costs
Exhibit E – Standard Form 330 (if required – see page 2).

X. Submittal Information

Hard copies of technical and/or cost proposals should be delivered to the contact below:

Adam Altenburg, AICP
Fargo-Moorhead Metropolitan Council of Governments
One 2nd Street North, Suite 232
Fargo, ND 58102-4807
altenburg@fmmetrocog.org

All proposals received by **4:30 p.m. on Monday, April 22, 2019** at Metro COG's office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to participate. Respondents must submit eight (8) hard copies and one (1) PDF copy of the proposal. The full length of each proposal should not exceed twenty (20) double sided pages for a total of forty (40) pages; including any supporting material, charts, or tables.

The consultant may ask for clarifications of the RFP by submitting written questions to the Metro COG project manager identified above. Questions regarding this RFP must be submitted no later than April 4, 2019. No response will be given to verbal questions. Metro COG reserves the right to decline a response to any question if, in Metro COG's assessment, the information cannot be obtained and shared with all potential firms in a timely manner. All questions and responses will be forwarded to applicants and posted on Metro COG's website on or after April 5, 2019.

XI. General RFP Requirements

1) **Sealed Cost Proposal.** All proposals must be clearly identified and marked with the appropriate project name, with a separately sealed cost proposal per the requirements of this RFP. Cost proposals shall be based on an hourly "not to exceed" amount and shall follow the general format as provided within Exhibit A of this RFP. Metro COG may decide, in its sole discretion, to negotiate a price for the project after the selection committee completes its final ranking. Negotiation will begin with the consultant identified as the most qualified per requirements of this RFP, as determined in the evaluation/selection process. If Metro COG is unable to negotiate a contract for services, negotiations will be terminated and negotiations will begin with the next most qualified consultant. This process shall continue until a satisfactory contract has been negotiated.

2) **Consultant Annual Audit Information for Indirect Cost.** Consulting firms proposing to do work for Metro COG must have a current audit rate no older than fifteen (15) months from the close of the firms Fiscal Year. Documentation of this audit rate must be provided with the sealed cost proposal. Firms that do not meet this requirement will not qualify to propose or contract for Metro COG projects until the requirement is met. Firms that have submitted all the necessary information to Metro COG and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Firms that do not have a current cognizant Federal Acquisition Regulations (FARs) audit of indirect cost rates must provide this audit prior to the interview. **This document must be attached with the sealed cost proposal.**

3) **Debarment of Suspension Certification and Certification of Restriction on Lobbying.** Respondents must attach signed copies of Exhibit B – Debarment of Suspension Certification, Exhibit C – Certification of Restriction on Lobbying, and Exhibit D – Certification of Final Indirect Costs within the sealed cost proposal, as well as Exhibit E – Standard Form 330 (if required).

4) **Respondent Qualifications.** Respondents must submit evidence that they have relevant past experience and have previously delivered services similar to the requested services within this RFP. Each respondent may also be required to show that similar work has been performed in a satisfactory manner and that no claims of any kind are pending against such work. No proposal will be accepted from a respondent whom is engaged in any work that would impair his/her ability to perform or finance this work.

5) **Disadvantaged Business Enterprise (DBE).** Pursuant to U.S. Department of Transportation policy and 49 CFR Part 26, Metro COG supports the participation of DBE businesses in the performance of contracts financed with federal funds under this RFP. Consultants shall make an effort to involve DBE businesses in this project. If a consultant is a women-owned, Native American-owned, or other minority-owned business, a DBE Certification indicating proof of minority status shall be included in the proposal. If the consultant intends to utilize a DBE to complete a portion of this work, proof of the subcontractor's DBE Certification shall be included. The percent of the total proposed cost to be completed by the DBE shall be shown within the proposal. Respondents should substantiate (within proposal) efforts made to include DBE businesses.

   For more information regarding the DBE Program, please see the DBE Program Manual.

6) **Proposed Subconsultant Request.** Subconsultant firms that have been contacted and agree to be listed on the prime consultant's project proposal for work with NDDOT must submit a Proposed Subconsultant Request form. This form is used for informational purposes only. Please see NDDOT's website for form SFN 60232 (if required).

7) **Prime Consultant Request to Sublet.** The successful firm will be required to include the attached 'Prime Consultant Request to Sublet' form for each subconsultant listed on the contract prior to execution of the contract. The form assures that the contract between the prime consultant and all subconsultants contains all the pertinent provisions and requirements of the prime contract with the North Dakota Department of Transportation (NDDOT). Please see NDDOT's website for form SFN 60233 (if required).

   If the prime consultant has a DBE as a subconsultant, they will also be required to submit SFN 61412-DBE Consultant-Commercially Useful Function (CUF).

8) **U.S. Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodations.** Consultants are advised to review and consider the *U.S. Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodation* issued in March of 2010 when developing written proposals.

9) **North Dakota Department of Transportation Consultant Administration Services Procedure Manual.** Consultants are advised to follow procedures contained in the March 2017 North Dakota Department of Transportation Consultant Administration Services Procedure Manual, which includes pre-qualifications of consultants.

XII. Additional Information

The following materials should be reviewed by the consultant to provide background information on previous city and regional planning efforts:

1) Fargo-Moorhead Area Diversion Recreation and Land Use Master Plan
2) Metro 2040 – 2014 Long Range Transportation Plan
3) GO 2030 – Fargo Comprehensive Plan
4) West Fargo 2.0 – West Fargo Comprehensive Plan
5) Cass County Comprehensive and Transportation Plan
6) Metropolitan Bicycle and Pedestrian Plan
7) ND Moves – NDDOT Statewide Active and Public Transportation Plan
8) Additional land use and park district resources for Fargo, West Fargo, Horace, Cass County, and other jurisdictions

XIII. Contractual Information

1) Metro COG reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal. Metro COG shall not pay for any information contained in proposals obtained from participating firms.

2) Metro COG reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.

3) Any proposal may be withdrawn up until the proposal submission deadline. Any proposals not withdrawn shall constitute an irrevocable offer for services set forth within the RFP for a period of ninety (90) days or until one or more of the proposals have been approved by the Metro COG Policy Board.

4) If, through any cause, the consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, Metro COG shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

5) Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by Metro COG and shall contain, as a minimum, applicable provisions of the RFP. Metro COG reserves the right to reject any agreement that does not conform to the RFP and any Metro COG requirements for agreements and contracts.

6) The consultant shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of Metro COG.

XIV. Payments

The selected consultant shall submit invoices for work completed to Metro COG. Payments shall be made to the consultant by Metro COG in accordance with the contract after all required services and tasks have been completed to the satisfaction of Metro COG.

XV. Federal and State Funds

The services requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). As such, the services requested by this RFP will be subject to federal and state requirements and regulations.

The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the relevant requirements of 2 CFR 200.

XVI. Title VI Assurances

Prospective consultants should be aware of the following contractual requirements regarding compliance with Title VI should they be selected pursuant to this RFP:

1) **Compliance with Regulations.** The consultant shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation, 49 CFR Part 21, as they may be amended from time to time (hereinafter

referred to as the Regulations).

2) **Nondiscrimination.** The consultant, with regard to the work performed by it, shall not discriminate on the grounds of race, color, national origin, sex, age, disability, or socioeconomic status**, in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The consultant shall not participate, either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations, either by competitive bidding or negotiation, made by the consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the consultant of the contractor's obligations to Metro COG and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability, or socioeconomic status**.

4) **Information and Reports.** The consultant shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Metro COG or NDDOT to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to Metro COG, or NDDOT, as appropriate, and shall set forth what efforts it has made to obtain the information.

5) **Sanctions for Noncompliance.** In the event of the consultant's noncompliance with the nondiscrimination provisions as outlined herein, Metro COG and NDDOT shall impose such sanctions as it or FHWA may determine to be appropriate, including but not limited to:

   a) Withholding of payments to the consultant under the contract until the consultant complies, and/or;

   b) Cancellation, termination, or suspensions of the contract, in part or in whole.

6) **Incorporation of Title VI Provisions.** The consultant shall include the provisions of Section XVI, paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The consultant shall take such action with respect to any subcontract or procurement as Metro COG, the U.S. Department of Transportation, or FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance provided, however, that in the event a consultant becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the consultant may request Metro COG enter into such litigation to protect the interests of Metro COG; and, in addition, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

** NDDOT Title VI assurances include race, color, and national origin. Related nondiscrimination authority assurances include sex, 23 USC 324; age, 42 USC 6101; disability, 29 USC 794; and socioeconomic status, EO 12898.

XVII. Termination Provisions

Metro COG reserves the right to cancel any contract for cause upon written notice to the consultant. Cause for cancellation will be documented failure(s) of the consultant to provide services in the quantity or quality required. Notice of such cancellation will be given with sufficient time to allow for the orderly withdrawal of the consultant without additional harm to the participants or Metro COG.

Metro COG may cancel or reduce the amount of service to be rendered if there is, in the opinion of Metro COG, a significant increase in local costs; or if there is insufficient state or federal funding available for the service; thereby terminating the contract or reducing the compensation to be paid under the contract. In such event, Metro COG will notify the consultant in writing ninety (90) days in advance of the date such actions are to be implemented.

In the event of any termination, Metro COG shall pay the agreed rate only for services delivered up to the date of termination. Metro COG has no obligation to the consultant, of any kind, after the date of termination. The consultant shall deliver all records, equipment, and materials to Metro COG within twenty-four (24) hours of the date of termination.

XVIII. Limitation on Consultant

All reports and pertinent data or materials are the sole property of Metro COG and may not be used, reproduced, or released in any form without the explicit, written permission of Metro COG.

The consultant should expect to have access only to the public reports and public files of local governmental agencies and Metro COG in preparing the proposal or reports. No compilation, tabulation or analysis of data, definition of opinion, etc., should be anticipated by the consultant from the agencies, unless volunteered by a responsible official in those agencies.

XIX. Conflict of Interest

No consultant, subcontractor, or member of any firm proposed to be employed in the preparation of this proposal shall have a past, ongoing, or potential involvement which could be deemed a conflict of interest under North Dakota Century Code or other law. During the term of this agreement, the consultant shall not accept any employment or engage in any consulting work that would create a conflict of interest with Metro COG or in any way compromise the services to be performed under this agreement. The consultant shall immediately notify Metro COG of any and all potential violations of this paragraph upon becoming aware of the potential violation.

XX. Insurance

The consultant shall provide evidence of insurance as stated in the contract prior to execution of the contract.

XXI. Risk Management

The consultant agrees to defend, indemnify, and hold harmless Metro COG and the State of North Dakota, its agencies, officers and employees, from and against claims based on the vicarious liability of Metro COG and the State or its agents, but not against claims based on Metro COG's and the State's contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. The legal defense provided by consultant to Metro COG and the State under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for Metro COG and the State is necessary. The consultant also agrees to defend, indemnify, and hold Metro COG and the State harmless for all costs, expenses and attorneys' fees incurred if Metro COG or the State prevails in an action against the consultant in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of the contract.

The consultant shall secure and keep in force during the term of the contract, from insurance companies, government self-insurance pools or government self-retention funds authorized to do business in North Dakota, the following insurance coverage:

1) Commercial general liability and automobile liability insurance - minimum limits of liability required are $250,000 per person and $1,000,000 per occurrence.

2) Workforce Safety insurance meeting all statutory limits.

3) Metro COG and the State of North Dakota, its agencies, officers, and employees (State) shall be endorsed as an additional insured on the commercial general liability and automobile liability policies.

4) Said endorsements shall contain a "Waiver of Subrogation" in favor of Metro COG and the State of North Dakota.

5) The policies and endorsements may not be canceled or modified without thirty (30) days prior written notice to Metro COG and the State Risk Management Department.

The consultant shall furnish a certificate of insurance evidencing the requirements in 1, 3, and 4, above to Metro COG prior to commencement of this agreement.

Metro COG and the State reserve the right to obtain complete, certified copies of all required insurance documents, policies, or endorsements at any time. Any attorney who represents the State under this contract must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney General as required under North Dakota Century Code

Section 54-12-08.

When a portion of the work under the agreement is sublet, the consultant shall obtain insurance protection (as outlined above) to provide liability coverage to protect the consultant, Metro COG, and the State as a result of work undertaken by the subconsultant. In addition, the consultant shall ensure that any and all parties performing work under the agreement are covered by public liability insurance as outlined above. All subconsultants performing work under the agreement are required to maintain the same scope of insurance required of the consultant. The consultant shall be held responsible for ensuring compliance with those requirements by all subconsultants.

Consultant's insurance coverage shall be primary (i.e., pay first) as respects any insurance, self-insurance or self-retention maintained by Metro COG or the State of North Dakota. Any insurance, self-insurance or self-retention maintained by Metro COG or the State shall be in excess of the consultant's insurance and shall not contribute with it. The insolvency or bankruptcy of the insured consultant shall not release the insurer from payment under the policy, even when such insolvency or bankruptcy prevents the insured consultant from meeting the retention limit under the policy. Any deductible amount or other obligations under the policy(ies) shall be the sole responsibility of the consultant. This insurance may be in a policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and be placed with insurers rated "A-" or better by A.M. Best Company, Inc. Metro COG and the State will be indemnified, saved, and held harmless to the full extent of any coverage actually secured by the consultant in excess of the minimum requirements set forth above.

Exhibit A – Cost Proposal Form

Cost Proposal Form – Include completed cost form (see below) in a separate sealed envelope – labeled "**Sealed Cost Form** – **Vendor Name**" and submit concurrently with the technical proposal as part of the overall RFP response. The cost estimate should be based on a not to exceed basis and may be further negotiated by Metro COG upon identification of the most qualified contractor. Changes in the final contract amount and contract extensions are not anticipated.

REQUIRED BUDGET FORMAT

Summary of Estimated Project Cost

1.	**Direct Labor**	**Hours**	**x**	**Rate**	**=**	**Project Cost**	**Total**
	Name, Title, Function	0.00	x	0.00	=	0.00	0.00
			x		=	0.00	0.00
			x		=	0.00	0.00
				Subtotal	=	0.00	0.00
2.	**Overhead/Indirect Cost (expressed as indirect rate x direct labor)**					0.00	0.00
3.	**Subcontractor Costs**					0.00	0.00
4.	**Materials and Supplies Costs**					0.00	0.00
5.	**Travel Costs**					0.00	0.00
6.	**Fixed Fee**					0.00	0.00
7.	**Miscellaneous Costs**					0.00	0.00
Total Cost					=	0.00	0.00

Exhibit B – Debarment of Suspension Certification

Background and Applicability: In conjunction with the Office of Management and Budget and other affected federal agencies, DOT published an update to 49 CFR Part 29 on November 26, 2003. This government-wide regulation implements Executive Order 12549, Debarment and Suspension, Executive Order 12689, Debarment and Suspension, and 31 U.S.C. 6101 note (Section 2455, Public Law 103-255, 108 Stat. 3327).

The provisions of Part 29 apply to all grantee contracts and subcontracts at any level expected to equal or exceed $25,000 as well as any contract or subcontract (at any level) for federally required auditing services. 49 CFR 29.220 (b). This represents a change from prior practice in that the dollar threshold for application of these rules has been lowered from $100,000 to $25,000. These are contracts and subcontracts referred to in the regulation as "covered transactions."

Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. They do this by (a) Checking the Excluded Parties List System, (b) Collecting a certification from that person, or (c) Adding a clause or condition to the contract or subcontract. This represents a change from prior practice in that certification is still acceptable but is no longer required. 49 CFR 29.300.

Grantees, contractors, and subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

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

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

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

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

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

Contractor ____
Signature of Authorized Official ____ Date ___ / ___ / ___
Name & Title of Contractor's Authorized Official ____

Exhibit C – Certification of Restriction on Lobbying

I, ____ hereby certify on
(Name and Title of Grantee Official)

behalf of____ that:
(Name of Bidder / Company Name)

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

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

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

This certification is a material representation of fact upon which reliance 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. Code 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder / Company Name ____

Type or print name ____

Signature of authorized representative ______________________________ Date ___ / ___ / ___

____
(Title of authorized official)

Exhibit D – Certification of Final Indirect Costs

Firm Name: ____

Proposed Indirect Cost Rate: ______________________________________

Date of Proposal Preparation (mm/dd/yyyy): ___________________________

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): ______________________

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1. All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.

2. This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.

Signature: ____

Name of Certifying Official (Print): _________________________________

Title: ____

Date of Certification (mm/dd/yyyy): _________________________________

Exhibit E – Standard Form 330

# ARCHITECT-ENGINEER QUALIFICATIONS	**OMB Control Number: 9000-0157** **Expiration Date: 12/31/2020**

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0157. We estimate that it will take 29 hours (25 hours for part 1 and 4 hours for Part 2) to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)"). Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for this Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in this contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to this Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number. Self-explanatory.

24. Brief Description of Project and Relevance to this Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with this Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in this Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G *(MATRIX)*

26. NAMES OF KEY PERSONNEL *(From Section E, Block 12)*	27. ROLE IN THIS CONTRACT *(From Section E, Block 13)*	28. EXAMPLE PROJECTS LISTED IN SECTION F *(Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)*									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electricial Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*	NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. Unique Entity Identifier. Insert the unique entity identifier issued by the entity designated at SAM. See FAR part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated unique entity identifier. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines *(Function Codes)*

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories *(Profile Codes)*

Code	Description
A01	Acoustics, Noise Abatement
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis
A03	Agricultural Development; Grain Storage; Farm Mechanization
A04	Air Pollution Control
A05	Airports; Navaids; Airport Lighting; Aircraft Fueling
A06	Airports; Terminals and Hangars; Freight Handling
A07	Arctic Facilities
A08	Animal Facilities
A09	Anti-Terrorism/Force Protection
A10	Asbestos Abatement
A11	Auditoriums & Theaters
A12	Automation; Controls; Instrumentation
B01	Barracks; Dormitories
B02	Bridges
C01	Cartography
C02	Cemeteries *(Planning & Relocation)*
C03	Charting: Nautical and Aeronautical
C04	Chemical Processing & Storage
C05	Child Care/Development Facilities
C06	Churches; Chapels
C07	Coastal Engineering
C08	Codes; Standards; Ordinances
C09	Cold Storage; Refrigeration and Fast Freeze
C10	Commercial Building *(low rise)* ; Shopping Centers
C11	Community Facilities
C12	Communications Systems; TV; Microwave
C13	Computer Facilities; Computer Service
C14	Conservation and Resource Management
C15	Construction Management
C16	Construction Surveying
C17	Corrosion Control; Cathodic Protection; Electrolysis
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
C19	Cryogenic Facilities
D01	Dams *(Concrete; Arch)*
D02	Dams *(Earth; Rock);* Dikes; Levees
D03	Desalinization *(Process & Facilities)*
D04	Design-Build **-** Preparation of Requests for Proposals
D05	Digital Elevation and Terrain Model Development
D06	Digital Orthophotography
D07	Dining Halls; Clubs; Restaurants
D08	Dredging Studies and Design

Code	Description
E01	Ecological & Archeological Investigations
E02	Educational Facilities; Classrooms
E03	Electrical Studies and Design
E04	Electronics
E05	Elevators; Escalators; People-Movers
E06	Embassies and Chanceries
E07	Energy Conservation; New Energy Sources
E08	Engineering Economics
E09	Environmental Impact Studies, Assessments or Statements
E10	Environmental and Natural Resource Mapping
E11	Environmental Planning
E12	Environmental Remediation
E13	Environmental Testing and Analysis
F01	Fallout Shelters; Blast-Resistant Design
F02	Field Houses; Gyms; Stadiums
F03	Fire Protection
F04	Fisheries; Fish ladders
F05	Forensic Engineering
F06	Forestry & Forest products
G01	Garages; Vehicle Maintenance Facilities; Parking Decks
G02	Gas Systems (Propane; Natural, Etc.)
G03	Geodetic Surveying: Ground and Air-borne
G04	Geographic Information System Services: Development, Analysis, and Data Collection
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
G06	Graphic Design
H01	Harbors; Jetties; Piers, Ship Terminal Facilities
H02	Hazardous Materials Handling and Storage
H03	Hazardous, Toxic, Radioactive Waste Remediation
H04	Heating; Ventilating; Air Conditioning
H05	Health Systems Planning
H06	Highrise; Air-Rights-Type Buildings
H07	Highways; Streets; Airfield Paving; Parking Lots
H08	Historical Preservation
H09	Hospital & Medical Facilities
H10	Hotels; Motels
H11	Housing *(Residential, Multi-Family; Apartments; Condominiums)*
H12	Hydraulics & Pneumatics
H13	Hydrographic Surveying

List of Experience Categories *(Profile Codes continued)*

Code	Description
I01	Industrial Buildings; Manufacturing Plants
I02	Industrial Processes; Quality Control
I03	Industrial Waste Treatment
I04	Intelligent Transportation Systems
I05	Interior Design; Space Planning
I06	Irrigation; Drainage
J01	Judicial and Courtroom Facilities
L01	Laboratories; Medical Research Facilities
L02	Land Surveying
L03	Landscape Architecture
L04	Libraries; Museums; Galleries
L05	Lighting (Interior; Display; Theater, Etc.)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)
M01	Mapping Location/Addressing Systems
M02	Materials Handling Systems; Conveyors; Sorters
M03	Metallurgy
M04	Microclimatology; Tropical Engineering
M05	Military Design Standards
M06	Mining & Mineralogy
M07	Missile Facilities (Silos; Fuels; Transport)
M08	Modular Systems Design; Pre-Fabricated Structures or Components
N01	Naval Architecture; Off-Shore Platforms
N02	Navigation Structures; Locks
N03	Nuclear Facilities; Nuclear Shielding
O01	Office Buildings; Industrial Parks
O02	Oceanographic Engineering
O03	Ordnance; Munitions; Special Weapons
P01	Petroleum Exploration; Refining
P02	Petroleum and Fuel (Storage and Distribution)
P03	Photogrammetry
P04	Pipelines (Cross-Country - Liquid & Gas)
P05	Planning (Community, Regional, Areawide and State)
P06	Planning (Site, Installation, and Project)
P07	Plumbing & Piping Design
P08	Prisons & Correctional Facilities

Code	Description
P09	Product, Machine Equipment Design
P10	Pneumatic Structures, Air-Support Buildings
P11	Postal Facilities
P12	Power Generation, Transmission, Distribution
P13	Public Safety Facilities
R01	Radar; Sonar; Radio & Radar Telescopes
R02	Radio Frequency Systems & Shieldings
R03	Railroad; Rapid Transit
R04	Recreation Facilities (Parks, Marinas, Etc.)
R05	Refrigeration Plants/Systems
R06	Rehabilitation (Buildings; Structures; Facilities)
R07	Remote Sensing
R08	Research Facilities
R09	Resources Recovery; Recycling
R10	Risk Analysis
R11	Rivers; Canals; Waterways; Flood Control
R12	Roofing
S01	Safety Engineering; Accident Studies; OSHA Studies
S02	Security Systems; Intruder & Smoke Detection
S03	Seismic Designs & Studies
S04	Sewage Collection, Treatment and Disposal
S05	Soils & Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling & Facilities
T01	Telephone Systems *(Rural; Mobile; Intercom, Etc.)*
T02	Testing & Inspection Services
T03	Traffic & Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers *(Self-Supporting & Guyed Systems)*
T06	Tunnels & Subways

List of Experience Categories *(Profile Codes continued)*

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE	3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER	7. FAX NUMBER	8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check) PRIME	J-V PARTNER	SUBCON-TRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
a.				☐ CHECK IF BRANCH OFFICE		
b.				☐ CHECK IF BRANCH OFFICE		
c.				☐ CHECK IF BRANCH OFFICE		
d.				☐ CHECK IF BRANCH OFFICE		
e.				☐ CHECK IF BRANCH OFFICE		
f.				☐ CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM ☐ *(Attached)*

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION *(Degree and Specialization)*	17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
a.	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
b.	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
c.	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
d.	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
e.	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT *(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION *(City and State)*	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL *(From Section E, Block 12)*	27. ROLE IN THIS CONTRACT *(From Section E, Block 13)*	28. EXAMPLE PROJECTS LISTED IN SECTION F *(Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)*									
		1	2	3	4	5	6	7	8	9	10

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*	NUMBER	TITLE OF EXAMPLE PROJECT *(From Section F)*
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE	32. DATE

33. NAME AND TITLE

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (*or Branch Office*) NAME

3. YEAR ESTABLISHED

4. UNIQUE ENTITY IDENTIFIER

2b. STREET

5. OWNERSHIP

a. TYPE

2c. CITY

2d. STATE

2e. ZIP CODE

b. SMALL BUSINESS STATUS

6a. POINT OF CONTACT NAME AND TITLE

7. NAME OF FIRM *(If Block 2a is a Branch Office)*

6b. TELEPHONE NUMBER

6c. E-MAIL ADDRESS

8a. FORMER FIRM NAME(S) *(If any)*	8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. Number of Employees (1) FIRM	c. Number of Employees (2) BRANCH
	Other Employees		
	Total		

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number *(see below)*

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	
b. Non-Federal Work	
c. Total Work	

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE

b. DATE

c. NAME AND TITLE