



**Request for Proposals
For The
North/South Clinton & St. Paul/South
Two-Way Conversion Study**

UPWP Task No. 7211

**Department of Environmental Services
Bureau of Architecture and Engineering**

City of Rochester, New York

**James R. McIntosh, P.E.
City Engineer**

October 12, 2010

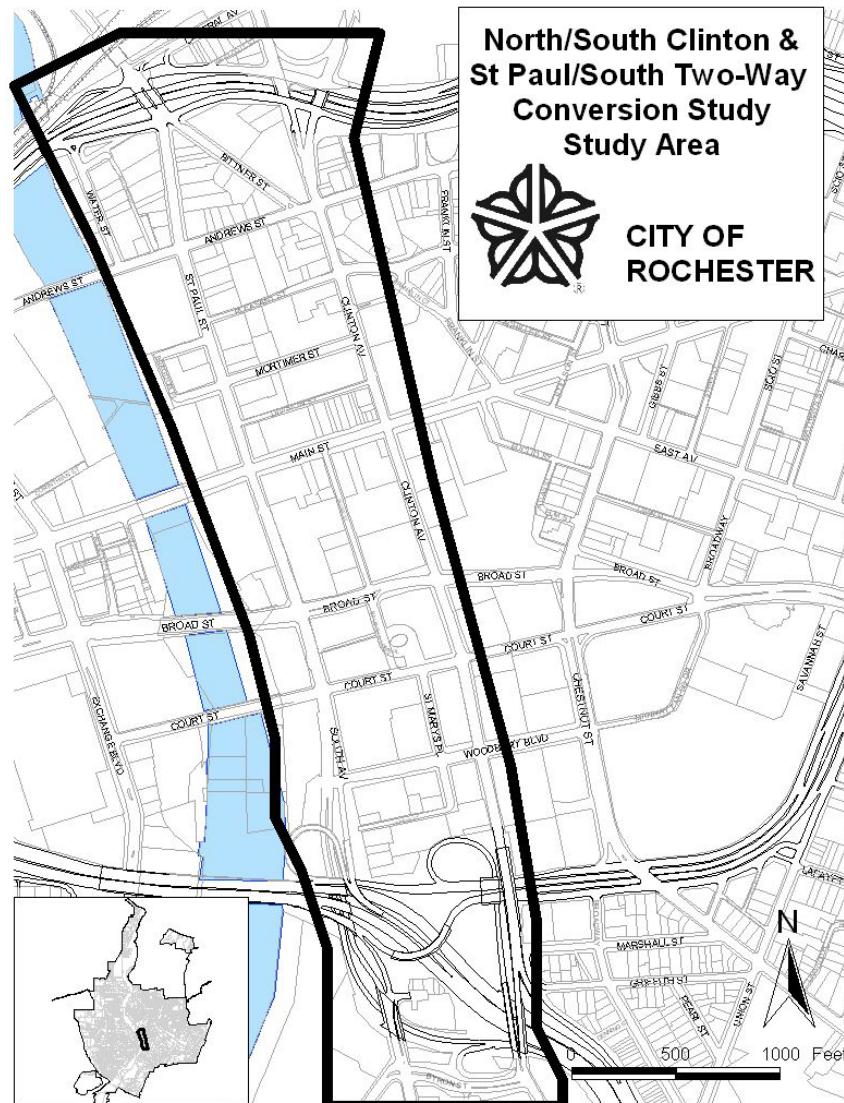
A. Study Purpose

The purpose of this study is to determine the feasibility of converting St. Paul Street/South Avenue and North/South Clinton Avenue between Byron Street and the Inner Loop Expressway to two-way traffic to improve neighborhood accessibility and walkability.

B. Study Area

The immediate study area is the St. Paul Quarter neighborhood of Downtown Rochester, bounded by the Genesee River, the Inner Loop Expressway, North Clinton Avenue, and East Main Street. The secondary study area is generally the Washington Square neighborhood, extending south of East Main Street to Byron Street. Study impacts will likely extend beyond the immediate study area and will be taken into account.

The following map presents the Project Study Area in greater detail:



C. Background

St. Paul Street, North Clinton Avenue, and other downtown streets were converted to one-way traffic in the 1960s in order to reduce traffic congestion in the bustling downtown core as well as to accommodate newly-built expressway ramp connections. Although these one-way street patterns efficiently served high traffic volumes for decades, their desirability has waned as the downtown area has evolved. Meanwhile, a two-way conversion trend has taken hold nationally as more cities seek to slow speeds, improve walkability and bikeability, and generally enhance local quality of life.

The immediate study area has changed markedly in recent years. This area, now known as the St. Paul Quarter, was initially a warehouse district for garment manufacturers and wholesale suppliers. As those businesses moved on, many structures were lost to the wrecking ball while others sat empty or underutilized. In the 1980s, the neighborhood began to see renewed vigor as historic structures were converted to mixed-use residential and commercial space. Today, this 15 square-block neighborhood is increasingly residential in nature. There are currently 792 housing units in the neighborhood, with another 146 units under construction or proposed. In addition, there are 466 hotel rooms, 149 transitional housing units, two churches, and 476,060 square feet of net leasable office space (12.8% vacant). In sum, the St. Paul Quarter is the epitome of a live/work/play urban community. And yet, despite this seeming vitality, it is not perceived to be a very walkable neighborhood.

The four-lane one-way arterials that dominate the district (St. Paul and North Clinton) are host to aggressive, high speed traffic that is considered inhospitable to bicyclists and pedestrians. In the absence of a predictable grid street pattern, the one-way streets also make it challenging to direct visitors to destinations in the neighborhood thereby hampering business development and retail viability. Further, with Mortimer Street the chosen location for the RTS Downtown Transit Center, the existing one-way traffic pattern may cause congestion and delay due to turning movements that could be avoided if St. Paul and North Clinton were converted to two-way traffic.

There is also significant interest in determining the feasibility of converting these one-way pairs in the Washington Square neighborhood south of East Main Street. A number of key destinations are located in this area including the Riverside Convention Center, the 338-room Hyatt Hotel, Rochester Public Library, Geva Theatre, and roughly 3 million square feet of office space in many of the city's tallest towers. The Midtown redevelopment site, which will include a mix of office, retail, residential, performance, and public spaces is located on the east edge of this area.

Accordingly, this study will examine the feasibility of converting St. Paul Street and North Clinton Avenue in the St. Paul Quarter (north of East Main Street) and South Avenue and South Clinton Avenue in the Washington Square neighborhood (south of East Main Street) to two-way traffic. Key considerations are expected to include impacts to: traffic congestion, safety, parking, bicyclists, pedestrians, transit, and service provision.

D. Study Participants

Study participants include, but are not limited to, representatives from: the City of Rochester, Monroe County Department of Transportation, New York State Department of Transportation, Rochester Genesee Regional Transportation Authority, Genesee Transportation Council, Rochester Downtown Development Corporation, and key neighborhood stakeholders.

A Project Advisory Committee consisting of the Study Participants will provide continuity and oversight.

E. Study Tasks

The following scope of services is required for the St. Paul/South & North/South Clinton Two-Way Conversion Study:

1. Study Coordination

Conduct a minimum of four Project Advisory Committee meetings, including the kickoff meeting, over the course of the project. Additional meetings/interviews with relevant individuals and organizations may be necessary.

2. Existing Conditions Analysis

Due to the high volume of redevelopment interest in and around this corridor, a number of recent studies are available to serve as resources for this project. These include: a) the *Renaissance Square Traffic Analysis* of September 2006 (although a number of assumptions have changed since this document was produced, many of its findings are transferable to this effort); b) the *Midtown Redevelopment Project Generic Environmental Impact Statement* (GEIS); and c) the *Historic Erie Canal Aqueduct & Broad Street Corridor Project Traffic Analysis Report* (currently under development).

- a. Inventory available data (e.g., traffic volumes, turn movements, accident rates, parking utilization, transit boardings/alightings, passenger and commercial loading activity, bicycle/pedestrian volumes, etc.) and identify gaps in information, if any.
- b. Collect data where desired but currently unavailable or outdated.
- c. Analyze existing conditions to produce multi-modal Levels of Service for all street segments and intersections in the Study Area.
- d. Provide Existing Conditions Analysis report to Project Advisory Committee for review and comment.

In conjunction with this task, the Consultant will conduct the first of two Public Meetings to solicit input on issues and needs related to traffic circulation, parking, and multi-modal considerations in the study area.

3. Future Conditions Forecast

Major changes are underway in Downtown Rochester, including development of new office space, hundreds of units of housing, and proposals for hotels, performing arts facilities, and public space.

- a. Using reasonably-expected growth and planned improvements, forecast future traffic conditions in the Study Area under multiple scenarios (for instance, with and without the Broad Street Bridge) based on the data collected in Task 1.

- b. Provide Future Conditions Forecast report to Project Advisory Committee for review and comment.

4. Feasibility Assessment

Based on the findings of Tasks 2 and 3, determine the feasibility of converting the existing one-way couplet of St. Paul Street/South Avenue and North/South Clinton Avenue into two-way streets under a select number of scenarios. Consultant shall use Synchro, not Intersection Capacity Utilization (ICU), for traffic modeling purposes.

- a. Where two-way conversion is feasible, produce a draft concept-level plan for implementation including necessary traffic signal modifications, roadway geometric changes, parking impacts, bicycle/pedestrian enhancements, etc., and related costs.
- b. Where infeasible, recommend draft alternatives to enhance multi-modal accessibility and improve the bicycle/pedestrian friendliness of the district, and related costs.
- c. Provide Feasibility Assessment report to Project Advisory Committee for review and comment.

In conjunction with this Task, the Consultant will conduct the second of two Public Meetings to solicit input on the draft recommendations. Draft recommendations and associated improvements will be presented to the community in the form of drawings, photo and/or video simulations, and other visual techniques to convey information (i.e., “visualization”). The Consultant will ensure that the Project Advisory Committee has a reasonable opportunity to review and comment on any draft recommendations before they are presented at any public meetings.

5. Produce Final Report

Based on the second public meeting and final input received from the Project Advisory Committee, the Consultant will make appropriate revisions to the draft recommendations and produce a Final Report. The Consultant will prepare an Executive Summary of the Final Report for use by policy and decision makers.

- a. Provide a Draft Final Report to the Project Advisory Committee for review and comment.
- b. Based on comments received from the Project Advisory Committee, produce a Final Report.

F. Products

The following documents, data, and other information represent the primary deliverables expected to be produced over the course of the St. Paul/South & North/South Clinton Two-Way Conversion Study:

1. Final Report documenting project process, findings, alternatives, and recommendations (ten printed copies)
2. Executive Summary suitable for policy-makers (20 printed copies)
3. Electronic files created for the project, including all data, documents, presentations, etc. (CD)
4. Minutes and/or summaries of all Project Advisory Committee and public meetings as well as any interviews with project stakeholders

G. Project Schedule

Notification to the successful firm is anticipated on Wednesday, January 19, 2011. The target completion date is Friday, January 20, 2012.

H. Project Funding

The maximum contract amount for this project (UPWP Task #6352) is \$65,000. The budget includes Federal planning funds; all Federal requirements apply.

I. Proposal Format / Requirements

Proposals must be succinct and in no case exceed 15 pages, inclusive of requirements #1 through #6 below. Pages must be numbered. Boilerplate and glossy promotional materials are discouraged; any such materials deemed necessary should be included as a separate appendix and may or may not be considered as part of the evaluation. Proposals exceeding 15 pages for requirements #1 through #6 below will be disqualified from consideration.

1. Firm Identification & Qualifications (Envelope 1: Technical Proposal)

Provide a brief description of the Consultant's firm, size and organizational structure, number of full-time and part-time employees, area of practice, and number of years the firm has been in the business of conducting the described services. Provide a brief description of the Consultant's qualifications for this project including a short history of the Consultant's experience in similar projects. The firm's background, resources (financial and personnel), and capabilities in the relevant areas shall be described.

2. Project Understanding (Envelope 1: Technical Proposal)

A demonstration of the Consultant's understanding of the proposed project and its various tasks must be submitted as part of the Proposal.

3. Technical Approach, Scope of Work, and Schedule (Envelope 1: Technical Proposal)

Provide a detailed description of the Consultant's proposed technical approach and scope of services for the completion of the tasks identified in Section E of this RFP. The Consultant may propose alternate tasks that will meet the study objectives. A preliminary schedule for completing the study along with key study tasks should be included.

The Consultant has the option to identify a subset of the scope of work (See Section E) that is a stand-alone product that can be achieved in a high-quality fashion within the specified budget. This product must include a follow-on strategy to complete the project, as presented in this RFP, in a subsequent study. The City of Rochester will pursue the follow-on strategy contingent upon the availability of additional funding.

4. Project Staffing (Envelope 1: Technical Proposal)

The proposal should include information on how the Consultant proposes to staff this project. This should include identification of the Consultant's **key** project team members by name, field of expertise, specific responsibilities on the project and the estimated number of hours they will work on the project. Include any relevant experience, such as the number of similar projects the employee has directly participated in.

5. Recent Clients (Envelope 1: Technical Proposal)

The proposal must include a list of the three (3) most recent clients for whom the Consultant has provided services similar to those required herein. The list should include the name, address, and telephone number of the client contact person. Identify when work was performed and the type of work and services performed. These references may be contacted.

6. Federal, State, DBE Requirements (Envelope 1: Technical Proposal)

The Consultant must show that it is certified to do business in the State of New York and that it can comply with all standard federal and state contracting requirements. The Consultant should also indicate whether the firm or any Sub-Consultants for the study have status as a certified minority/women-owned/disadvantaged business enterprise in the State of New York.

7. Price Proposal (Envelope 3: Price Proposal)

The Consultant's Price Proposal should set forth the fee for services and the method of calculating the rates for the different services to be provided. This Price Proposal shall be for a firm fixed price for the services and associated materials to be provided.

Required Forms

1. Required Forms (Envelope 2: Required Forms)

All Proposals must be accompanied by the following executed documents:

- REQUIRED FORM A – Non-Collusion Proposal Certificate
- REQUIRED FORM B – Certificate of Eligibility
- REQUIRED FORM C – Sub-Contractor(s) Information
- REQUIRED FORM D – Affirmative Action Program Questionnaire
- REQUIRED FORM E – Equal Employment Opportunity Policy Statement
- REQUIRED FORM F – Affidavit of Non-Discrimination
- REQUIRED FORM G – Bidder's Information
- REQUIRED FORM H – Employer Information Report EEO-1

Please note: the completed Required Forms will not count towards the 15 page maximum for the Proposal submission.

J. Disadvantaged Business Enterprise (DBE)

In the event that subcontractors are utilized for this contract, Consultants shall make a good faith effort to utilize qualified DBE contractors for sub-consulting opportunities. Only those DBE firms that are certified by the New York State Department of Transportation as DBE Firms qualify under this provision. In accordance with Federal regulations, Consultants shall demonstrate and document their good faith efforts to utilize certified DBE firms.

To obtain a listing of certified DBE firms or information about the New York State Department of Transportation's DBE Certification Program, contact:

New York State Department of Transportation
Office of Equal Opportunity Development and Compliance
50 Wolf Road; 1st Floor
Albany, NY 12232
Phone: (518) 457-1129 or (518) 457-1134
Fax: (518) 457-9678

K. Proposal Submittal

1. Eight (8) copies of the proposal must be received on or before **Friday, November 12, 2010 at 4:00 PM**. Proposals should be addressed to:
Erik Frisch, Transportation Specialist
City of Rochester Bureau of Architecture & Engineering
30 Church Street, Room 300B
Rochester, NY 14614
2. The outside of the package should be clearly marked "**Two-Way Conversion Study**". The price proposal must be submitted in the same package, but it must be enclosed in a separate sealed envelope marked "**Price Proposal**" with the name of the proposing firm shown on the outside. Each firm is fully responsible for the timely delivery of its Proposal. Reliance upon mail or public carriers is at the firm's own risk. Proposals received after the time and date specified will not be considered.
3. This RFP does not commit the City of Rochester to award a contract, to pay for any costs incurred in the preparation of a proposal, or to pay for any costs incurred in the preparation of a contract for services. The City of Rochester reserves the right to accept or reject any or all proposals received, or to cancel, in part or in whole, this RFP.
4. Questions regarding clarification of the RFP must be submitted in writing on or before 4:00 p.m., Friday, October 29, 2010. The City's response will be provided to all parties who request a copy of the RFP.

Any questions regarding this RFP should be directed to:

Erik Frisch, Transportation Specialist
City of Rochester Bureau of Architecture & Engineering
30 Church Street, Room 300B
Rochester, NY 14614
Tel: (585) 428-6709
Fax: (585) 428-6253
E-Mail: frische@cityofrochester.gov

5. The Required Forms attached hereto must be submitted as part of the proposal. The Consultant must submit one (1) separately bound set of completed Required Forms (see Section J) in the same package, but it must be enclosed in a separate envelope marked “**Required Forms**” with the name of the proposing firm shown on the outside.

Please note: the Required Forms will not count toward the maximum page limit for proposals and questions regarding clarification of the Required Forms are not subject to the submission date in Section L.4.

Proposal Evaluation

The Evaluation Team (City of Rochester staff and key study participants) will review and rank the technical proposals using the factors listed below to select the preferred Consultant. Based upon the evaluation of the technical proposals, the City of Rochester reserves the right to invite any or all Consultants for an interview with the Evaluation Team before making a final selection. Such an invitation does not commit the City of Rochester to pay any costs incurred in participating in said interview.

The evaluation factors are:

Project Team (35% of score):

Experience of the proposed project manager and staff with all aspects of the proposed St. Paul/South & North/South Clinton Two-Way Conversion Study project scope, including: comprehensive traffic studies, especially in urban/downtown areas; multimodal considerations; knowledge of the project area; conducting, leading, and managing stakeholder groups and public meetings.

Proposal (50% of score):

Quality and appropriateness of the proposal to the project scope. The proposal will be reviewed on a basis of knowledge, creativity, experience, and understanding of the following aspects of the project (not all inclusive – the Consultant can and should elaborate):

- Data collection
- Synchro analysis
- Impacts of two-way conversion projects
- Transit considerations
- Bicycle/pedestrian considerations
- Parking needs and impacts

- Urban redevelopment opportunities
- Knowledge of local market conditions/trends
- Interagency coordination
- Advisory committee and public meetings

Firm (15% of score):

Experience with and prior performance of principal consultant and all sub-consultants on comprehensive downtown traffic studies, including two-way conversion projects, and their impacts on traffic operations, safety, bicyclists, pedestrians, transit, parking, and urban redevelopment.

Price

Once the Evaluation Team has selected the preferred Consultant, that Consultant's price proposal will be opened to ensure that the proposal does not exceed the maximum available project budget (see Section H). In the event that the preferred Consultant's price proposal exceeds the maximum available budget, the Evaluation Team will select a new preferred Consultant based on the factors listed above. This process will be repeated until a preferred Consultant whose price proposal does not exceed the maximum available budget is selected.

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REQUIRED FORMS

DISADVANTAGED BUSINESS ENTERPRISE CLAUSE

IN ACCORDANCE WITH CFR 49 PART 26, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND TITLE 49 CODE OF FEDERAL REGULATIONS, DEPARTMENT OF TRANSPORTATION, SUBTITLE A, OFFICE OF THE SECRETARY, PART 21, NONDISCRIMINATION IN FEDERALLY-ASSISTED PROGRAMS OF THE DEPARTMENT OF TRANSPORTATION ISSUED PURSUANT TO SUCH ACT, AND SECTION 105 (F) OF THE SURFACE TRANSPORTATION ASSISTANCE ACT OF 1982 AND SECTION 10g (c) OF THE SURFACE TRANSPORTATION AND UNIFORM RELOCATION ASSISTANCE ACT (STURAA) OF 1987, HEREBY NOTIFIES ALL BIDDERS THAT IT WILL AFFIRMATIVELY INSURE THAT IN REGARD TO ANY CONTRACT ENTERED INTO PURSUANT TO THIS ADVERTISEMENT, DISADVANTAGE BUSINESS ENTERPRISES (DBE) WILL BE AFFORDED FULL OPPORTUNITY TO SUBMIT BIDS IN RESPONSE TO THIS INVITATION AND WILL NOT BE DISCRIMINATED AGAINST ON THE GROUNDS OF RACE, COLOR, SEX, NATIONAL ORIGIN, MARITAL STATUS, RELIGION, OR AGE IN CONSIDERATION FOR AN AWARD.

IT IS THE POLICY OF THIS AGENCY THAT DBEs SHALL HAVE THE MAXIMUM OPPORTUNITY TO PARTICIPATE IN THE PERFORMANCE OF CONTRACTS FINANCED IN WHOLE OR IN PART WITH FEDERAL FUNDS.

The term **“Disadvantaged Business Enterprise (DBE)”** as used in this program means a small business concern (a) which is at least 51 percent owned and controlled by one or more of the presumptive group of socially and economically disadvantaged individuals, or in the case of any publicly-owned business, at least 51 percent of the stock of which is owned and controlled by one or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

The term **“Small Business Concern”** as used in this program means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto.

The term **“Disadvantaged Person”** as used in this program means “socially and economically disadvantaged individuals”, means those individuals who are citizens of the United States (or lawfully admitted permanent residents) and who are Women; Black American (includes persons having origins in Mexico, Puerto Rico, Cuba, Portugal, Central and South America, the Dominican Republic, or Iberian peninsula; Native Americans (includes persons who are American Indian, Eskimo, Aleut, and Native Hawaiian); Asian Pacific Americans (includes persons having origins in Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, and the U.S. Trust Territories of the Pacific Islands and the northern Marianas); Asian-Indian Americans (includes persons whose origins are from India Pakistan and Bangladesh) and any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8 (a) of the Small Business Act, as amended (15 U.S.C. 637 (a)).

The term **“Social Disadvantage”** as used in this program means a condition which is directly attributable to a persons’ color, national origin, gender, physical handicap, long-term residence in an environment isolated from the mainstream of American society, or other similar cause beyond the individual's control. It is a condition which is rooted in treatment the individual has experienced in American society (not in other countries) and which has negatively affected, his or

her entry into/advancement in the business world. This condition must be chronic, long-standing, and substantial and must have been personally suffered by the individual.

The term **“Economic Disadvantage”** as used in this program means a condition of socially-disadvantaged individuals which impedes their ability to compete in the free enterprise system due to diminished capital and credit opportunities as compared to others in the same or similar line of business and competitive market area who are not socially disadvantaged.

The term **“Owned and Controlled”** as used in this program means a business that is (1) a sole proprietorship legitimately owned by an individual who is disadvantaged, a minority, or a woman; (2) a partnership of joint venture controlled by above persons and in which at least 51% of the beneficial ownership interest is held by these persons; or (3) a corporation or other entity controlled by above persons and in which at least 51% of the beneficial ownership interests legitimately are held by these persons; and (4) a corporation or other entity in which the disadvantaged or women-participation extends to the management and daily business operations insuring ownership and control.

The term **“Joint Venture”** as used in this program means an agreement between two (2) entities engaged in a single specific business venture for joint profit. An association of two (2) or more businesses to carry out a single business enterprise for profit in which they combine their property, efforts, skills, and knowledge. This association is limited in scope and duration and not on a continuing or permanent basis for conducting business. A Joint Venture cannot be certified as a DBE regardless of the percentage of DBE participation. Only the partner firm that is owned and controlled by socially and economically disadvantaged individuals and meet the eligibility standards set forth in this section can be certified as a DBE (as appropriate). The DBE partner must be responsible for a clearly defined portion of work to be performed and shared in the ownership, control, management's responsibilities, risks, and profits of the joint venture. Only the DBE's partner's participation will be credited toward the DBE goal. Contract awards to businesses that are joint ventures with DBE components shall be counted towards fulfilling this agency's DBE participation goals on the basis of percentage ownership for the eligible DBE in the joint venture. Where DBE ownership is 51 percent or greater, 100 percent of the dollar value is counted. Each DBE partner in a joint venture shall complete and submit all necessary ownership documentation and information which may be requested in order to substantiate its eligibility as a bona fide DBE.

The term **“Certification”** used in this program means the process by which a business is determined to be a bona fide Disadvantage Business Enterprise (DBE).

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity. In connection with the execution and performance of this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. The Contractor shall take affirmative action to assure that applicants are employed and that employees are treated during their employment without regard to their race, religion, color, sex, age, disability, marital status, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoffs, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The Contractor agrees to comply with Executive Order 11246, and unless otherwise exempt under the rules, regulations, subject to the requirements of the Equal Employment opportunity Clause as set forth in FPR 1-12.803.2, said clause being herewith incorporated into this Contract by reference.

In support of. Equal Employment Opportunity Contract Compliance Requirements, all Bids/Proposals shall be accompanied by the following executed documents.

1. Affidavit of Non-Discrimination
2. Employer Information Report (EEO-1)
3. Bidder/Proposer's Policy Statement on Equal Employment
4. Affirmative Action Questionnaire

THIS AGENCY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS; TO RE-ADVERTISE FOR BIDS; TO WAIVE ANY INFORMALITIES IN THE BIDS RECEIVED; AND TO ACCEPT ANY BID OR PROPOSAL DEEMED TO BE MOST FAVORABLE TO THIS AGENCY.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY FEDERAL & STATE CONTRACT COMPLIANCE REQUIREMENTS

1. Policy. It is the policy of this agency and the Department of Transportation (hereinafter, "DOT") that disadvantaged business enterprises, as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to this agreement.
2. DBE Obligation. This agency and its Contractors agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this agreement. In this regard, this agency and its Contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantage business enterprises have the maximum opportunity to compete for and perform contracts. This agency and their contractor shall not discriminate on the basis of race, color, religion, marital status, disability, age, national origin, or sex in the award and performance of DOT assisted contracts.
3. During the performance of this contract, the Contractor for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees as follow:
 - a. Compliance with Regulations: The Contractor shall comply with the Regulations relative to non-discrimination in federally-assisted programs of the Department of Transportation ("DOT") Title 48, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations). Which are herein incorporated by reference and made a part of this contract.
 - b. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the regulations relative to non-discrimination on the grounds of race, color, sex, marital status, disability, age, or national origin.
4. Equal Employment Opportunity. In connection with the execution of this contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, marital status, age, disability, color, sex, or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, marital status, age, disability, color, sex, or national origin. Such action shall include, but not be limited to the following: employment, training, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay, or other forms of compensation and selection of training, including apprenticeship.
5. Disadvantaged Business Enterprise. In connection with the performance of this contract, the Contractor will cooperate with this agency in meeting its commitments and goals with regard to the maximum utilization of disadvantaged business enterprises and will use its

best efforts to insure that disadvantaged business enterprises shall have the maximum practicable opportunity to compete for the subcontract work under this contract.

6. Disadvantaged Business Enterprise. The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as this agency deems appropriate.
7. Prompt Payment. The prime Contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contractor receives from this agency. The prime Contractor agrees further to return retainage payments to each subcontractor thirty (30) days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of this agency. This clause applies to both DBE and non-DBE subcontractors.

NON-COLLUSION PROPOSAL CERTIFICATION

By submission of this proposal, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief.

1. The prices in this proposal have been arrived of independently without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any other matter relating to such prices with any other bidder or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening directly or indirectly, to any other bidder, or to any competitor.
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

DATE: _____

CONTRACTOR: _____

CERTIFICATION OF ELIGIBILITY

The _____ hereby certifies that it is not
Name of Contractor
included on the United State Comptroller General's Consolidated List of Persons or Firms
Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standard
Provisions.

SIGNED: _____

TITLE: _____

DATE: _____

REQUEST FOR PROPOSALS

The following subcontractor(s) are proposed for utilization in the above project.

<u>NAME & ADDRESS OF SUBCONTRACTOR</u>	<u>SCOPE OF WORK TO BE COMPLETED</u>	<u>\$ VALUE OF WORK TO BE SUBCONTRACTED</u>
1. _____ _____ _____	_____ _____ _____	\$ _____
Signature of Subcontractor: _____		
2. _____ _____ _____	_____ _____ _____	\$ _____
Signature of Subcontractor: _____		
3. _____ _____ _____	_____ _____ _____	\$ _____
Signature of Subcontractor: _____		
4. _____ _____ _____	_____ _____ _____	\$ _____
Signature of Subcontractor: _____		

Contractor shall not assign, transfer, or otherwise dispose of this Agreement, or any parts hereof, or its rights, title or interest herein, to any person, company, or corporation without prior written consent of this agency.

The Contractor and Subcontractor(s) hereby certify that all subcontracts contain all the provisions of the prime contract.

SIGNATURE OF SUBCONTRACTOR: _____

DATE: _____

AFFIRMATIVE ACTION PROGRAM QUESTIONNAIRE

Suppliers, Subcontractors, etc., EEO Status Report

Supplier's Name _____ Phone _____

Street Address _____ State _____

Zip Code _____ Number of Employees _____

This Firm is:

_____ Independently Owned & Operated

_____ An Affiliate) Parent Company _____
or)

_____ A Subsidiary) OF Address _____
or)

_____ A Division) _____

_____ Small Business

_____ Large Business

	Seller Has	Seller Has Not
Held contracts or subcontracts subject to the Equal Opportunity Clause of Executive Order 11246		
Filed the Equal Employment Opportunity Information Report EEO-1 for the period ending March 31		
Filed Equal Employment Opportunity Information Report EEO-1 when required		
Developed a written Affirmative Action Program		

Seller's Equal Employment Opportunity Program Has _____ Has not _____ been subject to a Government Equal Opportunity Compliance Review. If so when, _____.

Seller acknowledges receipt of the notice to prospective subcontractors of requirement for certification on non-segregated facilities and certifies _____ does not certify _____ compliance with that requirement.

Signature _____

Title _____ Date _____

NON-DISCRIMINATION

During the performance of this contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, age, marital status, disability, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, age, disability, marital status, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising layoff, or training including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices, to be provided setting forth the provisions of this non-discrimination clause.
2. The Contractor will in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, age, disability, marital status, or national origin.
3. The Contractor will send to each labor union or representative of workers which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representative of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to all employees and applicants for employment
4. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further government contracts of federally-assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraph (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for

noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

NOTE: THIS IS A SAMPLE ONLY

YOUR COMPANY'S EEO POLICY STATEMENT MUST ACCOMPANY THIS PROPOSAL

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

TO: ALL EMPLOYEES

FROM: CHIEF EXECUTIVE OFFICER

The statement used by the Chief Executive officer should include, but not be limited to the following:

- Equal Employment Opportunity for all persons, regardless of race, creed, color, national origin, physical disability, religion, sex, or age is a fundamental company policy.
- A requirement of Affirmative Action in order to overcome effects of past discrimination.
- Responsibility for the EEO Program is assigned to a major company executive.
- Affirmative Action will affect all employment practices including (but not limited to) recruiting, hiring, transfer, promotions, training, compensation benefits, layoffs, and terminations
- A requirement for goal-setting programs with measurement and evaluation factors similar to other programs within the company.
- The company will periodically analyze its personnel actions to insure compliance with this policy.
- Statement signed by the Chief Executive Officer.

STATE OF _____)
COUNTY OF _____) ss: AFFIDAVIT

_____ being first duly sworn, deposes, and says:

1. That he/she is the _____ (president or other official title) of _____ Company or Partnership, a Corporation or Partnership organized and existing under any by virtue of the laws of the State of _____ and in whose behalf he/she makes this Affidavit.
2. That _____ does not and will not discriminate in its employment practices because of race, religion, color, sex, national origin, handicapped persons or Vietnam-Era Veterans.
3. That _____ further understands this contract, purchase order, or agreement is subject to the Urban Mass Transportation Act of 1964, as amended (49 U.S.C. 1601. Et seq.), and shall be subject to all rules and/or regulations issued pursuant thereto regarding non-discrimination in federally assisted programs of the United States Department of Transportation.

COMPANY OR PARTNERSHIP

PRESIDENT OR OTHER OFFICIAL TITLE

(SEAL)

Subscribed and sworn to before me, this _____ day of _____ , _____ ,

_____. Notary Public in and for the County of _____
_____, State of _____. My commission expires on the _____
day of _____ , _____ .

BIDDER'S INFORMATION

NAME OF FIRM: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: _____

STATUS: (check one) DBE _____ NON-DBE _____

AGE OF FIRM: _____

ANNUAL GROSS RECEIPTS OF FIRM: _____

DATE: _____

**EQUAL EMPLOYMENT OPPORTUNITY
EMPLOYER INFORMATION REPORT EEO-1**

REQUIRED FORM H

- Equal Employment Opportunity Commission
- Office of Federal Contract Compliance Programs

Section A - TYPE OF REPORT

Refer to instructions for number and types of reports to be filed

1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (**MARK ONLY ONE BOX**).

☐ (1) Single-establishment Employer Report

Multi-establishment Employer

☐ (2) Consolidated Report

☐ (3) Headquarters Unit Report

☐ (4) Individual Establishment Report (submit one for each establishment with 25 plus employees)

☐ (5) Special Report

2. Total number of reports being filed by this Company (Answer on Consolidated Report only)

Section B - COMPANY IDENTIFICATION (*To be answered by all employers*)

1. Parent Company

a. Name of parent company (owns or controls establishment in Item 2) omit if same as label.

Name of receiving office

Address (Number and street)

City or town

County

State

Zip Code

b. Employer Identification No

2. Establishment for which this report is filed (Omit if same as label)

a. Name of establishment

Address (Number and Street)

City or town

County

State

Zip Code

b. Employer Identification No

(If same as label, skip.)

(Multi-establishment Employers

Answer on consolidated Report only)

3. Parent company affiliation

a. Name of parent-affiliated company

b. Employer identification no.

Address (Number and street)

City or town

County

State

Zip code

Section C - EMPLOYERS WHO ARE REQUIRED TO FILE (*To be answered by all employers*)

☐ Yes ☐ No 1. Does the entire company have at least 100 employees in the payroll period for which you are reporting?

☐ Yes ☐ No 2. Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?

☐ Yes ☐ No 3. Does the company or any of its establishments (a) have 50 or more employees AND (b) is not exempt as provided by 41 CFR 60-1.5, AND either (1) is a prime government contractor or first-tier subcontractor, and has a contract, subcontract, or purchase order amounting to \$50,000 or more, or (2) serves as a depository of Government funds in any amount or is a financial institution which is an issuing and paying agent for U.S. Savings bonds and Savings Notes?

Section D - EMPLOYMENT DATA

Employment at this establishment-Report all permanent full-time or part-time employees including apprentices and on the job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all pages and in all columns. Blank spaces will be considered zeros.

NUMBER OF EMPLOYEES

JOB CATEGORIES	Overall Totals Sum of Col A. thru K	Male					Female				
		White Not of Hispanic Origin	Black Not of Hispanic Origin	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Origin	White Not of Hispanic Origin	Black Not of Hispanic Origin	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
	A	B	C	D	E	F	G	H	I	J	K
Officials and Managers 1											
Professionals 2											
Technicians 3											
Sales Workers 4											
Office and Clerical 5											
Craft Workers Skilled 6											
Operatives (Semi-Skilled) 7											
Laborers (Unskilled) 8											
Service Workers 9											
Total 10											
Total employment reported in previous EEO-1 report 11											

(The trainees below should also be included in the figures for the appropriate occupational categories above)

Form of White Collar on the job 12	
Production trainees 13	

NOTE: Omit questions 1 and 2 on the Consolidated Report.

1. Date(s) of payroll period used:
2. Does this establishment employ apprentices?
 - ☐ 1. Yes
 - ☐ 2. No

Section E - ESTABLISHMENT INFORMATION (Omit on the Consolidated Report)

1. Is the location of the establishment the same as that report last year? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No <input type="checkbox"/> 3. No report last year 2. Is the major business activity at this establishment the same as that reported last year? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No <input type="checkbox"/> 3. No report last year	Office Use Only
3. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)	

Section F - REMARKS

Use this item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units and other pertinent information

Check One

Section G-CERTIFICATION (See instructions G)

- ☐ 1. All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)
- ☐ 2. This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official	Title	Signature		Date	
Contact Person for this Report	Address (Number and street)				
Title	City/State	Zip Code	Telephone Area Code	Number	Ext.

All reports and information obtained from individual reports will be kept confidential as required by Section 709(e) of Title VII
 WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE TITLE 18, SECTION 1001