



## **Northeast Ohio Areawide Coordinating Agency**

### **NOACA**

1299 Superior Avenue  
Cleveland, Ohio 44114-3204  
(216) 241-2414  
[www.noaca.org](http://www.noaca.org)

## **Request for Proposals (RFP) for North Ridgeville Active Transportation Plan**

**Issue Date: June 16, 2023**  
**Closing Date: July 10, 2023**

This RFP includes a Disadvantaged Business Enterprise **(DBE) Goal of 12%**

NOACA is seeking a qualified consulting firm to develop a plan for a holistic and connected bicycle and pedestrian network that strengthens connections to local and regional destinations in the City of North Ridgeville. . The deadline for submittals is **Monday, July 10, 2023, 5:00 PM.**

## Table of Contents

1. BACKGROUND - NORTHEAST OHIO AREAWIDE COORDINATING AGENCY (NOACA).....	3
2. INTRODUCTION AND BACKGROUND.....	4
3. SCOPE AND PROJECT DETAILS .....	5
4. QUALIFICATIONS .....	12
5. PROCUREMENT TIMELINE.....	12
6. REQUIREMENTS FOR PROPOSALS .....	13
7. EVALUATION CRITERIA AND PROCEDURES.....	15
8. ADMINISTRATIVE PROCEDURES AND CONDITIONS .....	18
9. QUESTIONS.....	19

## 1. BACKGROUND - NORTHEAST OHIO AREAWIDE COORDINATING AGENCY (NOACA)

The Northeast Ohio Areawide Coordinating Agency (NOACA) is a Cleveland-based transportation and environmental planning organization that serves as the metropolitan planning organization (MPO) and designated areawide water quality management agency for the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina in Ohio.

In these capacities it:

- Works with other organizations to help address northeast Ohio's transportation, air quality, and water quality needs
- Conducts metropolitan planning for various modes of transportation, including vehicles, freight, transit, bicycle, pedestrian, etc., while considering the transportation system's impact on the environment and land use
- Prepares the region's long-range transportation plan and short-range transportation improvement program, which is the region's capital budget for federally funded transportation projects
- Conducts studies that address congestion, improve safety and strengthen community livability

The vision of NOACA is as follows: NOACA will **STRENGTHEN** regional cohesion, **PRESERVE** existing infrastructure, and **BUILD** a sustainable multimodal transportation system to **SUPPORT** economic development and **ENHANCE** quality of life in Northeast Ohio.

NOACA is directed by a 48-member Board of Directors, representing the City of Cleveland and all five NOACA counties and their communities, plus transit agencies, the Northeast Ohio Regional Sewer District (NEORS), the Cleveland-Cuyahoga County Port Authority, the Ohio Environmental Protection Agency (Ohio EPA), the Ohio Department of Transportation (ODOT), and the Ohio Turnpike Infrastructure Commission.

The NOACA region is home to 2.1 million people and over 150 units of government. The region is anchored by several urban core cities with the largest being Cleveland.

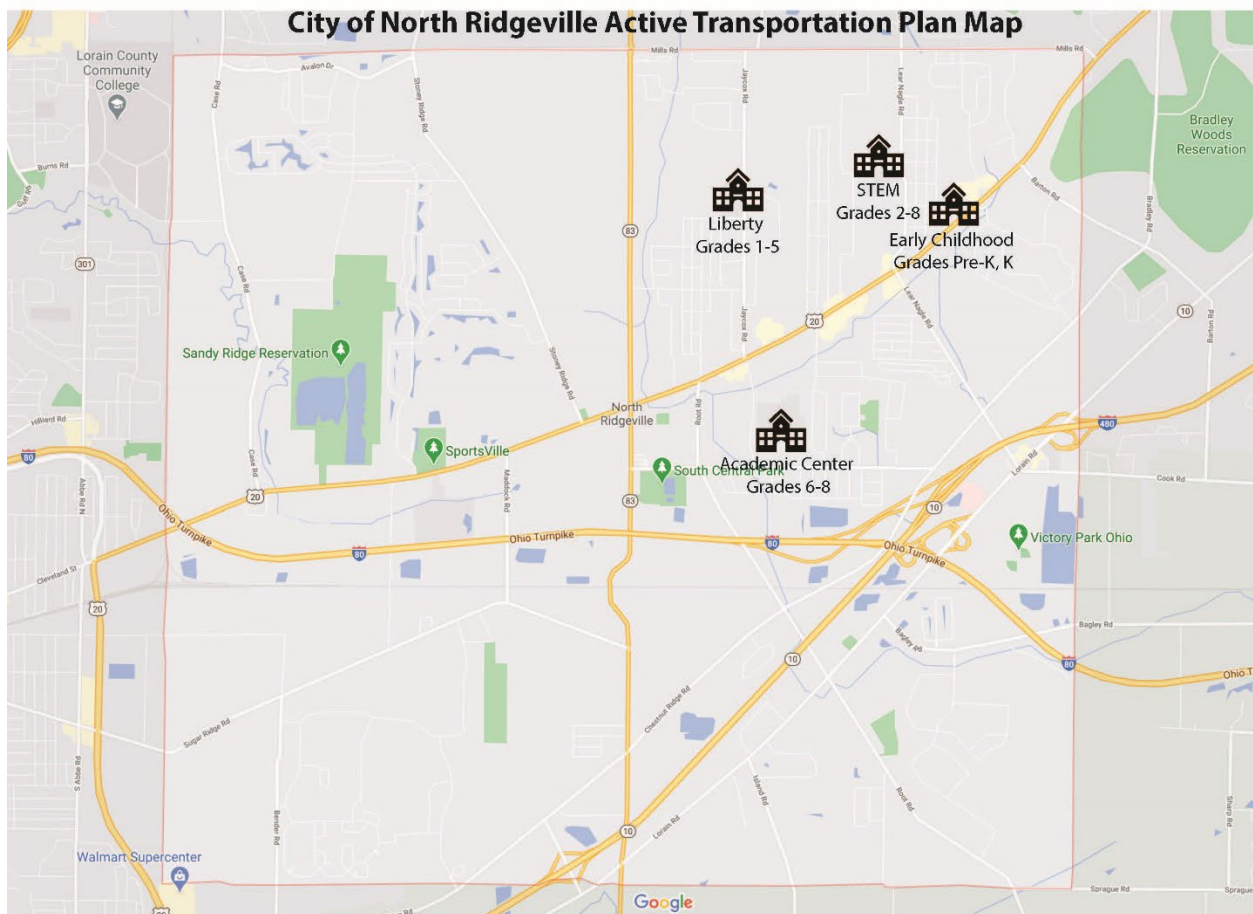
More information about NOACA is available on our website at [www.noaca.org](http://www.noaca.org) .

## 2. INTRODUCTION AND BACKGROUND

As part of its Transportation for Livable Communities Initiative (TLCI), NOACA is seeking a qualified consultant firm to conduct analysis and develop a plan for a holistic and connected bicycle and pedestrian network that strengthens walking and biking connections to local and regional destinations in the City of North Ridgeville.

The study area for the active transportation plan is the entire City of North Ridgeville in Lorain County. The study area for Safe Routes to School (SRTS) School Travel Plan components is within two miles of the following schools:

- Liberty Elementary (grades 1-5);
- Ranger High-Tech Academy (STEM) (grades 2-8);
- The Early Childhood Learning Community (Pre-K and K); and
- The North Ridgeville Academic Center (grades 6-8).



### **3. SCOPE AND PROJECT DETAILS**

NOACA is requesting proposals from qualified consulting firms to conduct analysis for developing a holistic and connected bicycle and pedestrian network and improving walking and biking connections to local and regional destinations in North Ridgeville.

The overall goals of this study are to:

- A holistic and connected bicycle and pedestrian network in North Ridgeville;
- Improved walking and biking connections to local and regional destinations; and
- Safe, reliable and healthy transportation choices for K-8 students.

The objectives supporting this study include:

- Develop a clear vision for future bicycle and pedestrian improvements that will improve and expand safe connections to local destinations and the regional non-motorized transportation network;
- Update the previous 2013 SRTS School Travel Plan for the K-8 schools in the North Ridgeville City School District, addressing all 5 Es (Engineering, Education, Encouragement, Enforcement and Evaluation) of the SRTS program; and
- Assess current land use and zoning regulations to determine how new developments can be designed to incorporate active transportation elements.

#### **Analysis Period**

The project should consider a period of at least 20 years for analysis of future land use and traffic growth of all travel modes.

#### **Meetings**

##### **Stakeholder**

The consultant must hold a minimum of three (3) stakeholder meetings at appropriate junctures in the project timeline. In consultation with NOACA and the City of North Ridgeville – the consultant shall develop a list of potential stakeholders and public outreach strategies.

##### **Community**

The consultant must also hold a minimum of three (3) community meetings at appropriate junctures in the project timeline. Community meetings shall be utilized to:

- gather perspectives and input on study area attributes including, but not limited to land use, access, mobility, safety, transportation infrastructure, and livability within the study area; and
- present findings and gather feedback on existing conditions, analysis, and recommendations

### **NOACA Board and Committees**

The consultant will be required to make presentations to NOACA Board and Committee meetings as needed during the contract period.

## Tasks and Deliverables

### **Task 1: Data Collection and Existing Conditions Analysis**

Consultant will collect, review, and synthesize the required data that is needed to produce an existing conditions assessment. Required data within the study area includes, but is not limited to:

- Demographic, socioeconomic and public health data, including the location of any Environmental Justice (EJ) neighborhoods
- Existing land use and zoning data, codes and regulations
- Major trip generation locations, key community destinations and other non-motorized transportation facilities adjacent to North Ridgeville such as the Lorain County Metroparks trail system
- Infrastructure inventory for non-motorized modes of travel including but not limited to trails, sidewalks, gaps in the sidewalk network, crosswalks, bike lanes
- Parking facilities
- Bicycle use patterns
- Inventory of lighting, speed limits, safety issues and physical barriers to student access surrounding K-8 schools
- K-8 student travel patterns and origins, existing wayfinding, crossing, and school zone signage
- Traffic volumes extracted from NOACA Travel Forecasting Model and ODOT Transportation Data Management System (MS2)
- Crash and safety data for previous 5 years

#### **First Set of Deliverables:**

- Provide a report sharing the collected information and data and summarizing the existing condition analysis.

#### **Initial Stakeholder/Steering Committee Meeting:**

- Develop list of stakeholders/steering committee members,
- Host meeting to present existing conditions and gather feedback on issues relevant to stakeholders, and to discuss future public and community outreach for the project.

#### **Initial Public Meeting:**

- Host a public meeting to present existing conditions to residents, business representatives, and to gather feedback on key issues related to land use, access, mobility, safety, transportation infrastructure, livability, etc.

## **Task 2: Analysis and Alternatives**

The study will also include the following analyses to guide strategies and recommendations. The tasks include but are not limited to:

### **Relevant Plans and Studies:**

- Review past studies including previous TLCI plans, NOACA's eNEO2050 Plan, the 2013 North Ridgeville School Travel Plan, and any other relevant plans and studies
- Review the City of North Ridgeville's Master Plan and Parks and Recreation Master Plan for information regarding growth patterns, proposed community facilities and any relevant future land use recommendations
- Review relevant plans and policies of partner organizations such as the Lorain County Metroparks and Lorain County Public Health
- Analyze local zoning codes and subdivision regulations for active transportation provisions
- Reference and incorporate relevant guidance provided in NOACA ACTIVATE Plan throughout analysis.

### **Traffic Engineering Analysis:**

- Analyze crashes involving non-motorized modes of travel during the past five years within the study area and around schools
- Analyze major trip generation locations for demand by pedestrian, bicycle and other non-motorized modes of travel within the City of North Ridgeville
- Analyze adequacy of existing local non-motorized mode facilities in terms of capacity, condition, and access to these major destinations
- For roadways where on-road bicycle facilities may be considered, extract the current and future AM, PM and daily directional vehicular through traffic volumes from the available sources such as NOACA Travel Forecasting Model or ODOT Transportation Data Management System (MS2).

### **Accessibility and Mobility Analysis:**

- Quantify and qualify access to jobs, health centers, public services, recreational facilities, etc. by non-motorized modes within the study area, particularly isolated neighborhoods and environmental justice areas
- Identify major barriers to walking and biking connectivity within North Ridgeville, including physical barriers such as highways and active rail lines, as well as infrastructure gaps or other deficiencies
- Evaluate growth patterns and future land use plans to identify priority locations for future investments
- Analyze sufficiency of wayfinding and signage for non-motorized modes of travel; and
- Explore amenities that may encourage use of non-motorized modes of travel such as bike parking, public bike repair stations, benches and street trees

**School Travel Plan Analysis:**

- Engage with staff at K-8 schools and families of students attending the schools, including targeted outreach, surveys or focus group meetings as recommended by Stakeholder/Steering Committee
- Analyze presence and condition of sidewalks, bicycle facilities and crossings within two miles of K-8 schools, also evaluating lighting, school zone signage, safety issues, etc.

**Alternative Active Transportation Solutions:**

- Identify alternative improvements for development of comprehensive, connected and safe non-motorized infrastructure within the transportation system based on the analyses and initial stakeholder and community feedback; and
- Determine the most likely active transportation alternatives based on the analyses within the study area to be finalized with stakeholder and community input following the second public meeting.

**Second Set of Deliverables:**

- Provide a report that presents findings of analyses and alternative solutions

**Second Stakeholder/Steering Committee Meeting:**

- Discuss the study findings with stakeholders,
- Identify the preferred land use and multimodal transportation alternative,

**Second Public Meeting:**

- Discuss the study findings with residents of the City of North Ridgeville and stakeholders,
- Identify their concerns with the study findings,
- Identify the preferred land use and multimodal transportation alternative,

### **Task 3: Refinements and Recommendations**

The Consultant will adjust the study analyses based on community and stakeholder feedback and refine the study recommendations in accordance with revised analyses.

Develop specific recommendations which should be based on the analyses and stakeholder and community feedback discussing the current and future active transportation systems, including but not limited to:

- Infrastructure improvements for bicycle, pedestrian and other non-motorized modes of travel
- Safety, accessibility and efficiency improvements
- Amenities and streetscape enhancements that encourage use of non-motorized modes of travel
- Wayfinding, signage and visibility improvements
- Amendments to codes and ordinances intended to enhance active transportation and public health
- A School Travel Plan for the K-8 schools, including infrastructure, lighting and signage, as well as programming and policy improvements

#### **Final Set of Deliverables:**

- Provide a report of all stakeholder and community feedback and adjustments made to the study analyses, along with recommendations

#### **Final Stakeholder Meeting:**

- Present the recommendations to stakeholders
- Adjust recommendations based on stakeholder feedback

#### **Final Community meeting:**

- Present the study recommendations to community members
- Adjust recommendations based on community feedback

## **Task 4: Implementation Strategy and Final Report**

The implementation strategy should include:

- project feasibility
- cost estimates
- potential funding sources
- alignment with available financial resources
- prioritization of projects based on feasibility, cost, available financial resources, and other factors

Prepare a detailed report including but not limited to:

- All collected data
- Stakeholder and community feedback
- Methodology of all analyses
- Multimodal transportation alternative descriptions
- Safety improvements for non-motorized modes of travel
- Study findings
- Study recommendations
- Implementation strategy

## **4. QUALIFICATIONS**

Any combination of skills and experience that can successfully and effectively address the scope of services will be considered. See Section 7.

## **5. PROCUREMENT TIMELINE**

NOACA's process and *estimated* timeline for the selection of a consultant are as follows:

### **July 10, 2023, 5:00 PM - Deadline for RFP Submittals**

Submittals must be received at NOACA by the above deadline. Proposals shall be submitted in PDF via email to [procurement@mpo.noaca.org](mailto:procurement@mpo.noaca.org). NOACA assumes no responsibility for formatting or transmission errors. Submittals received after the deadline will not be considered. Please reference "North Ridgeville Active Transportation Plan" in the email subject line.

### **July 2023 - Consideration of Submittals**

An evaluation team will select candidate vendor(s) from submittals received. This process will include review and scoring of proposals, and review of references and other information as necessary. Candidate vendors may be interviewed by the team and asked to enter into negotiations as part of the selection process.

### **August 11, 2023 - NOACA Committee Review Process**

### **September 8, 2023 - Approval of Contract by NOACA Board of Directors**

## **6. REQUIREMENTS FOR PROPOSALS**

### **A. General Instructions**

NOACA will not reimburse proposers for any costs incurred prior to award and execution of a contract, including but not limited to the preparation and submittal of proposals or participation in the evaluation and negotiation process.

Proposals should be comprised of two (2) volumes, submitted in PDF format. No price or price-related information shall appear in Volume I, the Technical Proposal.

Proposals shall clearly address the evaluation criteria and information requested herein. Overly elaborate proposals and proposals containing only generalized marketing information are discouraged and may result in a lower evaluation score.

Firms included on the current Excluded Parties List System maintained by the United States General Services Administration, or on comparable lists of suspended or debarred firms maintained by the State of Ohio or jurisdictions within NOACA's service area are not eligible for selection.

### **B. Requirements for Technical Proposal (Volume I)**

No pricing or price-related information shall be included in the Technical Proposal.

The Technical Proposal shall include the following components:

1. Provide a cover letter identifying the prime consultant and all subcontractors, if applicable. The cover letter shall identify the officer or other responsible executive of the firm authorized to negotiate and agree to a contract, including the individual's title, address, telephone, email and facsimile. This individual shall serve as NOACA's point of contact for all communications regarding this solicitation. The letter should also contain a commitment that the proposed pricing will be valid for not less than 120 days.
2. Provide general information about the firm including location of office(s), number of years in business and areas of service expertise. Identify key management staff and a brief description of their qualifications and experience. Summarize the firm's number of full-time staff by discipline.
3. Describe the proposer's approach to the project, including a detailed scope of services that reflects understanding of the objectives of the TLCI program and the specific project. If appropriate, the proposer shall expand on the scope of work and provide suggestions that will enhance the performance and outcomes of the project. This section should detail the tasks needed to accomplish the study and to conduct public and stakeholder engagement, and the strategies necessary to implement project recommendations. The project approach should highlight innovation and creativity. Provide a table, attached to the submission as Appendix A, that summarizes and breaks down the project's deliverables, percentage of work, and estimated amount of time in months to complete. A table template is attached to this RFP as *Exhibit A*.
4. Identify key staff to be assigned to this project and the deliverables for which each individual will be responsible. Attach resumes that describe the education, experience and professional certifications (e.g. Professional Engineer, American Institute of

Certified Planners) for each key staff person. Highlight experience and education in multimodal transportation planning that relates to current methodologies applied toward meeting TLCI objectives. NOACA reserves the right to approve or reject any staff members assigned by primary vendor to this project.

5. Describe the capacity of your team and their ability to perform the work in a timely manner, relative to the firm's present workload and the availability of the assigned staff. Include an organizational chart that illustrates the proposed project management structure.
6. List all subcontractors, identifying those certified as DBEs in the State of Ohio, and the type and percentage of work to be performed by each subcontractor. Include description(s) of subcontractor(s) qualifications, identify key personnel, and provide contact person with respective email and telephone number for any subcontractor(s). NOACA reserves the right to approve or reject any subcontractors proposed by vendor for this project.
7. Provide a listing of prior work on other projects that are similar in scope to this TLCI planning project. Examples should describe the scope of work, and demonstrate successful performance in project completion and in stakeholder engagement and community involvement. The list of prior projects should include assignments undertaken in the past five (5) years, and also identify the duration of the project and the client. Provide contact information (name, title, mailing address, email, and telephone) for each client on prior work examples. NOACA may contact references as well as other resources to verify a firm's qualifications, experience, professionalism, and ability to perform the work. If any such projects were not satisfactorily completed, provide an explanation of the circumstances.
8. The Disadvantaged Business Enterprise (DBE) Goal for this contract is 12%. This means that at least this percent of the project work (in US dollars) shall be performed by Ohio-certified DBE firms. DBE certification must be complete and current prior to proposal submission. The required goal, as committed to by the consultant, will be enforced and monitored by NOACA for attainment. The link to the Ohio Department of Transportation's (ODOT) Unified Certification Program, which identifies certified DBE firms, can be found at the following location:

<http://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/DBE-Directory.aspx>

If the 12% DBE goal cannot be met, the consultant shall demonstrate and document good faith efforts to attain this goal prior to submittal of the proposal, in accordance with 49 CFR Part 26.

### **C. Requirements for Business Proposal - Volume II**

The Business Proposal shall include the following components, and is to be submitted as a single PDF file, separate from the Technical Proposal (Volume I):

1. A copy of the cover letter included in Volume I
2. A pricing proposal. Price quotes shall not exceed the budget of \$60,000. In the pricing proposal, hourly rates should reflect only the direct cost of labor, and not overhead,

burden, or profit. Direct costs such as travel expenses, fixed-price payments to subcontractors or vendors will be reimbursed at cost. NOACA will reimburse approved travel and living expenses only for travel more than 50 miles from the traveler's ordinary work location, at the rates specified in the General Services Administration's most current per diem rates for the locality involved.

3. Copies of the proposer's active worker's compensation, general liability, professional liability and automobile insurance certificates.
4. Completed form "Certification Regarding Debarment, Suspension & Other Responsibility Matters," attached to this RFP.
5. The proposer may identify any proposed exceptions to NOACA's Terms and Conditions as contained in this RFP, or propose any additional terms it considers appropriate. Such proposed exceptions or additional terms must be specific, and include a clear explanation of the reasons for the exception or addition. Please note that certain terms contained herein are required by law or regulation and cannot be modified.

## **7. EVALUATION CRITERIA AND PROCEDURES**

### **A. Evaluation Criteria**

#### **1. Experience/Qualifications (up to 30 points)**

Each consultant will be evaluated in regards to their experience and qualifications appropriate to the current project. Scores will be based on each firm's experience on similar projects. Factors to consider include:

- i. Experience and education of project personnel (including appropriate credentials such as education and professional certifications)
- ii. Relevant experience on projects similar to the current project, or projects that include applicable elements

#### **2. Project Approach (up to 40 points)**

Each consultant will be evaluated based on the approach presented in the Technical Proposal to complete the project. Factors to consider include:

- i. Demonstration of understanding the goals of the current project and the objectives of the program
- ii. Provision of a projected table of deliverables included in the Technical Proposal, including project components that will achieve the goals of the project
- iii. Methods and strategies to best accomplish all deliverables of the project
- iv. Creativity and innovation that will drive the process and recommendations

#### **3. Project Management**

Each consultant will be evaluated based on demonstration of past project management and performance. Factors to consider include:

- i. Demonstration of effective past project management, resulting in the delivery of a high-quality work product

- ii. Project personnel/consultant firm size capable of managing planning process, or capacity to manage a consulting team and work with sub-consultants.
- iii. Ability to assemble and lead a multidisciplinary team and to collaborate with public, private, and non-profit partners, community stakeholders, and other relevant parties
- iv. Project approach that demonstrates how tasks or parts are coordinated, staffed, and completed

#### **4. Project Budget and Cost**

Price quotes shall not exceed the budget of \$60,000.

#### **5. Disadvantaged Business Enterprise Goal**

In order to be considered responsive, the proposal shall describe how the consultant will meet, or has made good faith effort to meet the project's DBE goal of 12%.

### **B. Evaluation Procedures**

NOACA intends to award a contract to the vendor whose proposal, including negotiated modifications, is considered to provide the best combination of technical quality and cost. Any proposals timely received by NOACA will be evaluated by a team comprised of NOACA staff and stakeholder(s). The evaluation team will first evaluate the proposals according to the three technical criteria stated above. NOACA may ask vendors for clarification of their proposals, including conducting interviews and/or requesting that the proposers give oral/visual presentations. Such interviews may be conducted in person and/or by telephone or video conference. If such interviews are held, the evaluation team will re-evaluate the proposals, at which time some vendors may be eliminated from further consideration.

NOACA will then evaluate the remaining firms' pricing proposals. Additional firms may be eliminated at this point if pricing is considered inconsistent with their technical proposals. An excessively low price may be considered as unreasonable as an excessively high price.

NOACA may also negotiate with proposers remaining in the competitive range. Following such negotiations, NOACA may request the remaining firms to submit a Best and Final Offer, which will be evaluated by the team, with a firm then selected to be recommended for award. Award recommendation is subject to final approval by the NOACA Board of Trustees.

NOACA reserves the right to accept proposals other than the lowest cost offered, reject any and all proposals, or to negotiate separately with any proposer or proposers as deemed to be in NOACA's best interest. NOACA also reserves the right to waive minor informalities, irregularities or errors which do not affect the substance of the proposal, or may award on the basis of initial proposals received without discussions or negotiations with proposers. The original proposal, therefore, should represent the vendor's best effort to meet NOACA's needs at a reasonable price.

## EXHIBIT A

*Template for Table of Deliverables - content provided here is for example and is typical of TLCI planning studies.*

<b>Deliverable</b>	<b>Description</b>	<b>% Work</b>	<b>Time to Complete</b>
Project Initiation	Finalize scope of work, determine roles and responsibilities, facilitate kick-off meeting, identify steering committee members, establish communication strategy, develop project schedule, and complete all other activities to initiate and manage the study.		
Community Engagement	Engage stakeholders and the public to identify desired future conditions, collaboratively develop transportation and redevelopment concepts, and integrate feedback. This step includes at least 3 project-focused public community meetings and should consider other appropriate forms of engagement.		
Existing Conditions	Collect data on existing infrastructure (such as roadways, sidewalks, bicycle lanes, crosswalks, and other study area characteristics), and identify perceived issues as well as future needs from stakeholders and the community. Map information and review for accessibility.		
Traffic/Technical Analysis	Perform technical analysis to determine existing traffic patterns, number of vehicles per day, peak and non-peak hours as well as usage by other user groups; road diet analysis where appropriate. Perform other technical analysis such as examining existing land use planning and policies, economic analysis, analyzing transit ridership data, and review ridership along corridor for proper TWE placement.		
Alternatives with Cost Estimate	Develop transportation and redevelopment alternatives that address identified needs, considering a multi-phase plan with short-, medium-, and long-term solutions. Provide drawings for each alternative, develop a decision matrix to evaluate, and determine a planning level cost estimate to implement each option.		
Recommendations and Implementation Plan	Work with the steering committee to develop a prioritized Plan from input received on the recommended alternatives. Identify possible funding sources and create an implementation strategy that includes immediate next steps as well as phasing.		
Final Report	Compile study deliverables into a final, cohesive plan that is visual, readily interpretable, and clearly representative of the goals for the study. Report includes an inventory of existing conditions, summary of community and stakeholder input and how it influenced the study, findings from the analysis, recommendations, a strategy for implementation, planning level cost estimates, potential funding sources, and other relevant information.		
<b>Total</b>		<b>100%</b>	

## 8. ADMINISTRATIVE PROCEDURES AND CONDITIONS

- A. It is the policy of NOACA, as required by the United States Department of Transportation (US DOT) that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for this federally assisted contract and/or subcontract with another other consultant to perform the requested services.

Consequently, the requirements of Title 49 CFR Part 26 will apply to this contract. If not a DBE itself, the Consultant must use its best efforts to solicit from and to utilize DBE subcontractors with meaningful minority groups and female representation among their employees. The Consultant must ensure that the DBE subcontractor(s) is performing a "commercially useful function" as defined in [NOACA's Diversity and Inclusion Policy](#).

This proposal includes a **DBE Goal of 12%**. At least this percent of the agreement shall be performed by certified DBE firms. The percentage goal may be met if the awarded Contractor is DBE certified. However, in the event the Consultant is unable to meet the DBE goal placed on this project, a good faith effort must be demonstrated, which documents the effort made to secure the services of DBE subcontractors prior to the submittal of a proposal. This documentation must be included with the proposer's submittal. Actions which may be considered as good faith efforts are described in Appendix A to 49 CFR Part 26. The percentage goal may be met if the awarded Consultant is DBE certified. Consultant proposals that do not include the minimum percentage of DBE participation noted above, or that cannot demonstrate good faith efforts to include a DBE, **Will be rejected**. If selected, the Consultant's price proposal shall reflect the required level of DBE participation, or provide an explanation of how the requirement will be met in later phases of the work.

Only firms currently certified as DBE through Ohio's Unified Certification Program (UCP) will be counted toward meeting this goal. A directory of certified DBEs in Ohio can be accessed on the UCP website at:

<https://www.dot.state.oh.us/Divisions/ODI/SDBE/Pages/DBE-Directory.aspx>.

Potential DBEs may also access the website [www.ohioucp.org](http://www.ohioucp.org) to obtain information on how to become certified. To qualify for certification as a DBE, an applicant must meet the eligibility standards established in the federal regulations at 49 CFR Part 26 and 13 CFR Part 121. DBE certification must be in place at the time of proposal submittal and throughout performance of the contract.

- B. Consultants agree not to discriminate against any employee or applicant for employment because of race, color, religion, age, creed, sex, sexual orientation 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 termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultants further agree to comply with all

requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21.

- C. The proposal, including price, shall be valid for at least 120 days from the date of submission.
- D. An RFP does not constitute an offer or a contract. No contract may be awarded without a resolution by the NOACA Board of Directors.
- E. NOACA reserves the right to amend, cancel or reissue the RFP or to revise the timeline at any time.

NOACA reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process. NOACA may accept any proposal if such action is believed to be in the best interest of the agency.

- F. NOACA is not liable for any cost incurred by the proposer prior to execution of a contract.
- G. The contract between the successful proposer and NOACA shall include all documents mutually entered into including the contract instrument, relevant portions of the RFP and the response to the RFP. The contract must include and be consistent with the provisions stated in the RFP, as may be modified by negotiations.
- H. The prime consultant or system provider will be required to assume the responsibility for all services offered in the proposal regardless of whether directly performed by the prime consultant. Further, the prime consultant will be the sole point of contact for NOACA with regard to contractual matters.
- I. The consultant project team shall be approved by NOACA. NOACA must approve any changes in the project team.
- J. Any award of contract will be to the consultant that provides the highest value relative to costs.

## 9. Questions

For questions regarding the RFP, please contact [procurement@mpo.noaca.org](mailto:procurement@mpo.noaca.org). All questions must be submitted by 5:00 PM on Friday, June 30, 2023. NOACA cannot guarantee provision of response to questions submitted by vendors after this date. All addendums and responses to questions will be publicly posted on [www.NOACA.org](http://www.NOACA.org).

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION & OTHER RESPONSIBILITY MATTERS**

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This Certification is required to be submitted to NOACA on behalf of the principal bidder/proposer and all subcontractors whose subcontracts are reasonably anticipated to exceed \$25,000 in value.

- A. The undersigned Bidder/Proposer/Subcontractor ("Attester") certifies to the best of its knowledge and belief that the Attester and/or any of its principals or subcontractors:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
  2. Have not, within a three-year period preceding this bid/proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract or subcontract; violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
  3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph 2 above; and
  4. Have not, within a three-year period preceding this bid/proposal, had one or more public transactions (Federal, State or local) terminated for cause or default by any federal, state or local agency.

"Principals" for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

This certification concerns a matter which may be within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Section 1001, Title 18, United States Code.

- B. The Attester shall provide immediate written notice to NOACA's Procurement Officer if, at any time the Attester learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C. A certification that any of the items in Paragraph A exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Attester's responsibility. Failure of the Attester to furnish a certification or provide such additional information as requested by NOACA may render the Attester non-responsible, and the Attester shall not be considered for award.
- D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by Paragraph A. The

knowledge and information of an Attester is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- E. The certification in Paragraph A is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Attester rendered an erroneous certification, in addition to other remedies available to NOACA, NOACA may terminate the contract resulting from this solicitation for default.

If the Attester is unable to certify to any of the statements in this certification, it shall attach an explanation to this certification.

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. SECTIONS 3801 ET. SEQ. ARE APPLICABLE THERETO.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name of Bidder/Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Printed Name of Official \_\_\_\_\_ Title of Official \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_