



## **Northeast Ohio Areawide Coordinating Agency**

### **NOACA**

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## **Request for Technical Proposals (RFTP) for a Regional Metroparks Trails Connectivity Study**

**Issue Date: September 8, 2023**

**Closing Date: October 6, 2023**

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

NOACA is seeking a qualified firm to contract for consulting services to develop a Regional Metroparks Trails Connectivity Study. The deadline for submittals is Friday, **October 6, 2023, 12:00 PM.**

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## **1. THE 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.

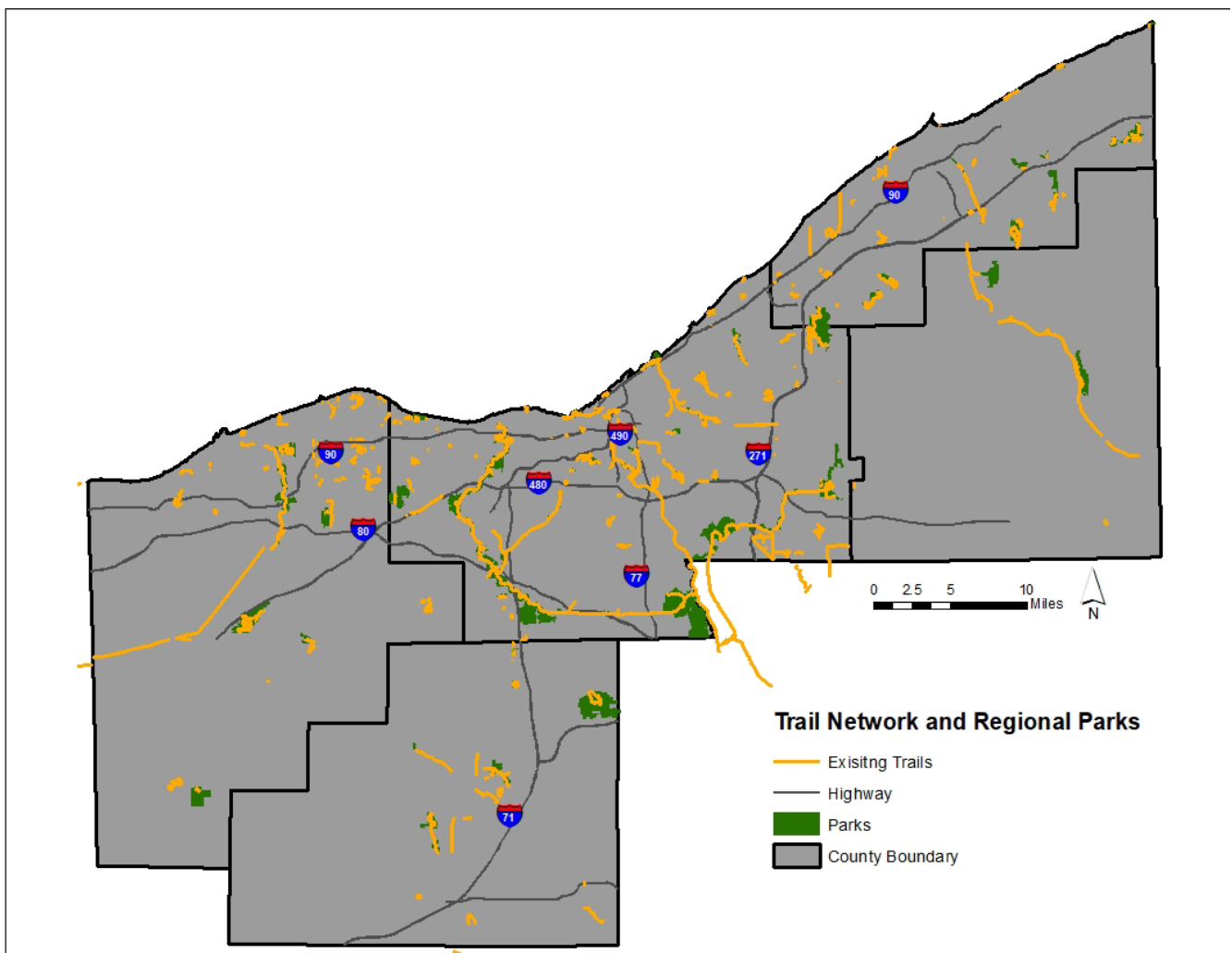
The NOACA region is home to 2.1 million people and over 150 units of government. The region is anchored by several urban core cities with the largest being Cleveland.

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

## 2. INTRODUCTION AND BACKGROUND

NOACA is seeking a consultant to conduct a Regional Metroparks Trails Connectivity Study. This study will focus on identifying opportunities to improve trail connectivity in the NOACA region and increase accessibility for the surrounding neighborhoods. Connectivity will be based on a set of defined criteria and accessibility will identify and analyze access points, gaps, inadequate infrastructure, and barriers. The following NOACA regional map highlights the existing major parks and trail network.

**Timeline:** The estimated total duration of the project is **12-18 months** from the date of contract execution.



### 3. SCOPE AND PROJECT DETAILS

Under this solicitation, the qualified consultant has experience in multimodal transportation network planning, specifically with regard to non-motorized modes of travel. In addition, network connectivity planning is also important. Requested services include, but are not limited to:

- Project management and scope implementation for the planning process
- Managing public and stakeholder meetings
- Technical analysis of data
- Planning for transportation network access and connectivity development
- Planning for multimodal transportation system development
- Planning for non-motorized modes of travel
- Development of implementation strategies

The overall goals of this study are to:

- Develop a connected trail network throughout the region
- Assist and support the development of a multimodal transportation system
- Increase share of the regional trail network for non-recreational trip use
- Improve residential access to park areas with a strong focus on environmental justice communities for recreational and non-recreational use
- Increase opportunities for non-motorized modes of travel, and support transit connectivity through focus on first and last mile connections
- Improve safety for pedestrians and cyclists in the NOACA region
- Reduce the transportation carbon footprint in the NOACA region
- Mitigate the negative impacts of traffic congestion

The Regional Metroparks Trail Connections Study will focus on creating a connected trail network in the NOACA region. This network will connect park areas to each other and also provide park access to residential neighborhoods. The study will also develop an implementation plan for extending the trail network in two planning periods of 2024-2030, and after 2030.

The study criteria for developing the connected trail network will include, but are not limited to:

- Population within walking or biking distance to the trail network
- Environmental Justice communities within walking or biking distance to the trail network
- Jobs within walking or biking distance to the trail network
- Non-recreational trips using the trail network
- Transit and non-motorized work commute trips using the trail network
- Access improvements to park entrance locations as needed
- Transit access to first and last mile connections of trail network
- Safety improvements based on existing Federal Highway Administration (FHWA) Proven Safety Countermeasures
- Conflicts and safety issues as they pertain to multimodal uses, particularly crashes involving cyclists and pedestrians
- Level of traffic stress (LTS) imposed on cyclists when connecting to the trail network
- Opportunity areas for bike and micro mobility parking
- Trail network benefits to region based on the emission reduction and mode shift
- Total costs of the trail network infrastructure

In an effort to both preserve and capitalize on the natural resources of Northeast Ohio park systems, this study will consider current and future surrounding land use. In concert with Park District missions,

this includes mitigation of potential impacts on environmentally sensitive areas; impacts of climate change on existing park transportation assets; and impacts of park-related transportation on climate change.

In addition, the study should identify gaps and inadequate or unsafe infrastructure, including major obstacles to connections between park districts and trail network, and barriers to safe and inclusive park access.

The study should reference and incorporate recommendations from NOACA's [eNEO2050 Plan](#), Regional Lakefront Connectivity Plan (in progress), and [Activate Guidelines](#), as well as relevant plans adopted by regional park systems and participating agencies. These external plans include, but are not limited to the [Cuyahoga Greenways Plan](#).

NOACA is committed to equity in its work, and an inclusive and transparent public planning process. While this study will assess and analyze the physical layout and connectivity of the region's Metroparks and other trail and park systems, the results must be impactful, lasting, and of benefit to all communities.

## **Tasks and Deliverables**

### **Task 1 – Existing Trail Network Analysis**

This task will provide an overview of the existing trail networks in each county and summarize the relevant plans. The task includes, but is not limited to:

- Evaluate overall population access to, and coverage by, the existing NOACA region trail network (e.g., total population with access to the network, share (%) of total regional population)
- Evaluate environmental justice community access to the existing NOACA region trail network (e.g., population within environmental justice communities with access/coverage by the network, as a percent of regional population)
- Evaluate jobs within walking or biking distance to the existing trail network (e.g., total number of jobs within walking or biking distance to the existing trail network, share (%) of regional jobs)
- Evaluate non-recreational trips using the existing trail network (e.g., total number of non-recreational trips using network, share (%) of regional non-recreational trips)
- Evaluate transit and non-motorized work commute trips using the trail network (e.g., total number of transit and non-motorized work commute trips, share of total regional transit and non-motorized work commute trips)
- Evaluate access to park entrance location as needed
- Evaluate the transit network connections (first and last mile connections) to the existing trail network
- Quantify the Level of Traffic Stress (LTS) of the road/streets connected to the existing trail network
- Identify network gaps and inadequate or unsafe infrastructure, including major obstacles to connections between park districts and trail network
- Inventory known or suspected brownfields within ½ mile of trail networks if they cause a barrier to connectivity
- Summarize the existing relevant plans such as the [eNEO2050 Plan](#), the Northeast Ohio Parks Vision and [Cuyahoga Greenways Plan](#)

**Deliverable:** The consultant will produce a report that covers all the Task 2 analyses. This report should be submitted within the first six months of the study.

## Task 2 – Trail Network Development

This task comprises two parts: 1) Criteria development; and 2) Connected trail network development. The consultant will develop a set of criteria to develop an optimal connected trail network. This RFTP includes potential study criteria for trail network development. The consultant will use the proposed set to develop a validated, comprehensive set of criteria.

The second part of this task will evaluate and present several network options, providing at least three alternatives, to improve Metroparks connectivity and safety in the region, and provide a recommendation on the optimal network based on the developed criteria and analysis.

NOACA, County Metroparks and other regional park districts have relevant data for some of the above criteria. NOACA will provide data that is available.

**Deliverable:** The consultant will produce a report describing the trail network development steps, options and recommendation for the optimal network. This report should be submitted within the first nine months of the study.

## Task 3 – Implementation Plan

This task will include development of an implementation strategy for building the proposed trail network in two planning periods of 2024 – 2030 and after 2030.

The implementation strategy should include prioritization of projects, project feasibility, cost estimates, and alignment with available financial resources and potential funding sources while giving consideration to safety and environmental impacts. The implementation plan should have the following elements:

- Identify access points and opportunities to encourage active transportation to/from proposed trail network
- Identify gaps in bicycle and pedestrian routes and transit routes/stops to provide better connectivity among parks, trails, and nearby neighborhoods and recommend improvements (including, but not limited to, road diets, all-purpose trails, crosswalks, signage, intersection redesign)
- Where feasible, alternatives should include temporary “quick fixes” (such as paint) as well as long-term permanent infrastructure changes
- Provide improved access and connections to park entrances and trail network with increased emphasis on non-motorized access and access from environmental justice communities
- Develop strategies to increase bicycle and pedestrian access to transit to better connect to existing and proposed trail network
- Incorporate existing plans from NOACA and other regional park districts and networks
- Identify and provide recommendations to mitigate barriers to park access and trail network, that include but are not limited to:
  - Bridge constraints
  - Unsafe intersections
  - Railroads
  - Modal gaps
  - Topographical challenges
- Suggest high-priority corridors for trail counters or other ways to quantify trail access and usage.

**Deliverable:** The consultant will submit a report including the implementation plan, phasing, feasibility and the aforementioned financial information. This report should be organized based on the two implementation periods of 2024-2030, and after 2030.

This report should also include the previously delivered interim reports within the final deliverable document of the study.

#### **Task 4 - Community and Stakeholder Engagement**

This task will be conducted throughout the duration of the project. The consultant should coordinate and facilitate input from a variety of stakeholders from five counties within the NOACA region. The goal for stakeholder engagement is to obtain targeted input and feedback from regional partners. This engagement will be ongoing, and meetings will be scheduled as needed. Stakeholders should include, but may not be limited to personnel from:

- Cleveland Metroparks
- Geauga Park District
- Lake Metroparks
- Lorain Metroparks
- Medina County Park District
- City of Cleveland
- Cuyahoga County
- Geauga County
- Lake County
- Lorain County
- Medina County
- Regional transit providers
- Cuyahoga Valley National Park (CVNP)
- State parks (where applicable)
- Municipalities that contain Metroparks, park districts, CVNP, and state parks

Consultant will convene, facilitate, and provide materials for quarterly meetings of a regional working group comprised of stakeholders, to be held at NOACA offices, or virtually, unless otherwise required by the NOACA Project Manager. The regional working group will provide guidance and input into plan development. A comprehensive list of stakeholders will be provided by NOACA.

Consultant will be required to conduct a minimum of five community meetings (one per county) to show progress during and at completion of the project per the Transportation for Livable Communities Initiative (TLCI) guidelines. Equity in park access is a primary goal in this project. Public input must be collected at different times, locations, and through various methods, including a project webpage, to ensure all residents have an opportunity to participate in the planning process, especially within environmental justice communities. The consultant may also be required to present to NOACA Board, Committees, and Councils as needed during contract duration.

**Deliverable:** A summary of the stakeholder feedback shall be included in the final report.

## **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:

### **October 6, 2023, 12:00 noon - Deadline for RFP Submittals**

Submittals must be received at NOACA by the above deadline. Submittals should be marked to the attention of Lindy Burt. Digital proposals are to be submitted via email to [procurement@mpo.noaca.org](mailto:procurement@mpo.noaca.org) but NOACA assumes no responsibility for formatting or transmission errors. Submittals received after the deadline will not be considered. Please reference "A Regional Metroparks Trail Connectivity Study" in the email subject line.

### **October 2023 - Consideration of Submittals**

An evaluation team will select candidate vendor(s) from submittals received. This process will include review of submittals, references and other information as necessary, as well as the rating of submittals.

### **November 4, 2023 - NOACA Committee Review Process**

### **December 1, 2023 - Approval of Contract by NOACA Board of Directors**

## 6. REQUIREMENTS

### 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 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 provide a project management plan that details 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 time to complete. A table template, with example content, 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 the

project 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 to this 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. 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 26.53](#).

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

The Business Proposal shall include the following components:

1. A copy of the cover letter included in Volume I
2. A pricing proposal, included in the submission as Appendix B. The pricing proposal form is attached to this RFP for illustration as Exhibit B and can be downloaded in editable form [at this link](#). **Price quotes shall not exceed the budget of \$250,000.** 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 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 worker's compensation certificate and general liability, professional liability and automobile insurance certificate(s)

4. Completed form "Certification Regarding Debarment, Suspension & Other Responsibility Matters," attached to this RFP as Exhibit C.
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 (up to 30 points)**

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 \$250,000.

#### **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.

### **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 economic 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.

## **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 [good faith 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. 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**. The Consultant's price proposal shall reflect the required level of DBE participation.

Only firms 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.ohiucp.org](http://www.ohiucp.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 specifically, including the contract instrument, the RFP and the response to the RFP. The contract must include, and be consistent with, the provisions stated in the RFP.
- 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 or contractor 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 email **by noon on September 22, 2023**. All answers will be publicly posted on [www.NOACA.org](http://www.NOACA.org).

## EXHIBIT A

*Example - Table of Deliverables listed below are 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.		
Existing Conditions and Analyses	Collect data on the existing trail networks and other relevant 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 analyze the county trail networks.		
Community Engagement	Engage stakeholders and the public to identify desired future trail connectivity networks, collaboratively develop trail networks, and integrate feedback. This step includes at least 3 project-focused public community meetings and should consider other appropriate forms of engagement.		
Criteria Development	Develop a comprehensive set of criteria for extending and connecting the existing County Metroparks trail networks in an optimal way.		
Trail Network Development	Develop at least three regional trail connectivity network options and perform technical analyses for comparing them. Present advantages, disadvantages, planning level cost estimate of each option in an evaluation decision matrix.		
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 and determine a planning level cost estimate to implement each option.		
Recommendations and Implementation Plan	Recommend the best regional connectivity trail network based on the implemented technical analyses and work with the steering committee to develop a prioritized plan for the short and long terms of the implementing the recommend trail network.		
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>	



## EXHIBIT C

### *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 \_\_\_\_\_