



**Request for Proposals (RFP)**

**Transportation for Livable Communities Initiative (TLCI)**

***Mentor-on-the-Lake  
Multimodal Facilities Planning Study***

**Issue Date: Friday, April 10, 2026**

**Deadline to Submit: Monday, May 11, 2026**

1299 Superior Avenue  
Cleveland, Ohio 44114-3204  
(216) 241-2414. Ext. 108

## Table of Contents

I. About the Northeast Ohio Areawide Coordinating Agency (NOACA).....	1
II. TLCI Program Background.....	2
III. Scope of Work .....	2
IV. Qualifications and Experience.....	8
V. RFP Process and Timeline.....	9
VI. Requirements For Proposals.....	10
VII. Evaluation of Proposals .....	12
VIII. Administrative Procedures and Conditions .....	13
IX. Questions.....	14
Exhibit A – Example Table of Deliverables .....	15
Exhibit B – Pricing Proposal Form, worksheet 1 .....	16
Exhibit B – Pricing Proposal Form, worksheet 2 .....	17
Exhibit C – Certification Regarding Debarment, Suspension & Other Responsibility Matters .....	18

## I. About 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 regional planning activities for various modes of transportation, including motorized vehicles, freight, transit, bicycle, and pedestrian, while considering the transportation system's impact on the environment and land use
- Prepares the region's long-range plan (LRP) and four-year transportation improvement program (TIP), which is the region's capital budget for federally funded transportation projects
- Conducts studies that address traffic congestion, improve transportation safety and strengthen community livability

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. It is anchored by several urban core cities with the largest being Cleveland.

Vision Statement: 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.

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

## II. TLCI Program Background

Since 2006, The Transportation for Livable Communities Initiative (TLCI) has helped municipalities and other public sector agencies in northeast Ohio fund transportation projects that improve community livability. The TLCI program has two components: i) the [Planning Study Program](#) and ii) the [Implementation Program](#). Through the Planning Study Program, NOACA awards funding to support the costs of development of planning studies for transportation corridors or specific system issues. The Implementation Program awards funding to support the construction of transportation infrastructure improvements that have been recommended in a TLCI planning study. Over the years, the TLCI Planning Program has distributed \$10.1 million in support of [studies](#) that have successfully engaged citizens, community stakeholders, and the public and private sectors in developing solutions for improvement of local and regional transportation corridors and assets.

With a total annual budget of \$2 million, NOACA's TLCI Program is funded by Surface Transportation Block Grant (STBG) dollars that are distributed by the Federal Highway Administration. Of that amount, each year \$500,000 is made available for planning studies, and \$1,500,000 for implementation projects.

This solicitation applies only to the TLCI Planning Study Program.

For more information, visit the [TLCI Program page of NOACA's website](#).

## III. Scope of Work

TLCI planning studies integrate transportation and land use strategies in a manner that supports the goals of NOACA's [Regional Strategic Plan](#) and help project sponsors to achieve the following objectives:

- Expand travel options through the application of complete streets principles
- Implement transportation solutions that are sensitive to the attributes of the surrounding area
- Increase safety and reliability of transportation for system users
- Incentivize reinvestment in vacant/abandoned properties by emphasizing multimodal transportation systems
- Ensure that the benefits and burdens of growth, change and transportation projects are distributed fairly by integrating accessibility for all members of a community.
- Enhance regional cohesion by supporting collaboration between regional and community partners
- Support economic development through transportation and land use recommendations that leverage existing assets and planned investments
- Positively impact public health

## **Mentor-on-the-Lake Multimodal Facilities Planning Study**

NOACA is issuing a Request for Proposals (RFP) from qualified consulting firms to examine how to improve bicycle and pedestrian access to several destinations within and near Mentor-on-the-Lake, while improving safety for all users.

### **Study Area**

The study area is the multimodal transportation network within the boundaries of Mentor-on-the-Lake, Ohio, focusing on the following key corridors within the city: Andrews Road, Lake Shore Boulevard, and Salida Road.

### **Goals**

- Enhance safer, multimodal travel along main corridors
- Improve connectivity between the community's public assets
- Support economic development through safer, more welcoming streetscapes
- Expand quality of life opportunities through improved active transportation facilities
- Rethink land use initially designed to prioritize parking and automobiles

### **Objectives**

- Provide a robust and clear public engagement process that includes at minimum a steering committee, three public meetings, a project website, and alternative opportunities for community engagement
- Research, document, and present existing conditions, including but not limited to:
  - Existing and planned travel facilities
  - Bicycle and pedestrian facilities in relation to local amenities and destinations
  - Safety data, highlighting bicycle and pedestrian hot spots
  - Quantitative data that provides a comprehensive picture of travel facility usage
  - Right-of-way analysis to inform decisions on feasibility of implementing safety countermeasures
  - Opportunities to activate vacant or underutilized properties
- Identify potential safety countermeasures throughout the study area, particularly along priority corridors
- Refine countermeasures through a public process to guide recommendations
- Provide an implementation plan based on community priorities and feasibility criteria that include timing of implementation, estimated costs, and potential funding sources for construction

- Document the public engagement process, including meeting details, outcomes achieved, materials created, and input received from steering committee meetings, public meetings, and alternative engagement opportunities

### **Analysis Period**

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

## **TASK 1: DATA COLLECTION AND EXISTING CONDITIONS**

### **Required data to be collected from within a half-mile buffer of key corridor areas**

- Infrastructure inventory for active modes of travel including but not limited to multi-purpose trails, sidewalks, crosswalks, bike lanes, and gaps in those networks
- Bicycle and pedestrian use patterns
- Major trip generation locations, key community destinations and other active transportation facilities adjacent to Mentor-on-the-Lake
- Crash and safety data for previous 5 years
- Inventory of speed limits, safety issues (including lighting), and physical barriers to student access surrounding K-8 schools
- Parking facilities
- Demographic, socioeconomic, and public health data, including the location of any [Areas of Persistent Poverty](#) (APP)
- Existing land use and zoning data, codes and regulations

### **First Set of Deliverables**

- Provide an existing conditions report sharing the data collected and a summary of trends.
- In consultation with NOACA and the City of Mentor-on-the-Lake, convene a Steering Committee comprised of key project stakeholders to guide the planning study process

### **Initial Steering Committee Meeting**

Host a Steering Committee kickoff meeting to:

- Define the project's public and community engagement approaches
- Present initial assessment of existing conditions and gather additional feedback on issues relevant to stakeholders and the community

## **Initial Public Meeting**

- Host a public meeting to present existing conditions to residents and stakeholders and gather feedback on key issues related to access, mobility, safety, transportation infrastructure, livability, land use, potential development opportunities, etc.
- Provide the public with a clear project schedule and where they can find current and future project information
- Document details of the public meeting for inclusion in the final report (date, time, location, agenda, sign-in sheet, materials created for the meeting, outcomes achieved, and feedback received)

## **TASK 2: EXISTING CONDITIONS ANALYSIS & ALTERNATIVES DEVELOPMENT**

### **Traffic Engineering Analysis**

- Analyze crashes involving active 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 active modes of travel within the city of Mentor-on-the-Lake and including regional destinations in adjacent communities
- Analyze adequacy of existing active mode facilities in terms of capacity, condition, and access to major destinations
- Examine traffic volumes and how they impact travel for all modes in the study area

### **Accessibility and Mobility Analysis**

- Identify major barriers to walking and biking connectivity including physical barriers such as highways and active rail lines, as well as infrastructure gaps and other deficiencies
- Quantify and qualify access to jobs, medical facilities, schools, recreational facilities, public services, etc. by active modes within the study area, particularly neighborhoods with access barriers and Areas of Persistent Poverty
- Evaluate growth patterns and future land use plans to identify priority locations for future investments
- Analyze sufficiency of wayfinding and signage for active modes of travel
- Explore amenities that may encourage use of active modes of travel such as bike parking, public bike repair stations, benches and street trees

## **Alternative Multimodal Transportation Solutions**

- Identify alternative improvements for development of comprehensive, connected and safe active transportation infrastructure within the transportation system based on the analyses and initial stakeholder and community feedback
- Determine multimodal transportation alternatives based on the conducted analyses within a half-mile buffer of the key corridors

## **Second Set of Deliverables**

- Provide a report that includes all analyses and countermeasure alternatives

## **Second Steering Committee Meeting**

- Provide findings to the Steering Committee
- Solicit feedback regarding preferred alternatives

## **Second Public Meeting**

- Discuss study findings and drafted alternatives with community members and stakeholders
- Gather feedback from the public on the alternatives
- Provide the public with next steps and how to remain engaged in the process
- Document details of the public meeting for inclusion in the final report (date, time, location, agenda, sign-in sheet, materials created for the meeting, outcomes achieved, and feedback received)

## **TASK 3: REFINEMENTS AND RECOMMENDATIONS**

- Adjust the analyses based on public feedback
- Refine the study findings according to the adjusted analyses
- Finalize study recommendations based on the analysis and public feedback.

Recommendations should address the following at a minimum:

- Infrastructure improvements for pedestrian, bicycle, and other active modes of travel
- Safety, accessibility, and efficiency improvements
- Amenities and streetscape enhancements that encourage use of active modes of travel
- Wayfinding, signage, and visibility improvements
- Amendments to codes and ordinances intended to enhance active forms of transportation and public health

### **Third Set of Deliverables**

- Provide a report that includes all recommendations and an exposition of the analyses and feedback that went into deciding upon these over other alternatives

### **Final Steering Committee Meeting**

- Discuss the study recommendations with Steering Committee
- Adjust recommendations based on feedback

### **Final Public Meeting**

- Present the study recommendations to residents and other stakeholders
- Implement minor adjustments to recommendations based on public feedback.

### **TASK 4: FINAL REPORT**

Prepare a detailed report including but not limited to:

- All the collected data
- Methodology of all the conducted analyses
- Multimodal transportation alternative descriptions
- Safety improvements
- Study findings
- Study Recommendations
- Implementation Strategy
- All public, steering committee, and stakeholder engagement details and feedback

The implementation strategy should include prioritization of projects, project feasibility, cost estimates, and alignment with available financial resources and potential funding sources.

**Note 1:** Per NOACA's Transportation for Livable Communities (TLCI) guidelines, the consultant will be required to conduct a minimum of three public meetings during the course of and at completion of the project.

**Note 2:** The consultant will be required to make presentations to NOACA Board and Committee meetings as needed during the course of the contract.

## IV. Qualifications and Experience

The selected vendor or any of the selected vendor's subcontractors cannot currently, or at the time of contracting, be listed on any federal, state, or local government jurisdiction debarment or suspension lists.

Candidate consulting firms shall be experts in multi-modal transportation and land-use planning and capable of conducting activities that culminate in a high-quality study. Areas of expertise for prospective firms shall include but are not limited to:

- Community engagement conducted through public meetings and other tools like surveys, a project website and social media
- Analysis of existing transportation conditions such as:
  - Infrastructure for motorized vehicles
  - Traffic volumes and traffic patterns
  - Parking supply and demand for motorized vehicles
  - Transit facilities, service and ridership
  - Infrastructure for non-motorized modes
  - Bike and pedestrian counts
  - Travel demand forecasting
  - Safety trends
  - Land use patterns
  - Demographic data
  - Development opportunities
- Development of recommendations that provide the project sponsor with a plan for a multi-modal system that expands travel choice and is efficient, safe and accessible for all users
- Development of implementation strategies that prioritize recommendations based on, among other factors:
  - Feasibility
  - Cost
  - Funding sources

## V. RFP Process and Timeline

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

<b>March 5, 2026</b>	<ul style="list-style-type: none"><li>• Virtual info session for vendors regarding the TLCI Program and Planning Study RFP</li></ul>
<b>March 12, 2026</b>	<ul style="list-style-type: none"><li>• Virtual info session for vendors regarding the TLCI Program and Planning Study RFP</li></ul>
<b>Friday, April 10, 2026</b>	<ul style="list-style-type: none"><li>• NOACA TLCI Planning Study RFP posted</li></ul>
<b>Monday, May 11, 2026</b>	<ul style="list-style-type: none"><li>• Deadline for TLCI Planning Study RFP submittals from consultants</li></ul>
<b>May - June 2026</b>	<ul style="list-style-type: none"><li>• Evaluation of proposals</li></ul>
<b>June 2026</b>	<ul style="list-style-type: none"><li>• Recommendation of award of contract finalized by evaluation team</li></ul>
<b>July 10, 2026</b>	<ul style="list-style-type: none"><li>• Consideration and recommendation of award of contract by NOACA Finance &amp; Audit Committee</li></ul>
<b>August 14, 2026</b>	<ul style="list-style-type: none"><li>• Consideration and recommendation of award of contract by NOACA Executive Committee</li></ul>
<b>September 18, 2026</b>	<ul style="list-style-type: none"><li>• Consideration and approval of award of contract by NOACA Board of Directors</li></ul>
<b>Sept - Oct 2026</b>	<ul style="list-style-type: none"><li>• Preparation and execution of contract between NOACA and awarded vendor</li></ul>
<b>November 2026</b>	<ul style="list-style-type: none"><li>• Commence work on project</li></ul>

## **VI. Requirements For Proposals**

### **A. General Instructions**

Proposals shall be submitted in PDF format via email to [procurement@mpo.noaca.org](mailto:procurement@mpo.noaca.org) no later than Monday, May 11, 2026 at 5:00 p.m. NOACA assumes no responsibility for formatting or transmission errors. Submittals received after the deadline will not be considered. Please reference “RFP TLCI Mentor-on-the-Lake Project” in the subject line of the transmittal email.

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

The submittal shall be comprised of a Technical Proposal (see VI-B) and a Business Proposal (see VI-C). Proposals shall clearly respond to the information requested and evaluation criteria contained herein. Overly elaborate proposals and, in contrast, proposals containing only generalized marketing information are discouraged and may result in a lower evaluation score.

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.

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

The Technical Proposal shall include the following components:

1. A cover letter that identifies the prime consultant and any subcontractors known at the time of submittal. The cover letter shall identify the officer or other responsible executive of the organization authorized to negotiate and agree to a contract by name, title, address, telephone, and email. This individual, or a designee, 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. General information about the organization including location of office(s), number of years in operation and areas of service expertise.
3. Description of the proposer’s approach to the project, including a detailed scope of services that reflects understanding of the objectives of the TLCI Planning Study Program and the Mentor-on-the-Lake Multimodal Facilities Planning Study. If appropriate, the proposer shall expand on the scope of work and provide suggestions that will enhance the outcomes of the project. This section should detail the tasks needed to accomplish all the objectives included in the

scope of work. The project approach should highlight innovation and creativity, as appropriate. Provide a table, attached to the submission as *Appendix A*, that summarizes and breaks down the project's deliverables and percentage of work. An example Table of Deliverables is attached to this RFP as *Exhibit A*.

4. Identification of key staff to be assigned to this project and the deliverables for which each individual will be responsible. Include an organizational chart that shows the staffing structure for the project and attach resumes that describe the education, experience and any professional certifications for each key staff person. Highlight experience and education relevant to the project. NOACA reserves the right to approve or reject any personnel or subcontractors assigned by the vendor to this project.
5. Description of the capacity of vendor to perform the work in a timely manner, relative to the organization's present workload and the availability of the assigned staff.
6. Listing of prior work on other projects that are similar in scope to the Mentor-on-the-Lake Multimodal Facilities Planning Study. Examples should provide a summary of the scope of work and demonstrate successful performance in project completion. The list of prior projects should include assignments undertaken in the past five (5) years and identify the duration of the engagement and the client. Provide contact information (name, title, organization, email, and telephone) for each client on prior work examples. NOACA may contact past clients as well as other resources to verify an organization's qualifications, experience, professionalism, and ability to perform the work. If any such projects were not satisfactorily completed, provide an explanation of the circumstances.
7. No pricing or price-related information shall be included in the Technical Proposal (Volume I).

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

The Business proposal shall be submitted as a separate file (PDF format) from the Technical Proposal and include the following components:

1. A copy of the cover letter included in Volume I
2. A pricing proposal form, included in the submission as Appendix B. The pricing proposal form is attached to this RFP for illustration only as *Exhibit B* and can be downloaded in editable form [at this link](#). The estimated budget for the Mentor-on-the-Lake Multimodal Facilities Planning Study is \$150,000. Therefore, it is

expected that the total contract price submitted by an interested vendor be consistent with this budgeted cost.

In the pricing proposal form, staff hourly rates should be broken down according to base hourly rate, overhead (%), and burden, which are listed separately on Exhibit B. Profit should also be broken out separately on the pricing proposal. Direct expenses such as travel costs, fuel, fixed-price payments to subcontractors or other vendors, supplies, and equipment will be reimbursed at cost.

NOACA reimburses for travel and living expenses only for travel more than 50 miles from the consultant's ordinary work location, at the rates specified in the federal General Services Administration's most current per diem rates for the locality involved.

3. Copies of the proposer's worker's compensation certificate for the jurisdiction where work will be performed and general liability, professional liability and automobile insurance certificate.
4. Completed form "Certification Regarding Debarment, Suspension & Other Responsibility Matters," attached to this RFP as *Exhibit C*.

## **VII. Evaluation of Proposals**

Proposals submitted by interested consultants will be evaluated against the following criteria and scored on a scale of 100. Criteria may be met through the combined attributes of a prime and its sub-consultant(s). In addition to scoring, the evaluation process may include interview of one or more candidate firms, as needed, along with review of references and other information. At the end of this process, NOACA will recommend the proposal it considers the most highly qualified, price and all other factors considered.

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

Each proposal will be evaluated regarding their experience and qualifications appropriate to the proposed project. Factors to consider include:

1. Experience with transportation system planning and traffic engineering
2. Experience with land use planning
3. Experience with community engagement
4. Experience with transportation infrastructure cost-analysis and financing
5. Experience with economic development planning

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

Each proposal will be evaluated based on the approach presented to complete the project. Factors to consider include:

1. Demonstration of understanding the goals and objectives of the proposed project

2. Quality and completeness of a projected table of deliverables included in the Technical Proposal, including identification of project components that will achieve the objectives of the project
3. Methods and strategies to best accomplish all deliverables of the project, including the proposed schedule.
4. Creativity and innovation

**C. Project Management (up to 30 points)**

Each proposal will be evaluated based on the presentation of a management plan that ensures services are successfully completed. Factors to consider include:

1. Demonstration of effective past project management, resulting in the delivery of a high-quality work product
2. Capacity to manage the project meet deliverables according to defined timeline
3. Description of performance evaluation methodology that monitors for achievement of project goals and objectives throughout the duration of the project
4. Description of status reporting methodology, including details of both written and oral reporting
5. Project approach that demonstrates how tasks or parts are coordinated, staffed, and completed
6. Identification of potential risks, and steps that can be taken to prevent or mitigate those risks

**D. Project Pricing (not scored)**

Points are not awarded for this category, but NOACA will consider cost reasonableness during the evaluation process.

**VIII. Administrative Procedures and Conditions**

- A. 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.

- B. This RFP does not constitute an offer or a contract. No contract in excess of \$79,567.50 may be awarded without a resolution by the NOACA Board of Directors.
- C. NOACA reserves the right to amend, cancel or reissue the RFP or to revise the timeline at any time.
- D. NOACA reserves the right to reject any and all submissions and to waive minor irregularities in the submission process. NOACA may accept any submission if such action is believed to be in the best interest of the agency.
- E. NOACA is not liable for any cost incurred by the proposer prior to execution of a contract.
- F. 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 be consistent with the provisions stated in the RFP, as may be modified by negotiations.
- G. The prime vendor will assume responsibility for all services offered in the technical proposal regardless of whether directly performed by the prime vendor. Further, the prime vendor will be the sole point of contact for NOACA regarding contractual matters.
- H. The consultant project team shall be approved by NOACA. NOACA must approve any changes in the project team.
- I. Any award of contract will be to the qualified firm that provides the highest value relative to costs.

## **IX. Questions**

Please submit questions regarding this RFP to [procurement@mpo.noaca.org](mailto:procurement@mpo.noaca.org). Submitting questions early in the process provides NOACA the opportunity to respond; questions received near the submission deadline may not receive a response. All vendor questions and answers will be publicly posted on the [about/contact-us/doing-business-with-noaca](#) page of NOACA's website.

## Exhibit A – Example Table of Deliverables

*Deliverables listed below are typical of TLCI planning studies.*

<b>Deliverable</b>	<b>Description</b>	<b>% Work</b>	<b>Time to Complete (weeks)</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 alternatives, 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 and identify perceived issues as well as future needs from stakeholders and the community. Map information and review for accessibility.		
Technical Analysis	Perform technical analysis to determine existing traffic patterns, daily volume, peak and non-peak hours, transit ridership, and usage by other groups. Perform other technical analysis of land use patterns, planning and policies and local economic trends.		
Alternatives with Cost Estimate	Develop 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, easily interpreted, and clearly representative of the goals for the study. Report includes an inventory of existing conditions, summary of stakeholder and community 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 B – Pricing Proposal Form, worksheet 1**

STAFFING COSTS							
A	B	C	D	E	F	G	H
Team Member Last Name	Title/ Classification	Base Hourly Rate* (\$)	Overhead Rate (%)	Burden (Cx D)	Billing Rate (C+E)	Hours	Total Cost (FxG)
EXAMPLE	Planner	\$100.00	120	\$120.00	\$220.00	10	\$2,200.00
				\$0.00	\$0.00		\$0.00
				\$0.00	\$0.00		\$0.00
				\$0.00	\$0.00		\$0.00
				\$0.00	\$0.00		\$0.00
<b>TOTAL STAFFING COSTS</b>							\$0.00

\*Base Hourly Rates shall be quoted at cost, without overhead or profit.

Direct Expenses	
Type	Estimated Cost
<b>Total Direct Expenses</b>	\$0.00

<b>FIRM FIXED FEE (PROFIT):</b>	
---------------------------------	--

<b>TOTAL PRICE</b>	\$0.00
--------------------	--------

<b>Signature:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Company Name:</b>	
<b>Date:</b>	



## **Exhibit C – Certification Regarding Debarment, Suspension & Other Responsibility Matters**

---

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 attest to any of the statements in this certification, it shall attach an explanation.

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 \_\_\_\_\_