



REGIONAL FREIGHT PLAN

Request for Proposals

Hinesville Area Metropolitan Planning Organization (HAMPO)

This plan will be prepared in cooperation with the Federal Highway Administration, Georgia Department of Transportation, urbanized Long County, Liberty County, the Town of Allenhurst, and the Cities of Flemington, Gum Branch, Hinesville, Midway, Riceboro and Walthourville.



Released: September 26, 2016

Responses Due: October 21, 2016

This publication was prepared in cooperation with the Department of Transportation, State of Georgia, and Federal Highway Administration. The opinions, findings, and conclusions in these publications are those of the author(s) and not necessarily those of the Department of Transportation, State of Georgia, or the Federal Highway Administration.

For more information regarding this or any other HAMPO activity, please contact us at:

Hinesville Area Metropolitan Planning Organization
c/o Liberty Consolidated Planning Commission
100 Main Street, Suite 7520
Hinesville, Georgia 31313
Phone: 1-912-408-2030 Fax: 1-888-320-8007

Visit our website for the most up-to-date information and downloadable documents at
www.thelcpc.org.

Hinesville Area Metropolitan Planning Organization (HAMPO) is committed to assuring full compliance with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. These laws include but are not limited to Title VI of the Civil Rights Act of 1964 ("Title VI"), the Civil Rights Restoration Act of 1987 (P.L. 100.259), Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended.

HAMPO does not discriminate against persons in the provision of its programs, services or activities.

LCPC is a direct recipient of federal grants from the US Department of Transportation; therefore the following statement shall be included in all solicitations:

"The Georgia Department of Transportation in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d- 42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award."

Section 1: Summary

Hinesville Area Metropolitan Planning Organization, on behalf of the local governments of Long County, Liberty County, the Town of Allenhurst, and the Cities of Flemington, Gum Branch, Hinesville, Midway, Riceboro and Walthourville is soliciting the services of qualified consulting firm(s) for a Regional Freight Plan. The scope of the project is to study the freight capabilities and infrastructure in the HAMPO Study Area (all of Long and Liberty Counties). Funding is per supplemental planning grant PI 0015226 from the Georgia Department of Transportation in an amount of \$81,500 (\$16,300 local, \$65,200 federal).

Hinesville Area Metropolitan Planning Organization reserves the right to reject any and all proposals received.

Submission Content

Interested firms must respond to the Request for Proposals (RFP) in writing as well as provide a CD or USB thumb drive with the proposal in a single file, either .doc, .pdf, or other compatible format. Firms shall provide eight (8) copies of the written proposal and submissions must include **all** of the following:

1. The signed cover sheet in Appendix A, Bidder Qualification Form in Appendix B, and a cover letter.
2. A response to the request for qualifications in Section 2, including a list of completed similar projects, evidence of proper licensure, evidence of pertinent knowledge, proof of budget and timeline compliance, organizational history, resumes of all key personnel, and a list of references.
3. A project narrative and scope of work, including describing in detail the respondent's technical approach to completing each of the tasks enumerated in Section 4.
4. A detailed timeline for completion of project activities.
5. The completed Budget Analysis in Appendix C shall be placed in a separate sealed envelope and placed inside the sealed proposal packet. Appendix C shall not be included in the electronic file as required above.
6. The Information Release Form in Appendix D.

(Note: The appendixes may be reformatted to match the theme of the proposal. The text and text order shall not be altered.)

Invitation to Submit Proposals

Sealed proposals shall be received by Hinesville Area Metropolitan Planning Organization by hand delivery, certified mail, FedEx, United Parcel Service and/or courier service no later than 4:00 p.m., **Friday, October 21, 2016**. Proposals received after the specified due date and time shall not be considered.

All questions shall be directed in writing to Nils Gustavson at ngustavson@thelcpc.org before 5:00 p.m., **Friday, October 14, 2016**. Answers to all questions will be posted on Hinesville Area Metropolitan Planning Organization website and shared via email to registered proposers as received no later than 5:00 p.m., **Tuesday, October 18, 2016**.

Proposals shall be obtained from and submitted to:

Hinesville Area Metropolitan Planning Organization

ATTN: Nils Gustavson, Planner III

100 Main Street, Suite 7520 (non US Mail packages must reference Room 2100, not Suite 7520)

Hinesville, Georgia 31313

Phone: 912.408.2039; E-mail: ngustavson@thelcpc.org (use of email is strongly encouraged)

Section 2: Qualifications

Firms should submit documentation of qualifications for performing the work and identify a project manager and members of the project team. In addition, firms submitting proposals should be certain to provide the following information in their proposals:

1. List of completed similar projects (including project name, location, nature of work, date completed, project costs, owner's name and owner's representative's name, address, phone number and other contact information).
2. Evidence of required licenses, permits, and professional qualifications, as applicable. Indicate any liability coverage your firm has and the amount of coverage.
3. Evidence of knowledge of national, state, regional, and local policies, regulations, trends, and issues relevant to the completion of this study.
4. Demonstrated proof of the respondent's ability to comply with project budgets and timelines.
5. Organizational history, including years in business and resumes of all partners, associates, or consultants employed in your firm who will be working on this project.
6. Listing of trade or other references relevant to the project.

Award of a contract shall be made to the firm, whose proposal is determined to be the most advantageous for Hinesville Area Metropolitan Planning Organization and its member governments, taking into account all of the factors set forth in the Evaluation Criteria in Section 6. No other factors or criteria shall be used in the evaluation. A selection committee may conduct interviews with potential consultants; however, interviews are not required in order for a selection to be made. While cost is a factor in any award, it is not the only factor and may not be the determining factor.

Section 3: Background

On September 10, 2015 HAMPO completed its 2040 Metropolitan Transportation Plan (MTP) with a discussion on freight, but not a detailed analysis on the impact and opportunities of freight. In September of 2016, GDOT Planning issued HAMPO a supplemental PL Grant for a Regional Freight Plan in an amount of \$81,500 (\$16,300 local, \$65,200 federal).

The transportation system including major truck routes within the HAMPO are critical competitive elements in the economic vitality of the Coastal Georgia region and State. A strong freight network is also needed to position the area as regional national trade and logistics hub. As the trend towards an expanded international trade economy continues with the deepening of the Port of Savannah, the

HAMPO region with its strategic location, mild climate, roadway and rail facilities, military presence, and strong business focus and support is ideally positioned to become a leader in the growing global trade economy. However, attaining this leadership role is dependent upon the implementation of the necessary infrastructure improvements to support this planned growth which will allow this region to achieve its long- term economic goals.

The development of a comprehensive, integrated, intermodal approach is needed to identify and meet the future freight and logistics needs of the HAMPO region. This Regional Freight Plan will help provide a blueprint for addressing the projected freight movement needs, realistic opportunities for funding essential improvements, and functional responsibilities for implementation. This comprehensive, intermodal plan will provide a policy framework and the short and long-term capital improvement projects needed to support the region's planned development potential for freight. The Regional Freight Plan will be integrated the HAMPO 2040 MTP and the GDOT Statewide Freight and Logistics Plan to ensure consistency. The Plan will include the identification of critical transportation infrastructure, as well as environmental and land use strategies needed to achieve the overall goals.

In order to compete for and obtain funding on statewide and national levels, eligible transportation infrastructure projects must be supported by a strong technical analysis based on existing and projected public need and a cost-benefit assessment. This overall planning approach, including short and long-term components recommendations, will ensure that projects can be quickly placed within local and state modal plans for consistency and fiscal programming. The technical, data-based analysis will document the projected commodity flows and mobility needs to support the region's plan to provide the required infrastructure improvements for freight, and take advantage of the region's proximity to the Port of Savannah within the Atlantic coastal region of the southeastern United States.

Combining the mobility needs of the public, private and military sectors for required supporting infrastructure into a comprehensive plan will provide this region with the best opportunity to be nationally competitive for the highly sought after public funds in light of the freight emphasis of MAP-21 and the FAST Act. In addition, with reasonable and defensible future projections, the potential for private investments is also increased.

The end goal is to have a well-reasoned and justified freight section with a fair balance of freight projects in the HAMPO's 2040 Metropolitan Transportation Plan.

The development of the Regional Freight Plan will include working with the Stakeholder Advisory and HAMPO Committees. The Consultant will complete the following sub-tasks as part of the development of the HAMPO Regional Freight Plan.

Section 4: Scope of Services

General Requirements:

Request for Proposals - HAMPO Regional Freight Plan

1. The consultant shall communicate regularly and effectively with HAMPO through the project manager.
2. Tasks shall be completed and deliverables received in a timely and professional manner.
- 3.
4. The final product shall show thorough engagement with regional stakeholders.
5. The final product shall demonstrate thorough understanding of the HAMPO study area
6. The final product shall show specific recommended freight related improvements with estimated cost.
7. The final product will recommend amendments to the 2040 MTP.
8. The following dates are provided to indicate a schedule outline schedule if our regular order of business is followed:

Thursday, June 08, 2017	PC, Present Final Report
Thursday, May 11, 2017	TCC, Present pre-Final Report
Wednesday, May 17, 2017	End Public Comments
Tuesday, April 25, 2017	CAC, Public Meeting
Sunday, April 16, 2017	Start 30 Day Public Comment
Wednesday, April 12, 2017	End 30 Day GDOT Review
Monday, March 13, 2017	First Draft Due - Start 30 Day GDOT Review
Tuesday, February 28, 2017	CAC, Present Tasks 1 To 3 (By Hampo Staff)
Thursday, February 09, 2017	PC, Present Tasks 1 To 3
Thursday, January 12, 2017	TCC, Present Tasks 1 To 3
Wednesday, Dec 07, 2016*	SAC, Stakeholders Meeting
Tuesday, Nov 15, 2016*	Notice To Proceed

SAC: Stakeholders Advisory Committee

CAC: Citizens Advisory Committee

TCC: Technical Coordinating Committee

PC: Policy Committee

* placeholder only

Task1: Freight-Focused Stakeholder Outreach

The Consultant will work with LCPC/HAMPO and the Stakeholder Advisory Committee (SAC) for input in development of the Regional Freight Plan. The SAC will meet one time separately to discuss freight-related issues and needs.

Task 2: Project Criteria Development

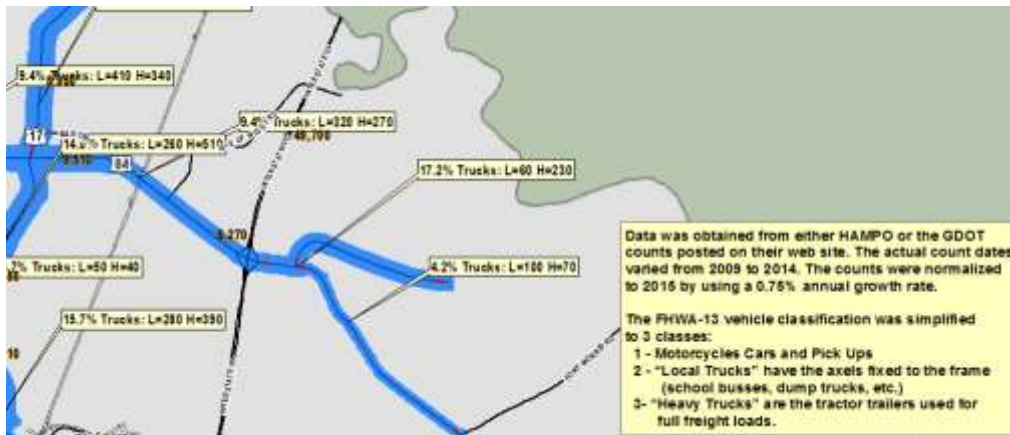
Early in the development of the Regional Freight Plan, the Consultant will work with the stakeholder Advisory Group, HAMPO Committees and LCPC/HAMPO staff to develop the specific criteria to be used to identify the priority of needed freight transportation improvements for inclusion into the Regional Freight Plan and subsequently the MTP. Special efforts will be made to educate local government officials and key stakeholders on the application of these criteria so that strong support for the final recommendations is created prior to the completion of the Plan. The

criteria must reflect the values of the region and its member communities to the greatest extent possible, and help identify the best collection of realistic projects. A review of the freight-specific criteria used for the 2040 MTP will be the starting point for the development of the Regional Freight Plan.

Developed criteria must not only represent the intent of the transportation policy and strategy, but also allow the meaningful comparisons of value between and among both individual and groups of projects and other integrated planning efforts. The Consultant will conduct research on freight-specific prioritization methodologies that have been utilized for MPOs similar in size and character to HAMPO. Coordination with HAMPO Committees, local staff and participation of stakeholders through the involvement process will be critical in the criteria and overall prioritization process.

Task 3: Project Existing Conditions Analysis

The Consultant will review the existing freight intensive land uses within the HAMPO region and adjacent areas. Existing truck volume data will also be collected from GDOT and National sources. HAMPO has initiated and will make available seven day classification counts at our major freight generators (Interstate Paper, Chemtal, Tradeport East, Midway Industrial Park and the primary Freight Gate for Fort Stewart). Additionally, local (class 4-8) and heavy (class 9-13) from the GDOT traffic counts have been compiled and assigned to GIS road segments but not smoothed. Additional counts will be coordinated during the project.



Commodity flow data, including TranSearch data and data from the American Transportation Research Institute (ATRI) will be requested from GDOT. The Freight Analysis Framework (FAF) data from the Federal Highway Administration (FHWA) will also be obtained and incorporated into the Regional Freight Study.

The consultant will next identify and map freight origins and destinations based upon the data obtained from the sources listed previously. Information received from the interviews with representatives from Fort Stewart will be incorporated into the analysis. The regional freight network will be analyzed including data from the GDOT Statewide Freight and Logistics Plan, the CORE MPO

Freight Plan, local high freight enterprises, Bryan County, Long County, the Ports of Savannah and Brunswick, and Cordele Inland Port near 1-75 in South Georgia.

Results of the existing conditions analysis will be presented to both the HAMPO Technical and Policy Committees for review and comment to ensure that all known issues have been identified. The Stakeholder Advisory Committee will also be allowed the opportunity to review and comment.

Task 4: 2040 Future Conditions and Identification of Needs

This task will include development of the future conditions and identification of future deficiencies and needs. The future development and land use maps developed in the MTP will be utilized to identify potential future freight-intensive land uses. Future truck volumes and potential future commodity flow data will also be reviewed and analyzed. Transportation projects that are currently programmed (funded) across the region will be assumed to be in place for the future year analysis.

The consultant will utilize the technical results of the future year analysis as well as input from the Committees to identify potential future deficiencies and develop an initial list of needs. The consultant will also use Integrated Corridor Freight Planning (ICFP) and Intensive Freight Activity Use Location (IFAIL) methodology to help integrate potential land use and freight transportation opportunities and challenges. The result will likely be a list of potential freight infrastructure deficiencies including one or more of the following for truck freight:

- Bottlenecks
- Network connectivity
- Infrastructure deficiencies

Results of the technical future conditions analysis will be presented to the HAMPO Committees for review and comment.

Task 5: Recommendations and Plan Development

The final task is the plan and final recommendations for the Regional Freight Plan, based upon the prioritization criteria developed earlier in the study. Through a collaborative effort with HAMPO Committees, LCPC/HAMPO staff and the Advisory Committee, specific freight-related projects with planning level costs will be developed including:

- Short-term, quick fix projects
- Mid-to-long range projects
- Prioritized project list based upon approved prioritization methodology
- Freight-related policies
- Traffic Management Solutions

Section 5: Final Deliverables

The final deliverable shall include a report which addresses each of Tasks as enumerated in the Scope of Services of this Request for Proposals with prioritized freight- specific project list and policies for incorporation into the 2040 HAMPO MTP.

The final report shall include, at a minimum, five copies of the written report, including all supplemental documents and appendices which the consultant deems necessary for the fulfillment of the aforementioned tasks. The final submission shall also include a compiled single electronic copy of the report plus the electronic files submitted in their source software, i.e. word, excel, GIS layer packages, etc. The final deliverables shall be transmitted to Hinesville Area Metropolitan Planning Organization by Monday, June 26, 2017 unless otherwise agreed to between the parties.

Section 6: Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Qualifications, ability and previous experience with freight studies and analysis, including demonstrated knowledge of national, state, regional, and local policies, regulations, trends and issues.
2. Technical approach, with specific emphasis on effective stakeholder engagement and innovative approaches to project implementation and funding.
3. Proposer's experience on similar projects, with demonstrated ability to comply with schedule and budget of a given contract.
4. Work plan and schedule for project completion.
5. Proposed Project Budget

Section 7: Administrative Requirements

1. During the course of this project, a 30- day interval progress report is required to be submitted within ten days after the end of each 30-day period until the completion of the project. The 30-day period reporting period shall start on the first day of the month after the notice to proceed is issued. Each report shall include:
 - a. A comprehensive listing of accomplishments for the reporting period.
 - b. A list of objectives for the next reporting period with comparison of actual accomplishments to the objectives established for the period.
 - c. The reasons for slippage if established objectives were not met.
 - d. Additional pertinent information when appropriate.
 - e. An accounting, by the budget line items approved for this project, of expenses incurred during the reporting period.
 - f. The final performance report must contain a summary of activities for the entire grant period. All required deliverables should be submitted with the final performance report.
2. Hinesville Area Metropolitan Planning Organization shall retain 10 percent of the contract amount, withheld from each invoice, as final payment until the completion of the project. Final payment shall be made after acceptance of the final product and invoice.
3. An examination of the consultant's financial and operational records may be required.

4. The firm that is selected will be required to comply with the Civil Rights Act of 1964 and all other Equal Employment Opportunity requirements.
5. The firm selected is required to declare and document any real or potential conflicts of interest during the contract period.
6. Any change in key personnel on behalf of the consultant during the project period is subject to approval by Hinesville Area Metropolitan Planning Organization and will require a contract amendment.
7. The firm selected will take all necessary affirmative steps to assure that minority firms and women's business enterprises are used when possible. Affirmative steps shall include:
 - a. Placing qualified small and minority businesses and women business enterprises on solicitation lists.
 - b. Assuring that small and minority businesses, and women business enterprises are solicited whenever they are potential sources.
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women business enterprises.
 - d. Establishing delivery schedules, where the requirement permits, which encourages participation by small and minority businesses, and women business enterprises.
 - e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
 - f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in subsections (a) through (e) above.
8. As the work to be completed will be funded in-part by federal funds, the firm selected must comply with all applicable federal, state, interstate, and local laws and regulations set forth below including, but not limited to:
 - a. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
 - b. Termination for cause and for convenience by the grantee or sub-grantee, including the manner by which it will be effected and the basis for settlement.
 - c. Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).
 - d. Awarding agency requirements and regulations pertaining to copyrights and rights in data, and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
 - e. Access by the grantee, the sub-grantee, the federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audits, examinations, excerpts, and transcriptions.
 - f. Retention of all required records for three years after grantees or sub-grantees make final payments and all other pending matters are closed.

- g. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- h. Mandatory standards and policies relating to energy efficiency, which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- i. Compliance with Part 33 of title 32, Code of Federal Regulations (CFR), "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments," and Part 28 of title 32, CFR, "New Restrictions on Lobbying."
- j. Compliance with Parts 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," and 1125, "Department of Defense Non-procurement Debarment and Suspension," of title 2, CFR.
- k. Compliance with Subpart B, "Requirements for Recipients Other Than Individuals," of Part 26 of title 32, CFR, "Government-wide Requirements for Drug-Free Workplace (Financial Assistance)."
- l. Compliance with the requirements of Part 25 of title 2, CFR, "Universal Identifier and Central Contractor Registration."
- m. Compliance with the requirements of Part 175 of title 2, CFR, "Award Term for Trafficking in Persons."
- n. No funds made available from this grant shall be used, directly or indirectly, for paying attorneys' or consultants' fees in connection with securing grants or other services provided by the grantor, for example, preparing the application for this assistance. However, attorneys' and consultants' fees incurred for meeting this Agreement's requirements may be eligible project costs and may be paid out of funds made available from this Agreement provided such costs are otherwise eligible.
- o. No funds provided from this project or personnel employed in the administration of this project for political activities, sectarian or religious activities, lobbying, political patronage, or nepotism activities.
- p. No funds provided from this project may be used for marketing or entertainment expenses, nor shall any funds be used for capital assets, such as the purchase of vehicles, improvements and renovation of space, and repair and maintenance of privately owned vehicles.
- q. No funds provided under this project may be used to directly identify or assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one Labor Market Area (LMA) to another if the relocation is likely to result in the loss of jobs in the LMA from which the relocation occurs.
- r. Compliance with OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," and the Single Audit Act, 31 U.S.C. § 7502(h).
 - i. The firm selected shall ensure audits are properly performed, and furnish the required data collection forms and audit reporting packages to the Federal Audit Clearinghouse.

- ii. The firm selected shall provide any audit with findings related to this award, with copies of the reporting package (including corrective action plans), management letters, issued by an auditor, and audit working papers, to the Federal Audit Clearinghouse, Hinesville Area Metropolitan Planning Organization, and the Georgia Department of Transportation.
- iii. The firm selected will seek to issue a management decision to the MGRC within six months of receipt of an audit report with findings, and shall take timely and corrective action to comply with the management decision.
- iv. The Georgia Department of Transportation reserves the right to conduct an independent follow-up audit.
- s. Compliance with the requirements of Part 170 of title 2, CFR, "Reporting Sub-award and Executive Compensation Information."
- t. Changes in the specific activities described in the application and the terms and conditions of this award are allowable only if approved by the grantor.
- u. Final deliverables from the selected firm must comply with the following requirements:
 - i. A disclaimer statement will appear on the title page of any study prepared under this grant. It will read:

"This study was prepared in cooperation with the Department of Transportation, State of Georgia, and Federal Highway Administration. The opinions, findings, and conclusions in these publications are those of the author(s) and not necessarily those of the Department of Transportation, State of Georgia, or the Federal Highway Administration"

"Hinesville Area Metropolitan Planning Organization (HAMPO) is committed to assuring full compliance with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. These laws include but are not limited to:

Title VI of the Civil Rights Act of 1964 ("Title VI"),
Civil Rights Restoration Act of 1987 (P.L. 100.259),
Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex),
Americans with Disabilities Act of 1990,
Section 504 of the Rehabilitation Act of 1973,
Age Discrimination Act of 1975, and
All as amended.

HAMPO does not discriminate against persons in the provision of its programs, services or activities."

- ii. The contractor identification will appear on the title page of the study funded by this grant.
- iii. The document will be dated the month and year that it is submitted to the grantor.

v. The decision of the Hinesville Area Metropolitan Planning Organization in interpreting the Terms and Conditions of this Agreement shall be final.

w. Required Clauses

LCPC is a direct recipient of federal grants from the US Department of Transportation, therefore the following contract clauses shall be included in all contracts entered into by sealed bids, competitive proposals, and/or non-competitive proposals:

“During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agree as follows:

1. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.
4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Liberty Consolidated Planning Commission (hereinafter referred to as the LCPC) or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the LCPC, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the LCPC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding of payments to the Contractor under the contract until the Contractor complies; and/or
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions: The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

“The Contractor shall take such action with respect to any subcontractor or procurement as the LCPC or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the LCPC enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.”

END

Appendix A – Cover Sheet

**Request for Proposals Response
Consulting Services for
HAMPO Regional Freight Plan**

Submitting Entity:

Signature of Entity Principal

Date

Appendix B – Bidder Qualification Form

Legal Contractual Name of Organization:

Corporate Mailing Address:

City, State, and Zip Code:

Contact Person for Proposal:

Title:

Email:

Address:

Phone:

Federal Tax Identification Number:

Description of Organization Structure:

Names & Titles of Board Members/Directors:

Appendix C – Budget Analysis

Budget Analysis should include a breakdown of costs for each task and shall include **all** project costs.

Itemized Task Costs	Cost
Task1: Freight-Focused Stakeholder Outreach	\$
Task 2: Project Criteria Development	\$
Task 3: Project Existing Conditions Analysis	\$
Task 4: 2040 Future Conditions and Identification of Needs	\$
Task 5: Recommendations and Plan Development	\$
All Other Costs	\$ _____
Total of Above:	\$

Submitting Entity:

Signature of Entity Principal

Date

Instructions: The completed Budget Analysis (Appendix C) shall be place in a separate sealed envelope and placed inside the sealed proposal packet. The outside of the envelope shall include the Submitting Entity, date and the text “Regional Freight Study Budget Analysis”. Appendix C shall not be included in the electronic file.

Appendix D – Information Release Form

I, _____, on behalf of _____ do
(Principal of Firm) *(Name of Firm)*

hereby authorize Hinesville Area Metropolitan Planning Organization to obtain from past clients named herein of the firm:

(List former clients: Study Name and Date, Primary Contact and Phone Number)

any records or information pertaining to the past Freight or similar plans that have been performed by the firm. This information is for the sole purpose of evaluating the qualifications of the firm to perform the HAMPO Regional Freight Plan.

I understand that my authorization will remain effective from the date of my signature until 90 days past the DUE DATE, and that the information obtained will be handled confidentially and in compliance with all applicable laws. I understand that I may revoke this authorization at any time by written and dated communication. I have read and understand the nature of this release.

Signature of Principal of Firm

Date

Witness

Date