REQUEST FOR PROPOSALS
Technical Assistance Safety Project Planning

SCHEDULE

- RFQ Released: June 5, 2021
- Questions Due: June 23, 2021 by 12:00 PM (CDT)
- Answers to Questions posted: June 30, 2021 by 5:00 PM (CDT)
- Proposals Due: July 16, 2021 by 5:00 PM (CDT)
- Short List Interviews (if needed): Early August 2021
- Anticipated beginning of contract: October 2021

QUESTIONS

All questions regarding this Request for Proposals (RFP) should be directed to:

Mike Kaczorowski, Principal Planner
E-mail: mkaczorowski@rpcgb.org

SUBMISSION

Responses will be received electronically only until: 5:00 pm (CDT), Friday, July 16, 2021

Email an electronic file to: mkaczorowski@rpcgb.org
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SECTION 1: GENERAL INFORMATION

The RPCGB, on behalf of the Birmingham Metropolitan Planning Organization (MPO), will provide technical assistance to various cities and counties within the Metropolitan Planning Area to conduct planning activities for the purpose of assessing local transportation safety needs and identifying potential projects to improve safety performance in the MPA and its local jurisdictions. The goal is to help local leaders identify safety issues in their jurisdiction, understand how to develop safety improvement projects, and ultimately build a pipeline of potential projects for RPCGB’s Safety-APPLE program.

Project Boundaries
The RPCGB administers the MPO in the Birmingham Metropolitan Planning Area, which consists of the entire areas of Jefferson County and Shelby County, and the urbanized portions of Blount and St. Clair Counties. The study area can only be performed within the MPO boundaries (see Figure 1).

Tasks related to this RFP
Task 1: Assessment of Safety Data
   A. Assist the RPCGB with assessing safety conditions within the region by evaluating 5 years of data from the Alabama Critical Analysis Reporting Environment (CARE) for all municipalities within RPCGB.
   B. Assist the RPCGB with identifying data-driven hotspots and regional/local crash trends and prepare summary mapping and tables
   C. Contact MPA jurisdictions to share assessment information and discuss local safety conditions and concerns

Task 2: Outreach and Education
   A. Prepare content and conduct a group training session for MPA jurisdictions
      a. Core elements and benefits of data-driven safety planning
      b. Diagnosis: selecting sites and countermeasures
      c. Evaluating effectiveness of countermeasures
      d. Safety-APPLE program
      e. ALDOT’s Local Roads Safety Initiative (LRSI)
      f. Highway Safety Improvement Program (HSIP)
      g. FHWA’s MATCH-Mentor program
   B. Follow up with individual jurisdictions and document status/needs

Task 3: Provide Technical Assistance to jurisdictions on an as needed basis and maintain a contact log
   A. Site selection and application process for Safety-APPLE
   B. LRSI application process
   C. HSIP application process
Estimated Budget: $200,000 - $250,000

Please note that a cost proposal is not a required element of this RFP. The project fee will be negotiated with the firm after the top Consultant/Firm is selected. Also note that this project is planned to be spread out over a three-year period.
SECTION 2: CONTENTS FOR PROPOSALS

Respondents shall provide documentation that demonstrates their ability to satisfy all of the minimum qualifications requirements. The response shall be submitted according to the format set forth below. As previously stated, the RPCGB will review each proposal and make a determination as to the sufficiency and adequacy of the Respondent’s qualifications. If the Respondent fails to provide or omits information, there will be no appeals process or acceptance of additional materials.

Contents of Proposals Response

Cover Letter / Letter of Interest (1 page)

The response will contain a letter of interest that declares that the Respondent is submitting the response without collusion with any other person or entity submitting a response pursuant to this solicitation. Letters should not contain links to other Web Pages, are not to exceed one (1) page in length and will include at a minimum the following information in the following format:

1. Name, Address and Contact Information for the submitting person or entity;

2. Organization Profile and Qualifications - This section of the letter must describe the proposing firm and must also identify the primary individuals responsible for supervising the work, including their titles and/or their classifications;

Letters of Interest shall be signed by a representative of the Respondent who has authority to negotiate and contractually bind the consultant/firm.

Table of Contents (1 page)

The table of contents should outline, in sequential order, the major areas of the Response Package as shown herein. All pages of the Response Package, excluding attachments, must be clearly and consecutively numbered and correspond to the table of contents.

Executive Summary (1 page): Provide a complete and concise summary of Consultant Team’s background, types of expertise and ability to meet the requirements of this RFP. The executive summary should briefly state why the Consultant Team is the best candidate for the award of the project.

Personnel and Qualifications (No more than 10 pages). Respondents shall include within their Submittal a Statement of Organization. The Statement of Organization should include the following information:

1. List of Personnel with Required Minimum Qualifications and Relevant Experience

Respondents must first supply a summary list of personnel who will actually perform the work for the anticipated contractual services. The individuals listed must have at a minimum:

a. Professional engineering license

b. Experience performing safety studies
2. **Description of Relevant Experience and Certifications for Each Participant**

Descriptions of relevant experience and other certifications for each of the individuals listed in the previous section shall be provided. These descriptions should be limited to one page per individual. The following certifications and experiences should be included in the individual personnel descriptions:

a. Certified Road Safety Professional (not required, but encouraged)

b. Certified Professional Traffic Operations Engineer

c. Evaluation of safety data

d. Experience with CARE system

e. Applying Highway Safety Manual procedures for site evaluation, crash prediction, and countermeasure selection

f. Conducting road safety assessments

g. Expertise in traffic operations and roadway design

h. Estimating costs for the installation of safety countermeasures

i. Working with ALDOT’s Traffic and Safety Operations Section

Other experiences related to safety analyses may be included, but this is a list of specific experiences and certifications that are relevant to the proposed work in this program.

**Prior Project Experience (4 pages):** Identify projects that demonstrate relevant project experience according to the Scope of Services in Section 2 of this RFP. The examples should come from relevant team members’ experience, and should have been performed in the last five (5) years.

**References (1 page)**
Respondents shall provide names and addresses of a representative list of clients/references with which the Respondent has performed similar work. References shall include a contact person, current telephone number, and current email addresses.

**Statement of Financial Stability**
Respondents shall provide a statement in writing, signed by a duly authorized representative, stating the present financial condition of the Respondent, and disclosing information as to Respondent’s involvement in any current bankruptcy proceedings. The Statements of Financial Stability shall be signed by a representative of the Respondent who has authority to negotiate and contractually bind the consultant/firm.

**Statement of Litigation History**
Respondents shall provide a statement describing any prior or pending litigation or investigation, either
civil or criminal, involving a governmental agency or political subdivision thereof or which may affect the performance of the services to be rendered herein, in which the Respondent, any of its employees, subcontractors or subconsultants is or has been involved within the last five 5 years. The Statement of Litigation History shall be signed by a representative of the Respondent who has authority to negotiate and contractually bind the consultant/firm.

Disposition of Proposals
All proposals submitted in response to this RFP will become the property of RPCGB and a matter of public record. Proposer must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure under the Public Records Act of the State of Alabama. Any Proposer claiming such an exemption must also state that it agrees to defend any action brought against RPCGB for its refusal to disclose such material, trade secrets or other proprietary information to any party making a request therefore. Any Proposer who fails to include such a statement shall be deemed to have waived its right to an exemption from disclosure as provided by said action.

Disadvantaged Business Enterprises (DBE) Certification
The RPCGB seeks meaningful participation by qualified disadvantaged businesses in its procurement process. The RPCGB has a DBE goal of fifteen percent (15%) of the overall project. A DBE is defined as, “for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged.” The proposal shall indicate the minimum percentage of the total contract value that is to be paid to any sub-consultant or supplier for which DBE status is claimed. DBE firms are requested to submit evidence of such classification with the Response Package (as Attachment F).

Attachments: Executed copies of:

- Attachment A: Certification of Non-Collusion
- Attachment B: Certification of Contingent Fees
- Attachment C: Certification of Fair Employment Practices
- Attachment D: Conflict of Interest Disclosure
- Attachment E: DBE Certification (if applicable)

The RPCGB recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women-owned/managed or Disadvantaged Business Enterprises (DBE). While there is no requirement for DBE-involvement for this contract, DBE firms are requested to submit evidence of such classification with the Qualifications Package.
Proposal Packages submitted for consideration should be arranged following the format shown below:

<table>
<thead>
<tr>
<th>Qualifications Package Structure</th>
</tr>
</thead>
</table>
| 1. *Cover Letter / Letter of Interest*  
  1 page-single sided |
| 2. *Table of Contents*  
  1 page single sided |
| 3. *Executive Summary*  
  1 page single sided |
| 4. *Personnel and Qualifications*  
  10 pages single sided |
| 5. *Prior Project Experience*  
  4 pages single sided |
| 6. *References*  
  1 page single sided |

**Attachment A:** Certification of Non-Collusion  
**Attachment B:** Certification of Contingent Fees  
**Attachment C:** Certification of Fair Employment Practices  
**Attachment D:** Conflict of Interest Disclosure  
**Attachment E:** DBE Certification (if applicable)

NOTE: Proposal Packages should not exceed 18 pages (excluding attachments).
SECTION 3: SUBMISSION, EVALUATION, AND SELECTION

Submission
All materials submitted in response to this RFP become the property of the RPCGB upon delivery and are to be appended to any formal documentation which would further define or expand the contractual relationship between the RPCGB and the Proposer.

Inquiries - Respondents may submit written email inquiries for interpretation of this RFP to Mike Kaczorowski, Principal Planner, at mkaczorowski@rpcgb.org no later than Wednesday, June 23, 2021 at 12:00 PM (CDT). Questions made and answered will be summarized in writing for distribution on the RPCGB website (https://www.rpcgb.org/requests-for-proposalsqualifications) no later than Wednesday, June 30, 2021 at 5 PM (CDT). All questions will remain anonymous. Addendums or amendments to this RFP, if required, shall also be posted to the website.

RPCGB staff will not respond to verbal questions or meeting requests regarding this solicitation. Any email correspondence related to this RFP should refer to the appropriate RFP title, page, and paragraph.

Verification of Information - RPCGB staff may verify all information submitted as part of a Proposal Package. Submission of information deemed to be inaccurate may result in a determination of non-response and a rejection of the Proposal Package.

Exceptions - Any desired exceptions to the terms and conditions of this RFP must be included in the Proposal Package and must address the specific page and paragraph of the RFP in which the conflict exists. A Proposer's preprinted terms and conditions will not be considered as exceptions.

Proposal Packages - The Proposal Package and other information received in response to this RFP shall be shown only to RPCGB staff. After contract award, the successful Proposal Package and evaluation document shall be open for public inspection.

Late Proposal Package - Late Proposal Packages will not be considered and the Consultant/Firm shall be so notified.

Withdrawal of Proposal Packages - Submitters may withdraw their Proposal Package by notifying the RPCGB at any time. They may withdraw their Qualifications Package in person or through an authorized representative. To withdraw a response, a submitter or authorized representative must disclose its identity and provide a signed letter for which a written receipt will be provided. Proposal Packages become the property of the RPCGB and will not be returned to the submitters. Upon receiving responses they become "public record" and shall be subject to public disclosure.
Selection Criteria
Proposal Packages will be reviewed by a selection committee composed of RPCGB staff. Each member of the committee will evaluate each Proposal Package against the RFP selection criteria, as listed below. For each Proposal Package, the individual criterion will be ranked on a scale of 1 to 10 and multiplied by its weight factor. Criteria scores will be added together for a total score, with a maximum possible score of 100. See below.

The scores from the written Proposal Packages will be summed based on the selection criteria to create a ranked list of Respondents. At this point the highest-ranking Respondent will be selected to conduct the work or the RPCGB staff may initiate a short-list interview process.

<table>
<thead>
<tr>
<th>SELECTION CRITERIA</th>
<th>SCORE</th>
<th>WEIGHT FACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel and Qualifications</td>
<td>1 to 10</td>
<td>5.0</td>
</tr>
<tr>
<td>Prior Project Experience</td>
<td>1 to 10</td>
<td>4.0</td>
</tr>
<tr>
<td>DBE</td>
<td>1 to 10</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Short List Interviews and Presentations
If short-list interviews are deemed necessary, the selection committee may ask the Respondents to give a presentation of their respective Proposal Packages. The purpose of this presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar technical services, and an opportunity for the Respondents to clarify or elaborate on their qualifications without restating the Proposal Package to the selection committee. The short list interview and presentation is merely to present facts and explanation to the selection committee, and not to negotiate any terms of the contract.

The short list interview and presentation will be conducted virtually (via Zoom). The day and time will be notified to the short-listed Respondents at least 10 business days prior to the meeting time.

After the short-list interviews, the Respondent that will be selected for hire will be the one receiving the highest average rank among the selection committee members from the short list interviews.

Award of the Contract
Due to the use of the federal transportation funds the Alabama Department of Transportation (ALDOT) reserves the right to review the qualifications of selected Consultants/Firms and to approve or disapprove the employment of the same. After concurrence from ALDOT on the selection of the Consultants/Firms, the RPCGB will then have the proper approval and authorization to enter into a formal agreement with the Consultant/Firm.

Notwithstanding any other provision of this RFP, the RPCGB expressly reserves the right to:
- Waive any immaterial defect or informality
- Reject any or all Qualifications Packages, or portions thereof
- Reissue a Request for Qualifications
• Modify the number and types of tasks to be collected to meet budgetary limitations
• Cancel the Solicitation

**Offer and Acceptance Period**
A response to this RFP implies that there is a willingness on the part of the Consultant/Firm to contract with the RPCGB based upon the terms, conditions, tasks and specifications contained herein. Submitted Proposal Packages are deemed irrevocable for one-hundred eighty (180) days after the date and time that the proposal packages are due.

**Respondent’s Rights**
All materials submitted in response to this RFP become the property of the RPCGB.
SECTION 4: MAJOR CONTRACT PROVISIONS

This section indicates the major terms and conditions a prospective proposer should be aware of in the development of the Proposal Package. This is not “all-inclusive” but contains the major provision that might affect the develop of the Proposal Package.

Payment
Payment will be made in arrears only after submission of proper invoices to the RPCGB. Billing shall represent work completed prior to the invoice date. The invoice shall identify the description of work performed at the contract rates. Payment of any invoice shall not preclude the RPCGB from making claim for adjustment on any service found not to have been in accordance with the contract. Invoices may not be submitted more frequently than monthly.

Taxes
The RPCGB is exempt from Federal Excise Tax, including the Federal Transportation Tax. Exemption certificates will be furnished upon request.

Conflict of Interest
The RPCGB reserves the right to preclude offering a work assignment to a Consultant/Firm should a real, apparent, or potential conflict of interest exist as determined by the RPCGB.

Performance Standards
The RPCGB relies upon the Consultant/Firm to provide services in accordance with the contract and performance standards established for each work assignment in the Task Order. The Consultant/Firm agrees that time is of the essence, and that contractual commitments shall be met.

Delivery of Data and Work Projects
Unless specified otherwise, the final embodiment of deliverables (maps, charts, tools, reports, etc.) will be delivered in an electronic format to include editable originals, linked supporting graphics and images, and final portable document format (pdf) files.

Ownership of Data and Work Products
All deliverables and/or other products of the contract (including but not limited to all procedures, Qualifications Packages, reports, records, summaries, software documentation, original data, GIS data original and derived, and other matters and materials gathered, prepared and/or developed by the Consultant/Firm in the performance of this contract) shall be the sole, absolute, and exclusive property of the Regional Planning Commission of Greater Birmingham, free from any claim or retention of rights thereto on the part of the Consultant, its agents, its subcontractors, officers, or employees. No data acquired from or via the RPCGB may be used by the Consultant/Firm for any other projects.
Cancellation
Failure to perform any or all of the terms, promises and conditions of the contract, including the specifications, may be deemed a substantial breach thereof. Default may be declared at any time if, in the opinion of the RPCGB:

- Consultant/Firm fails to adequately perform the services required in the contract;
- Consultant/Firm attempts to impose service or workmanship which is of an unacceptable quality;
- Consultant/Firm fails to make progress in the performance of the requirements of the contract, and/or gives the RPCGB a positive indication that the Consultant/Firm will not or cannot perform to the requirements of the contract.

After notice of cancellation, the Consultant/Firm agrees to perform the requirements of the contract up to and including the date of cancellation, as though no cancellation had been made, and notwithstanding other legal remedies which may be available to the RPCGB because of the cancellation, agrees to indemnify the RPCGB for its cost in procuring the services of a new Consultant/Firm.

The RPCGB shall give the Consultant/Firm written notice of default. After receipt of such notice, the Consultant/Firm shall have five (5) days in which to cure such failure. In the event the Consultant/Firm does not cure such failure, the RPCGB may terminate all or any part of the contract without further consideration by so notifying the Consultant/Firm in writing.

Contract Termination
By written notice, the RPCGB may terminate the contract, in whole or in part, when it is deemed to be in their best interest. If the contract is so terminated, the Consultant/Firm will be compensated for work performed up to the time of the notification of termination. In no event shall payment for such costs exceed the current contract price.

Availability of Funds
If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the Consultant/Firm will only be reimbursed for the reasonable value of any non-recurring costs borne but not amortized in the price of services delivered under the contract, or which are otherwise not recoverable. The cost of cancellation may be paid from any appropriations available for such purposes.

Confidentially
The Consultant/Firm acknowledges that information disclosed to it concerning governmental operations during performance of a contract is confidential and/or proprietary and shall not be disclosed to third parties without prior written consent of those governments.

- The Consultant/Firm shall establish and maintain procedures and controls for the purpose of assuring that no information in its records or obtained from jurisdictions and governmental entities in carrying out its functions under the contract shall be used or disclosed by it. The RPCGB reserves the right to review such procedures to ensure acceptability. Persons requesting such information should be referred to the RPCGB.
• All proprietary information and all copies thereof shall be returned to the RPCGB upon completion of the work for which it was obtained or developed.

Removal of Contract Employees
The Consultant/Firm agrees to utilize only experienced, responsible, and capable people in the performance of the work. The RPCGB may require that the Consultant/Firm remove employees from the project who endanger persons or property or whose continued employment under this project is inconsistent with the interests of the RPCGB.

Contract Term
The term of any resultant contract shall commence on the date of the notice to proceed, unless terminated, canceled, or extended as otherwise provided herein. Should a contract extension be required, the RPCGB reserves the right to extend the contract for a specific time period beyond the stated expiration date.

Insurance
Without limiting its liability, the Consultant/Firm shall maintain, during the life of the contract:
• Worker's Compensation Insurance;
• Comprehensive General Liability Insurance;
• Automobile Liability Insurance, and
• Consultant's Professional Liability Insurance.

As part of the contract developed from this RFQ, the Consultant/Firm shall include a standard form "Certificate of Insurance" as evidence of this coverage. The amounts of coverage shall be negotiated as part of the contract, but shall generally be sufficient to protect the RPCGB from liability as a result of this study. This coverage may not be canceled, reduced or allowed to lapse without written notice to RPCGB.
SECTION 5: REQUIRED FORMS AND ATTACHMENTS

The following forms (attached hereto) must be signed by a duly authorized representative and submitted with the Qualifications Package.

- Attachment A: Certification of Non-Collusion
- Attachment B: Certification of Contingent Fees
- Attachment C: Certification of Fair Employment Practices
- Attachment D: Conflict of Interest Disclosure
- Attachment E: Disadvantaged Business Enterprise (DBE) Certification (if applicable)
ATTACHMENT A: CERTIFICATION OF NON-COLLUSION

The undersigned, having been fully informed regarding the accuracy of the statements made herein, certifies that:

(1) This Qualifications Package was developed and submitted independently and without consultation, communication, collusion, understanding, or agreement with any other Proposer or potential Proposer.

(2) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract.

(3) This Qualifications Package is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.

(4) _______________________________ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not, in the last five years, been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

___________________________________ _____________________________________
Name and Title/Position of Signatory Signature

___________________________________ _____________________________________
Name of Proposer/Firm Date

___________________________________
Business Address
ATTACHMENT B: CERTIFICATION OF CONTINGENT FEES

The Proposer acknowledges that no RPCGB assistance has been paid or will be paid on its behalf to any person(s) for influencing or attempting to influence an officer or employee of the RPCGB, member of the RPCGB Executive Committee, an officer or employee of any RPCGB member jurisdictions, or officer or employee of any MPO member jurisdictions in connection with the award of any RPCGB contract, the making of any RPCGB grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any RPCGB contract, grant, loan, or cooperative agreement.

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

______________________________________ _____________________________________
Name and Title/Position of Signatory Signature

______________________________________ _____________________________________
Name of Proposer/Firm Date

______________________________________
Business Address
ATTACHMENT C: CERTIFICATION OF FAIR EMPLOYMENT PRACTICES

The undersigned states that _______________ _____________________________ (Proposer), by its employment policy, standards and practices, does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal, or laying off of any individual due to his/her race, creed, color, national origin, age, sex, religion, or disability.

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

______________________________________ _____________________________________
Name and Title/Position of Signatory Signature

______________________________________ _____________________________________
Name of Proposer/Firm Date

______________________________________ _____________________________________
Business Address
ATTACHMENT D: CONFLICT OF INTEREST DISCLOSURE

Instructions
The RPCGB, in keeping with the State of Alabama Ethics Law, asks that all persons or firms seeking contracts valued at $50,000 or more complete and submit this form along with their Qualifications Package. This requirement also applies to any proposed subcontractors whose portion of the work is valued at $25,000 or more. Failure to comply with this requirement may cause your Qualifications Package to be declared non-responsive.

Questions
1. Does your firm have an existing relationship any with employee(s) of the RPCGB, and/or member(s) or officer(s) of the Executive Committee or the MPO that could be construed as having a conflict of interest (i.e., financial interest), or which would give rise to a conflict if your firm becomes a recipient of a contract with the RPCGB?
   YES ☐   NO ☐

   If “yes,” please list the names of employee(s), committee member(s), or officer(s) and the nature of the relationship:
   Name: ______________________________________________________
   Relationship: ______________________________________________________

2. Have you or any member of your firm been an employee of the RPCGB, served as a member of the Executive Committee, or as an MPO officer within the last 24 months?
   YES ☐   NO ☐

   If “yes,” please list name(s), position(s), and dates of service:
   Name:  ______________________________________________________
   Position:  ______________________________________________________
   Dates of Service: ______________________________________________________

3. Are you or any manager(s), partner(s), or officer(s) of your firm related by blood or marriage/domestic partnership to an employee of the RPCGB, Executive Committee member, or MPO officer that is considering your contract Qualifications Package?
   YES ☐   NO ☐

   If “yes,” please list name and the nature of the relationship:
   Name:  ______________________________________________________
   Relationship: ______________________________________________________
4. In the last 24 months, have you or any members of your firm been a business partner of, employed, or about to employ an employee of the RPCGB, Executive Committee member, or officer the MPO?

YES □       NO □

If “yes,” please list name and the nature of the relationship:

Name: ______________________________________________________
Relationship: ______________________________________________________

5. Have you or any manager(s), partner(s), or officer(s) of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, contribution(s) (including political contributions) or gift(s) to any current employee of the RPCGB, Executive Committee member, or MPO officer?

YES □       NO □

If “yes,” please list name, date gift or contribution was given/offered, and dollar value:

Name: ______________________________________________________
Date: ______________________________________________________
Value: ______________________________________________________

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

_________________________________ _____________________________________
Name and Title/Position of Signatory Signature

___________________________________ _____________________________________
Name of Proposer/Firm Date

___________________________________ _____________________________________
Business Address
ATTACHMENT E: DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION
(IF APPLICABLE)