

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS



REQUEST FOR PROPOSALS

#15-06

April 17, 2006

2006/2007 HOUSEHOLD TRAVEL SURVEY

The Metropolitan Washington Council of Governments

The Metropolitan Washington Council of Governments (COG) is the regional organization of the Washington area's major local governments and their governing officials, plus area members of the Maryland and Virginia legislatures and the U.S. Senate and House of Representatives. The Washington metropolitan area is comprised of the District of Columbia, the Washington, D.C. suburbs in Maryland and northern Virginia. COG provides a focus for action on issues of regional concern such as comprehensive transportation planning, air and water quality management, environmental monitoring, tracking economic development and population growth and their effects on the region, coordinating public safety programs, and promoting child care and housing for the region. COG is supported by financial contributions from its participating local governments, federal and state government grants and contracts, and through grants and contracts from foundations and the private sector.

The National Capital Region Transportation Planning Board

The National Capital Region Transportation Planning Board (TPB) is designated under federal law as a Metropolitan Planning Organization (MPO) and is responsible for coordinating metropolitan transportation planning for the Washington region. Members of the TPB include representatives of the transportation agencies of the states of Maryland and Virginia and the District of Columbia, local governments, the Washington Metropolitan Area Transit Authority (WMATA), the Maryland and Virginia General Assemblies, and non-voting members from the Metropolitan Washington Airports Authority and federal agencies.

I. INTRODUCTION

COG/TPB periodically conducts regional household travel surveys to obtain detailed information about the socio-economic characteristics and travel behavior of persons living in the metropolitan Washington region. This information is used to develop and calibrate regional travel demand forecasting models. These forecasting models, once calibrated and validated, are then used by COG/TPB to predict future travel demands based on projected household and employment growth and assumed regional transportation system changes. The last large scale regional household survey of this type for the Washington region was conducted more than a decade ago.

Funding for a large-sample household travel survey for the metropolitan Washington region has been included in TPB Unified Planning Work Program budgets for FY 2006 and 2007. The data collected in this survey will be used to update parameters in COG/TPB's existing four-step travel demand and air quality models and to provide information that can be used to support development of a new activity-based model of travel behavior. The new household survey data will also be used to support incremental enhancements in travel forecasting procedures and to address other transportation planning issues as well.

II. GENERAL NATURE OF ASSISTANCE REQUESTED

COG/TPB is soliciting proposals from qualified survey consultants to recruit and obtain the participation of 10,000 to 15,000 households in a methodologically advanced regional household survey. The conduct of this survey will be based on procedures that have been thoroughly tested and refined through a full pre-test of the proposed survey methodology. The enhanced methodological procedures used in this survey will be designed to make this survey as representative as possible of all population groups in the metropolitan region and minimize the adverse effects of non-response bias and the misreporting of daily travel behavior in traditional Random Digit Dialing (RDD) telephone-based travel surveys. COG/TPB staff will manage and supervise the survey consultant to ensure that all survey procedures and protocols are being correctly carried out and ensure overall quality control.

III. PROJECT TASKS

Task A1. Finalize Consultant Work Plan and Schedule

In this task, the details of the consultant work plan and schedule will be reviewed with the Project Director and finalized. The proposals submitted in response to this RFP shall identify tasks, due dates, and consultant personnel commitments in sufficient detail to permit COG/TPB to fully understand the intentions and activities of the consultant. This information will be used as the basis of the scope of work and schedule to be incorporated as an appendix into the consultant contract.

PRODUCT: Detailed Consultant Work Plan and Schedule

Task A2. Refine and Finalize Proposed Survey Design

Funding for a large-sample household travel survey for the metropolitan Washington region has been included in TPB Unified Planning Work Program budgets for FY 2006 and 2007. Key features of the proposed design for this survey are:

- Approximately 10,000 to 15,000 households will be interviewed to obtain detailed information on the socio-economic characteristics and weekday travel behavior of all persons residing in households in the TPB modeled area (Figure 1).
- The sample of households to be surveyed will be stratified primarily by jurisdiction, but within some of the Washington region's larger suburban jurisdictions, this sample will be further stratified by two geographical area types relating to the location of the household inside or outside of a Regional Activity Cluster (Figure 2). A specified minimum number of completed household interviews per jurisdiction will also be required.
- Households in higher density, mixed use Regional Activity Clusters with good access to region's network of transit, HOV and highway facilities will be sampled at a higher rate than households in lower density suburban and exurban areas that tend to be much more homogeneous in their daily travel patterns.
- Basic household, person and vehicle data will be obtained for all households recruited to participate in this survey.
- Detailed information on daily travel behavior, including all trips made, places visited and activities carried out at home and at other places, will be obtained for a specified 24-hour weekday period for all persons in the household.
- The household survey interviews will be conducted over a 12-month period with an approximately equal number of interviews each month spread out evenly among the weekdays in the month.

The proposed survey design developed by COG/TPB also recommends inclusion of the following four major methodological components:

- (1) Development of an address-based sampling frame to permit differential sampling rates by land use area types within large suburban jurisdiction and to mitigate sample coverage bias that results from the exclusion of households without land line telephones in traditional Random Digit Dialing (RDD)-based travel surveys.

- (2) Development of a multiple method data collection strategy that permits household recruitment and travel day information retrieval by mail, telephone, Internet and in-person contacts, but also maintains overall consistency and quality in the key data items collected by the different methods.
- (3) A GPS household vehicle tracking component for a sub-sample of surveyed households that can be used to develop an estimate of the level and magnitude of misreported auto travel in the travel day interview component of the main household travel survey.
- (4) A follow-up survey of non-responding households and household members that can be used to measure the size and likely impacts of non-response bias in the main household travel survey.

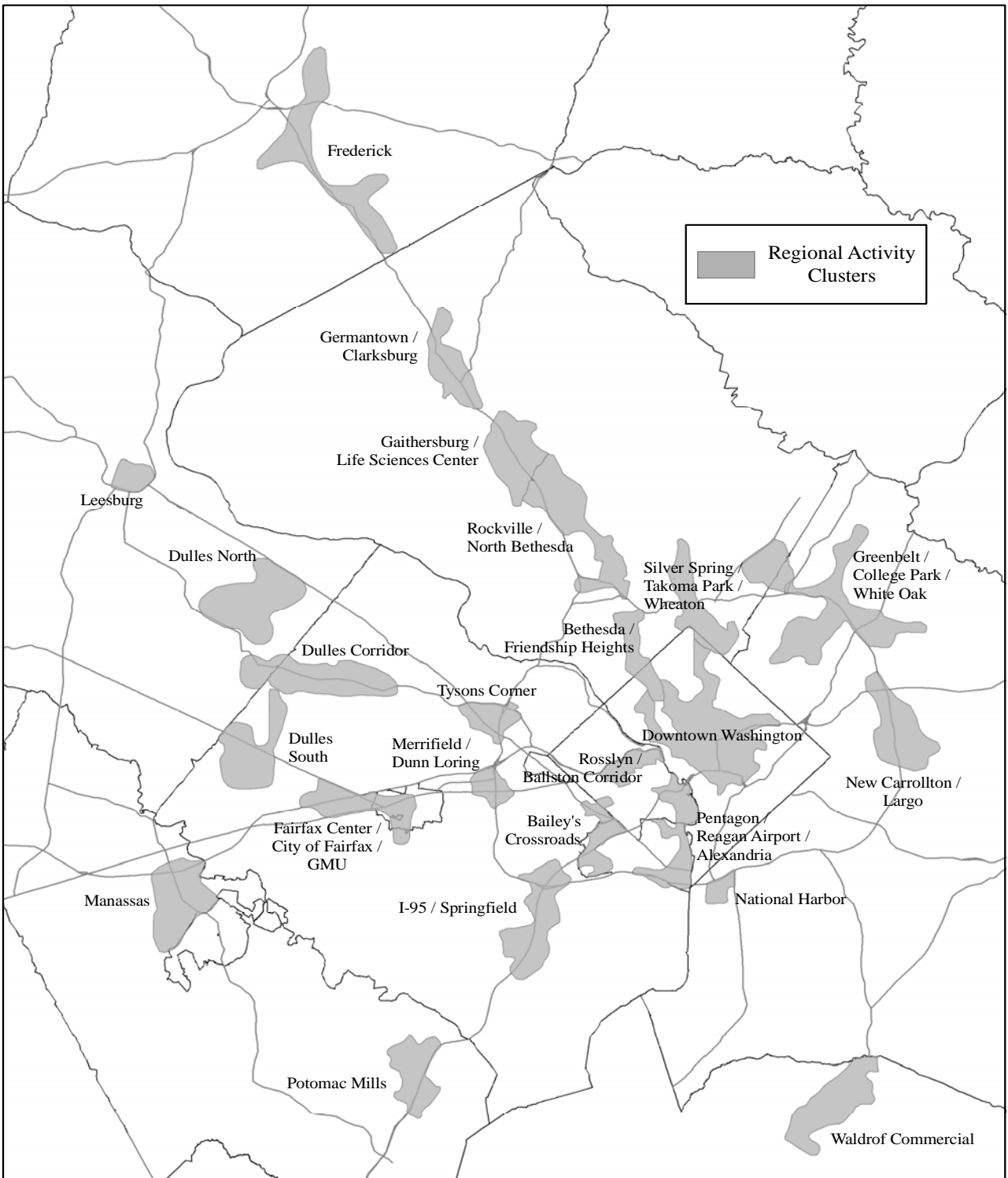
In this task, consultant suggested revisions and refinements to the COG/TPB developed survey design will be reviewed with the Project Director and finalized. The response to this RFP shall clearly identify any suggested changes to the proposed survey design.

PRODUCT: Memorandum on Survey Design

Figure 1
Jurisdictions in the TPB Modeled Area



Figure 2
TPB Regional Activity Clusters



Task A3. Develop Survey Sample Frame and Sample for Survey Pre-Test

In this task the consultant will develop the survey sampling frame and sample for the survey pre-test. The sample of selected households for this pre-test must be of a sufficient size to yield 600 completed household interviews, where a completed household interview is defined as an interviewed household for which completed travel day information reports have been obtained for at least 50% of the household members. The target allocations for these 600 completed pre-test household interviews are as follows:

- The District of Columbia, (120)
- Arlington and Alexandria, VA (80)
- Higher Density/Mixed Use Regional Activity Cluster areas in Montgomery, Prince George's, Frederick, Charles Counties, MD; Fairfax, Loudoun, Prince William Counties, VA (200)
- Lower Density Residential Areas outside of Regional Activity Clusters in Montgomery, Prince George's, Frederick, Charles Counties, MD; Fairfax, Loudoun, Prince William Counties, VA (100)
- Outer Ring Jurisdictions: Anne Arundel, Howard, Carroll, Calvert, St Mary's Counties, MD; City of Fredericksburg, VA; King George, Stafford, Spotsylvania, Fauquier, Clarke, VA; Jefferson County, WV (100)

Proposals submitted in response to this RFP shall clearly describe the data sources to be used in developing the survey sample frame and the manner in which household sample for the pre-test will be selected and drawn.

PRODUCT: Survey Sample Frame and Pre-Test Sample of Households

Task A4. Develop Survey Interviewing Plan and Materials for Survey Pre-Test

In this task the consultant will develop the multi-method data collection strategy to be used in the conduct of the survey pre-test and prepare all survey materials required to implement this strategy. This multi-method data collection strategy should enable household recruitment and survey participation by a variety of means. Regardless of the specific data collection method used to obtain the requested household, person, vehicle, trip and activity data (e.g. by mail, telephone, Internet, or in-person), it is important that overall consistency and quality be maintained for key data items collected by different methods.

Data items proposed for collection in this survey are:

Household Data:

- Home Address
- Household Size
- Matrix of Household Members
- Household Income
- Number of Vehicles
- Number of Bicycles
- Housing Type
- Housing Tenure (Own/Rent)
- Year Moved into Current Residence
- Re-Contact Information

Vehicle Data:

- Vehicle Type
- Vehicle Make
- Vehicle Model
- Vehicle Year
- Fuel Type
- Main User of Vehicle

Person Data:

- Year of Birth (Age)
- Gender
- Race
- Drivers License
- Employment Status
- Class of Worker (Private/Federal/State-Local/Self-Employed)
- Occupation
- Number of Paid Jobs
- Hours Worked Last Week at Each Job
- Flexible Working Hours/Alternate Work Schedule
- Eligibility to Telecommute/Frequency of Telecommuting
- Receive Employer Transportation Benefits/Type of Benefit
- Mobility Limiting Disability
- Primary Work Location
- Number of Years Worked at this Location
- Usual Means of Commuting to Work Last Week
- School/College Enrollment Status
- School/College Address
- Number of Days attended School/College Classes Last Week
- Secured Bicycle Parking Facility at School/Work Location
- Number of Days used Bicycle Last Week
- Use of Off-Road/On-Road Trails for Majority of Bike Trips

Trip/Activity Data:

- Place/Location
- Starting Time
- Ending Time
- Trip Purpose or Activity (approximately 20 detailed categories)
- Means of Travel/Mode Sequence (approximately 20 detailed categories)
- Transit Fare/Type of Fare/Discount
- Vehicle Occupancy (Total and # of household members)
- Household Vehicle Used
- Use of HOV Lanes
- Tolls Paid
- Parking Cost/Payer of Parking Cost

The consultant will also be responsible for geocoding the location and place data collected in the survey pre-test to the Maryland State Plane Coordinate System (NAD83, feet).

In addition, the consultant shall prepare all survey materials and in both English and Spanish and have the capability of conducting the household interviewing in either language in response to the preference expressed by individual households participating in this survey.

Proposals submitted in response to this RFP shall clearly describe the proposed multi-method data collection strategy, survey materials and quality control procedures to be used in the collection of the above types of data. The submitted proposal should also include any suggested refinements in the list of data items to be collected and describe the procedures to be used to geocode the collected location data to Maryland State Plane coordinates (NAD83, feet). Further, the consultant will be responsible for all preparation, printing, and mailing of survey materials and these costs should be included in cost estimates for both the survey pre-test and the main survey.

PRODUCT: Survey Interview Plan and Survey Materials

Task A5. Conduct Survey Pre-Test

After approval of the survey procedures and materials by the Project Director, the consultant will conduct a full pre-test of all aspects of the planned household travel survey for the TPB modeled area. This pre-test is to be of sufficient size to yield 600 completed household interviews using the target allocations described in Task A3. In addition, this pre-test will include a GPS household vehicle tracking component (up to 3 vehicles per household) for a sub-sample of the 200 pre-test households. The results of this GPS household vehicle tracking sub-sample are to be used to develop an estimate of the level and magnitude of misreported auto travel in the travel day interview component of the survey.

This pre-test will also include a follow-up survey of 200 non-responding households who were sampled in the pre-test, but did not respond to the request to participate in the survey or, after initially agreeing to participate, did not fully complete the household/person/travel day interviews. The results of the non-response follow-up survey are to provide insight on the reasons for survey non-participation and likely effects of this non-response on overall travel survey results.

Proposals submitted in response to this RFP shall clearly describe where, when and how the household interviewing for the survey pre-test is to be conducted. In addition, the consultant response to this task shall specifically describe the following:

- Interviewer selection and training procedures;
- How non-English speaking households will be handled;
- How household requests to be contacted in specified ways and at specific times will be handled.
- How household call backs and re-contacts will be handled;
- Under what conditions will proxy interviews be considered acceptable;
- The techniques that will be used to encourage reluctant households to participate;
- How the data collected will be checked, edited and validated;
- How missing data items will be handled;
- How the GPS household vehicle tracking component will be handled;
- How the non-respondent follow-up survey will be handled; and
- The survey management and quality control procedures that will be used.

The consultant RFP response is to include and separately break out estimated costs for the 200 household GPS vehicle tracking sub-sample and the 200 non-responding household follow-up survey.

PRODUCT: Survey Pre-Test

Task A6. Evaluate Survey Pre-Test Results

In this task the consultant will provide the Project Director with (1) all edited, geocoded survey data files from the survey pre-test, (2) the file descriptions and other documentation for these survey data files, and (3) a short report summarizing the major results of the survey pre-test. This short report shall include lessons learned from the pre-test and include any refinements and revisions to survey methods, material and procedures recommended for the main household travel survey, the GPS tracking sub-sample, and the non-respondent follow-up survey. This report shall all also include an updated estimate of the cost per household to conduct the main household travel survey.

PRODUCT: Pre-Test Survey Data Files and Report

Task A7. Refine Survey Methods, Materials and Procedures for Main Survey

The consultant will review the results of the pre-test with the Project Director and recommend any final revisions to the survey methods, materials and procedures for the main survey. After the Project Director's approval of any of these recommended revisions, the consultant will make the agreed-upon changes to the survey methods, materials and procedures.

PRODUCT: Revisions to Survey Methods, Materials and Procedures

Task A8. Conduct Main Survey

In this task the consultant will: (1) select the sample of households for the main survey; (2) interview the households selected using the revised survey methods, material and procedures; (3) check, edit, geocode and validate the household, person, vehicle, trip/activity data collected; (4) conduct the GPS household vehicle tracking component of the survey and (5) conduct the non-respondent follow-up survey.

The target number of completed household interviews to be conducted will not be exactly known until the results of the survey pre-test have been evaluated, but this number is expected to be in the 10,000 to 15,000 household range. Any household selected in the survey pre-test sample shall not be eligible to be surveyed in the main survey.

Proposals submitted in response to this RFP should estimate costs for this task based on 10,000 completed household interviews, where a completed household interview is defined as an interviewed household for which completed travel day information reports have been obtained for at least 50% of the household members. Completed household interview target allocations for budget estimation purposes are as follows:

- The District of Columbia, (1600)
- Arlington (600) and Alexandria, VA (400)
- Higher Density/Mixed Use Regional Activity Cluster areas in: Montgomery County, MD (800), Prince George's County, MD (400), Frederick County, MD (150), Charles County, MD (120); Fairfax County/City of Fairfax/City of Falls Church, VA (600), Loudoun County, VA (150), Prince William County/City of Manassas/City of Manassas Park, VA (250).
- Lower Density Residential areas outside of Regional Activity Clusters in: Montgomery County, MD (700), Prince George's County, MD (900), Frederick County, MD (200), Charles County, MD (80); Fairfax County/City of Fairfax/City of Falls Church, VA (1000), Loudoun County, VA (200), Prince William County/City of Manassas/City of Manassas Park, VA (350).
- Outer Ring Jurisdictions: Anne Arundel County, MD (400), Howard County, MD (200), Carroll County, MD (100), Calvert County, MD (100), St Mary's County, MD (100), City of Fredericksburg, VA (50); King George County, VA (50),

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Stafford County, VA (150), Spotsylvania County, VA (100), Fauquier County, VA (100) Clarke, County VA (50); Jefferson County, WV (100).

The exact target allocations by jurisdiction and area type will be determined based on the results of the survey pre-test and the survey data collection budget. Additionally, local jurisdictions shall have the opportunity to purchase additional samples for their jurisdiction based on the estimated cost per household from the survey pre-test results.

The consultant RFP response to this task should also include and separately break out estimated costs for a 500 household GPS vehicle tracking sub-sample and a 500 non-responding household follow-up survey. Again, the exact number of GPS household sub-samples and the number non-respondent follow-up survey interviews will depend on the results of the pre-test and the available total data collection budget.

The consultant will provide the Project Director with a progress report on survey activities and interim deliveries of edited, geocoded household, person, vehicle, trip/activity survey data files on a monthly basis.

PRODUCT: Conduct of Main Survey, GPS Vehicle Sub-sample, Non-Respondent and Follow-up Survey; Monthly Progress Reports and Delivery of Interim Survey Data Files

Task A9. Prepare Final Survey Report and Data Files

Within 60-days of the completion of the household interviewing, the consultant will provide the Project Director with a draft final report documenting the results of the survey interviewing and the technical methods used to collect and process the survey data. This report will also include the results of the GPS household vehicle tracking component and the non-respondent follow-up survey.

The consultant shall also deliver with the draft final report (1) the final, edited, geocoded household, person, vehicle, trip/activity survey data files; (2) the final GPS household vehicle tracking data files; (3) the final data file for non-respondent follow-up survey; and (4) all associated technical documentation for these data files.

The final household survey data file shall also include an initial household expansion weight developed by the consultant for each completed household in the final survey data file. This weight shall be based on each completed household's probability of selection and be used to initially expand the survey data to jurisdictional household and population totals. COG/TPB staff will assume responsibility for developing final household, person and trip data weighting factors based on the initial household expansion weights and a further analysis of survey non-response and other bias factors that could affect the final weighting of the survey data. The consultant RFP response to this task should briefly describe the data sources and procedures to be used to develop the initial household expansion weights.

COG/TPB shall have 30-days to review and comment on the consultant draft final report. Upon receipt of COG/TPB comments, the consultant will have 15-days to respond to these comments and make any necessary changes to the final survey report.

PRODUCT: Final Survey Report, Data Files and Associated Documentation

Role of COG/TPB in the Survey:

The primary technical direction for this project shall be provided by the Project Director, Robert E. Griffiths, COG/TPB Technical Services Director. The Project Director shall also be responsible for monitoring the progress and completion of all consultant work activities and shall coordinate survey activities with participating state and local government staff as required.

IV. DEFINITIONS USED IN THIS DOCUMENT

COG	The Metropolitan Washington Council of Governments
Consultant/ Contractor	- The term used throughout this document to describe the individual or organization awarded the prime contract based on this solicitation.
Contracting Officer	The Executive Director of the Metropolitan Washington Council of Governments
DBE	- Disadvantaged Business Enterprise – The presumptive groups shown in 49CFR26.
MPO	_ Metropolitan Planning Organization
Other Subcontractor Selection Committee	Any additional subcontractor hired by either the contractor or a subcontractor. The Committee established to review the proposals received under this solicitation and recommend selection of contractors to the COG Contracting Officers.
Subcontractor TPB	- Any subcontractor hired by the contractor. The National Capital Region Transportation Planning Board

V. TYPE OF CONTRACT AND PERIOD OF PERFORMANCE

COG shall award a fixed price contract to the selected contractor which shall span COG fiscal years 2006 and 2007. It is anticipated that Tasks A1 through A4 shall be initiated in COG fiscal year 2006 which shall conclude on June 30, 2006. Available funding to

the contractor in fiscal year 2006 shall not exceed three hundred thousand dollars (\$300,000). Available funding in COG fiscal year 2007 shall not exceed one million four hundred thousand dollars (\$1,400,000). The period of performance of the contract will be from execution (expected by May 22, 2006) through June 30, 2007.

VI. OTHER CONDITIONS

1. Federal, State, Local or foreign taxes are not allowable.
2. Other than those tasks specifically identified in the task orders, legal fees of any type are not allowable without prior written approval of COG.
3. In the event the project is terminated by COG, the Contractor will be paid for work actually performed to the effective date of termination.
4. Any work to be subcontracted shall be clearly identified and such "Subcontractor" shall be approved by COG prior to contract issuance.
5. The Contractor, acting as an independent contractor, shall hold COG harmless from and shall be solely responsible, where found liable, for the payment of any and all claims for loss, personal injury, death, property damage, or otherwise, arising out of any act of omission or negligence of its employees, agents or subcontractors in connection with the performance of this work.
6. In case of failure by the Contractor to perform, or have performed, the duties and obligations imposed by the resulting contract, COG may, upon verbal notice, to be confirmed in writing, procure the necessary services from other sources and hold the Contractor responsible for any and all additional costs occasioned thereby.
7. The Contractor covenants that it presently has no interest, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the resulting contract. The Contractor further covenants that in the performance of this contract, no person having any such interest shall be employed.
8. It is understood that should, for any reason, the funding sources for the proposed contract terminate their funding arrangements with COG, COG shall notify the contractor that its contract is terminated, as of the date of the effective date of notification, until such time as COG's funding sources resume payments to COG.
9. Should funding from COG's funding sources be delayed for any reason, COG shall make a concomitant delay in funding to the Contractor.
10. Any work completed by the selected Contractor shall be COG's property and may not be subject to copyright by the Contractor.
11. The selected contractor shall permit the authorized representatives of COG, the US Department of Transportation and the U.S. Comptroller General with reasonable notice, to inspect and audit all data and records of the contractor relating to its performance under the contract until the expiration of three (3) hours after final payment under the contract.

VII. EQUAL EMPLOYMENT OPPORTUNITY

- a. In connection with the execution of the resulting contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, age or national origin. Such actions 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 of training, including apprenticeship.
- b. No qualified disabled applicant for employment, or employee, shall, on the basis of disability, be subjected by the Contractor to discrimination in employment under any program or activity that receives or benefits from financial assistance under the resulting Contract. Contractor shall make reasonable accommodation to the known disabilities of an otherwise qualified applicant for employment, or current employee, unless the Contractor can demonstrate to COG that the accommodation would impose an undue hardship on the operation of the project. Reasonable accommodation shall be as defined in Title 49, Code of Federal Regulations, Part 27.33.

VIII PROPOSAL STRUCTURE

Respondents must follow the prescribed format or they shall be deemed nonresponsive. Adherence to the proposal format by all respondents will ensure a fair evaluation and one which can evaluate each response with regard to the needs of COG. The letter transmitting the proposal must be signed by an officer authorized to bind the respondent as required by this RFP. Four separate chapters shall be prepared as described in the following section:

Chapter 1: Qualifications of the Firms and Personnel

This section shall provide the professional credentials and experience of the firm, and any subcontractors and the key personnel of all firms proposed for this contract. The absence of such contract specific information shall be considered as nonresponsive. Although standard personnel resumes may be included as attachments to the proposal, amplification specific to this RFP is required in this section. Information should be provided showing:

- Experience and familiarity with the metropolitan Washington region, issues confronting the TPB; and knowledge of the TPB process and committees; and
- Experience in designing and implementing successful surveys as describe herein.

Where timely completion of this project is critical, the respondent shall stipulate its ability to meet the deadlines presented herein.

Chapter 2: Technical Approach

In this section of the proposal, respondents shall provide a detailed description of their approach for accomplishing all tasks specified above, including a work plan, a management plan and schedule. Timely completion of project tasks is an important selection consideration. Respondents shall specify their plan for the completion of this project by the above cited termination date.

Chapter 3: Cost Proposals

Respondents shall provide the fully burdened rates of the individuals that shall be proposed for the project. It is understood that the proposed key personnel may not be substituted without the advanced written authorization of the COG Contracting Officer. Respondent shall also provide an estimate of any other direct costs, i.e. travel, printing, etc. that it reasonably anticipates shall be charged to this project.

Cost proposals shall be divided into two sections. The first shall be fiscal year 2006 and the second shall be fiscal year 2007.

Chapter 4: References

The proposed Contractor, and any Subcontractor or "Other Subcontractor" shall provide a listing, as well as references, of similar work completed or in progress for other clients. Preferred references will be from recent work, conducted within the last two to three years. References will include complete contact information. Names, titles, addresses, and telephone numbers shall be included for each reference. References should include work in which key personnel proposed to COG for this program have served.

IX QUESTIONS

There will be a pre-proposal briefing to answer technical and administrative questions concerning the RFP. The briefing will be held at 10:00 a.m. on April 24, 2006 in COG's lobby level conference room #3. Please notify me by email at ckalish@mwcog.org if you will be participating in the pre-proposal conference.

X SUBMISSION DATE AND CONTACT

All respondents shall submit six (6) copies of their proposal to:

CARL R. KALISH, CPPO

DIRECTOR OF PURCHASING AND FACILITIES
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, NE , SUITE 300
WASHINGTON, D.C. 20002-4239

Proposals shall be submitted by no later than 2:00 p.m., May 9, 2006 Please place the RFP number on the outside of your submission. Proposals may not be submitted through fax or other electronic methods.

XI METHOD OF EVALUATING PROPOSAL AND CONTRACTOR SELECTION

Proposal Evaluation

The proposals will be evaluated by a Selection Committee. In evaluating the proposals, the following factors will be considered, with points awarded up to the maximum shown:

<i>FACTORS</i>	<i>POINTS</i>
<i>1. Cost and Price Analysis</i>	<i>15</i>
<i>2. Experience of the Contractor(s) and Key Personnel and Availability of Key Personnel</i>	<i>25</i>
<i>3. An Understanding of the Requirements of the RFP, Technical Quality of the Proposal and Project Approach</i>	<i>35</i>
<i>4. Management Plan</i>	<i>10</i>
<i>5. DBE Participation</i>	<i>15</i>
<i>Maximum Total Points</i>	<i>100</i>

Disadvantaged Business Enterprise Participation

Disadvantaged Business Enterprise (DBE) participation shall be an integral component of the consultant selection procedure for this RFQ. All proposals will be evaluated on a 100 point award system by the selection committee. A total of fifteen (15) possible points may be awarded for DBE participation, as measured in dollars; either as the prime contractor, joint venture partner or subcontractor. The points are to be awarded as follows:

Participation	Points
0% - 9%	0
10% - 14%	3

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15% - 19%	6
20% - 24%	9
25% - 34%	12
35% or more	15

In the event of a tie score between two or more proposals, the one with the highest percentage of DBE participation, as measured in dollars, will be awarded the contract.

All proposers shall provide a copy of the certification of DBE ownership for those firms claiming such status. **The certification must have been obtained from a Federal, state or local governmental agency that regularly issues such certification. It must have been issued within the past year or must clearly state the effective date of the certification.**

Contractor Selection

The Technical Selection Committee may hold a pre-selection meeting with the top ranked proposers. The final recommendations for selection to the COG Contracting Officer may be made based upon the interviews and/or a best and final offer, submitted by the proposers if required.

XII LATE PROPOSALS, MODIFICATION OF PROPOSALS AND WITHDRAWAL OF PROPOSAL

1. Any proposal received at the office designated in this RFQ after the exact time specified for receipt will not be considered and will be returned, unopened, to the sender, unless it is the only proposal received.
2. Any modification of a proposal is subject to the same conditions as in paragraph (1) above of this provision.
3. Proposals may be withdrawn by written or telegraphic notice received at any time prior to award.

**ATTACHMENT A
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

The prospective vendor certifies to the best of its knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any department or agency of the District of Columbia, State of Maryland or the Commonwealth of Virginia or any of the 19 jurisdictions comprising the membership of the Metropolitan Washington Council of Governments (COG);
- Have not within a three year period preceding this date been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; 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;
- Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated above of this certification; and
- Have not within a three-year period preceding this date had one or more public transactions (Federal, State or local) terminated for cause or default.

Vendor understands that a false statement on this certification may be grounds for rejection of any submitted proposal or quotation or termination of any award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both if the federal funds are being used to support the procurement.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date