ARLINGTON COUNTY, VIRGINIA REQUEST FOR PROPOSALS NO. 22-DES-RFPLW-465

PROPOSAL FORM

ELECTRONIC PROPOSALS WILL BE RECEIVED BY THE COUNTY VIA VENDOR REGISTRY NOT LATER THAN 1:00 P.M., JANUARY 17, 2022.

FOR PROVIDING TRANSIT PROJECT MANAGEMENT STAFFING SERVICES PER THE SOLICITATION.

THE FULL LEGAL NAME OF THE ENTITY SUBMITTING THIS PROPOSAL MUST BE WRITTEN IN THE SPACE BELOW. THIS PROPOSAL FORM AND ALL OTHER DOCUMENTS THAT REQUIRE A SIGNATURE MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON WHO IS AUTHORIZED TO BIND THE OFFEROR, OR THE PROPOSAL MAY BE REJECTED.

SUBMITTED BY: (Legal name of entity)							
AUTHORIZED SIGNATU	IRE:						
PRINT NAME AND TITL	E:						
ADDRESS:							
CITY/STATE/ZIP:							
TELEPHONE NO.:		E-M	IAIL DRESS:				
THIS ENTITY IS INCORPIN:	ORATED						
THIS ENTITY IS A:	CORPORA	ATION		LIMITE	ED PARTI	NERSHIP	
(check the applicable option)	GENERAL PARTNE	RSHIP		UNINCORPORATI	ED ASSO	CIATION	
	LIMITED LIABILITY COM	1PANY		SOLE F	ROPRIE	TORSHIP	
COMMONWEALTH OF	ED TO TRANSACT BUSIN VIRGINIA? SSUED TO THE ENTITY BY		ГНЕ	YES		NO	
JCC.							

Any Offeror exempt from Virginia State Corporation Commission (SCC) authorization requirement must include a statement with its proposal explaining why it is not required to be so authorized.

PROPOSAL FORM, PAGE 2 OF 5 **ENTITY'S DUN & BRADSTREET D-U-N-S NUMBER:** (if available) HAS YOUR FIRM OR ANY OF ITS PRINCIPALS BEEN DEBARRED FROM SUBMITTING PROPOSALS TO ARLINGTON COUNTY, YES 🖵 NO VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION WITHIN THE PAST THREE YEARS? OFFEROR STATUS: MINORITY OWNED: WOMAN OWNED: **NEITHER:** THE UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THE FOLLOWING: THE OFFICIAL COPY OF THE SOLICITATION DOCUMENTS, WHICH INCLUDES ANY ADDENDA, IS THE ELECTRONIC COPY THAT IS AVAILABLE ON THE VENDOR REGISTRY WEBSITE. POTENTIAL OFFERORS ARE RESPONSIBLE FOR DETERMINING THE ACCURACY AND COMPLETENESS OF ALL SOLICITATION DOCUMENTS THEY RECEIVE FROM ANY SOURCE, INCLUDING THE COUNTY. 1. OFFEROR MUST SUBMIT AN ELECTRONICALLY SIGNED PROPOSAL FORM WITH RESPONSE TO THIS RFP. 2. INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO QUESTIONS REGARDING THIS PROPOSAL. NAME (PRINTED): TEL. NO.: _____

TRADE SECRETS OR PROPRIETARY INFORMATION:

E-MAIL ADDRESS:

Trade secrets or proprietary information submitted by an Offeror in connection with a procurement transaction will not be subject to public disclosure under the Virginia Freedom of Information Act. Pursuant to Section 4-111 of the Arlington County Purchasing Resolution, however, an Offeror seeking to protect submitted data or materials from disclosure must, before or upon submission of the data or materials, identify the data or materials to be protected and state the reasons why protection is necessary.

Please mark one:

No, the proposal	that I have submit	ted does <u>not</u>	contain any t	trade secrets and	d/or proprieta	ary
information.						

Yes, the proposal that I have submitted does contain trade secrets and/or proprietary information.

PROPOSAL FORM, PAGE 3 OF 5 If Yes, you must clearly identify below the exact data or materials to be protected <u>and</u> list all applicable page numbers, sections, and paragraphs, of the proposal that contain such data or materials:
State the specific reason(s) why protection is necessary and why the identified information constitutes a trade secret or is proprietary:
If you fail above to identify the data or materials to be protected or to state the reason(s) why protection is necessary, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, upon the award of a contract, the proposal will be open for public inspection consistent with applicable law.
<u>CERTIFICATION OF NON-COLLUSION:</u> The undersigned certifies that this proposal is not the result of or affected by (1) any act of collusion with another person engaged in the same line of business or commerce (as defined in Virginia Code §§ 59.1-68.6 <i>et seq.</i>) or (2) any act of fraud punishable under the Virginia Governmental Frauds Act (Virginia Code §§ 18.2-498.1 <i>et seq.</i>).
CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES Provide the name and address of the person who is designated to receive notices and other communications regarding this solicitation. Refer to the "Notices" section in the draft Contract Terms and Conditions for information regarding delivery of notices.
NAME:
ADDRESS:

E-MAIL:

CONTRACTOR COMPLIANCE WITH COUNTY COVID-19 VACCINATION POLICY CERTIFICATION

ı,(ı	hereinafter referred to as "Offeror"), certify that I will
comply with the COVID-19 Vaccination Policy a	s a condition of contract award which requires that all
contractor employees or subcontractors who wil	I be working on the contract are fully vaccinated against
COVID-19, being tested on a weekly basis, or are	exempt pursuant to a valid reasonable accommodation
under state or federal law.	
Signed:	Date:
Name of Offeror:	

CONFLICT OF INTEREST STATEMENT

I, whose name is subscribed below, a duly authorized representative and agent of the entity submitting this proposal to Arlington County in response to its Request for Proposal No. 22-DES-RFPLW-465 and on behalf of the Offeror certify that:

- 1. Neither the Offeror nor any affiliated entity has, within the past five years, been employed by or represented a deliverer of services that reasonably could be expected to be considered for purchase by the County as a result of this solicitation.
- if the Offeror is awarded a contract under this solicitation and during the term of that contract
 prepares an invitation to bid or request for proposal for or on behalf of the County, the Offeror
 must not (i) submit a bid or proposal for that procurement or any portion thereof or (ii) disclose
 to any potential bidder or offeror information concerning the procurement that is not available
 to the public.
- 3. The Offeror will not solicit or accept any commissions or fees from vendors who ultimately furnish services to the County as a result of any contract award made as a result of this solicitation.

OFFEROR'S NAME:	_
SIGNED BY:	_
PRINTED NAME/TITLE:	-
DATE:	
NOTARY STATEMENT	
COMMONWEALTH OF VIRGINIA/STATE OF)	
CITY/COUNTY OF) to wit:	
personally appeared by, 20 the undersigned a Notary Public in and for the, known to me (or satisfactorily proven) to subscribed to within the instrument as an agent of the Offeror and executed the same for the purposes therein contained.	to be the person whose name is acknowledged that he/she has
(Seal)	
Notary registration number: My commission expires:	

ATTACHMENT A COST PROPOSAL

Hourly rates shall be fully loaded fixed hourly rates to include all labor, markup, benefits, overhead and profit. Cost proposals for preparing the negotiated annual work plans shall be based on the fully loaded hourly rates below.

NAME OF OFFEROR OR CONTRACTOR		SOLICITATION OR CONTRACT NUMBER			PAGE
		RFI	P No. 22-DES-I	RFPLW-465	Section III
SCOPE C	DF WORK				
	e Contractor shall provide qualified staff to perform the dungeram within the Arlington County Transit Bureau, Division	•		•	and operations
	H	OURLY RATES			
ITEN NO.		QТY	UNIT	UNIT PRICE	AMOUNT
1.0	Transit Provider Coordination Manager	2,080	HR		
2.0	Bus Stop and Street Operations Manager	2,080	HR		
3.0	Project Manager	2,080	HR		
4.0	Project Manager	2,080	HR		
5.0	Project Manager	2,080	HR		
6.0	Transit Technology Operations Program Manager	2,080	HR		
	GRAND TOTAL		<u> </u>		

For Informational Purposes:
Optional/Additional Personnel and Hourly Rates:

1.	Project Coordination S	\$	/Hour	
2.	On-Call Staff Support (list all	l that may be applicable	e):	
	Staff Support Position		\$	/Hour
	Staff Support Position		\$	/Hour
	Staff Support Position		\$	/Hour
	Staff Support Position		Ś	/Hour

EXHIBIT C

INTENT TO PERFORM AS A DBE SUBCONTRACTOR FOR A CONTRACT AWARD All DBE subcontracting firms to be used on this solicitation must fill out this form.

DBE firms participating in Arlington County's contracting opportunities must have "current" certification status with a Unified Certification Program (UCP) prior to award of this contract. If the County determines that the firm is not an eligible DBE firm for Arlington County contracts and subcontracts, the prime contractor will be notified of the ineligibility of the listed firm. The submission of this form is considered an issue of responsibility and the County will not award a contract to any Offeror who has not supplied this documentation.

accamenta		
1.	Arlington County Solicitation #:	
2.	Name of <u>DBE</u> Subcontracting Firm	·
3.	Has the <u>DBE</u> subcontractor been certified as a DBE by a UCP agency?	
4.	The <u>DBE</u> subcontractor is prepared to perform the following described work and/or supconnection with the above project (where applicable specify "supply" or "install" or bot	
	and at the following price \$	
BY:	DATE:/	
(Signature o	DATE:/	
	PHONE:	
(Print or Typ	pe - Name of Signature of Owner, President or Authorized Agent of <u>DBE</u> subcontracting fi	rm)
DECLARATION	ON OF PRIME CONTRACTOR	
I HEREBY DE	ECLARE AND AFFIRM that I am the(Title of Declarant)	_
and a duly a	nuthorized representative of	
,	(Name of Prime Contractor)	_
subcontract	is declaration and that I have personally reviewed the material and facts set forth in too form. To the best of my knowledge, information and belief, the facts and representation or authorized agent of the subcontracting firm signed this form in the place indicated	tions contained in this form are
firm for wor	uthorized by the Contracting Officer, the undersigned will enter into a formal agreement work as indicated by this form within ten (10) business days after receipt of the contract exed will provide the Contracting Officer a copy of that agreement within three (3) business of	ecuted by Arlington County. The
The Prime C	Contractor designated the following person as their DBE Liaison Officer:	
	(Name-Please Print)	(Phone)
a DBE in any	49 CFR Section 26.107, any person [entity] who makes a false or fraudulent statement in y USDOT-assisted program or otherwise violates applicable Federal statutes and may be tation, and possibly the U.S. Department of Justice, for prosecution.	
Name of De	eclarant:	

EXHIBIT D EVIDENCE OF GOOD FAITH EFFORTS FORM (SUBMIT THIS FORM ONLY IF DBE GOAL CANNOT BE FULFILLED)

If an Offeror does not meet the County's DBE participation goal, it shall be eligible for award of the contract if it can demonstrate that it has made a good faith effort to meet the DBE goal. If necessary, the Offeror shall submit this form to document the good faith efforts attempt made in soliciting participation from DBE firms. In order to show that good faith efforts were made, the Offeror must demonstrate the methods it used to seek DBE participation, in accordance with the Regulations Regarding the Determination of Good Faith Efforts Participation.

Arlington County Solicitation #:	Current Date:/
Project Name:	
Offeror (Firm):	Telephone:
Contact Person:	E-Mail:
Address:	City/State/Zip:

To determine whether an Offeror has demonstrated good faith efforts to reach the DBE participation goal on the above referenced project, the County will consider, at a minimum, evidence of Good Faith Efforts as described in the table below.

YES (Y)	NO (N)	EVIDENCE OF GOOD FAITH EFFORTS	
		PRE-BID MEETING(S): The Offeror attended pre-bid or pre-proposal meetings scheduled by the County to discuss, among other matters, DBE participation opportunities and acknowledged receipt of DBE certified vendor lists.	
		ADVERTISEMENT: The Offeror advertised in general circulation, trade association, and/or minority/women-focus media concerning subcontracting opportunities.	
		WRITTEN NOTICE(S): The Offeror provided written notice to a reasonable number of DBEs that	
		their interest in the contract was being solicited in sufficient time to allow DBEs to participate	
		FOLLOW-UP: The Offeror followed up initial solicitations of interest by contacting DBEs to	
		determine with certainty whether the DBEs were interested.	
		SMALL CONTRACTS: The Offeror selected portions of the work to be performed by DBEs in	
		order to increase the likelihood of meeting the DBE goals (including, where appropriate,	
		breaking down the contract into economically feasible subcontracts to facilitate DBE	
	INFORMATION: The Offeror provided interested DBEs with adequate information about		
		plans, specifications, scope of work and requirements of the contract.	
		GOOD FAITH NEGOTIATIONS: The Offeror negotiated in good faith with interested DBEs regarding	
		price, using good business judgment and not rejecting reasonable quotes from interested DBE firms.	
		ASSISTANCE EFFORTS: The Offeror made efforts to assist interested DBEs in obtaining bonding, lines of credit, insurance, etc., as required by the County or the Offeror.	
		ASSISTANCE IN OBTAINING SUPPLIES: The Offeror made efforts to assist interested DBEs in	
		obtaining necessary equipment, supplies, materials, or related assistance or services.	

WRITTEN NOTICE(S): The Offeror obtained written documentation from a bona fide surety company indicating that bonding was denied and for what reason(s), prior to the DBE being rejected as a potential subcontractor for failing to obtain Offeror-required bonding.
Documentation furnished by a surety company will be subject to verification by the County.
COMMUNITY RESOURCES: The Offeror effectively used the services of available minority and women community organizations, contractor groups; local, State, and Federal business assistance offices; and other organizations that provide assistance in the identification of DBEs.
OTHER – PLEASE EXPLAIN:

I certify that the information contained in this Evidence of Good Faith Efforts Form is true and correct to the best of my knowledge. I further understand that any willful falsification, fraudulent statement or misrepresentation will result in appropriate sanctions which may involve debarment and /or prosecution under applicable State and Federal laws.

Print Name/Title of Person Completing this Form:				
	_			
	_			
Signature	Date			

${\bf EXHIBIT} \ {\bf \it E} \\ {\bf SUMMARY} \ {\bf OF} \ {\bf SUBCONTRACTORS/SUBCONSULTANTS/SUPPLIERS} \\$

Offerors shall provide information on all of their prospective subcontractor(s)/subconsultant(s)/ suppliers who submit proposals in support of this solicitation. Use additional sheets as necessary.

NAMES AND ADDRESSES OF SUBCONTRACTOR(S)/SUBCONSULTANT(S)		TYPE OF WORK TO BE PERFORMED	ETHNICITY & GENDER OF OWNER (PLEASE CIRCLE)	PREVIOUS YEAR'S ANNUAL GROSS RECEIPTS	\$ AMOUNT ON CONTRACT
NAME:		TYPE OF WORK:	Ethnicity: □Black American	☐ less than	
ADDRESS:		AGE OF FIRM:	☐Hispanic American ☐Native American	\$500K □ \$500K - \$2	
PHONE:			☐Subcont. Asian American	mil.	
FAX:	E-MAIL:	IS THE FIRM A CERTIFIED DBE BY A	□ Asian Pacific American □ Non-Minority Woman	□ \$2 mil \$5 mil.	
CONTACT PERSON:		UNIFIED CERTIFICATION PROGRAM?	□ Other	☐ more than \$5 mil.	
		YES □ NO □			
NAME:		TYPE OF WORK:	Ethnicity: □Black American	☐ less than \$500K	
ADDRESS:		AGE OF FIRM:	☐ Hispanic American ☐ Native American	\$500K	
PHONE:		IS THE FIRM A		mil.	
FAX:	E-MAIL:	CERTIFIED DBE BY A	□Non-Minority Woman	□ \$2 mil \$5 mil.	
CONTACT PERSON:		UNIFIED CERTIFICATION PROGRAM?	□ Other	☐ more than \$5 mil.	
		YES □ NO □			
NAME:		TYPE OF WORK:	Ethnicity: □Black American	☐ less than \$500K	
ADDRESS:		AGE OF FIRM:	☐ Hispanic American ☐ Native American	\$500K □ \$500K - \$2	
PHONE:		IS THE FIRM A	☐ Subcont. Asian American ☐ Asian Pacific American		
FAX:	E-MAIL:	CERTIFIED DBE BY THE UNIFIED CERTFICATION	□ Non-Minority Woman □ Other	□ \$2 mil \$5 mil.	
CONTACT PERSON:		PROGRAM?	- Other	☐ more than	
		YES □ NO □		\$5 mil.	

Signature: _____ Date: _____

EXHIBIT F REQUIRED FTA CERTIFICATIONS

CERTIFICATION REGARDING LOBBYING PURSUANT TO 49 CFR PART 20

(To be submitted with each bid or offer exceeding \$100,000)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. §	1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fail						
to file or amend a required certification or disclosure form shall be subject to a civil penalty of not les							
than \$10,000 and not more th	an \$100,000 for each such expenditure or failure.]						
The Contractor,	, certifies or affirms the truthfulness and accuracy of each						
	and disclosure, if any. In addition, the Contractor understands and agree						
that the provisions of 31 U.S.C	. A 3801, et seq., apply to this certification and disclosure, if any.						

Signature of Contractor's Authorized Official
Name of Contractor's Authorized Official
Title of Contractor's Authorized Official
Date

EXHIBIT F (continued)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(To be submitted with each bid or offer exceeding \$25,000)

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by Arlington County If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to Arlington County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

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

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them or commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property:
- (c) 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 in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the 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.

Signature of Authorized Representative				
Typed Name of Authorized Representative				
Title of Authorized Representative				
Date				
□ Lam unable to certify to the above statements	My evolanation is attached			