

REQUEST FOR QUALIFICATIONS

PROFESSIONAL CONSULTING SERVICES: BROWNFIELDS

REQUEST FOR QUALIFICATIONS

Professional Consulting Services

SCHEDULE:

RFQ Released:	Monday, January 7, 2019
Questions Due:	Friday, January 18, 2019
Answers to Questions posted:	Friday, January 25, 2019
Qualification Packages Due:	Friday, February 15, 2019 by 12:00 PM (CST)
Short List Interviews (if needed):	Early March 2019
Anticipated beginning of contract	April 2019

QUESTIONS:

All questions regarding this Request for Qualifications should be directed to:

Jesslan Wilson, Economic Development Specialist
E-mail: jwilson@rpcgb.org

SUBMISSION:

Two (2) hard copies, and one (1) digital copy in PDF format on a CD or USB drive containing the qualifications package must be submitted in a sealed envelope. Hard copies of the qualifications packages should not exceed **18 pages** (including attachments), single-sided.

SUBMITTALS MUST BE MAILED OR HAND DELIVERED TO:

Jesslan Wilson
Economic Development Specialist
Regional Planning Commission of Greater Birmingham
2 20th Street North, Suite 1200
Birmingham, Alabama 35203

No qualifications packages shall be received by facsimile or electronic mail.

QUALIFICATIONS PACKAGES RECEIVED AFTER THE DEADLINE WILL BE REJECTED.

Table of Contents:

Section I: General Information	2
Section II: Scope of Work	3
Section III: Contents for Qualification Package	5
<i>3.1 Submission Requirements</i>	<i>5</i>
<i>3.2 Content Requirements</i>	<i>5</i>
<i>3.3 Content Structure</i>	<i>7</i>
Section IV: Submission, Evaluation, and Selection	8
<i>4.1 Submission Requirements</i>	<i>8</i>
<i>4.2 Evaluation Criteria</i>	<i>9</i>
<i>4.3 Selection Criteria</i>	<i>9</i>
Section V: Major Contract Provisions	11
Appendix	14
<i>Attachment A: Certification of Non-Collusion</i>	<i>15</i>
<i>Attachment B: Certification of Contingent Fees</i>	<i>16</i>
<i>Attachment C: Certification of Fair Employment Practices</i>	<i>17</i>
<i>Attachment D: Conflict of Interest Disclosure</i>	<i>18</i>
<i>Attachment E: Disadvantaged Business Enterprise (if applicable)</i>	<i>20</i>

SECTION I: GENERAL INFORMATION

The Regional Planning Commission of Greater Birmingham (RPCGB) is seeking statements from qualified consultants with expertise in environmental and engineering to support the agency's interest of developing a Brownfields program. The RPCGB is looking for firms with documented experience writing grant applications and providing the Brownfields-related consulting services associated with projects funded by EPA grants.

About the RPCGB

The Regional Planning Commission of Greater Birmingham (RPCGB) provides planning services, economic development and multiple initiatives for six counties and 84 communities in central Alabama. The RPCGB administers the Birmingham Metropolitan Planning Organization (MPO) and the Building Communities Program 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 RPCGB also provides planning assistance in the rural counties of Blount, Chilton, St. Clair, and Walker.

About the Brownfields Program

The RPCGB is in the process of developing a Brownfields Program to serve our six-county region. This program would involve applying for an Environmental Protection Agency (EPA) assessment grant and using those funds to redevelop brownfields and provide additional assistance within our region. The mission of this program is to revitalize neighborhoods to enhance the quality of life of our residents and support livable and thriving communities.

Purpose of RFQ

The purpose of this RFQ is to select one qualified local consultant with whom the RPCGB can establish agreements for professional services on an as-needed basis. The selected consultant/respondent will provide services in support of local municipalities, under contract to the RPCGB, serving as an extension of RPCGB staff. Activities will require communications with elected officials, planning commissions, technical staff and lay persons within local governments, as well as duties outlined in the Scope of Work.

SECTION II: SCOPE OF WORK

Activities assigned to consultant include but not limited to:

1. **GRANT WRITING SERVICES:** Identify and assist the RPCGB in writing grant applications for available Environmental Protection Agency (EPA) grants. This may include, but not necessarily be limited to, Assessment Grants and Clean up Grants. Typical tasks include the collection of data required for the grant applications, meeting with existing community groups, and taking the lead role in writing the applications.
2. **PROPERTY IDENTIFICATION AND INVENTORY:** Identify, develop, and refine a database of potential Brownfield properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.
3. **SITE CHARACTERIZATION AND ASSESSMENT ACTIVITIES:** Conduct Phase I Environmental Site Assessments (ESAs) and Phase II ESAs as well as preparation of cleanup plans. Included in this task is development of the following plans:
 - Generic Quality Assurance Project Plans (QAPP);
 - Site specific QAPPs;
 - Health and Safety Plans (HASP); and
 - Phase I and Phase II ESA site investigation reports.

All documents will be required to be prepared in accordance with applicable state and industry standards including the ASTM and All Appropriate Inquiry (AAI) standards.

4. **COMMUNITY INVOLVEMENT ASSISTANCE:** Provide support for public involvement and community outreach activities. These activities should be designed to make sure that community concerns are considered and addressed in the assessment, planning, and execution of the project. The may include be not necessarily be limited to:
 - Developing a Community Outreach and Communication Plan to detail a strategy for involving the community in Brownfield project;
 - Conducting and/or participating in public meetings and hearings to solicit community interest and provide educational information;
 - Assisting in development of a RPCGB Brownfields Steering Committee to assist with site inventory and ranking and develop and implement the community involvement program;
 - Developing and implementing effective methods of communicating information about the Brownfield program to the public (website, information sheets, mails, etc.); and
 - Communicating with prospective private landowners and other key parties to encourage participation in the program.
5. **CLEANUP AND DEVELOPMENT PLANNING:** Complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCA's), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, the Consultant may be asked to conduct community visioning sessions/workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of voluntary cleanup with the Alabama Department of Environmental Management (ADEM).

6. **CLEANUP AND REMEDIATION ACTIVITIES:** Complete cleanup and remediation of selected Brownfield properties in accordance with the ADEM agency requirements and/or EPA requirements. Activities may include the preparation of a Quality Assurance Project Plan (QAPP) and Health and Safety Plan (HASP), securing all approvals and permits, completing confirmation sampling activities, developing bid documentation, coordinating and overseeing site remediation activities, and/or completing the site remediation activities.
7. **GRANT ADMINISTRATION:** Provide comprehensive grant administration activities to include, but not limited to: preparing quarterly reports, preparing reimbursement requests, preparing minority and women owned business utilization reports (MBE/MBE), acting as a liaison between the RPCGB and applicable regulatory agencies (primarily EPA and ADEM), coordinating kickoff and weekly/monthly meetings, entering property specific information into the Assessment, Cleanup, and Redevelopment Exchange System (ACRES), and completing the final report for grant close out.
8. **OTHER BROWNFIELD RELATED DUTIES:** Conducting/completing other duties that may be required for a successful program but that have not been anticipated in this RFQ.

Contract Details:

Once the selection process is complete, the RPCGB intends to contract with the selected Respondent for a period of three (3) years, with the option to extend the contract for up to one (1) additional year. The general contract between the RPCGB and the selected Respondent will not include a Scope of Work or a monetary remuneration. This will be accomplished by individual task orders based on project need.

A task order containing the scope of work, cost estimate (with man-day/fee proposal) and a description of deliverables will be developed and negotiated for each specific project task.

SECTION III: CONTENTS FOR QUALIFICATION PACKAGE

Respondents are encouraged to submit comprehensive qualifications packages. It is the responsibility of all respondents to examine the entire RFQ and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a package.

3.1: Submission Requirements

- Qualifications Packages should not exceed **18 pages** (including attachments and forms) and should be printed single-sided.
- Two (2) hard copies on 8 1/2" x 11" paper, plus one (1) digital copy in PDF format on a CD or USB drive, must be submitted.

3.2: Content Requirements

The following items must be submitted with each Qualifications Package. Failure to include **ANY** of these items may result in a Qualifications Package being rejected. To ensure fair and equitable evaluation, proposals should be organized into the following separate sections.

1. **COVER LETTER / LETTER OF INTEREST (Limit: 1 page):** The cover letter is intended to indicate the Respondent's interest in the project. The cover letter shall be no longer than one (1) page and shall include:
 - Name, address and contact information for the submitting entity;
 - Firm Profile - This section of the letter must describe the proposing firm, including the size and range of activities of the organization, areas of expertise, etc.
 - A signature by a representative of the submitting firm who has authority to negotiate and contractually bind the consultant/firm.
2. **TEAM QUALIFICATIONS (Limit: 3 pages):** Provide resumes displaying the professional credentials and expertise of the key personnel who are anticipated to perform work on the anticipated contract. This section may include, but is not limited to:
 - Job descriptions/role within the company
 - Individual qualifications (education, years of experience, specializations)
 - Descriptions of the relevant experience on similar contracts/tasks
 - Other detailed qualifications (certifications, licensure, specializations)
3. **EXPERIENCE AND COMPARABLE PROJECTS (Limit: 6 pages):** Information must be included that summarizes and documents the respondent's extensive experience in the following:
 - History of the firm's experience providing Brownfields services as described herein
 - Brownfields grant application and administration experience/capacity
 - Brownfields project experience (both EPA and private Brownfields experience)
 - Description of the firm's organizational structure and the names and experience of key individuals including professional registrations, site investigation, and experience working with the USEPA

and ADEM

- Disclosure of any potential conflicts of interest
 - Include an organization chart and a description of how the firm will complete the scope of work described herein.
 - A description of the relevant services provided by your firm and a list of relevant projects undertaken and/or completed within the last five (5) years. Add any other information the respondent deems relevant.
4. **REFERENCES (Limit: 2 pages):** The respondent should include at least three (3) references for similar services that have been provided by your firm and the dates of service. Please include the reference name, company, and phone number and a description of the services and key personnel that were involved in the project.
5. **REQUIRED ATTACHMENTS:** The following documents are required for submission. Forms for these documents can be found in the appendix of this packet.
- **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.
6. **SAMPLE DOCUMENTS (provided on a CD or USB drive only):** Respondents should include on a submitted CD or USB drive at least five (5) attachments of sample work documents. The sample work can overlap with the list of comparable projects or can include other relevant projects. These documents are not included in the total number of pages of the qualifications package.

3.3: Content Structure

Qualifications Packages submitted for consideration should be arranged following the format shown below:

Qualification Package Structure	
Content	Page Limit
Cover Letter/Letter of Interest	1
Team Qualifications	3
Experience and Comparable Projects	6
References	2
Total Package Pages	12
Other Required Documents	
Document	Page Limit
Certification of Non-Collusion	1
Certification of Contingent Fees	1
Certification fo Fair Employment Practices	1
Conflict of Interest Disclosure	2
DBE Certification (<i>if applicable</i>)	1
Total Pages	6
Total Pages for Packet	18
Sample Documents	CD or USB Drive Only

NOTE: Qualifications Packages should not exceed 18 pages (including attachments), single-sided.

SECTION IV: SUBMISSION, EVALUATION, & SELECTION

4.1 Submission

All materials submitted in response to this RFQ 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.

1. **INQUIRIES** - Respondents may submit written email inquiries for interpretation of this RFQ to Jesslan Wilson at jwilson@rpcgb.org no later than Friday, January 18, 2019. Questions made and answered will be summarized in writing for distribution on the RPCGB website (<http://rpcgb.org/about/requests-for-proposals-qualifications/>) no later than Friday, January 25, 2019. All questions will remain anonymous. Addendums or amendments to this RFQ, if required, shall also be posted to the website. RPCGB staff will not respond to verbal questions or meeting requests regarding this solicitation. Any correspondence related to this RFQ should refer to the appropriate RFQ title, page, and paragraph.
2. **VERIFICATION OF INFORMATION** - RPCGB staff may verify all information submitted as part of a Qualifications Package. Submission of information deemed to be inaccurate may result in a determination of non-response and a rejection of the Qualifications Package.
3. **EXCEPTIONS** - Any desired exceptions to the tasks or terms and conditions of this RFQ must be included in the Qualifications Package and must address the specific page and paragraph of the RFQ in which the conflict exists. A Proposer's preprinted terms and conditions will not be considered as exceptions.
4. **OPENING OF THE QUALIFICATION PACKAGES** - Qualifications Packages shall be opened on the date designated on the cover page of this RFQ, unless amended in writing by the RPCGB. The Qualifications Package and any other information received in response to this RFQ shall be shown only to RPCGB staff. After contract award, the successful Qualifications Package and evaluation document shall be open for public inspection.
5. **LATE QUALIFICATION PACKAGES** - Late Qualification Packages will not be considered and the Consultant Team shall be so notified.
6. **WITHDRAWAL OF QUALIFICATION PACKAGES** - Submitters may withdraw their Qualifications 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. Qualifications Packages, once opened, become the property of the RPCGB and will not be returned to the submitters. Upon opening, responses become "public record" and shall be subject to public disclosure.

4.2 Evaluation Criteria

The responding firms will be evaluated on the following concepts:

- Experience and ability to complete the work describes in this RFQ
- Demonstrated brownfields experience including successful grant writing and administration
- Ability to work with EPA and ADEM
- Approach and understanding of the scope of work
- Proven track record of community engagement
- Environmental assessment experience
- Quality of performance on similar projects

4.2 Selection Criteria

Qualification Packages will be reviewed by a selection committee composed of RPCGB staff. Each member of the committee will evaluate each Qualifications Package against the RFQ selection criteria, as listed below. For each Qualifications Package, the individual criterions listed below will be ranked on a scale of 1 to 5 and multiplied by its weight factor. Criteria scores will be added together for a total score, with a maximum possible score of 20, or 100%. A ranked list of respondents will be made from the totaled scores from the Qualifications Packages. The highest-ranking respondent will be selected for the contract or the RPCGB staff may initiate a short-list interview process.

Figure 3.1: Scoring Indicators

Selection Criteria	Score	Weight Factor
Team Qualifications	1 to 5	30%
Experience and Comparable Projects	1 to 5	30%
Sample Documents	1 to 5	40%
Total Amount Possible	20	100%

- **Short List Interviews and Presentations**

If short-list interviews are deemed necessary, the top two (2) ranked respondents will be invited to participate. In this process, the review committee may ask the respondents to give an oral presentation of their respective Qualifications Packages. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the respondents to clarify or elaborate on their qualifications without restating the Qualifications Package to the review committee. The short list interview and presentation is only to present facts and explanation to the review committee, not to negotiate any terms of the contract.

The short list interview and presentation will be conducted in-person. 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 selection committee will rank each short-listed team as 1 or 2 based on the interviews/presentations (i.e. with 1 being the best). The respondent that will be selected for hire will be the one receiving the highest average rank among the selection committee members.

Notwithstanding any other provision of this RFQ, 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 RFQ is an offer to contract with the RPCGB based upon the terms, conditions, tasks and specifications contained herein. Submitted Qualifications Packages are deemed an irrevocable offer for ninety (90) days after the date and time of opening.

SECTION V: MAJOR CONTRACT PROVISIONS

This section is not all-inclusive but contains major provisions which may affect the development of a Qualification Package.

1. Payment

Payment will be made in arrears only after submission of proper invoices to the RPCGB. Billing should not exceed the cost of each work order. Billing shall represent work completed prior to the invoice date. 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.

2. Conflict of Interest

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

3. Performance Standards

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

4. 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 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 GC(s) for any other projects.

5. Cancellation

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

After notice of cancellation, the consultant 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 insure the RPCGB for its cost in procuring the services of a new Consultant. The RPCGB shall give the consultant written notice of default. After receipt of such notice, the consultant shall have five (5) days in which to cure such failure. In the event the consultant does not cure such failure, the RPCGB may terminate all or any part of the contract without further consideration by so notifying the consultant in writing.

6. 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, consultant 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.

7. 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 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.

8. Confidentially

The consultant 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 shall establish and maintain procedures and controls for 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.

9. Removal of Contract Employees

The consultant agrees to utilize only experienced, responsible, and capable people in the performance of the work. The RPCGB may require that the consultant 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.

10. Contract Term

The term of any resultant contract shall commence on the date of 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 beyond the stated expiration date.

11. Insurance

Without limiting its liability, the consultant 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 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.

Appendix: **Attachment Forms**

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)**