



East Central Wisconsin  
Regional Planning Commission

**ECWRPC**

# **Request for Proposals:**

## **Travel Demand Modeling Training**

East Central Wisconsin Regional Planning Commission

**Date of Issuance: 1/9/2024**

**Proposals due: 1/31/2024**

**Catalog of Federal Domestic Assistance (CFDA) Number: 20.205**

**EC Project ID: 1313-24-01**

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## Section 1 – General Information to Proposers

### 1. Background Information

#### **About East Central Wisconsin Regional Planning Commission**

East Central Wisconsin Regional Planning Commission is the official comprehensive, area-wide planning agency for the seven member counties in the East Central Wisconsin region including the counties of Calumet, Fond du Lac, Menominee, Outagamie, Shawano, Waupaca and Winnebago. ECWRPC also serves as the Metropolitan Planning Organization for Appleton (Fox Cities) and Oshkosh, and as staff for the Metropolitan Planning Organization for Fond du Lac. East Central Wisconsin Regional Planning Commission, as the MPO for Appleton (Fox Cities) and Oshkosh and staff for the Fond du Lac MPO, receives PL funds for the MPOs and must follow the federal regulations as they relate to MPO activities within 23 CFR 420 and 450.

### 2. Project Summary

As part of an operating agreement with the Wisconsin Department of Transportation (WisDOT), ECWRPC maintains the North East Region Travel Demand Model (NERTDM), a traffic forecasting model encompassing the following counties: Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Oconto, Shawano, Waupaca, and Winnebago. This system is run through CUBE modeling software created by Bentley Systems, and is utilized to forecast travel impacts of new developments within the region.

ECWRPC is seeking a qualified consultant to develop training materials and facilitate training sessions for general operation and utilization of the NERTDM. This training is intended for an audience unfamiliar with traffic forecasting and CUBE modeling software. These trainings and documents will be utilized to onboard new staff at ECWRPC and prepare them to handle forecast requests from our communities.

To provide sufficient detail on a variety of travel demand modeling topics, ECWRPC anticipates the need for the following: 10-13 training sessions between 1 to 1.5 hours long per session, creation of a modeling training manual that provides step-by-step instructions for completing general modeling functions, and a period of technical support to ECWRPC staff that is concurrent to completion of all training materials. Topics to be covered in this training are described in further detail under Section 8: Scope of Services.

The Consultant selected to complete this project will coordinate, work with, and work under the direction of ECWRPC staff for the completion of work described within this RFP. The deadline for completion of this project will be **Friday, November 15, 2024**.

### 3. Purpose

The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consulting firms interested in providing modeling training and support for the East Central Wisconsin Region Planning Commission (ECWRPC).

The consultant selected to work on this project is expected to have experience in transportation demand modeling with the ability to provide technical-based training and support on the Northeast Region Travel Demand Model.

### 4. Project Timeline

ECWRPC intends to award the successful firm with a nine-month contract with no additional option to extend the contract. An anticipated timeline is provided in Appendix A.

### 5. Request for Proposals (RFP) Process

This RFP will be publicly advertised and released in accordance with the applicable laws of the State of Wisconsin and shall include notification of the time and place when and where the RFP is issued. Vendors selected to enter into Contract for this project are considered subrecipients of federal funding, and will need to comply with 2 CFR 200 and 23 CFR 450 and 420. The RFP may be obtained from the primary contact:

Melissa Kraemer Badtke, Executive Director  
Casey Peters, GIS Analyst I  
East Central Wisconsin Regional Planning Commission  
Attn: Travel Demand Model Training, RFP  
400 Ahnaip St, Suite 100  
Menasha, WI 54952  
Email: [mbadtke@ecwrpc.org](mailto:mbadtke@ecwrpc.org); [cpeters@ecwrpc.org](mailto:cpeters@ecwrpc.org)  
Phone: 920-751-4770

### 6. RFP Inquiries/Questions

All questions/inquiries must be directed in an email format with a subject line **Travel Demand Modeling Training RFP** - no later than **January 19<sup>th</sup>, 2024** to:

Melissa Kraemer Badtke, Executive Director  
Casey Peters, GIS Analyst I  
East Central Wisconsin Regional Planning Commission  
Email: [mbadtke@ecwrpc.org](mailto:mbadtke@ecwrpc.org); [cpeters@ecwrpc.org](mailto:cpeters@ecwrpc.org)  
Phone: 920-751-4770

ECWRPC will review all inquiries and questions received prior to the RFP submittal deadline and will address these questions on its website and as an addendum in VendorNet and on our website by noon on Tuesday, January 23<sup>rd</sup>, 2024. It is the responsibility of each Proposer to check ECWRPC's website and/or VendorNet for

questions and the corresponding answers. During the review or preparation of the RFP Proposal, if a Proposer discovers any errors, omissions, or ambiguities within the RFP, they should identify them in writing to ECWRPC *prior* to the RFP submission deadline.

## 7. RFP Proposal Submission

East Central Wisconsin Regional Planning Commission must receive all proposals no later than Wednesday, January 31, 2024 at 4pm CST. **Late proposals will not be considered.** An email confirmation will be sent upon receipt of proposal.

Applicants must submit **an electronic PDF version of the proposal.** Proposals must be emailed to:

**Melissa Kraemer Badtke, Executive Director & Casey Peters, GIS Analyst I**

**Subject Line: Travel Demand Model Training, Proposal**

**Email: [mbadtke@ecwrpc.org](mailto:mbadtke@ecwrpc.org); [cpeters@ecwrpc.org](mailto:cpeters@ecwrpc.org)**

### a. General Instructions

The evaluation and selection of a contractor will be based on the information submitted in the proposal plus references and any required interviews/presentations or demonstrations. Proposers should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal. Elaborate proposals (e.g. expensive artwork), beyond that is sufficient to present a complete and effective proposal, are not necessary or desired.

**Document requirements: Times New Roman, Size Font – 12.**

**Each proposal must include the following:**

- Project Understanding and Work Plan
- Project Schedule and Timeline
- Description of Firm
- Project Team and Experience with Similar Projects
- Desired and Value-Added Capabilities
- Budget and Fee Information
- Completed forms provided in Attachments A-C
  - A: Confidential and Proprietary Information
  - B: Bidder's Opportunity List
  - C: Assurance of Eligibility and Compliance

## **Section 2 – Scope of Services**

### **8. Scope of Services**

The proposal should describe the Consultant's approach to completing each of the tasks outlined below. The proposal should provide sufficient detail to enable the selection committee to thoroughly evaluate and compare it to other proposals. The proposal should closely follow the format of the Scope of Services and address each point outlined below. It should include information sufficient to detail the work performed to accomplish each point below and any other materials/ideas/data your firm believes is pertinent to this project.

#### **A. Training Sessions**

ECWRPC anticipates the need for 10-13 training sessions between 1-1.5 hours per session to encompass the desired topics. Flexibility will be offered with the order and manner the required topics are presented. Additional topics not stated within this Request for Proposal may also be presented with agreement from the Commission and the Consultant.

These training sessions will be conducted virtually and must include some live demonstrations pertaining to the topic of each session. These sessions will be recorded for future use by the Commission. In addition to ECWRPC staff, ECWRPC reserves the right to include partner organization members (e.g. WisDOT) on these sessions.

Potential topics for discussion can be selected from the following list. This list is not intended to be comprehensive. Modifications to the following topics or addition of new topics will be allowable should they be deemed consistent with the Commission's desired use of the NERTDM.

##### **1. Introductions - Questions and General Overview**

Meet and greet with staff. Discussion of Commission's experience with modeling. Overview of how modeling has been conducted in the past. Discussion on desired vision of the program. The Commission does not anticipate the need for significant preparations for this meeting.

##### **2. Traffic Forecasting - General Background and Best Practices**

Discussion of scenarios in which to utilize traffic forecasting. Identify best practices for running the model. Explanation of benefits and limitations of modelling and discussion of disclaimers to be communicated to local partners.

##### **3. CUBE Software Overview**

Overview version 6.4 of CUBE modeling software. Breakdown of the program's interface, including how to access all essential tools for the Commission's utilization of the NERTDM. This includes, but is not limited to, running modeling scenarios,

editing demographic data, editing network geometry, editing network attributes, and modification of transit network. Note, these topics and their execution will be covered in detail in separate sessions. This session will lay the groundwork for how to access the essential tools to perform these functions.

#### **4. Running Scenarios without Changes. Establishing control variables**

As part of the current version of the NERTDM, there are three established scenarios that ECWRPC runs with each forecast. Scenario 0 establishes traffic estimates utilizing base-year demographic and traffic data (year 2010 data). Scenario 1 determines future estimates (year 2045) based on predicted growth trends. Scenario 2 combines the outputs of base and future into one dataset to allow for comparison. This lesson would cover how to run these scenarios without modifying the underlining dataset. Additionally, recommendations for establishing control variables and best practices for modifying base and future datasets would be provided.

#### **5. Modifying Demographic Data**

Demonstrate methodology to update underlying demographic data in base and future years. Many forecast requests require addressing new residential, institutional, and commercial developments. Showcase the steps necessary to update this data within the model, and describe how changing this data would impact results.

#### **6. Modifying Network File**

Construction of new and existing roadways requires modification of specific of the NERTDM network file. Demonstrate methodology to modify the existing network to change roadway characteristics, such as creation of new roadway links and nodes, creation of centroid connectors, modify number of lanes, functional classification, travel direction, AADT, and more.

#### **7. Modification and Interpretation of Transit Route Data**

Although used to a lesser extent, the NERTDM also utilizes transit route and stop data from three transit agencies in the ECWRPC region (Fond du Lac Area Transit, GO Transit, and Valley Transit). This lesson would showcase how to update transit datasets and interpret transit products created by the model.

#### **8. Integration of GIS Data**

Describe the process to extract and modify modeling data using GIS software (ESRI's ArcMap, ArcGIS Pro, etc.). Emphasis is on datasets that can be used in Long Range Transportation Plans, Congestion Management Processes, and more.

#### **9. Troubleshooting and Common Errors**



Outline typical errors to expect when running the NERTDM. Provide solutions for how to handle the most common types of errors. Describe how to read error reports and determine a solution.

### 10. Interpreting Results

After successfully updating the model and executing all scenarios, describe how to best interpret the results of the model. Provide best practices for presenting this data to general audiences, and highlight how updated network or demographic data impacted the analysis.

### 11. Additional Opportunities

During the initial stages of these lessons, certain topics or questions not covered by the scope of the previously described tasks may become apparent. These discussions may lead to the development of new lessons with agreement from the Commission and the Consultant.

## B. Training Manual

This manual will provide detailed instructions and background on how to complete key forecast deliverables on a step-by-step level. This guidebook shall cover all topics covered during the training sessions, as well as provide examples of forecasts completed from start to finish. The final document will be provided to the Commission in the form of a PDF with original file format (i.e. InDesign, Word, etc.), including any design files. At a minimum, the training manual should at least cover the following topics:

- Traffic forecasting best practices
- Breakdown of CUBE modeling software (version 6.4) and menu layout
- Explanation of file types and structure within the model
- Running the traffic forecast scenarios without modification to underlying data sources (example demonstration required)
- Updating demographic data (population, employment, etc.) (example demonstration required)
- Updating roadway network data (number of lanes, travel direction, AADT, etc.) (example demonstration required)
- Modification of transit route/stop data and interpreting results
- Integration of GIS data
- Troubleshooting common errors
- Best practices for interpreting and sharing forecast results
- Topics covered under the “Additional opportunities for study” category should also be included

## C. Technical Support

ECWRPC anticipates the need for a period of technical support following the completion of training sessions and the finalized manual. This period of support is limited to a maximum of **60** hours, and will remain in effect until November 15, 2024 to allow for

final invoices to be sent in the 2024 calendar year. The scope of services provided in this assistance must remain reasonably consistent with the scope of previous scenarios described in the training material.

Additionally, check-in meetings between the consultant and ECWRPC should be scheduled at regular intervals following the kick-off meeting in order to ensure the project continues to fulfill ECWRPC's needs. ECWRPC anticipates the need for brief 30-minute meetings on a monthly basis throughout the contract.

## Section 3 – Proposal Requirements and Evaluation

### 9. Proposal Requirements and Evaluation (Maximum of 100 points)

**Document requirements: Times New Roman, Size Font – 12.**

#### a. Evaluation and Scoring of Proposals

Accepted proposals will be reviewed by the ECWRPC selection team. The proposals will be scored using the following criteria:

Project Understanding and Work Plan	30 pts.
Project Schedule and Timeline	15 pts.
Description of Firm	15 pts.
Project Team and Experience with Similar Projects	15 pts.
Desired and Value-Added Capabilities	10 pts.
<b>Budget and Fee Information (*see Section 10)</b>	<u>15 pts.</u>
<b>Total Points</b>	<b>100 pts.</b>

#### b. Estimated Schedule of Events

This schedule is preliminary and subject to change.

Issuance of RFP	January 9 <sup>th</sup> , 2024
Question Submittal Deadline	January 19 <sup>th</sup> , 2024
Closing Date of RFP Response	January 31 <sup>st</sup> , 2024
Evaluation Committee Meets to Rank Proposals	February 5 <sup>th</sup> , 2024
Interviews (only if needed)	February 9 <sup>th</sup> , 2024
Contract Negotiation Meeting	February 12 <sup>th</sup> , 2024
Contract Approval	March 27 <sup>th</sup> , 2024
Begin Work on Contract	March 31 <sup>th</sup> , 2024

#### c. Project Understanding and Work Plan (30 possible points)

This section requires a discussion of the approach the firm will use to complete the project. The proposal shall include a clear and concise understanding of the project, the work to be completed, and the coordination required based on existing information. Elements that will be evaluated are:

1. Demonstrates understanding of the project.
2. Clear and concise explanation of specific tasks needed to accomplish the project.
3. Defines issues to be resolved in the course of the project.
4. Previous work and tools.
5. Coordination efforts.
6. General tools that will help within the study.

**d. Project Schedule and Timeline (15 possible points)**

This relates to the consultant's time requirements to complete those tasks identified.

Elements that will be evaluated include:

1. Time required to complete individual tasks (duration).
2. Inter-relations between tasks (dependencies).
3. Key events during the project (milestones).
4. Critical input points from ECWRPC.

**e. Description of Firm (15 possible points)**

This is related to the firm and sub consultants. All sub consultants and their respective roles, qualifications, and experience must be clearly identified. This section will provide a basis for judging how well the firm's qualifications and experience relate to this specific project. Firm profile may be included. Elements that will be evaluated are:

1. Background & stability of firm (length of time in business, ownership, affiliations, financials, etc.).
2. Relevant projects the firm has completed (provide references).
3. Background of any sub consulting firm(s) used on this project, and an explanation of prior relationships with the consultant.
4. Relevant projects the sub consulting firm(s) has completed (provide references).
5. Provide three (3) references of individuals/agencies with contact information (i.e. phone numbers and e-mail) who can attest to your firm's ability to undertake and complete this project.

**f. Project Team and Experience with Similar Projects (15 possible points)**

This criterion relates to the project principal, project manager, key staff, and sub consultant staff. This section will provide a basis for judging how well the project team's qualifications, experience with similar projects, and time allocations relate to this specific project. Individual resumes must be included. Elements that will be evaluated are:

1. Number of people and hours assigned to this project with information to be provided in a spreadsheet format that clearly identifies staff and hours, and associated costs *per task* (as outlined in Scope of Services, above).
2. Extent of principal and project manager involvement. Meeting with the Project Team as often as necessary to meet objective and additional meetings, as the consultant believes necessary to enhance this project.
3. Key project team members who worked on similar projects and unique qualifications that make them a valuable resource on this specific project, including experience with other consulting firms.
4. Key project team member roles during this project.
5. Does the project team cover all phases of this project?
6. Project Manager's technical and managerial experience with projects of similar scope and nature.

#### **g. Desired and Value-Added Capabilities and Solutions (10 possible points)**

The Consultant may submit any information they believe relevant that does not fit within the body of the proposal. This may include, but is not limited to, brochures, company information, supplemental resumes, additional project descriptions, and any other information the consultant believes is useful. You may use this section to include innovative approaches your firm would take in working on this project or additional items that would complement the approaches outlined. This additional submittal will be reviewed and used by the Project Team.

#### **h. Budget and Fee Information (15 possible points)**

Proposed Consultant fees for **each phase** of this project must be submitted in a spreadsheet format. The fee structure relates to the total fee for this project as described by the consultant in Section 2, Scope of Services. Proposed resources for each task must be identified, including hours and wage rates for consultants and sub consultants. Work that the consultant would not provide, and must be provided separately by the ECWRPC must also be identified. Elements that will be evaluated include:

1. Availability of resources from the consultant and the sub consultant(s) for the project.
2. Estimated hours and fees to complete individual work elements.
3. Estimated total fee for the project, based on hourly rates including a not-to-exceed cap.
4. List of tasks not performed by the consultant or sub consultant(s) for project, which must be performed by the ECWRPC.
5. Identify what your firm considers reimbursable expenses and detailed costs of each. All costs, as requested, for furnishing the product(s) and/or services must be included in this proposal.  
All prices must be quoted in U.S. Dollars.

## **Section 4 – Proposal Terms and Conditions**

### **10. RFP Document**

Information provided herein is intended solely to assist Proposers in the preparation of their Proposals. To the best of the ECWRPC's knowledge, the information provided is accurate. However, ECWRPC does not warrant such accuracy and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP.

### **11. Ownership of Records**

ECWRPC will retain ownership of all interim and final documents and related materials that are either produced or developed in conjunction with the Consultant's contract. The Consultant is prohibited from copying or distributing any of these documents or other reports developed in conjunction with the East Central WI Regional Planning Commission (ECWRPC) without written permission from ECWRPC.

### **12. Acceptance of Proposal Content and Public Information**

Proposals will be treated as proprietary and confidential from the time of the receipt and throughout the review process; however, the Proposer shall understand that all

submitted proposals become the property of the East Central WI Regional Planning Commission (ECWRPC) and information included therein or attached thereto shall become public record pursuant to Wisconsin State Statute after recommendation for endorsement of contract is made. Any specific portions of the proposals which the submitting firm desires to remain confidential due to legitimate “proprietary information” or “trade secret” must be identified in Attachment A. In the event that ECWRPC judges the information to be non-confidential, the Proposer will be notified and given the opportunity to change the designation or withdraw the proposal prior to evaluation.

### 13. Proprietary Information

All restrictions on the use of the data contained within a proposal and all confidential information must be clearly stated on the attached “Designation of Confidential and Proprietary Information” form (Attachment A). Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

To the extent permitted by the law, it is the intention of ECWRPC to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of ECWRPC. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

### 14. Personnel and Subcontractors

1. The COMMISSION must approve or disapprove the selection of key personnel as identified in the application and/or this Agreement. Any new hires or changes in key personnel require prior written approval from the COMMISSION. Resumes, in sufficient detail to reveal the experience, education, and other general and specific qualifications for the position, must be submitted to the COMMISSION for its consent prior to approval of a candidate.
2. The CONSULTANT agrees to comply with the requirements regarding support of salaries and wages in 2 CFR Part 200.430, “Compensation-personal services.”

It is intended that a single contractor will have total responsibility for all services identified in the Travel Demand Modeling Training RFP. Therefore, any Proposer desiring to use a sub-contractor(s) must identify each on a document supplied as an attachment to the Proposal and titled attachment “Sub-contractors” and should include:

- their company’s name,
- the company’s principal owner(s),
- description of their involvement in the project, and
- qualifications for each aspect of the Travel Demand Model Training RFP that they will be involved with.

The subcontractor(s) cannot be changed after submission of the Proposal without the written approval of ECWRPC. The Consultant is responsible for all actions, workmanship, performance, and payment for their subcontractor(s). A contract between the Consultant and the subcontractor must be signed within 14 business days of Consultant’s signed contract with ECWRPC. ECWRPC reserves the rights to a copy of the signed contract

between the Consultant and the sub-contractors. ECWRPC reserves the right to terminate the terms of its contract in the event of Consultant's failure to establish a signed contract between the Consultant and subcontractor within 14 business days. A copy of the final contract between the Consultant and the sub-contractor must be sent to ECWRPC within 21 business days of the Contract execution between ECWRPC and the Consultant.

## 15. RFP Proposal Costs

ECWRPC is not liable for any costs or expenses incurred by any Proposer in the preparation of the Proposal, attendance at any conference, or meeting related to this RFP. ECWRPC is not liable for payment of any amount to the selected proposer until the Contract has been awarded and executed by ECWRPC and the Contractor has performed services pursuant to the Contract that entitle the Contractor to receive payment under the terms of the Contract.

## 16. Acceptance of Proposal Content

By submitting a proposal, the Proposer agrees that all or portions of the Proposal's contents may become part of a contract, if accepted, and ECWRPC will reject any Proposal submitted by a proposer who does not accept this condition.

## 17. Rejection of Proposals

ECWRPC reserves the right to waive any informality, and/or to reject, at any time and for any reason, any and all Proposals received as a result of this RFP. East Central WI Regional Planning Commission's intent is to enter into a Contract as a result of this RFP. However, if, after reviewing the Proposals received, ECWRPC determines that ECWRPC should not enter into any contract, or to enter into a partial or different contract from the Contract contemplated by this RFP, ECWRPC will act in accordance with what ECWRPC determines at that time to be in its best interest. No Proposer or any other party has any entitlement, interest, or right in this decision by the ECWRPC and by submitting a Proposal, acknowledges ECWRPC's right to exercise its discretion in this regard without any right of recourse by the Proposer.

## 18. Insurance and Hold Harmless

Per ECWRPC's Competitive Bid Policy and 2 CFR 200, the successful proposer will be required to provide proof of insurance prior to the signing the contract, which shall include the following types and amounts:

1. Comprehensive General Liability - \$1,000,000 combined single limits per Occurrence;
2. Auto Liability - \$300,000 combined single limits per occurrence; and
3. Worker's Compensation – coverage satisfying statutory provisions of Chapter 102, Wis. Stats.; not less than \$100,000 employer's liability.

In addition, "hold harmless" provisions will be contained in the contract with the successful proposer.

## 19. Contract Negotiations

East Central Wisconsin Regional Planning Commission (ECWRPC) reserves the right to

negotiate the award and conditions of the proposal prior to entering into a written agreement.

## 20. Applicability of State and Federal Regulations

The selected contractor shall comply with all applicable terms and conditions of ECWRPC, the Wisconsin Department of Transportation, Federal Highway Administration.

The consultants and subcontractors will comply with federal regulations for 2 CFR 200 and 23 CFR 450 and 420.

23 CFR 450.308 Funding for transportation planning and unified planning work programs.

(a) Funds provided under 23 U.S.C. 104(d), 49 U.S.C. 5305(d), and 49 U.S.C. 5307, are available to MPOs to accomplish activities described in this subpart

23 CFR 450.336 Self-certifications and Federal certifications.

(a) For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every 4 years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
- (2) In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 11101(e) of the Infrastructure Investment and Jobs Act (Public Law No: 117-58) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity programs on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities

## 21. Nondiscrimination & Equal Opportunity

As a recipient and sub recipient of state and federal funds, ECWRPC complies with State of Wisconsin and Federal Equal Opportunity Regulations (s, 16.765, Wis. Stats., s.51.01 (5), Wis. Stats.; Section 109 of the Housing and Community Development Act of 1974).

ECWRPC also complies with Title VI of the Civil Rights Act of 1964, and the Civil Restoration Act of 1987 (P.L. 100.259). Any contract resulting from this RFP shall contain provisions referencing ECWRPC's and the Contractor's compliance with these regulations. ECWRPC has also complied with Title 15: Commerce and Foreign Trade, Section 24.36€ regarding affirmation steps to encourage small and minority firms, women's business enterprise and labor surplus area firms to respond to this RFP.

The Commission shall provide a copy of its Affirmative Action Plan and Title VI Program and Limited English Proficiency Plan to prospective proposers, if requested.

## 22. Audits

1. The CONSULTANT agrees to comply with audit requirements as specified in 2 CFR Part 200.
2. The CONSULTANT shall ensure audits are properly performed, and furnish the required data collection forms and audit reporting packages to the Federal Audit Clearinghouse (FAC). The CONSULTANT shall upload audit reports into the FAC through the Internet Data Entry System (IDES) at <https://harvester.census.gov/fac/collect/ddeindex.html#>.
3. The CONSULTANT shall provide any audit with findings related to this award, with copies of the reporting package (including corrective action plans), management letters issued by an auditor, and audit working papers, to the COMMISSION.
4. The COMMISSION will seek to issue a management decision to the CONSULTANT within six months of receipt of an audit report with findings, and the CONSULTANT shall take timely and corrective action to comply with the management decision.
5. The COMMISSION reserves the right to conduct an independent follow-up audit.

## 23. National Policy Requirements

### 1. Debarment and Suspension

The CONSULTANT agrees to comply with 2 CFR Parts 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," and 1125, "Department of Defense Nonprocurement Debarment and Suspension." The CONSULTANT also agrees to communicate the requirement to comply with Parts 180 and 1125 to entities and persons at the next lower tier with whom the recipient enters into transactions that are "covered transactions" under Parts 180 and 1125.

### 2. Drug-Free Workplace

The CONSULTANT agrees to comply with Subpart B, "Requirements for Recipients Other Than Individuals," of 32 CFR Part 26, "Governmentwide Requirements for Drug- Free Workplace (Financial Assistance)."



**3. Hatch Act**

The CONSULTANT is advised that its employees may be subject to the Hatch Act (5 U.S.C. § 1501-1508). If doubt exists in particular cases, the CONSULTANT should seek legal counsel.

**4. Universal Identifier Requirements and Central Contractor Registration**

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 25, as amended, "Universal Identifier and Central Contractor Registration." The System for Award Management (SAM) has replaced the CCR system. Any bidder must be registered in SAM.gov *prior* to responding to this RFP.

**5. Trafficking Victims Protection Act of 2000**

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 175, "Award Term for Trafficking in Persons."

**6. Reporting Sub-award and Executive Compensation Information**

The CONSULTANT agrees to comply with the requirements of 2 CFR Part 170, "Reporting Sub-award and Executive Compensation Information."

**7. Restrictions on Lobbying**

The CONSULTANT agrees to comply with the requirements of 31 U.S.C. § 1352, "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions." Appropriated funds cannot be used to pay any person to influence or attempt to influence employees of any agency or Congress. Links to the requirements referenced above as well as the full listing of all National Policy Requirements are provided on the FHWA/DOT website at <https://highways.dot.gov>.

**24. Prior Written Approval**

The purpose of this Request for Proposal (RFP) is to solicit responses from firms to provide Travel Demand Model training, create a Travel Demand Model training model, and provide technical assistance to ECWRPC staff. Any changes in the project/program described in the application to include those identified below require prior written approval from the COMMISSION in the form of an amendment request:

1. Changes in the specific activities described in the application
2. Changes in key personnel as specified in the application and/or this agreement
3. Changes in the scope of work contained in any solicitation and/or request for proposals
4. Need for additional Federal funds
5. Budget reallocations that exceed 10 percent of the total budget among approved direct cost categories or are transferred to new budget line items

6. Changes in indirect cost rates or recertification of expired indirect cost rates during the project period unless otherwise specified in this Program agreement
7. Requests to purchase equipment (including software) with an estimated acquisition cost of more than \$5,000
8. Requests to use Federal and/or non-Federal match funds for food and/or beverages in conjunction with meeting costs

## **25. Separate Bank/Fund Accounts**

1. The CONSULTANT is not required to establish a separate bank account but may do so. The CONSULTANT, however, must maintain accounting records to adequately identify the source and application of Program funds. Other considerations, such as Federal Deposit Insurance Corporation coverage, shall be in accordance with the provisions of 2 CFR Part 200.

## **26. Reimbursement for Travel**

1. Reimbursement for travel (transportation, food, and lodging) in the performance of Program activities shall be consistent with those normally allowed in like circumstances in Federally sponsored activities of the CONSULTANT. CONSULTANTS may follow their own established rate but any travel allowance policies in excess of Federal limits must receive prior approval from the COMMISSION.

### Appendix A – Anticipated Timeline

Tasks	Contract Timeline																							
	January		February		March		April		May		June		July		August		September		October		November		December	
	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late
Contract Start Date																								
Introduction & Background																								
Lesson 1																								
Lesson 2																								
Lesson 3																								
Lesson 4																								
Lesson 5																								
Training Manual Check-in																								
Lesson 6																								
Lesson 7																								
Lesson 8																								
Lesson 9																								
Lesson 10																								
Training Manual Check-in																								
*Lesson 11																								
*Lesson 12																								
*Lesson 13																								
Final Training Manual																								
Contract End Date																								
Invoicing and Project Manag.																								
Technical Support																								

\* RFP requires 10 Lessons, but provides opportunity for up to 13 depending on conversation with the consultant.