

## Nashville Area Metropolitan Planning Organization

Request for Proposals# MPO2011-001

### Data Collection Activities for Regional Planning Models

- Issue Date: **Tuesday, June 28, 2011**
- Pre-submittal Conference: A Pre-submittal meeting will be held at **2:00 P.M. (CDT) on Tuesday, July 12, 2011** at the offices of the Metropolitan Planning Organization, 800 Second Avenue South, 2<sup>nd</sup> Floor, Nashville, TN 37210. Attendance is not mandatory and provisions can be made for participants to participate by phone. Details will be posted to the MPO's website at least three days prior to the conference.
- Inquiries made and answered at the conference or by the deadline for written questions will be summarized in writing for distribution through the MPO's website at NashvilleMPO.org.**
- Written Questions: Written questions will be due **by 10:00 A.M. (CDT) on Tuesday, July 19, 2011.**
- Submittal Due Date: **Submittals will be received until 2:00 P.M. (CDT) on Friday, July 29, 2011.**
- Submittal Copies: **Seven (7)** hard copies of the submittal and **one (1)** copy in digital format must be submitted in a SEALED ENVELOPE or BOX with **RFP# MPO2011-001** written clearly on the **outside of the envelope.**
- Contact Information: All inquiries for information should be directed to:  
**Michael Skipper, AICP, MPO Executive Director**  
Telephone: (615) 862-7204  
e-mail: skipper@nashvillempo.org
- Contract Period: Up to 24 months

#### **PROPOSALS SHOULD BE MAILED OR HAND DELIVERED TO:**

Nashville Area Metropolitan Planning Organization c/o Ms. Lou Edwards  
800 Second Avenue South | PO BOX 196300 | Nashville, Tennessee 37219

**NOTE: For delivery service (UPS, FedEx, etc.) use**  
800 Second Avenue South, Second Floor | Zip Code 37210

## Project Summary

The Nashville Area Metropolitan Planning Organization (MPO) is seeking proposals from firms and/or individuals capable of providing transportation demand modeling consultation and a variety of data collection services to support the development of the region's transportation modeling tools as the agency prepares for the adoption of the 2040 Regional Transportation Plan, scheduled for December 2015.

The Nashville Area MPO is the federally-designated transportation planning agency for Davidson, Rutherford, Sumner, Williamson, Wilson and parts of Maury and Robertson counties. Through the Nashville Area MPO, local partners develop and manage the region's long-range transportation plan and 5-year transportation improvement program. MPO plans and programs identify and prioritize transportation needs for federal and state funding. Find out more about the MPO at [www.nashvillempo.org](http://www.nashvillempo.org).

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## 1.0 CONSULTANT QUALIFICATIONS

The selected proposer(s) will require experience and demonstrated expertise in many areas. The offeror's unique approach to this RFP may require experience and expertise in areas not identified in this section. The qualifications listed here should be considered the minimum training and experience to be demonstrated.

The consulting firm or team selected must have demonstrated experience in at least the following areas:

- Transportation/Planning Studies
- Regional Transportation Models
- Regional Land Use Models
- Urban Congestion Management Performance Measures
- GIS Mapping/ Cartography
- Survey Research via Multiple Modes of Data Collection
- Health Impact Assessments
- Personal Health Research
- Physical Activity Measurement

## 2.0 SCOPE OF SERVICES

### 2.1 PURPOSE

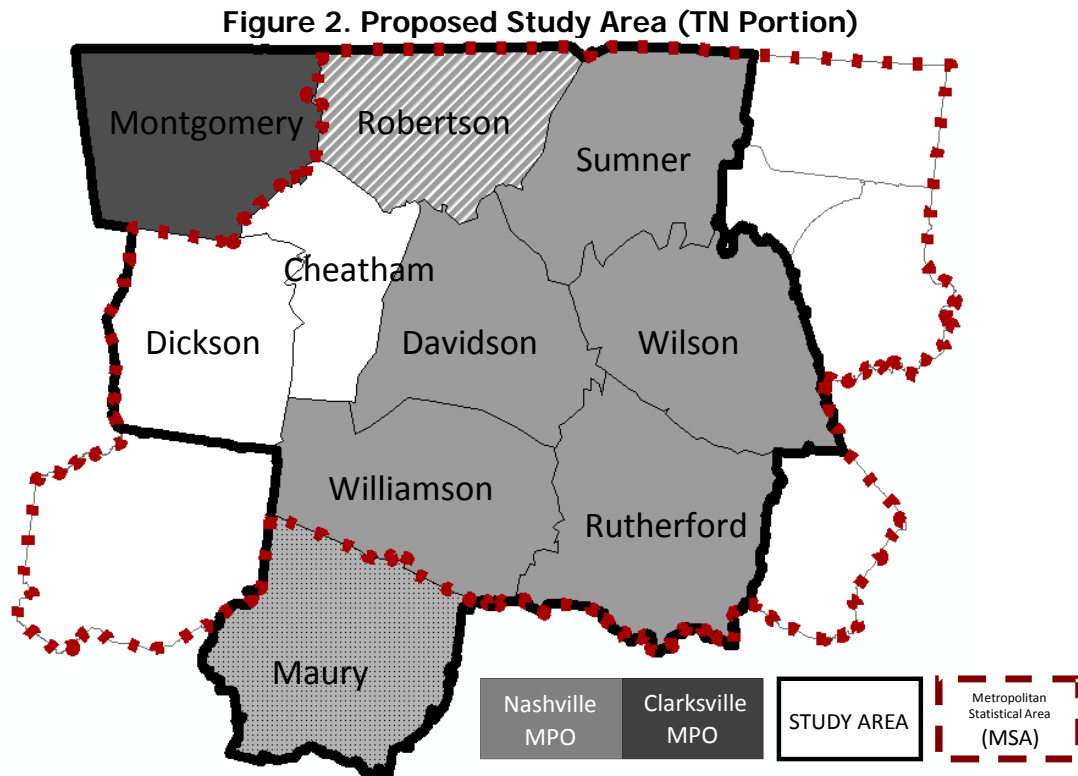
The study is intended **1) to provide the MPO with a detailed data collection plan for regional travel demand modeling activities and 2) to conduct the area's first major household travel survey within the last 15 years.**

The Nashville Area MPO last conducted a regional household travel survey in 1997. In the 14 to 15 years since that effort, the Nashville region has seen tremendous growth in downtown Nashville as well as in and around its suburban centers. In addition to the growth occurring within the Nashville Area MPO planning area, the greater Middle Tennessee region has seen sprawling urbanization in traditionally rural areas which is placing increased strain on a transportation system that connects the 5+ counties of the Nashville Area MPO to other counties in Middle Tennessee including Montgomery County which is home to Clarksville, the state's fifth largest city.

The household travel survey is the MPO's primary source of data about general household and personal travel behaviors and is used to explain current travel patterns and to predict future travel demand. A new survey is needed as the MPO begins to prepare a major update to the regional planning models in order to expand its capacity to conduct major transit corridor studies and subarea analysis.

*Model Consultation:* As part of this effort, the MPO is seeking assistance from travel demand model experts to identify substantial improvements to its current traditional four-step travel demand model. The MPO is considering a transition to a new activity/ tour-based model so that planners have the ability to test the impact of a broad range of land use and transportation





### 2.3 PROJECT SCHEDULE

The MPO is scheduled to adopt the 2040 Regional Transportation Plan by December 2015. In order to complete the necessary work, the MPO is seeking to begin the household travel survey in late Fall 2011 and conclude data collection by late Spring 2012.

Proposers must discuss its ability to deliver the requested products within this timeframe.

### 2.4 WORK TASKS

#### **Task 1 –Project Management**

The consultant shall provide a management plan that identifies anticipated steps and processes required to complete the project as described in this RFP and as provided in the contract. This will include a project schedule and budget for each of the tasks and corresponding deliverables, and details on data maintenance and file management.

In responding to the RFP, the proposer must discuss its ability to complete data collection by late Spring 2012. In addition, the proposer must discuss how it plans to coordinate with other consultants and/or subcontractors proposed to complete the work and how it plans to engage the MPO's committee of stakeholders throughout the course of the study. The MPO anticipates compiling a steering committee that will include representatives from MPO member jurisdictions,

the state DOT, local and regional transit agencies, health departments, social service agencies, chambers of commerce, and other parties with an interest in the data being collected.

***Deliverables:*** *Project Management Plan, Project Kick-Off Meeting, Steering Committee Meeting Agendas and Minutes, Project Website, Monthly Progress Reports, Record of Decision-Making*

## **Task 2 –Travel Demand Model Consultation**

The purpose of this task is to assist the MPO in developing a plan to substantially improve its transportation demand modeling capabilities beyond those provided by the current traditional 4-step travel demand model. The MPO is considering a transition to a new activity/ tour-based model so that planners have the ability to test the impact of a broad range of land use and transportation policy scenarios on travel behavior, and to increase its capacity to perform detailed corridor and sub-area studies aimed at evaluating non-motorized modes, transit, and freight movement.

The proposer must discuss how it plans to conduct the following activities:

- Assess the MPO's current state of travel demand modeling and its objectives for model improvement in order to increase the region's capacity to model the impacts of changing land use patterns, household characteristics, modal availability, and other factors in determining travel behavior.
- Based on expertise and knowledge of best practices, develop recommendations for modeling improvements and assist the MPO in developing general specifications for the region's new/ improved travel demand model.
- Develop a general schedule of activities and the necessary steps needed to implement the proposed improvements to the MPO's modeling capabilities.
- Develop a list of data requirements for the MPO's improved travel demand model, focusing primarily on data that can be collected through the proposed household travel survey.
- Evaluate recent transit on-board surveys to identify additional data needs that might be included in the proposed data collection effort.
- Evaluate the need for special population surveys that may be necessary in order to augment the household travel survey with more detailed information about certain segments of the population (e.g., non-English speaking, low-income, seniors, young professionals, etc.), users of specific modes of transportation (e.g., transit customers, bicyclists, etc.), or populations associated with major trip attractors/generators (e.g., Nashville CBD, universities, etc.).
- Evaluate the need for additional survey efforts to address items such as freight and commercial delivery activity, tourist/visitor trips, long-distance travel (to/from outside the study area), etc.

***Deliverable:*** *Tech Memo #1: Model Recommendations and Data Collection Plan*

### **Task 3 –Research Design, Pretesting, & Refinement**

The objective of this task is to develop the specifications of the survey instrument, sampling plan, and details of the survey methodology. The proposer must discuss how it plans to conduct the following activities:

#### ***3.1 Research Design***

- Design a survey instrument that will collect socio-economic information about each person living within households recruited into the study including basic demographics and information related to school and employment, educational attainment, income, number of vehicles (including bicycles), basic health, and housing.
- Design a survey instrument that will collect travel behavior information from each person within households recruited into the study including the number of trips made, places visited, mode of travel, and activities carried out at home and at places visited for a specified 24-hour period.
- Develop a sample stratification plan that will achieve a statically valid and reliable sample of key segments of the population as defined by county of residence, household size, vehicle ownership, or other variables proposed by the consultant.
- Identify a sampling frame and develop a plan to draw random samples in a way as to minimize bias. The proposer must address how the plan will account for households without telephone access and describe how the emergence of cell-phone only households and telephone number portability will affect the representativeness of the sample – along with any methods for correcting for those affects.
- Develop a survey methodology that will seek to minimize costs, respondent burden, and sampling bias while maximizing response rates and the quality and completeness of the data. The proposer is encouraged to offer multiple methods and innovative techniques for data collection, but must address how such methods or techniques will not lead to biased results.
- Include an optional GPS-based data collection component for both persons and vehicles and discuss the benefits and costs of such approach if applied to a subsample or all households (e.g., trip rate correction, respondent burden, etc.).

#### ***3.2 Pre-Test & Refinement***

- Conduct a full pre-test of all aspects of the planned household travel survey and any special purpose surveys or add-on surveys. The pre-test must be of sufficient size to test the survey instruments, sampling procedures, interviewer protocols, and the deployment of any field technology used in data collection.
- Provide the MPO and its steering committee with a pre-test report including 1) an evaluation of all plans, procedures, and protocols, 2) consultant recommendations for modifications to the research design, 3) a top-line summary of the pre-test data, and 4) a map of geo-coded home, work, school, and travel destinations collected from the pre-test.

**Deliverables:** *Tech Memo #2: Research Design & Methods, Survey Instruments, Sampling Plan, Interviewer Protocol, Pretest Report and Data*

#### **Task 4 –Household Travel Survey Data Collection**

The purpose of this task is to conduct the main household survey. Proposals submitted in response to RFP should estimate costs based on 6,000 completed household interviews, where a completed household interview is defined as an interviewed household for which socio-economic and travel day information reports have been obtained for all members of the household, age 5 years or older.

The final goal for completed surveys and target allocations by county/MPO will be determined based on the results of Task 3. *Research Design, Pre-Testing, & Refinement* and the survey data collection budget.

The proposer must discuss how it plans to conduct the following activities:

- Administer the sampling plan using the methods approved during Task 3.
- Interview the selected households using the tested/modified methods and techniques approved during Task 3.
- Maintain quality control of data through logic checks and edits to validate household, person, vehicle, trip/activity data collected. The consultant must demonstrate a plan to correct for inconsistent or incomplete data either through recalls or other appropriate methods.
- OPTIONAL: Administer the GPS-based data collection component as approved in Task 3.
- OPTIONAL: Conduct a short follow-up survey with non-responding households or households refusing to participate in the study in order to identify any systematic bias.

**Deliverables:** *Tech Memo #3: Household Travel Survey Response and Participation Rates, Evaluation of Representativeness, and Top Line Summary of Results*

#### **Task 5 –Health & Physical Activity Subsample**

Over the past few years, the MPO has become increasingly aware of the potential impacts of transportation policy, infrastructure investments, and the built environment on resulting travel behaviors and personal health outcomes. Though some research quantifying that relationship is beginning to emerge on a national level, the MPO lacks sufficient data to understand the correlations between the built-environment, access to transportation, and personal health outcomes within the region. The MPO is seeking to conduct a follow-up health survey with a subsample of participants recruited into the household travel survey in order to measure general health and levels of physical activity in association with daily travel behaviors and socio-economic characteristics.

The purpose of this task is to conduct a study with approximately 20% of households participating in the household travel survey so that the MPO may further analyze these

relationships. The data will provide a baseline for future comparisons as policies and conditions change.

The proposer must discuss how it plans to conduct the following activities:

- Develop a sample size, sampling plan, and procedures to select and recruit participants from the household travel study based on the desired characteristics for area type (e.g., urban, suburban, rural), household size, auto ownership, or others recommended by the consultant.
- Develop survey methods to administer a health questionnaire modeled after the relevant components of the Behavioral Risk Factor Surveillance System (BRFSS) survey administered annually by The Centers for Disease Control and Prevention.
- Develop a plan to deploy accelerometers and GPS tracking devices concurrently with the administration of the travel survey in order to collect physical activity and GPS-based travel information (time, latitude/longitude, speed, elevation, etc.).
- Conduct the survey according to the approved methods.
- Compile data and summarize results in a separate technical memorandum.

***Deliverables:*** Tech Memo #4: Health & Physical Activity Technical Documentation and Results, Response and Participation Rates, Evaluation of Representativeness

### **Task 6 –Data Weighting & Expansion**

The purpose of this task is to weight and expand the survey data for each county, each MPO, and for the entire 10+county region. The weighting scheme for the survey is related to how the survey design and sampling plan are devised. In response to the RFP, the consultant should clearly describe their proposed methodology to provide a data set which will inform and update the travel demand models, as this is the main objective of the survey.

Specifically, the proposer must discuss how it plans to conduct the following activities:

- Develop and apply a weighting procedure that will compensate for response bias in the data. Sampling weights will be based on geographic and other stratification variables.
- Expand the sample to be representative of households at the county, MPO, and regional level.

***Deliverables:*** Tech Memo #5: Data Weighting & Expansion, Data sets with Weights and Expansion Factors

## Task 7 –Final Report & Data Delivery

The purpose of this task is to provide documentation of the entire data collection effort and its results and to provide the necessary files to the respective MPOs to use in the development of regional planning models.

The proposer must discuss how it plans to conduct the following activities:

- Prepare a final report which includes the following:
  - Overview of the region's current state of travel demand modeling, recommendations for model improvement, and a general schedule of tasks associated with the development of the MPO's next regional travel demand model;
  - Documentation of the research objectives, research design, pre-test and refinement, full survey data collection, response rates, and notable factors that affect the survey;
  - An analysis of basic travel survey results including key travel behaviors and health measures for the region, as a whole and for each county, and for key segments of the population as defined by household size, lifecycle, auto ownership, etc.;
  - Summary results of the health and physical activity survey.
  - Summary results of the GPS data collection component and the optional non-response survey follow-up survey;
  - Tabular results of all surveys -- weighted and expanded, as appropriate;
  - Assessment of survey data reliability and applicability for model development; and a
  - User's guide to survey data files including guidance for further analysis and research.
- Present an executive briefing to the MPO's steering committee (in conjunction with the MPO's Technical Coordinating Committee) and the MPO's Executive Board highlighting the results of the survey on health, travel, and socioeconomic characteristics of the region.
- Prepare electronic files in DBF, SAV (SPSS), SHP, DOC, PPT, and PDF formats including:
  - Final, edited, geo-coded data files for the household travel survey including household information, person information, vehicle information, trip/activity information;
  - Final, edited GPS data files;
  - Final, edited physical activity and health survey data files;
  - Final, edited data files for the optional non-response follow-up survey;

- All associated technical documentation including metadata, data dictionaries, survey instruments, CATI scripts, etc.

***Deliverables: Final Report, Final Presentations, Data Sets, and Technical Documentation***

### **3.0 MANAGEMENT/OWNERSHIP**

This study will be conducted under contract with the Metropolitan Planning Commission of Nashville-Davidson County on behalf of the Nashville Area Metropolitan Planning Organization.

Approval of products shall be the purview of the MPO Executive Board.

All deliverables and/or other products of the contract (including but not limited to all procedures, solicitation packages, reports, records, summaries, software documentation and other matter and materials prepared or developed by the Contractor in performance of this contract) shall be the sole, absolute and exclusive property of the MPO, free from any claim or retention of rights thereto on the part of the Contractor, its agents, subcontractors, officers, or employees.

### **4.0 INSTRUCTIONS TO OFFERORS**

#### **4.1 PREPARATION OF PROPOSAL**

Consultants are encouraged to submit their initial proposals as comprehensively as possible because proposals may be ranked without interviews.

Erasures, interlineations or other modifications in the proposal shall be initialed in original ink by the authorized person signing the Vendor Offer.

Periods of time, stated as a number of days, shall be calendar days.

It is the responsibility of all Offerors to examine the entire Request for Proposal package and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing an offer confers no right of withdrawal after due time and date.

#### **4.2 REQUIRED INFORMATION**

The following items shall be submitted with each offer/proposal. Failure to include ANY of these items may result in a proposal being rejected.

1. Cover Letter: A cover letter from a principal in the firm submitting the proposal on behalf of their company or consortium. This letter shall agree to all terms and conditions in this RFP, and specifically include the following certifications:

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- a. No member or employee of the Metropolitan Planning Commission (the MPC), no member or employee of the Metropolitan Planning Organization (the MPO) and no member of the governing body or staff of any MPO member jurisdiction exercising any functions or responsibilities with respect to this project shall during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in any proceeds thereof.
  - b. The offering firm is not party to an outstanding lawsuit against the Metropolitan Government of Nashville and Davidson County.
2. Copies: **Seven (7)** hard copies of the submittal and **one (1)** copy in digital format of the proposal shall be submitted in an 8 1/2" x 11" format, typewritten. One copy of the proposal shall be included in a digital format such as Microsoft Word or Adobe Acrobat.
  3. Corrections, amendments and clarifications: Signed copies of all corrections, amendments and clarifications to this RFP issued by the MPC on behalf of the MPO.
  4. References: A minimum of five (5) references, complete with address and telephone number, of the governmental entities for which the contractor has performed similar work.
  5. Offer/Proposal: The proposal shall be arranged in the following order and shall adhere to the length standards as specified.
    - a. Scope of Work / Study Approach --

A detailed summary of the approach to be undertaken for development of this effort. It must be based on the Scope of Services outlined in Section 2.0 above but provide additional detail on the process to be used in developing the product. The responsibilities of any subcontracting firms will be clearly noted. No more than eighteen (18) pages, single sided (or 9 pages 2-sided), may be devoted to Scope of Work / Study Approach.
    - b. Outline of the Time Schedule –

The summary should identify the anticipated time required to produce/ assist with each of the tasks listed in 2.0.
    - c. Statement of Experience and Qualifications --

Data on the offering firm's background and experience necessary to complete the project. The specific individual, their office location, and their time commitments for this project should be identified.
    - d. Costs --

The proposal shall indicate the specific and total costs associated with this effort, using the form provided (Attachment 1).

e. Other Projects --

The proposal must indicate other studies currently underway or likely to be undertaken during the study period by those with a principal role in this study, their role and their commitment (as a percentage of available time) to those other studies.

f. Small Business and Requirements for Disadvantaged Business Involvement

INCENTIVE FOR SMALL BUSINESS PARTICIPATION

Metro provides an incentive to Proposers to maximize the usage of small businesses in the performance of the contract. In the evaluation of proposals, Metro rewards Proposers for committing to use small businesses as subcontractors by considering the minimum percentage of total contract dollars of committed small business subcontractor participation. In addition, if the Proposer is a small business, Metro rewards the Proposer for the amount of work it commits to self perform.

A total of 10 points will be assigned to the proposer with the largest percentage of small business participation (having met the minimum requirement level) and points will be prorated to rest based on their respective participation levels. The minimum requirement level is no more than 1 point granted for each 1% of total contract value for small business utilized (maximum of 10 points). However, if the largest proposer of small businesses proposes participation at 20% of the total contract value, they would receive 10 points and the one proposing participation at 10% of the total contract value would receive only 5 points.

Assistance in Locating Small Business

Proposers who desire assistance in locating potential small business subcontractors and suppliers are encouraged to contact Ms. John Irvin, Metro's Small Business Liaison Officer, at (615) 862-5461 or [john.irvin@nashville.gov](mailto:john.irvin@nashville.gov).

Definition of Small Business

A "small business" means a United States business which is independently owned and operated and which is not dominant in its field of operation or an affiliate or subsidiary of a business dominant in its field. In addition, in order to qualify as a small business for purposes of this RFP, a business must meet the standards set forth in Metro's Small Business Standards included as an Exhibit to this RFP.

Documentation Requirements

Proposer must complete the List of Proposed Small Businesses Exhibit to this RFP and submit the Exhibit with the Proposal to make a commitment to use subcontractors that claim small business status. Changes to the list of proposed small businesses must be submitted in writing and approved in advance by Metro.

Proposer must confirm that any small businesses to be included in its proposal meet the small business standards set forth by Metro. Proposer shall likewise notify its proposed small businesses that Metro requires 1) that the subcontractor be registered to do business with Metro, and 2) have been approved as a small business through the submission to Metro of documentation to confirm small business status including a copy of their two most recently submitted business tax returns as well as IRS form 941-Employer's Quarterly federal tax return. This information will be reviewed by Metro and used to confirm the small business status. Small business status must be approved by Metro prior to proposal submission. While Metro commits to having documents reviewed and status granted as quickly as possible after the receipt of the necessary documentation, to be safe, documents should be submitted no later than four days before the bid/proposal is due to allow time for status to be granted.

#### Progress Payments to the Contractor

As a condition of progress payments to the contractor, Metro will require that Contractor submit evidence of participation of and Contractor's payment to all small businesses participating in any resultant Contract. This evidence shall be submitted with each invoice and shall include copies of subcontracts, subcontractors' applications for payment, subcontractors' certified payrolls, and proof of payment to small business subcontractors; and purchase orders, Invoices, and proof of payment to small business suppliers.

#### Metro Remedies for Misrepresentation

If, during the course of the Contract, Contractor fails to maintain the level of small business participation committed to in the Contractor's Proposal, or if any material representation made in Contractor's proposal concerning the small business status of any Subcontractor or Contractor's involvement in the ownership, operation or management of any subcontractor claiming status as a small business is shown to be false. Metro may, at its sole option and in addition to any other remedies available under the Contract, at law or in equity, terminate the Contract. Further, in the event that Metro terminates the contract, the Contractor shall pay Metro's full procurement costs, including, without limitation, any costs associated with procurement delays. Metro will institute debarment proceedings against any Proposer that misrepresents in a proposal any material fact concerning the small business status of itself or any subcontractor or Proposer's involvement in the ownership, operation or management of any subcontractor claiming status as a small business. In addition, Metro may, at its sole discretion, assess a charge representing the cost of all audit and legal time and expense incurred by Metro as a result of the Contractor's failure to maintain the level of small business participation committed to in the Contractor's proposal.

#### REQUIREMENT FOR DISADVANTAGED BUSINESS PARTICIPATION.

This project is being partially funded by a grant from the Tennessee Department of Transportation, consequently, the DBE requirements of 49 CFR Part 26 apply to any subsequent project award. In accordance with the mandates issued under the grant, The Metropolitan Government of Nashville and Davidson County on behalf of the Nashville Area MPO (Owner) requires DBE participation in the performance of any subcontracts financed in whole or in part with Federal funds under this agreement. **Failure to submit Disadvantaged Business participation will result in the ENTIRE Proposal being deemed not responsive or responsible. However, a company may submit a letter of Good Faith Effort (GFE) along with the Proposal in the event there are no ready, willing and able Disadvantaged Businesses to utilize. This letter outlines the Proposer's efforts/ attempts to find and utilize disadvantaged business enterprises (DBE).** Metro has established guidelines, which provide incentives to and requires Proposers to maximize the participation of Disadvantage Businesses as Subcontractors for construction and/or other services. In the evaluation of proposals, Metro rewards Proposers for committing to use disadvantaged businesses as subcontractors by considering the minimum dollar value of committed disadvantaged business subcontractor participation. In addition, if the Proposer is a disadvantaged business, Metro rewards the Proposer for the amount of work it commits to self-perform. The relative percentage of total committed disadvantaged business participation in a particular Proposer's proposal will determine how many points it receives in the disadvantaged business participation category.

#### Definition of Disadvantaged Business

In order to claim the status of being a Disadvantaged Business, a firm must meet the following eligibility criteria:

1. Be a small business concern as defined pursuant to section 3 of the Small Business Act and Small Business Administration regulations implementing it (13 CFR part 121) that also does not exceed the cap on average gross receipts of \$17.42 million over a consecutive three (3) year period.
2. Be at least 51% owned, managed and controlled by a member who is socially and economically disadvantaged. To be socially and economically disadvantaged means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and is —
  - (1) An individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis.
  - (2) An individual in any of the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
    - (i) "Black Americans, " which includes persons having origins in any of the Black racial groups of Africa;
    - (ii) "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture of origin, regardless of race;

- (iii) "Native Americans," which includes person who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
  - (iv) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kirbati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
  - (v) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
  - (vi) Women;
  - (vii) Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.
3. An individual or individuals in the case of multiple disadvantaged owners, whose personal net worth does not exceed \$750,000

Or

4. The owner of an SBA 8(a) BD or SDB certified firm.

#### Documentation Requirements

The Proposer must complete the List of Proposed Disadvantaged Businesses Attachment to this RFP and submit the Attachment with the Proposal to make a commitment to use subcontractors that are Disadvantaged Businesses. Changes to the list of proposed disadvantaged businesses must be approved, in writing, by the Nashville Area MPO. Such changes are generally not permitted.

Proposer shall collect and submit with its Proposal for each of the proposed Disadvantaged Businesses to be utilized on the project, a certificate or letter of certification from the Tennessee Department of Transportation (TDOT), Metro Nashville Airport Authority (MNAA), Metro Transit Authority (MTA), the Small Business Administration (SBA) or their home state's DOT, if the firm is out-of state.

#### g. Other Information --

The offeror may provide additional information as they desire in the final section of their response to the Request for Proposals. The Proposal Committee may use this information as background material to support the proposal. It will not be used in the formal scoring of the proposal.

#### 4.3 INQUIRIES

Any information which may have been released by MPO staff prior to the issuance of this Request for Proposals shall be disregarded.

Requests for clarification should be directed to the person(s) whose name appears on the title page. Questions should be submitted in writing when time permits. Any correspondence related to the RFP should refer to the appropriate RFP number, page, and paragraph number. However, the Offeror **should not place the RFP number on the outside of an envelope containing questions**, since such an envelope may be identified as a sealed proposal and not be opened until after the official RFP due date and time.

Significant inquiries made and answered at the conference will be summarized in writing for distribution to all parties who received a copy of this solicitation.

#### 4.4 VERIFICATION OF INFORMATION

The MPO staff may verify all information submitted as part of a Proposal. Submission of information deemed to be inaccurate may result in a determination of non-responsibility of the Contractor by the MPC on behalf of the MPO, and a rejection of the proposal.

#### 4.5 PROSPECTIVE OFFERORS CONFERENCE

A prospective offerors' conference will be held. The date and time of this conference are indicated on the title page of this document. Attendance is not mandatory. The purpose of this conference will be to clarify the contents of this RFP in order to prevent any misunderstanding. Any doubt as to the requirements of this RFP or any apparent omission or discrepancy should be presented at this conference. The appropriate action will then be taken as necessary, and the MPC on behalf of the MPO may issue a written amendment to the RFP. Oral statements or instructions will not constitute an amendment to this Request for Proposal.

#### 4.6 EXCEPTIONS

Any desired exceptions to the Scope of Services or terms and conditions of this RFP must be included in the proposal and must address the specific RFP paragraph where a conflict exists. An offeror's preprinted terms and conditions WILL NOT be considered as exceptions.

#### 4.7 PROPOSAL OPENING

Proposals shall be opened on the date and time and at the place designated on the cover page of this document, unless amended in writing by the MPC on behalf of the MPO. The name of each offeror shall be publicly read and recorded in the presence of witnesses at this time. All offers and any modifications and other information received in response to the RFP shall be shown only to authorized personnel having a legitimate interest in them or persons assisting in the evaluation. After contract award, the successful proposal and evaluation document shall be open for public inspection in accordance with Offeror's Rights.

#### 4.8 LATE PROPOSALS

Late proposals will not be considered. Any Offeror submitting a late proposal shall be so notified.

#### 4.9 WITHDRAWAL OF PROPOSAL

At any time prior to the specified proposal due time and date an Offeror (or designated representative) may withdraw the Proposal.

#### 4.10 AMENDMENT OF PROPOSAL

Receipt of a Request for Proposal Amendment or Clarification must be acknowledged by signing and returning the document to the MPC with the Proposal.

### **5.0 EVALUATION OF PROPOSALS**

#### 5.1 GENERAL

The proposals will be evaluated by a panel including, but not limited to, representatives of the MPO and its partner agencies.

Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the MPC on behalf of the MPO, taking into consideration the evaluation factors set forth below.

## 5.2 CRITERIA FOR PROPOSAL EVALUATION

Professional firms shall be evaluated on the following criteria. Each proposal will be ranked on a 1 to 10 scale for each of the evaluation criteria and multiplied by the weight factor. The scores on each factor will then be added to create the total score. The maximum score is 100.

WEIGHT FACTOR	CRITERION	STANDARD
3.0	Scope/Approach	Does the proposal reflect a thorough, thoughtful, creative approach to the task? Is there evidence of a clear understanding of the project objectives, methodology to be used and results that represent goals desired from the project?
2.0	Cost	What is the cost for collection and reporting of all data items? What is the cost for each individual task as identified in Attachment 1. What is the total project cost?
2.0	Assigned Personnel	Do the persons who will be working on the project have the necessary skills? Are sufficient people of the requisite skills assigned to the project?
2.0	Availability	Can the work be completed in the necessary time? Can the target start and completion dates be met? Are other qualified personnel available to assist in meeting the project schedule if required? Is the project team available to attend meetings as required by the Scope of Work?
1.0	Small and Disadvantaged Business (SDB)	Does the response indicate Disadvantaged Business participation? SDB Participation? The higher the level of participation the more points possible in this category.

## 5.3 PERSONAL INTERVIEWS

Based upon the evaluation of the written proposals, the MPO may request the highest ranking teams to participate in an in-person interview. Offerors will be subsequently ranked in order of ability to perform the work as demonstrated through the personal interviews.

#### 5.4 REFERENCE EVALUATION

The MPO staff will check references of all firms being interviewed using the following criteria:

CRITERION	STANDARD
Overall Performance	Would you hire this professional/firm again? Did they have the skills required by this project?
Timetable	Was the original Scope of Work completed within the specified time? Were deadlines met in a timely manner?
Completeness	Was the professional/firm responsive to client needs? Did the professional/firm anticipate problems? Were problems solved quickly and effectively?
Budget	Was the original Scope of Work completed within the project budget?
Job Knowledge	Was the professional/firm fully versed in state-of-the-art thinking in the project area? Was there a good understanding of the interrelated nature of transportation planning?
Questions	Any questions raised at the proposal review committee meeting concerning the consultant.

#### 5.5 CONSULTANT SELECTION

Working with the selection team, the MPO staff will provide the MPO Technical Coordinating Committee and Executive Board with a recommendation from a ranked list of competing proposers. Selection of any firm except the top ranked firm must be "for cause," and that reason must be stated in the minutes of the MPO Executive Board. The Metropolitan Planning Commission must concur in the MPO Executive Board's decision.

#### 5.6 CONTRACT NEGOTIATION

Based on the information submitted and internal budgetary considerations, the MPC on behalf of the MPO may request adjustment of the submitted Scope of Work, if required. If negotiations cannot produce a contract, the Executive Board can declare an impasse and open negotiations with the second ranked firm. If agreement cannot be reached with the second ranked firm, contract negotiations are begun with the third ranked firm. This process continues until all interviewed firms are exhausted.

## 5.7 AWARD OF CONTRACT

Notwithstanding any other provision of this RFP, the MPC on behalf of the MPO expressly reserves the right to:

1. Waive any immaterial defect or informality, or
2. Reject any or all proposals, or portions thereof, or
3. Reissue a Request for Proposal, or
4. Modify the number and types of data to be collected to meet budgetary limitations, or
5. Cancel the Solicitation.

## 5.8 OFFER AND ACCEPTANCE PERIOD

A response to a Request for Proposal is an offer to contract with the MPC on behalf of the MPO based upon the terms, conditions, scope of services and specifications contained in this Request for Proposal. Proposals are an irrevocable offer for ninety (90) days after the proposal opening time and date.

## 5.9 OFFEROR'S RIGHTS

All materials submitted in response to this RFP become the property of the MPO upon delivery and are to be appended to any formal documentation, which would further define or expand the contractual relationship between the MPC on behalf of the MPO and the offeror.

# 6.0 MAJOR CONTRACT PROVISIONS

This section indicates the major terms and conditions a prospective offeror should be aware of in the development of a proposal. This list is not "all-inclusive" but contains the major provisions that might affect the development of a proposal.

## 6.1 PAYMENT

Payment will be made in arrears only after submission of proper invoices to the MPC on behalf of the MPO. Billing shall represent all work completed prior to the invoice date, less a 10 percent retainage to be paid upon completion and acceptance of the work product for that task. The invoice shall identify the description of work performed at the contract rates, and individuals performing the services. Payment of any invoice shall not preclude the MPC from making claim for adjustment on any service found not to have been in accordance with the contract.

## 6.2 TAXES

The Metropolitan Government of Nashville and Davidson County is exempt from Federal Excise Tax, including the Federal Transportation Tax. Exemption certificates will be furnished upon request.

## 6.3 CONFLICT OF INTEREST

The MPC on behalf of the MPO reserves the right at any time to preclude offering a work assignment to a Contractor should a real, apparent or potential conflict of interest exist as determined by the MPC on behalf of the MPO.

## 6.4 PERFORMANCE STANDARDS

The MPC on behalf of the MPO relies upon the Contractor to provide services in accordance with a contract and the performance standards set for each work assignment. The Contractor agrees that time is of the essence, and that contractual commitments shall be met.

## 6.5 CANCELLATION

Failure to perform any or all of the terms, promises and conditions of the contract, including the specifications, may be deemed a substantial breach thereof. Default may be declared at any time if, in the opinion of the MPC on behalf of the MPO:

1. The Contractor fails to perform adequately the services required in the contract;
2. The Contractor attempts to impose on the MPC service or workmanship which is of an unacceptable quality; or
3. The Contractor fails to make progress in the performance of the requirements of the contract, and/or gives the MPC a positive indication that the Contractor will not or cannot perform to the requirements of the contract.

After notice of cancellation, the Contractor 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 MPC on behalf of the MPO because of the cancellation, agrees to indemnify the MPC on behalf of the MPO for its cost in procuring the services of a new Contractor.

The MPC on behalf of the MPO shall give the Contractor written notice of default. After receipt of such notice, the Contractor shall have five (5) days in which to cure such failure. In the event the Contractor does not cure such failure, the MPC on behalf of the MPO may terminate the whole or any part of the contract without further consideration by so notifying the Contractor in writing.

## 6.6 CONTRACT TERMINATION

The MPC on behalf of the MPO, by written notice, may terminate the contract, in whole or in part, when it is deemed in the best interest of the MPO. If the contract is so terminated, the Contractor will be compensated for work performed up to the time of the termination notification. In no event shall payment for such costs exceed the current contract price.

## 6.7 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 contractor may only be reimbursed for the reasonable value of any non-recurring costs incurred 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.

## 6.8 CONFIDENTIALITY

1. The Contractor acknowledges that information disclosed to it concerning governmental operations during performance of a contract is confidential and/or proprietary to those governments shall not be disclosed to third parties without the prior written consent of those governments.
2. The Contractor shall establish and maintain procedures and controls for the purpose of assuring that no information in its records or obtained from jurisdictions and governmental entities in carrying out its functions under the contract shall be used or disclosed by it. The MPC reserves the right to review such procedures to ensure acceptability. Persons requesting such information should be referred to the MPC.
3. All proprietary information and all copies thereof shall be returned to the MPC/MPO upon completion of the work for which it was obtained or developed.

## 6.9 REMOVAL OF CONTRACTOR'S EMPLOYEES

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The MPC on behalf of the MPO may require that the Contractor remove from the job project employees who endanger persons or property or whose continued employment under this study is inconsistent with the interest of the MPO.

## 6.10 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.

#### 6.11 CONTRACT EXTENSION

The MPC on behalf of the MPO reserves the right to unilaterally extend the period of any resultant contract for thirty-one days beyond the stated expiration date. In addition, by mutual written agreement, any resultant contract may be extended for supplemental periods up to a maximum of one hundred twenty (120) days.

#### 6.12 INSURANCE

Without limiting its liability, the selected 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 RFP, the consultant shall include a Metropolitan Government 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 MPC and the MPO from liability as a result of this study. This coverage may not be canceled, reduced or allowed to lapse without written notice to MPC.

#### 6.13 ATTACHMENTS

The proposal shall contain an executed and notarized copy of Attachment 4 - Fair Employment Practice Statement, Attachment 5 - Contingent Fees Statement, and Attachment 6 – List of Proposed Disadvantaged Businesses. The Original shall be included with the Original Proposal, and copies shall be included in all submitted copies of the proposal.

**ATTACHMENT 1**

RFP MPO2011-001: Data Collection Activities for Regional Planning Models

**Summary of Costs per Task\*\*\***

	Cost
Task 1. Project Management Plan	\$
Task 2. Travel Demand Model Consultation	\$
Task 3. Research Design, Pretesting, & Refinement	\$
Task 4. Household Travel Survey Data Collection	\$
Task 5. Physical Activity & Health Subsample	\$
Task 6. Data Weighting & Expansion	\$
Task 7. Final Report & Data Delivery	\$
Other Direct Costs	\$
Total all Tasks and Other Direct Costs	\$

**Cost for Optional Activities**

	Cost
GPS Data Collection	\$ ( ___ households)
Non-Respondent Household Follow-Up Survey	\$ ( ___ households)

**Estimate of Incremental Costs**

	Unit Cost
Model Consultation	\$ / Hour
Household Travel Survey	\$ / Household
GPS Data Collection	\$ / Household
Physical Activity & Health Survey	\$ / Household

**\*\*\*Please attach a detailed cost proposal including staffing costs by personnel, itemized direct costs (e.g., subcontractors, travel, supplies, etc.), fringe and overhead, and profit/fee.**

**ATTACHMENT 2**

AFFIDAVIT FOR CLAIMING STATUS AS A SMALL BUSINESS

RFP # MPO2011-001

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

**PROPOSER OR PROPOSED SUBCONTRACTOR AFFIRMS THAT IT IS A SMALL BUSINESS AS DEFINED BY THE CODE OF LAWS OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY AND THE REGULATIONS THERETO.**

**AS DEFINED IN SECTION 4.44.010 OF THE METROPOLITAN CODE OF LAWS;**

A Small Business satisfies all of the following criteria:

- (a) A United States business which is independently owned and operated, and which is not dominant in its field of operation or an affiliate or subsidiary of a business dominant in its field of operation;
- (b) Either has no more than the following number of employees or has no more than the following annual sales volume for the applicable industry; and

INDUSTRY	ANNUAL SALES VOLUME	MAXIMUM NUMBER OF EMPLOYEES*
Agriculture, Forestry, Fishing	\$500,000	9
Architectural/Design/Engineering	\$2,000,000	30
Construction	\$2,000,000	30
Educational	\$1,000,000	9
Finance, Insurance, Real Estate	\$1,000,000	9
Information Systems/Technology	\$2,000,000	30
Manufacturing	\$2,000,000	99
Marketing/Communications/Public Relations	\$2,000,000	30
Medical/Healthcare	\$2,000,000	30
Mining	\$1,000,000	49
Retail Trade	\$750,000	9
Service Industry	\$500,000	9
Transportation, Commerce, and Utilities	\$1,000,000	9
Wholesale Trade	\$1,000,000	19

- (c) Meets the following additional criteria:
  1. Has demonstrated capability to perform independently a substantial portion of the contract they seek, or a substantial portion of the subcontract for which

they are proposed by a bidder or offeror, as specified by the Purchasing Agent;

2. Not share or jointly use office space, production, marketing and sales, business support systems, personnel, or equipment with any business not classified by Metro as a small business (i.e., a large business);
3. Has performed independently and satisfactorily an average of at least \$100,000.00 worth of work during the two most recent calendar years in the category of the work for which a contract or subcontract is sought;
4. Not be owned, controlled, or directed by individuals or groups of individuals who own, control, or direct a large business involved in the same category of work as the business for which small business status is sought;
5. If a supplier, be an authorized regular distributor with normal wholesale agreements for the Product or products to be supplied; and

\*NOTE: Employee means a person (or persons) employed on a full-time (or full-time equivalent), a permanent basis. Full-time equivalent includes employees who work 30 hours per week or more. Full-time equivalent also includes the aggregate of employees who work less than 30 hours a week, where the work hours of such employees add up to at least a 40 hour work week. The totality of the circumstances, including factors relevant for tax purposes, will determine whether persons are employees of a concern. Temporary employees, independent contractors or leased employees are not employees for these purposes. The owner(s) are excluded from this classification.

Please provide the following information for the proposer or proposed Subcontractor:

**Company name:** \_\_\_\_\_

**Contact person** \_\_\_\_\_

Industry (specify one of the Industries from the table above) \_\_\_\_\_  
AND

Sales volume for previous two (2) calendar years:

Year 20\_\_\_\_ \$\_\_\_\_\_

Year 20\_\_\_\_ \$\_\_\_\_\_

AND

Average number of employees for previous two (2) calendar years:

Year 20\_\_\_\_ \_\_\_\_\_

Year 20\_\_\_\_ \_\_\_\_\_

**Please note that you may be requested to submit supporting documentation to support the verity of the information contained in this affidavit.**

\_\_\_\_\_  
Proposer /Subcontractor Name      Signature

Sworn to and Subscribed Before  
Me, a Notary Public,      \_\_\_\_\_  
Notary Public

for the above State and County,  
on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

**ATTACHMENT 3**

State of \_\_\_\_\_ County of \_\_\_\_\_

**AFFIDAVIT FOR CLAIMING STATUS AS A DISADVANTAGED BUSINESS**

SUB-CONTRACTOR OR SUPPLIER, AFTER BEING FIRST DULY SWORN, AFFIRMS THAT IT IS A DISADVANTAGED BUSINESS AS DEFINED BY THE CODE OF LAWS OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY TENNESSEE AND THE REGULATIONS THERETO.

AS DEFINED IN SECTION 4.44.010 OF THE METROPOLITAN CODE OF LAWS;

“Disadvantaged Business” means a small business which is owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage or disability.

SUB-CONTRACTOR OR SUPPLIER CLAIMS STATUS AS:

MINORITY-OWNED SMALL BUSINESS \_\_\_\_\_  
WOMEN-OWNED SMALL BUSINESS \_\_\_\_\_  
DISABLED-OWNED SMALL BUSINESS \_\_\_\_\_

SUBCONTRACTOR OR SUPPLIER CLAIMS STATUS AS A MINORITY-OWNED SMALL BUSINESS AS BEING:

AFRICAN AMERICAN-OWNED SMALL BUSINESS \_\_\_\_\_  
HISPANIC AMERICAN-OWNED SMALL BUSINESS \_\_\_\_\_  
ASIAN AMERICAN-OWNED SMALL BUSINESS \_\_\_\_\_  
NATIVE AMERICAN-OWNED SMALL BUSINESS \_\_\_\_\_

\_\_\_\_\_  
Sub-Contractor or Supplier

Sworn to and subscribed before me. A Notary Public, for the above State and County, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

Note: If status above has been certified by one or more other Government Entities, please attach copy(s) of said certification(s) to this affidavit.

**ATTACHMENT 4**

FAIR EMPLOYMENT PRACTICES STATEMENT

A F F I D A V I T

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

After being first duly sworn according to law, the undersigned (Affiant) states that he/she is the \_\_\_\_\_ of

\_\_\_\_\_  
(Offeror) and that by its employment policy, standards and practices the Offeror 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, or handicapping condition.

Further Affiant sayeth not.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

**ATTACHMENT 5**

CONTINGENT FEES STATEMENT

A F F I D A V I T

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

In accordance with the Metropolitan Government's 1992 Procurement Code, it is a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a Metropolitan Government contract upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

After being first duly sworn according to law, the undersigned (Affiant) states that he/she is the \_\_\_\_\_ of (Offeror) and that the Offeror has not retained anyone in violation of the foregoing.

Further Affiant sayeth not.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

**ATTACHMENT 6**

LIST OF PROPOSED DISADVANTAGED BUSINESSES

Proposer Name: \_\_\_\_\_

	Disadvantaged Business Name	Disadvantaged Business Address and Phone Number	Industry of Work to be Performed by this Disadvantaged Business <i>(see Instructions below this table)</i>	Minimum Percentage of total contract dollars to be spent with this Disadvantaged Business
1.				
2.				
3.				
4.				
5.				
6.				

**INSTRUCTIONS:**

- If more than six (6) Disadvantaged Businesses are to be listed, please attach an additional sheet.
- For the "Industry of Work to be Performed by this Disadvantaged Business" column, you must enter an Industry listed here: Agriculture, Forestry, Fishing; Mining; Construction; Manufacturing; Wholesale Trade; Retail Trade; Finance, Insurance, Real Estate; Transportation, Commerce, and Utilities; Service Industry

Submission of a proposal shall constitute Proposer's representation that neither Proposer nor an officer, agent or employee of Proposer, or the spouse, parent or child of an officer, agent or employee of Proposer, is involved in the ownership, operation or management of any subcontractor claiming status as a disadvantaged business for purposes of this Proposal and Contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

Data Collection Activities for Regional Planning Models  
Request for Proposals

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**ATTACHMENT 7**

LIST OF PROPOSED SMALL BUSINESSES

Offeror Name: \_\_\_\_\_

Notice: Small businesses listed must be registered with Metro and small business status must be approved by Metro **prior** to proposal submission. Registration can be completed online at: <https://smartrac.nashville.gov/newvendorlogin.aspx>

	Small Business Name	Small Business Address, Phone Number and email address	Industry of Work to be Performed by this Small Business ( <i>see Instructions below this table</i> )	Phase in project when Small Business is <b>anticipated</b> to perform work	Minimum Amount & <i>Percentage</i> of total contract dollars to be spent with this Small Business
1.					
2.					
3.					
4.					
5.					
6.					

**INSTRUCTIONS:**

- If the Offeror is a small business, the Offeror should also be included in this list.
- If more than six (6) Small Businesses are to be listed, please attach an additional sheet.
- For the "Industry of Work to be Performed by this Small Business" column, you must enter an Industry listed here: Agriculture, Architectural/Design/Engineering; Educational; Information Systems/Technology; Marketing/Communications/Public Relations; Medical/Healthcare; Forestry, Fishing; Mining; Construction; Manufacturing; Wholesale Trade; Retail Trade; Finance, Insurance, Real Estate; Transportation, Commerce, and Utilities; Service Industry

Submission of a proposal shall constitute Offeror's representation that neither Offeror nor an officer, agent or employee of Offeror, or the spouse, parent or child of an officer, agent or employee of Offeror, is involved in the ownership, operation or management of any subcontractor claiming status as a small business for purposes of this Proposal and Contract.

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Name and Title of Person submitting this form